

**BY ORDER OF THE COMMANDER
AIR FORCE RESEARCH LABORATORY
(AFRL)**

**AIR FORCE RESEARCH LABORATORY
INSTRUCTION 36-2846**

14 AUGUST 2014



Personnel

**FINANCIAL MANAGEMENT AND
COMPTROLLER AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFRL/FMA

Certified by: AFRL/FM
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Pages: 4

This instruction implements Air Force Instruction (AFI) 36-2846, *Financial Management and Comptroller Annual Awards Program*. It establishes and describes the Air Force Research Laboratory Financial Management (AFRL/FM) and Comptroller Annual and Quarterly Awards Program. It defines the processes for nominating individuals and teams for both the Air Force Materiel Command (AFMC) and Secretary of the Air Force (SAF) FM Comptroller Annual Awards Programs. It outlines the policies, processes, and responsibilities for eligibility criteria, categories, nomination, selection, and recognition. This instruction applies to all FM and Comptroller personnel assigned to the AFRL Headquarters (HQ) and technology directorates (TDs)/711 Human Performance Wing (HPW). This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command. Requests for waivers must be processed through command channels to the publication OPR for consideration. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of IAW Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS). This publication requires the collection of and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are 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 FR 31793) applies.

1. Purpose and Scope. This program recognizes AFRL individuals and teams at all levels whose outstanding performance exemplify the AFRL Financial Management Vision and who have made significant contributions to the Air Force Financial Management Transformation efforts through outstanding actions, innovations, and behaviors. This program, which also supports the AFMC Financial Management Comptroller (AFMC/FM) and Secretary of the Air Force Financial Management and Comptroller (SAF/FM) Awards Program, is a multi-step process that begins with an awards call and ends with the recognition of award recipients. AFRL/FM is responsible for administering the program.

2. Award Categories.

2.1. Award categories and eligibility can be found in AFI 36-2846, Attachment 2.

2.1.1. Contractors are not eligible for individual awards except for the AFRL Professional Support category; however, they can be included in group awards as long as they are part of a team with military/civilians.

2.2. The Major General Frank R. Faykes Financial Management and Comptroller of the Year award category includes the AFRL Comptroller, Technical Directors (TD) Financial Management Comptrollers, and their deputies.

2.3. In addition to the award categories found in AFI 36-2846, Attachment 2, AFRL will recognize three additional categories Budget Assistant, Trainee, and Professional Support. Follow individual awards instructions in AFI 36-2846, Attachment 3 for these awards.

2.3.1. Budget Assistants are those individuals hired into the GS-561 job series or DO equivalent and are eligible at any grade level.

2.3.2. Trainees are those individuals hired into a structured training program and may be considered a trainee until promoted to their target grade.

2.3.3. Professional Support are those individuals hired into the following series/grade

3. Nomination Procedures. The nomination procedures listed in paragraph 3.1 through 3.3 apply to all awards except Author of the Year, Robert D. Stuart Award, and the James E. Short Award.

3.1. The AFRL award period covers one fiscal year, 1 October through 30 September. AFRL/FM will suspense the headquarters and TDs/711 HPW for nominations to arrive at AFRL in order to meet AFMC and SAF timelines.

3.2. Submit nominations on AF Form 1206, *Nomination for Award*, using the appropriate format (see AFI 36-2846, Attachments 3, 4, 5, 6, 7). Each nomination is limited to 30 lines on the front side of AF Form 1206. Use bullet format with no smaller than 10-font size.

3.3. The nominating official for HQs nominations is AFRL/FM. Nominating officials for the TDs/711 HPW are the Chief's of Financial Management for each TD/711 HPW. Nominating officials submit only one nomination for each award category, except for the Special Acts and Services Award.

4. Selection Process.

- 4.1. A selection panel will contain at least three members at GS-12/DO/Major or above rank. AFRL/FM will solicit volunteers to be on the panels.
- 4.2. The selection panel will evaluate the nominee packages provided by AFRL/FM for Leadership and Performance in Primary Duties 70 points, Significant Self Improvement 20 points, and Base and Community Involvement 10 points.
- 4.3. The selection panels evaluate group nominees for Outstanding Achievements and Mission Impact 75 points and Management of Resources 25 points.
- 4.4. 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 to score worth 100 points.
- 4.5. 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.
- 4.6. Each selection panel member forwards its recommendations to AFRL/FM for approval. In the event of a tie, AFRL/FM will make the tie breaking decision.
- 4.7. Except for AFRL specific awards, all other AFRL award winners will be automatically forwarded to compete at the AFMC and SAF level.

5. Award Recognition.

- 5.1. AFRL/FM announces the award winners via e-mail to AFRL HQs and TDs/711 HPW.
- 5.2. AFRL annual award winners will receive a plaque, certificate, and congratulatory letter from the AFRL Comptroller (AFRL/FM). AFRL quarterly award winners receive a certificate and congratulatory letter from the AFRL Comptroller (AFRL/FM).
 - 5.2.1. Contractors who are selected in the Professional Support category or are included in a group category will be acknowledged with a certificate and a congratulatory letter from AFRL Comptroller (AFRL/FM) provided to their company.
- 5.3. HQs and TDs/711 HPW are encouraged to recognize civilian award winners with cash or time-off awards and appropriately recognize military winners.

THOMAS J. MASIELLO
Major General, USAF
Commander

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

AFI 36-2846, *Financial Management and Comptroller Annual Awards Program*, 21 April 2010

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Award*. 1 July 2000