

**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
(FINANCIAL MANAGEMENT AND COMPTROLLER)**



**FINANCIAL MANAGEMENT AWARDS PROGRAM
FY 2024 ANNOUNCEMENT
October 18, 2024**

REWARD PEOPLE!

Please Send Comments & Questions to:
Army Materiel Command (AMC)
ATTN: Resource Management Directorate
Commercial: 256-450-7738
Email: usarmy.redstone.usamc.mbx.national-pdi-awards@army.mil

1. Purpose and Scope. The Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA) (FM&C)) Financial Management Awards Program recognizes and encourages outstanding performance of individuals, teams, and organizations at all command levels. It complements installation, major command, and field agency recognition programs by focusing attention on excellence and commendable individuals, teams and organizations that make significant contributions to the improvement of financial management. All military or civilian CP11 employees of the Army are eligible for nomination. Contractors cannot be nominated or included as part of Individual, Organization and Team awards. DoD Instruction 1400.25, Volume 451, DoD Personnel Management System: Awards, dated November 4, 2013, Enclosure 3, paragraph 11.b.(2) and AR 672-20, Incentive Awards, dated September 17, 2020, paragraph 9-8, Certificate of Appreciation prohibit providing awards, certificates or recognition to any person, organizations, or companies having a commercial or profit- making relationship with DoD Components. Nominations will be evaluated on scope and significance; standardization/streamlining of policies, procedures, and systems; leadership; cost savings (in dollars and/or human resources); improvements in timeliness and accuracy of information; and enhanced customer service. Organizations and teams demonstrating highest efficiency and effectiveness in group mission/functions and accomplishments (up to twenty members) will be selected for awards. Nominations should demonstrate innovation - a clear improvement in workforce readiness, business processes, or application of technology. No one within a three-year period is permitted to repeat as a winner in the same category.

2. Award Levels for civilian and military.

The two award levels are:

a. Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU) Headquarters.

b. Below ACOM, ASCC, DRU Headquarters.

3. Award Categories.

a. Capstone Individual Awards recognize the "best-of-the-best" from among the winners recommended from all the award categories.

(1) ASA (FM&C) Civilian Award recognizes a civilian Army employee serving in a leadership capacity who the Assistant Secretary personally cites for outstanding innovation and contributions to the field of financial management.

(2) ASA (FM&C) Military Award recognizes a military member serving in a

leadership capacity who the Assistant Secretary personally cites for outstanding innovation and contributions to the field of financial management.

b. **Civilian Individual Awards** recognize outstanding Army civilian employees that make significant contributions to the field of financial management in the categories listed below.

(1) Accounting/ Internal Auditing. Recognizes professionals who made significant achievements to improve business management, accounting, information technology processes, and internal controls. Formulates, establishes, reviews, and revises Army processes and procedures to enhance business operations. Provides comprehensive and independent review to improve Army operations.

(2) Finance. Recognizes professionals who made significant achievements in financial management operations such as disbursing operations, travel pay, civilian pay, and military pay. Provided a significant impact while formulating, establishing, reviewing, and revising finance and comptroller policies, programs, and procedures to enhance business operations to Military Service Members, Civilians, and organizations.

(3) Financial Statement Auditing. Recognizes professionals who made significant contributions towards remediating material weaknesses aligned with the Army's audit priorities and accelerating its path to an unmodified audit opinion. Improvements may be in the area such as implementing end-to-end business process reengineering efforts leading to improved auditability for a priority area or developing innovations to promote an unmodified audit opinion.

(4) Budgeting. Recognizes excellence in building, defending, and/or executing the Army Budget in the PPBE process to better defend Army resources. Demonstrates good stewardship of Army resources by understanding the organization's missions and associated costs, helps set clear goals/targets, establishes performance objectives and measures of effectiveness. Provides Senior Leaders with accurate and timely financial and performance data to facilitate the decision-making process.

(5) Cost Savings, Analysis and Evaluation Initiatives. Awarded for using cost analysis to improve mission effectiveness through wise use of limited resources. Provides viable recommendations to streamline or improve cost estimating techniques. Provides management with accurate statistical data and analysis on costs for existing and planned programs. Improves existing methodologies used to compute statistical data or provide assessments of the impact of changes in policies and procedures that lead to sound management decisions.

(6) Comptroller/Deputy Comptroller (DRM/DCSRM/ACSRM).

Recognizes primary staff member responsible for obtaining, administratively controlling and accounting for funds needed to secure required resources. Coordinates efficient and effective utilization of organization resources and identifies innovative ways to improve fiscal management and financial processes.

(7) Education, Training, and Career Development. Creates, executes and promotes an effective training program in the development and advancement areas of military comptrollership. Educates, trains and mentors the financial management workforce.

(8) Financial Management Author of the Year Award. Recognized at any level, both the Army civilian and military writer of an article or manuscript published in a periodical categorized as OUTSTANDING in:

- (a) Broad applicability to financial management disciplines
- (b) Treatment of contemporary and timely issues
- (c) Readability, informative substance, and style

(The article or manuscript must be included in this award nomination.)

(9) Fellows (Intern) Award. This category recognizes an outstanding professional who has been in the CP-11 Intern Program for a minimum of six months within the fiscal year and who has made significant contributions to the Comptroller Civilian Career Program.

c. **Military Individual Awards** recognize outstanding Army military members making significant contributions to the field of financial management in the same categories and definitions listed above (Civilians) except for the Fellows (Intern) Award.

d. **Organization and Team Awards** recognize outstanding Army organizations and teams as follows:

(1) Outstanding Financial Management Organization Award. Recognizes an organizational element of the same office (office, division, or directorate) of not more than 20 members to include the leader, which has made significant contributions to Army financial management.

The two award levels are:

- (a) ACOM, ASCC, DRU Headquarters.

(b) Below ACOM, ASCC, DRU Headquarters.

This award is limited to one organization, not multiple organizations. If an organization award nomination includes more than one organization, the nomination will be disqualified.

(2) Outstanding Financial Management Team Award recognizes a specific working group of Army individuals (ad-hoc committee, audit team, special study group) for significant contributions to Army resource management. A team is defined as a group of at least four, but not exceeding 20 individuals, that were brought together from different organizations, offices, divisions or directorates as a working group temporarily to perform on a specific task or project. If a team exceeds 20 members, the nomination will be disqualified.

The two award levels are:

(a) ACOM, ASCC, DRU Headquarters.

(b) Below ACOM, ASCC, DRU Headquarters.

4. Nomination Procedures.

a. Any Army civilian employee or military service member regardless of their organization or command level may submit no more than two nominations through command channels.

b. Nominators cannot submit more than one nomination per category.

c. In addition, nominators cannot submit one individual for more than one category.

d. An organization or team award nomination must be submitted by the group's manager, supervisor or leader.

e. Nominations will be submitted on the Financial Management Awards Program Nomination Form. The Nomination Form consists of two pages for Individual Award Nominations and consists of three pages for Organization or Team Award Nominations.

f. "Author of the Year" Nominations must have the authored article(s) attached along with information on where it (they) was (were) published.

g. Period covered for all nominations is Fiscal Year 2024, October 1, 2023, to September 30, 2024. **Suspense date for submission of all nominations is December 18, 2024.**

h. Send signed **award nominations to awards mailbox at:**

usarmy.redstone.usamc.mbx.national-pdi-awards@army.mil

5. Selection and Announcement Procedures. Subject Matter Expert (SME) Panels will convene January 20-24 January 2025 to evaluate individual, team, and organization nominations using the award criteria and recommend winners in a specific category applying special focus to criteria requirements. A Capstone Award Panel comprised of the SME Panel chairs and/or other designated members will also meet 20-24 January 2025 to review the SME Panels' recommendations and identify from among the recommended winners proposed recipients of the Capstone Awards, ASA (FM&C) Civilian Awards, and ASA (FM&C) Military Awards. The ASA (FM&C) will review and approve the list of all proposed awardees. The ASA (FM&C) will announce the winners 5 March 2025, by a written message, to commands and agency Senior Financial Managers.

6. Presentation of Awards. The announced winners will receive recognition at the PDI 2025 Army Community Day by the ASA (FM&C). Commands are responsible for costs of supporting their winners' (including intern) participation in PDI.

7. Award Description.

a. For each Individual and Capstone Award, the award recipient will receive a certificate signed and a plaque by the ASA (FM&C). One plaque will be given to the team or organization.

b. For each team and organization award, each member of the team or organization will receive a certificate signed by the ASA (FM&C).

c. Per AR 600-8-22, Military Awards, dated January 19, 2024, paragraph 11-3, the value of the awards including trophies, loving cups, plaques, badges, buttons and similar objects may not exceed \$500 for an individual awards or the team award.

8. Please direct all questions to PDI Primary Command POC, Deborah DeLaney at deborah.a.delaney4.civ@army.mil.

DONALD M. COOK
Deputy Chief of Staff for
Resource Management, G-8

NOMINATION FORM PREPARATION GUIDANCE

1. Award Category Section.

- a. The "Individual" category consists of only one person.
- b. The "Organization" category is an award for one organization, not multiple organizations.
- c. The "Team" category consists of at least four personnel but not more than 20 (to include the Team Leader). A team is defined as a group of at least four, but not exceeding 20 individuals who were brought together from different organizations, offices, divisions, or directorates as a working group temporarily to perform a specific task. If a team exceeds 20 members, the nomination will be disqualified.
- d. Please use the appropriate form for each category.
- e. Use Arial font, no less than font size 12 for all nominations.
- f. Ensure that the rank/grade/nominee & nominator data is completed on all nomination forms.

2. Nominee Data Section.

- a. Command Level. Place an "X" on the line preceding either "ACOM, ASCC, DRU Headquarters" or "Below ACOM, ASCC, DRU Headquarters," which accurately represents the command level of the nominee whether for an individual, team, or organization. Identify the Command on the form. Do Not Use Acronyms.
- b. Name. For individual nominations: provide the rank/grade, first name, middle initial and last name of the nominee in that sequence. For team and organization nominations, provide the name of the team or organization. Also, provide team members' names (ranks/grades, first names, middle initials, last names) in the spaces provided. For organizations, please provide member names and ranks/grades on the Supplemental Data Form provided. It is very important that all names are spelled correctly and the way that the award winner would like to see it on his/her plaque-please double check for accuracy.
- c. Position Title. For individual nominations: enter the position title of the nominee. For team and organization nominations, this is not necessary.

d. Office Address. For all categories (i.e., individual, team and organization): provide the official mailing address of the nominee's office to include an office symbol or attention line, a building or number, and street name, city, state, and zip code. For all overseas addresses: provide the APO information.

e. Telephone. For individual nominations: provide the work telephone number of the nominee to include the Defense Switch Network (DSN)/Federal Telecommunications System (FTS) number, area code, and commercial number. For team or organization nominations: provide the same information for the senior member of the team or organization.

3. Nominator Data Section.

a. Name. Provide the rank/grade, first name, middle initial, and last name of the nominator in that sequence. Additionally, the nominator signs his/her name on the line above the word "signature" and enters the date that the nomination was signed.

b. Office Address. Enter the official mailing address of the nominator's office, to include: office symbol or attention line, building or number, street name, city, state, and zip code.

c. Telephone. Provide the work telephone number of the nominator to include: the DSN/FTS number, area code, and commercial number.

4. Justification Section. (Recommended format)

a. Name. For individual nominations: provide the rank/grade, first name, middle initial and last name of the nominee in that sequence. For team and organization nominations: provide the name of the team or organization.

b. Tasking/Responsibilities. Briefly describe the tasking and responsibilities. Explain who directed the tasking or mission and what the expectations or outcomes were.

c. Accomplishment. Describe clearly and concisely the accomplishments achieved. Comprehensively convey how the task was accomplished. Describe in specific detail, how the nominee clearly exceeded performance objectives, standards, or expectations, and how the nominee clearly went beyond the scope and magnitude of assigned duties and responsibilities. Reference to existing formal recognition such as awards, citations, evaluation reports and/or accolades should be provided. Particularly for team and organization nominations, focus on the overall efficiency and effectiveness that contributed directly to the group

exceeding expectations in the accomplishment of assigned mission and functions. Group results achieved should be expressed in terms of significance of impact on the installation, command, financial management community, HODA, or the entire Army.

d. Significance. Express the results, impact, and/or significance of completing the tasking. Results are expressed best in ways such as: savings in funds, manpower, or time. Results can also be expressed as: increases in productivity, beneficial long- range implications, or having utility/advantage when applied to other financial management activities, agencies, and organizations. Quantitative data and well-defined projections add substance and force to narrative descriptions and should be used whenever possible. Avoid using acronyms, abbreviations, and specialized jargon.

e. Spacing and Proper Grammar/Spelling. The spacing for the justification subparagraphs may vary according to how the nomination can best be justified. The total space used must not exceed a typewritten page 8-1/2" x 11" with margins of one inch on the sides and type font Arial no smaller than 12 points. Proper grammar and spelling are expected.

f. Justification must be limited to the space provided. Do not attach supporting documentation or additional justification. It will not be considered during the evaluation process. Exception: Author of the Year Nominations must have the authored article(s) attached along with information on where it (they) was (were) published.

5. Supplemental Data Form for Organization Nominations (if required).

a. Purpose. Use MS Word document as a supplemental form to describe additional information not provided on nomination forms.

b. Command Address. Include the name, rank, and mailing address of organization or installation commander (if not the nominating official).

c. Nomination Forms. Forms were created in Adobe PDF as "fillable" documents to facilitate data entry and completion.