

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2846**

**21 APRIL 2010**



**Personnel**

**FINANCIAL MANAGEMENT AND  
COMPTROLLER ANNUAL AWARDS  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: SAF/FMPW

Supersedes: AFI36-2846,  
22 August 2008

Certified by: SAF/FM  
(Honorable Jamie M. Morin)

Pages: 19

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This INSTRUCTION implements Air Force POLICY DIRECTIVE (AFPD) 36-28, *Awards and Decorations Programs*. It describes award categories, eligibility requirements, nomination procedures, and the selection process for recognizing outstanding performers individuals and groups in financial management and comptrollership. **Attachment 1** lists references, abbreviations, and acronyms used in this instruction. **Attachment 2** describes award categories and eligibility requirements. **Attachment 3**, **Attachment 4**, and **Attachment 5** provide nomination format and award criteria requirements. **Attachment 6** provides nomination format and awards criteria for the Robert D. Stuart Award category. **Attachment 7** provides nomination format and awards criteria for the James E. Short Award category. **Attachment 8** provides instructions for scoring AF Form 1206s and procedures for determining category winners. This publication applies to the Air National Guard (ANG) and applies to Air Force Reserve Command (AFRC) Units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms.rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change in Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. This publication requires the collection of and or maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and or maintain the records prescribed in this publication is 10 U.S.C. § 857, *Decorations and Awards*, January 3, 2007. Forms affected by the PA have an appropriate PA statement. System of records notice F036 AF PC V *Awards and Decorations* (62 F31793) applies.

## ***SUMMARY OF CHANGES***

**This document has been revised and must be completely reviewed.**

Additions/Deletions: **1.** changes – From Principal Deputy Assistant Secretary of the Air Force (Financial Management) to Assistant Secretary of the Air Force (Financial Management and Comptroller); changes – From the Air Force Financial Management Vision and who have made significant contributions to the Air Force Financial Management Transformation efforts through outstanding behavior, actions, innovations and, most importantly, results to The Air Force Financial Management Vision through outstanding behavior, actions, innovations and, most importantly, results. **2.1** deletes - Robert D. Stuart Award, and James E. Short Award. **2.1.2** changes – From original nominations by the third Friday in January to SAF/FMPW to Submit nominations electronically by the third Friday of November to SAF/FMPW. **2.1.2.1** changes – From Each nomination is limited to 30 lines on front side of AF Form 1206 (Nomination for Award) to Each nomination is limited to 30 lines (which includes headings) on front side of AF Form 1206. There should be no text entered to the right of each heading. The AF Form 1206 must be sent in Form format (not scanned). **2.1.3** changes – From Nominating officials submit only one nomination for each award category, except for the Special Acts and Services Award. SAF/FMB, SAF/FMC (including the Air Force Cost Analysis Agency [AFCAA]), SAF/FMP, SAF/FMX, and AFFSC each compete as single entities for Outstanding Contribution to Financial Management and Comptroller Awards. Direct Reporting Units (DRU) and Field Operating Agencies (FOA) will participate at the level (Base, or MAJCOM or SAF) at the discretion of their parent three-letter. If the duties of the FOA/DRU are of a management headquarters role, the FOA/DRU should compete based on both mission/role justifications. In addition, if the size and nature of the FOA/DRU does not warrant having the internal infrastructure in place to effectively run an awards program this too should serve as justification for competing at a certain level in the program to Nominating officials submit only one nomination for each award category, except for the Special Acts and Services Award. SAF/FMB, SAF/FMC (including the Air Force Cost Analysis Agency [AFCAA]), and SAF/FMP each compete as single entities for Outstanding Contribution to Financial Management and Comptroller Awards. Air Force Financial Services Center (AFFSC) will compete as a below-MAJCOM organization. Individuals will be considered for the appropriate award category based on the rank/grade they held for the majority of the award period. **3.1** adds – The Author of the Year award will be determined by the editorial review board of the Air Force Comptroller magazine. **3.4** adds - Outstanding Achievements. **4.** adds – MAJCOM/CCs. **4.2.1** changes – From military pictures should be in service dress to military pictures will be in service dress. **A.2.1.2** changes - Financial Management Officer and Civilian of the Year renumbers to A.2.1.3 and adds - Note: AFFSC will compete in this category. **A.2.1.3** changes - Financial Management SNCO, NCO, and Airman of the Year is renumbered to A.2.1.4. **A.2.1.4** changes - From Superintendent of the Year title to The Chief Master Sergeant Larry P. Gonzales Superintendent of the Year and renumbers to A.2.1.2. **A.2.1.6.** changes – From One award to an officer, one award each to an enlisted SNCO (E-7 through E-8), NCO (E-5 through E-6), and Amn (E-1 through E-4) , and one award each to a civilian (Payband 1 or GS-7 and below, Payband 2 or GS-9 and above) assigned at MAJCOM, FOA, or DRU level. Note: AFFSC will compete in A.2.1.3. to One award each to an officer, enlisted, and civilian assigned at MAJCOM, FOA, or DRU level. Note: AFFSC will compete in A.2.1.3 and A.2.1.4. **A.2.1.7** adds – Headquarters Air Force. **A.2.1.8** changes – From Outstanding Contribution to Air Force

Financial Management and Comptroller Officer, Enlisted to Outstanding Contribution to Air Force Financial Management and Comptroller Officer, Enlisted, and Civilian (Outside the Department of the Air Force). Adds **A.2.1.11**. reinstates Author of the Year award - A single award to an officer, enlisted, or civilian selected from the "Best Article" winners during the award period as The Air Force Comptroller magazine best author of the year. Adds - **A.3.1.15** Individual award winners cannot be considered for awards in two consecutive fiscal years. **Attachment 1** (Glossary of References and Supporting Information) deletes - SAF/FMX-- Strategic Planning, Communications and Support. **Attachment 8** (Instructions For Scoring AF Form 1206s) adds - For the Special Acts and Services award, no mandated point value is assigned to award criteria. The evaluation point system will be determined by the award panel Chair; deletes - Each of the 27 lines is worth 3.333 points (except for Short and Faykes awards where point value is worth 3.45 per line.

**1. Purpose and Scope:** This program recognizes individuals and groups at all levels whose outstanding performance exemplify the Air Force Financial Management Vision and who have made significant contributions to the Air Force Financial Management efforts through outstanding behavior, actions, innovations and, most importantly, results. It complements major command (MAJCOM), field operating agency (FOA), direct reporting unit (DRU), and base recognition programs by focusing attention on the most deserving individuals and groups in the financial management and comptroller community. Individuals and groups, except where otherwise noted, operate under the functional management of the Assistant Secretary of the Air Force (Financial Management and Comptroller), SAF/FM.

## **2. Nomination Procedures:**

2.1. The nomination procedures listed in paragraphs 2.1.1. through 2.1.4. apply to all awards except Author of the Year Award.

2.1.1. The award period covers one fiscal year, 1 October through 30 September.

2.1.2. Submit original nominations electronically by the third Friday of November to SAF/FMPW, 1130 Air Force Pentagon, Washington DC 20330-1130.

2.1.2.1. Submit nominations on AF Form 1206, *Nomination for Award*, using appropriate format (see **Attachment 3**, **Attachment 4**, **Attachment 5**, **Attachment 6**, and **Attachment 7**). Each nomination is limited to 30 lines (which includes headings) on front side of AF Form 1206. There should be no text entered to the right of each heading. Use bullet format with no smaller than 10-point type. The AF Form 1206 must be sent in form format (not scanned).

2.1.3. Nominating officials submit only one nomination for each award category, except for the Special Acts and Services Award. SAF/FMB, SAF/FMC (including the Air Force Cost Analysis Agency [AFCAA]), and SAF/FMP each compete as single entities for Outstanding Contribution to Financial Management and Comptroller Awards. Air Force Financial Services Center (AFFSC) will compete as a below-MAJCOM organization. Individuals will be considered for the appropriate award category based on the rank/grade they held for the majority of the award period.

2.1.4. Nominations may come from any of these officials:

2.1.4.1. DEPUTY ASSISTANT SECRETARIES.

2.1.4.2. Air Staff directors.

2.1.4.3. MAJCOM, FOA, or DRU Comptrollers or Directors, Financial Management and Comptroller.

2.1.4.4. Commanders or directors of organizations outside the Department of the Air Force for the Outstanding Contribution to Air Force Financial Management and Comptroller award, the Robert D. Stuart Award for Excellence in Financial Management, and the James E. Short Award for Outstanding Contribution to Mentorship and Career Development.

### **3. Selection Process:**

3.1. Selection panels consist of at least three members and may be chaired by a general officer or civilian equivalent, executive for enlisted matters, or other Senior leadership specifically appointed by SAF/FM. There should be one MAJCOM member on the Stuart Award selection panel. The Author of the Year award will be determined by the editorial review board of the Air Force Comptroller magazine.

3.2. The selection panels evaluate individual nominees for:

Leadership and Performance in Primary Duties	- 70 points
Significant Self Improvement	- 20 points
Base and Community Involvement	- 10 points

3.3. The selection panels evaluate group nominees for:

Outstanding Achievements and Mission Impact	- 75 points
Management of Resources	- 25 points

3.4. The James E. Short Award for Outstanding Contribution to Mentorship and Career Development and the Robert D. Stuart Award for Excellence in Financial Management only have one criteria (Outstanding Achievements) to score worth 100 points.

3.5. The selection panel evaluates special acts and services nominees on the basis of unusual or extraordinary accomplishments, the circumstances that make an act or service special, and the tangible/intangible benefits to financial management and the Air Force.

3.6. Each selection panel Chairperson forwards its recommendations through SAF/FMPW to SAF/FM for approval.

### **4. Award Recognition:**

4.1. SAF/FM announces the award winners via memorandum to MAJCOM/CCs, MAJCOM/FMs, FOA/FMs, DRU/ FMs, SAF/FM deputy assistant secretaries, and all other nominating organizations.

4.2. Within two weeks of announcement, photographs (electronic version, JPEG format) of all individuals, teams, and organizational award winners (except Special Acts and Services awards), must be sent by the nominating organization to SAF/FMPW. Photographs appear in The Air Force Comptroller journal and are displayed on the Air Force Financial Management and Comptroller award board in the Pentagon.

4.2.1. Individual award winners provide one (head/shoulders only) 5- by 7-inch color digital photo graph (military pictures should be in service dress uniform without cap).

4.2.2. Organizational award winners provide one 10- by 8-inch color digital photograph.

4.3. Each award consists of an engraved plaque and coin presented by SAF/FM to the award winner at the annual American Society of Military Comptroller (ASMC) Professional Development Institute (PDI), and a congratulatory letter from SAF/FM to the award winner's MAJCOM, FOA, or DRU commander or organization's senior official for presentation to the award winner.

4.4. Nominating officials forward awards to individuals who have transferred, separated, or retired from the Air Force.

4.5. Military members receiving individual awards are authorized to wear the Air Force Recognition Ribbon. Civilian recipients receiving individual awards are authorized to wear the Air Force Recognition Lapel Pin. AFI 36-2805, *Special Trophies and Awards*, describes the ribbon and lapel pin.

4.6. Individual award recipients provide documentation to the servicing Military Personnel Flight or Civilian Personnel Office for personnel system update.

## 5. Special Recognition Programs:

5.1. MAJCOMs, FOAs, DRUs, Air Staff, and Secretariat staff should establish programs to honor their personnel with award ceremonies and news media coverage.

5.2. In addition, these organizations should support other appropriate award programs that recognize professional achievements. Other award programs related to financial management and comptrollership include but are not limited to:

5.2.1. American Society of Military Comptrollers (ASMC). ASMC is an educational and professional organization for military and civilian personnel who are involved in financial management and comptrollership. Each year ASMC recognizes individuals for outstanding accomplishment within each of the functional fields of comptrollership. The *Armed Forces Comptroller* magazine and the ASMC website (<http://www.asmconline.org>) provide information on this program.

5.2.2. Under Secretary of Defense (Comptroller) Financial Management Awards Program. Annually, the DOD recognizes individuals or groups who have made significant contributions to the improvement of financial management. Volume 1, Chapter 6 of the DoD 7000.14-R, *DoD Financial Management Regulations (FMRS)*, <http://www.dod.mil/comptroller/fmr/> provides information on this program. The USD (Comptroller), through SAF/FM, solicits nominations at the beginning of each calendar year.

## 6. Information Collection, Records, and Forms.

6.1. Information Collections. No information collections are created by this publication.

6.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the Air Force RDS located at <https://www.my.af.mil/afirms/afirms/afirms.rims.cfm>

6.3. Forms (Adopted and Prescribed).

6.3.1. Adopted Forms. AF Form 673, *Air Force Publication/Form Action Request*, AF Form 847, *Recommendation for Change of Publication* and AF Form 1206, *Nomination for Award*.

6.3.2. Prescribed Forms. No prescribed forms are implemented by this publication.

RICHARD Y. NEWTON III, Lt General, USAF  
DCS, Manpower and Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

Air Force Records Disposition Schedule

American Society of Military Comptrollers (ASMC) website: <http://www.asmconline.org/>

Air Force Records Information Management Systems (AFRIMS) website:

<https://www.my.af.mil/afirms/afirms/afirms.rims.cfm>

Department of Defense (DoD) Financial Management Regulation (FMR) website:

<http://www.dod.mil/comptroller/fmr/>

***Abbreviations and Acronyms***

**AFCAA**—Air Force Cost Analysis Agency

**AFFSC**—Air Force Financial Services Center

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**ASMC**—American Society of Military Comptrollers

**DAFSC**—Duty Air Force Specialty Code

**DOD FMR**—Department of Defense Financial Management Regulation

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency

**FM**—Financial Management

**IMT**—Information Management Tools

**NCO**—Noncommissioned officer

**PDI**—Professional Development Institute

**SAF/FM**—Assistant Secretary of the Air Force (Financial Management and Comptroller)

**SAF/FMB**—Deputy Assistant Secretary of the Air Force (Budget)

**SAF/FMC**—Deputy Assistant Secretary of the Air Force (Cost and Economics)

**SAF/FMP**—Deputy Assistant Secretary of the Air Force (Financial Operations)

**SAF/FMPW**—Workforce Management Directorate

**SNCO**—Senior Non Commissioned Officer

USD—Under Secretary of Defense

## Attachment 2

### AWARD CATEGORIES AND ELIGIBILITY

#### A2.1. Individual Awards:

**A2.1.1. The Major General Frank R. Faykes Financial Management and Comptroller of the Year.** A single award to an officer or civilian comptroller working below MAJCOM, FOA, or DRU level.

**A2.1.2. The Chief Master Sergeant Larry P. Gonzales Superintendent of the Year.** A single award to an enlisted member serving in a designated Superintendent position working below MAJCOM, FOA, or DRU level.

**A2.1.3. Financial Management Officer and Civilian of the Year.** One award each to an officer, to a civilian (Payband 1, GS-8 and below), and to a civilian (Payband 2/Payband 3, GS-9 and above) working below MAJCOM, FOA, or DRU level. Note: AFFSC will compete in this category.

**A2.1.4. Financial Management SNCO, NCO, and Airman of the Year.** One award each to a SNCO (E-7 through E-8), NCO (E-5 through E-6), and Amn (E-1 through E-4) working below MAJCOM, FOA, or DRU level. Note: AFFSC will compete in this category.

#### A2.1.5. Cost Analyst of the Year

**A2.1.5.1. Acquisition Cost Analyst of the Year Military or Civilian.** A single award to a military member or civilian assigned to a cost position.

**A2.1.5.2. Non-Acquisition Cost Analyst of the Year Military or Civilian.** A single award to a military member or civilian assigned to a cost position.

**A2.1.6. Outstanding Contribution to Financial Management and Comptroller Officer, Enlisted, and Civilian.** One award each to an officer, enlisted, and civilian assigned at MAJCOM, FOA, or DRU level. Note: AFFSC will compete in A.2.1.3 and A.2.1.4.

**A2.1.7. Outstanding Contribution to Financial Management and Comptroller Officer, Enlisted, and Civilian.** One award each to an officer, enlisted, and civilian assigned to the Secretariat, Air Staff, Headquarters Air Force, and AFCAA. Nominees may be assigned outside of a financial management function but must be within a financial management duty Air Force special code (DAFSC) or related civilian job series.

**A2.1.8. Outstanding Contribution to Air Force Financial Management and Comptroller Officer, Enlisted, and Civilian (Outside the Department of the Air Force).** One award to an officer, enlisted or civilian working in an organization outside the Department of the Air Force (NATO, UCCs, DoD, other federal agencies employing AF employees).

**A2.1.9. Resource Advisor of the Year. Personnel with any DAFSC or civilian job series are eligible.**

**A2.1.9.1. Resource Advisor of the Year.** MAJCOM, FOA, or DRU Level. A single award to an officer, enlisted, or civilian working at MAJCOM, FOA, or DRU level.

**A2.1.9.2. Resource Advisor of the Year.** Installation Level. A single award to an officer, enlisted, or civilian working below MAJCOM, FOA, or DRU level.

**A2.1.10. Educator of the Year.** A single award to an officer, enlisted, or civilian assigned as an instructor or working in a position where their full-time responsibility is developing/improving educational programs of financial management and comptroller personnel working at any level.

**A2.1.11. Author of the Year.** A single award to an officer, enlisted, or civilian selected from the “Best Article” winners during the award period as *The Air Force Comptroller* magazine best author of the year.

**A2.2. Organization Awards (for organizations below MAJCOM, FOA, or DRU Level):**

**A2.2.1. Financial Management and Comptroller Organization of the Year.** A single award to the best financial management and comptroller organization in the Air Force.

**A2.2.2. Financial Analysis Office of the Year.** A single award to the best financial analysis office in the Air Force.

**A2.2.3. Financial Services Office of the Year.** A single award to the best financial services office in the Air Force.

**A2.3. Special Acts and Services Award:** Awards given to Air Force financial management and comptroller organizations or any part of the organization performing a special act or service.

**A2.4. The Robert D. Stuart Award for Excellence in Financial Management:**

**A2.4.1. Purpose and Description of Award.** This single annual award honors Mr. Robert D. Stuart, who served as the Deputy for Budget, Office of the Assistant Secretary of the Air Force for Financial Management and Comptroller from 1992 to 2005. This award was established upon his retirement from Civil Service as a lasting tribute to his achievements and demonstrated excellence in Financial Management. The purpose of the award is to recognize significant achievements of an individual assigned to the Financial Management career field who demonstrated excellence in support and service to Financial Management.

**A2.4.2. Eligibility for Award.** All Air Force financial management military personnel (officer or enlisted) and civilian members who served over at least a ten-year time span in the Air Force Financial Management Career Field. (Not awarded in the absence of a clearly worthy nomination)

**A2.4.3. Nomination Procedures and Criteria.** Submit nominations in accordance with [Attachment 6](#).

**A2.4.4. Award Description.** The award consists of the following elements: an engraved plaque (which becomes the personal property of the recipient) and coin presented by SAF/FM at the annual American Society Military Comptroller (ASMC) Professional Development Institute (PDI); the Robert D. Stuart Award plaque to which the recipient's name and year is added and permanently displayed in the Pentagon; *The Air Force Comptroller* magazine will publish a photograph of the award winner. The photograph of the winner will be also displayed on the award board in the Pentagon.

**A2.5. The James E. Short Award for Outstanding Contribution to Mentorship and Career Development:**

**A2.5.1. Purpose and Description of Award.** This single annual award honors Mr. James E. Short, who formerly held the position of Deputy Assistant Secretary Financial Operations (Financial Management). This award was established upon his retirement from Civil Service as a lasting tribute to his achievements and support of professional development and mentorship. The purpose of the award is to recognize significant achievements of an individual assigned to the Financial Management career field who provides great support to the mentoring and professional development of the workforce.

**A2.5.2. Eligibility for Award.** All Air Force financial management military personnel (officer or enlisted) and civilian members who served over at least a five-year time span in the Air Force Financial Management Career Field. (Not awarded in the absence of a clearly worthy nomination)

**A2.5.3. Nomination Procedures and Criteria.** Submit nominations in accordance with [Attachment 7](#).

**A2.5.4. Award Description.** The award consists of the following elements: an engraved plaque (which becomes the personal property of the recipient) and coin presented by SAF/FM at the annual American Society Military Comptroller (ASMC) Professional Development Institute (PDI); the James E. Short Award plaque to which the recipient's name and year is added and permanently displayed in the Pentagon; *The Air Force Comptroller* magazine will publish a photograph of the award winner. The photograph of the winner will be also displayed on the award board in the Pentagon.

**Attachment 3****INSTRUCTIONS FOR PREPARATION OF AF FORM 1206 NOMINATION FOR  
AWARD INDIVIDUAL AWARDS****A3.1. Individual Award Nomination Format:**

**A3.1.1. Award**—type name of the award

**A3.1.2. Category**—type appropriate category, if applicable

**A3.1.3. Award Period**—type appropriate fiscal year (1 October \_\_ - 30 September \_\_)

**A3.1.4. Rank/Name of Nominee**—self-explanatory

**A3.1.5. SSN**—leave blank

**A3.1.6. HAF, MAJCOM, FOA, or DRU**—self-explanatory

**A3.1.7. DAFSC/Duty Title**—self-explanatory (for civilians, use job series vice DAFSC)

**A3.1.8. Nominee's Telephone (DSN & Commercial)** —self-explanatory. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A3.1.9. Unit/Office Symbol/Street Address/Base/State/Zip Code**—self-explanatory (use two-letter state or country abbreviation)

**A3.1.10. Rank/Name of Unit Commander and Telephone (DSN & Commercial)**—see paragraph 2.1.4 for authorized nominating officials. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A3.1.11. Specific Accomplishments (use single-spaced, bullet format)** —use no smaller than 10-point type; address the following categories.

**A3.1.12. LEADERSHIP AND PERFORMANCE IN PRIMARY DUTIES:** Describe significant accomplishments and how the nominee exceeded the scope and magnitude of assigned duties or the level of performance (quantify performance measures or performance standards) expected. Describe how member provided superior decision support to the warfighter. Describe how the nominee furthered attainment of the Financial Management vision, goals, and strategic objectives. Also, consider awards and recognition, significant individual accomplishments, unique job achievements, processed or implemented suggestions, creative and innovative solutions. (70 points)

**A3.1.13. SIGNIFICANT SELF IMPROVEMENT:** Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, professional military education (PME), and so forth. (20 points)

**A3.1.14. BASE AND COMMUNITY INVOLVEMENT:** Define the scope and impact of the member's positive leadership and involvement in the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events. (10 points)

**A3.1.15. Individual award winners cannot be considered for awards in two consecutive fiscal years.**

**Attachment 4****INSTRUCTIONS FOR PREPARATION OF AF FORM 1206 NOMINATION FOR  
AWARD TEAM AND ORGANIZATIONAL AWARDS****A4.1. Team and Organizational Award Format:**

**A4.1.1. Award**—type name of the award

**A4.1.2. Category**—leave blank

**A4.1.3. Award Period**—type appropriate fiscal year (1 October \_\_ - 30 September \_\_)

**A4.1.4. Rank/Name of Nominee**—identify the name of the specific office

**A4.1.5. SSN**—leave blank

**A4.1.6. HAF, MAJCOM, FOA, or DRU**—self-explanatory

**A4.1.7. DAFSC/Duty Title**—leave blank

**A4.1.8. Nominee's Telephone (DSN & Commercial)** —self-explanatory. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A4.1.9. Unit/Office Symbol/Street Address/Base/State/Zip Code**—self-explanatory (use two-letter state or country abbreviation)

**A4.1.10. Rank/Name of Unit Commander and Telephone (DSN & Commercial)** —see paragraph 2.1.4 for authorized nominating officials. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A4.1.11. Specific Accomplishments (use single-spaced, bullet format)** —use no smaller than 10-point type; address the following categories.

**A4.1.12. OUTSTANDING ACHIEVEMENTS and MISSION IMPACT:** Describe in detail the team's/organization's outstanding accomplishments, how they were accomplished, why they were undertaken, and the impact on financial management at all levels. Describe exemplary efforts and results in meeting the Financial Management vision, goals, and/or strategic objectives. Include examples of extraordinary decision support leading to a strong perception of strategic partnering by our customers; developing and implementing innovative or substantially improved services for our customers; improving the accuracy, timeliness, and utility of financial information; significantly reducing costs or driving exceptional efficiencies through application of technology or efficient redesign of processes; or efficient redesign of processes resulting in reduced cycle time. (75 points)

**A4.1.13. MANAGEMENT of RESOURCES:** Focus on the effective management of monetary or human resources or both. Include dollar or time savings, productivity increases, long-range implications, and general applicability to other sections or organizations. Where possible, use quantitative data to substantiate narrative, indicating the basis for all estimates and projections. (25 points)

## Attachment 5

**INSTRUCTIONS FOR PREPARATION OF AF FORM 1206 NOMINATION FOR  
AWARD SPECIAL ACTS AND SERVICES AWARD****A5.1. Special Acts and Services Award Format:**

**A5.1.1. Award**—type Special Acts and Services

**A5.1.2. Category**—leave blank

**A5.1.3. Award Period**—state specific time period during fiscal year of the act or service

**A5.1.4. Rank/Name of Nominee**—identify the specific office/organization for which the award is recommended

**A5.1.5. SSN**—leave blank

**A5.1.6. HAF, MAJCOM, FOA, or DRU**—self-explanatory

**A5.1.7. DAFSC/Duty Title**—leave blank

**A5.1.8. Nominee's Telephone (DSN & Commercial)** —self-explanatory. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A5.1.9. Unit/Office Symbol/Street Address/Base/State/Zip Codes**self-explanatory (use two-letter state or country abbreviation)

**A5.1.10. Rank/Name of Unit Commander and Telephone (DSN & Commercial)** —see paragraph 2.1.4 for authorized nominating officials. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A5.1.11. Specific Accomplishments (use single-spaced, bullet format)** —use no smaller than 10-point type; address the following categories.

**A5.1.12. OUTSTANDING ACHIEVEMENTS:** Describe in detail the act or service and the circumstances that make the act or service special. Outstanding accomplishments must be separate and distinct from regularly assigned duties (ie, natural disaster relief, transformation, AFSSO21 events, etc.). Describing multiple acts or services is discouraged unless each is special for a clearly outstanding reason.

**A5.1.13. DIFFICULTIES/OBSTACLES:** Describe the difficulties and obstacles overcome.

**A5.1.14. EFFECTS ON FINANCIAL MANAGEMENT:** Describe the direct effect the act or service had or will have on financial management at all levels.

**A5.1.15. BENEFITS TO THE AIR FORCE:** Describe the tangible/intangible benefit to financial management and the Air Force.

**Attachment 6****INSTRUCTIONS FOR PREPARATION OF AF FORM 1206 NOMINATION FOR  
AWARD THE ROBERT D. STUART AWARD****A6.1. The Robert D. Stuart Award Format:**

**A6.1.1. Award**—type name of the award

**A6.1.2. Category**—type appropriate category, if applicable

**A6.1.3. Award Period**—type appropriate fiscal year (1 October \_\_ - 30 September \_\_)

**A6.1.4. Rank/Name of Nominee**—self-explanatory

**A6.1.5. SSN**—leave blank

**A6.1.6. HAF, MAJCOM, FOA, or DRU**—self-explanatory

**A6.1.7. DAFSC/Duty Title**—self-explanatory (for civilians, use job series vice DAFSC)

**A6.1.8. Nominee's Telephone (DSN & Commercial)** —self-explanatory. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A6.1.9. Unit/Office Symbol/Street Address/Base/State/Zip Code**—self-explanatory (use two-letter state or country abbreviation)

**A6.1.10. Rank/Name of Unit Commander and Telephone (DSN & Commercial)** —see paragraph **2.1.4** for authorized nominating officials. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A6.1.11. Specific Accomplishments (use single-spaced, bullet format)** —use no smaller than 10-point type; address the following categories.

**A6.1.12. OUTSTANDING ACHIEVEMENTS:** Accomplishments must be cumulative, identifiable, have a positive impact on Air Force-wide FM organization, processes, and/or services to customers. The nominee should demonstrate personal embodiment of Air Force Core Values and exhibit continuing devotion to professional growth by self and others in Air Force FM. The accomplishments must cover at least a ten-year time span and can include accomplishments for entire career. Officer, enlisted, or civilians working at any level are eligible for this award. Winners of this award may not be nominated again. (100 points)

**Attachment 7****INSTRUCTIONS FOR PREPARATION OF AF FORM 1206 NOMINATION FOR  
AWARD THE JAMES E. SHORT AWARD****A7.1. The James E. Short Award Format:**

**A7.1.1. Award**—type name of the award

**A7.1.2. Category**—type appropriate category, if applicable

**A7.1.3. Award Period**—type appropriate fiscal year (1 October \_\_ - 30 September \_\_)

**A7.1.4. Rank/Name of Nominee**—self-explanatory

**A7.1.5. SSN**—leave blank

**A7.1.6. HAF, MAJCOM, FOA, or DRU**—self-explanatory

**A7.1.7. DAFSC/Duty Title**—self-explanatory (for civilians, use job series vice DAFSC)

**A7.1.8. Nominee's Telephone (DSN & Commercial)** —self-explanatory. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A7.1.9. Unit/Office Symbol/Street Address/Base/State/Zip Code**—self-explanatory (use two-letter state or country abbreviation)

**A7.1.10. Rank/Name of Unit Commander and Telephone (DSN & Commercial)**—see paragraph 2.1.4 for authorized nominating officials. For telephone numbers outside the US with no DSN access, provide commercial phone number with country code.

**A7.1.11. Specific Accomplishments (use single-spaced, bullet format)**—use no smaller than 10-point type; address the following categories.

**A7.1.12. OUTSTANDING ACHIEVEMENTS:** Accomplishments must have a positive impact on Air Force Financial Management career development and mentorship and must cover at least a five-year consecutive span. Additionally, the nominee should demonstrate personal embodiment of Air Force Core Values and exhibit continuing devotion to professional growth by self and others in Air Force FM. Winners of this award may not be nominated again for five-years. Officer, enlisted, or civilians working at any level are eligible for this award. (100 points)

**Attachment 8****INSTRUCTIONS FOR SCORING AF FORM 1206**

**Each selection panel will be provided a template for scoring. Please using the following as guidance for scoring your AF Form 1206s and determining winners.**

**A8.1. Each selection panel will be provided a template for scoring.** Please using the following as guidance for scoring your AF Form 1206s and determining winners.

**A8.2. Each criteria has a maximum point value.** See sample below. For the Special Acts and Services award, no mandated point value is assigned to award criteria. The evaluation point system will be determined by the award panel Chair.

**A8.3. Score each AF Form 1206 and place criteria point values for each nominee on template.**

**A8.4. The total score will automatically calculate.**

**A8.5. Rank nominees from 1 – X based on 1 being the highest point total.**

**A8.6. Panel members should forward their scores/ranking spreadsheet to Panel lead.**

**A8.7. Panel lead will determine category winner.**

