

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



**AIR FORCE INSTRUCTION 36-2846**

**6 DECEMBER 2004**

**AIR MOBILITY COMMAND  
Supplement 1**

**31 JANUARY 2005**

**Personnel**

**FINANCIAL MANAGEMENT AND  
COMPTROLLER ANNUAL  
AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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<http://www.e-publishing.af.mil>

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OPR: SAF/FMPW  
Supersedes AFI 36-2846, 26 November 2001

Certified by: SAF/FM (Mr Michael Montelongo)  
Pages: 17  
Distribution: F

**(AMC)**

OPR: HQ AMC/A8E (Mrs. Donna J. Fuehne)  
Supersedes AFI 36-2846, AMCS1, 15 June 2001

Certified by: HQ AMC/A8 (Col David E. Price)  
Pages: 4  
Distribution: F

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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** identifies the enduring competencies outlined in the *Air Force Financial Management Competency Model*. Note: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFPD 37-1, *Information Management*, and Air Force manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with the Air Force records disposition schedule (RDS) located at <https://webrims.amc.af.mil>.

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**(AMC)** AFI 36-2846, 6 December 2004, is supplemented as follows. This supplement applies to all Air Mobility Command (AMC) units. It does not apply to U.S. Air Force (AF) Reserve or Air National Guard units.

## ***SUMMARY OF REVISIONS***

This publication is substantially revised to ensure that the Air Force Financial Management and Comptroller Annual Awards are in alignment with the vision, mission, and strategic priorities of Air Force Financial Management. It emphasizes recognizing individuals, teams, and organizations who exemplify the Air Force Financial Management Vision, manifest the competencies outlined in the *Air Force Financial Management Competency Model\** (see **Attachment 6**), and have made significant contributions to the Air Force Financial Management Transformation efforts; deletes the award for runners-up; deletes reference to the Association of Government Accountants; deletes reference to the Air Force Accounting and Finance Office (AFAFO); deletes the Air Force Top Dollar Awards; deletes reference to Regional Accounting and Finance Office; renames the award NAF Financial Analyst of the Year; adds a team award for Outstanding Contribution to Financial Management Transformation; adds an enlisted category to the award for Outstanding Contribution to Financial Management and Comptroller (Secretariat/Air Staff Level); changes military award category to officer for the award Outstanding Contribution to Financial Management and Comptroller (Secretariat/Air Staff Level); changes the Airman category to enlisted for the Outstanding Contribution to Financial Management and Comptroller (MAJCOM, FOA, or DRU Level); changes the Airman category to enlisted for the Outstanding Contribution to Air Force Financial Management and Comptroller (working outside the Department of the Air Force); changes the criteria for Outstanding Achievements for Individual Awards; deletes Leadership and Management Traits category for Individual Awards; adds Personal and Enduring Competencies category and criteria for Individual Awards; changes the criteria for Outstanding Achievements for Organizational Awards; and changes all references to airman to enlisted.

**(AMC)** This supplement updates the Directorate of Comptroller office symbol from FM to A8. It updates the HQ AMC/A8 Quarterly Awards Program and requires the Officer of the Quarter nomination **Air Force Information Management Tool (IMT) 1206, Nomination for Award**, to follow the same format as the enlisted nomination format. It deletes the AMC Top Dollar Program. This supplement also defines the award quarters. A bar ( | ) indicates a revision from the previous edition.

**1. Purpose and Scope.** This program recognizes outstanding performance by both individuals and groups at all levels of command that exemplify the Air Force Financial Management Vision and have made significant contributions to the Air Force Financial Management Transformation efforts by 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.

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

2.1.2. Submit original nominations by the first workday in January to SAF/FMPW, 1130 Air Force Pentagon, Washington DC 20330-1130.

2.1.2. **(AMC)** Nominations must arrive electronically at HQ AMC/A8E, 402 SCOTT DRIVE, UNIT 1K1, SCOTT AFB IL 62225-5311, by 31 October unless otherwise directed by the Directorate of Comptroller office (HQ AMC/A8).

2.1.2.1. Submit nominations on AF IMT 1206, Nomination for Award, using appropriate format (see **Attachment 3**, **Attachment 4**, and **Attachment 5**). Each nomination is limited to one page (front side of AF IMT 1206). Use bullet format with no smaller than 10-point type.

2.1.2.1. **(AMC)** Prepare nomination packages according to **Attachment 2** through **Attachment 6** in AFI 36-2846.

2.1.2.2. **(Added-AMC)** All submissions must be on a current AF IMT 1206. Include results of actions taken by the individual or organization in the justification data. Individual accomplishments at another base can be included in the nomination if they occurred during the period of the award and there is written documentation substantiating the accomplishment for the nominator. Nominations received after the due date, and those not following the guidance in this instruction, will not be considered.

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]), SAF/FME, SAF/FMP, and SAF/FMT each compete as single entities for Outstanding Contribution to Financial Management and Comptroller Awards.

2.1.4. Nominations may come from any of these officials:

2.1.4. **(AMC)** The wing commander, or equivalent, nominates for base-level submissions. Division chiefs nominate to the director for AMC-level submissions.

2.1.4.1. SAF 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.

### 3. Selection Process:

3.1. Selection panels consist of at least three members and are chaired by a general officer or civilian equivalent for all awards except the Author of the Year. SAF/FM deputy assistant secretaries select the chairpersons.

3.1. **(AMC) Selection Process.** Selection committees evaluate nomination packages and make recommendations to HQ AMC/A8 for approval. Individuals selected for AMC awards are the command's nominees for Air Force-level awards, with the exception of the Comptroller Administrative Support Outstanding Performance Award. It is an internal MAJCOM award only.

3.1.1. MAJCOM Comptrollers or Directors, Financial Management and Comptroller, select the Author of the Year from the quarterly winners of *The Air Force Comptroller* journal.

3.2. The selection panels evaluate individual nominees for:

Outstanding Achievements- 70 percent

Personal and Enduring Competencies- 20 percent

Professional Accomplishments- 10 percent

3.3. The selection panels evaluate group nominees for:

Mission Accomplishment- 25 percent

Outstanding Achievements- 50 percent

Management of Resources- 25 percent

3.4. 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.

3.5. 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/FMs, FOA/FMs, DRU/FMs, SAF/FM deputy assistant secretaries, and all other nominating organizations.

4.1. **(AMC) Award Recognition.** The HQ AMC Comptroller approves and announces AMC winners and presents each award winner with an engraved plaque and appropriate congratulatory memorandum.

4.2. Within two weeks of announcement, photographs of all individual, team, 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 5- by 7-inch color photograph and one digital photograph (military pictures should be in service dress uniform without cap).

4.2.1. **(AMC)** Within a week after the announcement, individual award winners provide **two 5 by 7** colored photographs (military pictures will be in service dress uniform without cap) to HQ

AMC/A8E, 402 SCOTT DRIVE, UNIT 1K1, SCOTT AFB IL 62225-5311. Send one digital colored photograph electronically to the Executive Officer, HQ AMC/A8.

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

4.2.2. (AMC) Within a week after the announcement, organizational award winners provide **two 10 by 8** colored photographs to HQ AMC/A8E, 402 SCOTT DRIVE, UNIT 1K1, SCOTT AFB IL 62225-5311. Send one digital colored photograph electronically to the Executive Officer, HQ AMC/A8.

4.3. Each award consists of an engraved plaque and coin presented by SAF/FM to the award winner at the annual ASMC 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.asmonline.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. Chapter 6, Volume 1, of the *Department of Defense Financial Management Regulation* (DOD FMR), provides information on this program. The USD (Comptroller), through SAF/FM, solicits nominations at the beginning of each calendar year.

6. Forms Adopted: AF IMT 1206, Nomination for Award.

## 7. (Added-AMC) HQ AMC/A8 Quarterly Awards Program:

7.1. (Added-AMC) Purpose. This program recognizes superior performance by Financial Management (FM) personnel at AMC base-level activities on a quarterly basis.

7.2. **(Added-AMC)** Categories and Eligibility Criteria. All personnel in the specified ranks, regardless of Air Force Specialty Code (AFSC), assigned to the FM functional area are eligible to compete for these awards.

7.2.1. **(Added-AMC)** Airman of the Quarter: Airman Basic through Senior Airman.

7.2.2. **(Added-AMC)** Noncommissioned Officer (NCO) of the Quarter: Staff Sergeant and Technical Sergeant.

7.2.3. **(Added-AMC)** Senior NCO of the Quarter: Master Sergeant and Senior Master Sergeant.

7.2.4. **(Added-AMC)** Officer of the Quarter: Second Lieutenant through Captain.

7.2.5. **(Added-AMC)** Civilian of the Quarter: General Schedule GS-8 and below (Category 1).

7.2.6. **(Added-AMC)** Civilian of the Quarter: General Schedule GS-9 and above (Category 2).

7.3. **(Added-AMC)** Nominations:

7.3.1. **(Added-AMC)** Include significant accomplishments during the applicable quarter. Submit all nominations to arrive at HQ AMC/A8E by the 15th of the month following the end of each fiscal quarter (first quarter nominations would be due by 15 January). The fourth quarter nomination packages are due by the 5th of October. Electronically mail award nomination packages to HQ AMC/A8E. Late nominations are not accepted.

7.3.2. **(Added-AMC)** Award quarters are defined as:

First Quarter	1 Oct – 31 Dec
Second Quarter	1 Jan – 31 Mar
Third Quarter	1 Apr – 30 Jun
Fourth Quarter	1 Jul – 30 Sep

7.3.3. **(Added-AMC)** The base-level comptroller approves and transmits base-level nomination packages.

7.3.4. **(Added-AMC)** All organizations are limited to one nominee per category per quarter.

7.3.5. **(Added-AMC)** Prepare nominations on an AF IMT 1206 to include the following categories for enlisted and officer submissions:

7.3.5.1. **(Added-AMC)** LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties.

7.3.5.1.1. **(Added-AMC)** Define the scope and level of responsibilities and the impact on the mission and unit.

7.3.5.1.2. **(Added-AMC)** Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission.

7.3.5.1.3. **(Added-AMC)** Include awards received; e.g., NCO of the Quarter, Financial Management Professional of the Year, etc.

7.3.5.1.4. **(Added-AMC)** Emphasize dollar and time savings in raw numbers (avoid percentages, unless you back them up with raw numbers). Avoid statements like “reduced processing time by 50 percent.” This does not tell the board members anything. If you have a 2-minute process and reduce it 50 percent, you have saved 1 minute. However, if you have a 20-hour process and reduce it 50 percent, then you’ve saved 10 hours, a big difference. Always show raw numbers to back up percentages.

7.3.5.1.5. **(Added-AMC)** Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations.

7.3.5.1.6. **(Added-AMC)** Weight value for this category is 30 points.

7.3.5.2. **(Added-AMC)** 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 reflected to primary duties, and so forth.

7.3.5.2.1. **(Added-AMC)** Include completion of any professional military education (PME) as well as awards earned during in-residence attendance.

7.3.5.2.2. **(Added-AMC)** Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average.

7.3.5.2.3. **(Added-AMC)** Cite any other relevant training or activity that significantly enhanced the member’s value as a military citizen.

7.3.5.2.4. **(Added-AMC)** Weight value for this category is 10 points.

7.3.5.3. **(Added-AMC)** BASE OR COMMUNITY INVOLVEMENT. Define the scope and impact of the member’s positive leadership and involvement in both the military and civilian community.

7.3.5.3.1. **(Added-AMC)** Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of the Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

7.3.5.3.2. **(Added-AMC)** Weight value for this category is 10 points.

7.3.6. **(Added-AMC)** Civilian of the Quarter – Category 1 and Category 2:

7.3.6.1. **(Added-AMC)** JOB DESCRIPTION: Using no more than seven lines, describe the nominee’s primary job responsibilities and duties.

7.3.6.2. **(Added-AMC)** SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS: Provide factual and substantiated examples of nominee’s significant performance and achievements that warrant this recognition. Describe how well the nominee improved operations, highlight any support provided for special projects; explain any other outstanding services provided that benefited the organization and its mission, etc.

7.3.6.2.1. **(Added-AMC)** Weight value for this category is 15 points.

7.3.6.3. **(Added-AMC)** SIGNIFICANT SELF-IMPROVEMENT EFFORTS: Describe the nominee’s self-improvement efforts (training and education), if applicable. This section may also include additional duties, community and/or civic activities, and family enhancement.

7.3.6.3.1. **(Added-AMC)** Weight value for this category is 10 points.

7.4. **(Added-AMC)** Selection Process

7.4.1. **(Added-AMC)** HQ AMC/A8 establishes panels to evaluate the nomination packages. HQ AMC/A8 makes the final selection.

7.4.2. **(Added-AMC)** HQ AMC/A8 announces the winners via electronic mail correspondence.

7.4.3. **(Added-AMC)** Award winners receive an engraved plaque or other appropriate memento, and a congratulatory memorandum from the comptroller (HQ AMC/A8).

8. **(Added-AMC) MAJCOM Comptroller Administrative Support Outstanding Performance**

8.1. **(Added-AMC)** Purpose: This award recognizes significant contributions and improvements to HQ AMC Comptroller Administrative Support areas.

8.2. **(Added-AMC)** Categories and Eligibility Criteria. A single award to an officer, airman, or civilian working within HQ AMC/A8, regardless of AFSC or civilian job series.

8.3. **(Added-AMC)** Selection Process. Selection committees evaluate nomination packages and make recommendations to the HQ AMC Comptroller for approval.

8.4. **(Added-AMC)** The HQ AMC Comptroller approves and announces AMC winners and presents the award winner with an engraved plaque and appropriate congratulatory memorandum.

MICHAEL MONTELONGO, Assistant Secretary of the Air Force  
(Financial Management and Comptroller)

**(AMC)**

DAVID E. PRICE, Colonel, USAF  
Comptroller

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

AFI 36-2805, *Special Trophies and Awards*

AFMAN 37-123, *Management of Records*

AFPD 36-28, *Awards and Decorations Programs*

AFPD 37-1, *Information Management*

Air Force Records Disposition Schedule

***Abbreviations and Acronyms***

**AFCAA**—Air Force Cost Analysis Agency

**AFI**—Air Force instruction

**AFMAN**—Air Force manual

**AFPD**—Air Force policy directive

**ASMC**—American Society of Military Comptrollers

**DAF**—Department of the Air Force

**DAFSC**—duty Air Force specialty code

**DOD**—Department of Defense

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

**DRU**—direct reporting unit

**FOA**—field operating agency

**FM**—Financial Management

**IMT**—information management tools

**MAJCOM**—major command

**NAF**—nonappropriated fund

**NCO**—noncommissioned officer

**PDI**—Professional Development Institute

**RDS**—records disposition schedule

**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/FME**—Executive Services, Office of the Assistant Secretary of the Air Force (Financial Management and Comptroller)

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

**SAF/FMPW**—Workforce Management Directorate

**SAF/FMT**—Financial Management Strategic Planning and Transformation Program Management Office

**SNCO**—senior noncommissioned officer

**UMD**—unit manning document

**USD**—Under Secretary of Defense

## Attachment 2

### AWARD CATEGORIES AND ELIGIBILITY

#### A2.1. Individual Awards:

A2.1.1. **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. **Financial Analysis Officer and Civilian of the Year.** One award each to an officer and civilian (GS-11 and above and GS-10 and below) working below MAJCOM, FOA, or DRU level.

A2.1.3. **Financial Services Officer and Civilian of the Year.** One award each to an officer and civilian (GS-11 and above and GS-10 and below) working below MAJCOM, FOA, or DRU level.

A2.1.4. **Financial Management SNCO, NCO, and Airman of the Year.** One award each to a SNCO (E-7 through E-9), NCO (E-5 through E-6), and Airman (E-1 through E-4) working below MAJCOM, FOA, or DRU level.

A2.1.5. **Superintendent of the Year.** A single award to an enlisted member serving in a designated Superintendent position working below MAJCOM, FOA, or DRU level.

A2.1.6. **Acquisition Cost Analyst of the Year Military and Civilian.** One award each to a military member and a civilian assigned to a cost position.

#### A2.1.7. Nonappropriated Fund (NAF) Financial Analyst of the Year:

A2.1.7.1. **NAF Financial Analyst of the Year MAJCOM, FOA, or DRU Level.** A single award to an officer, enlisted, or civilian working at MAJCOM, FOA, or DRU level.

A2.1.7.2. **NAF Financial Analyst of the Year Installation Level.** A single award to an officer, enlisted, or civilian working below MAJCOM, FOA, or DRU level.

A2.1.8. **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.

A2.1.9. **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, or the AFCAA staff. 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.

A2.1.10. **Outstanding Contribution to Air Force Financial Management and Comptroller Officer and Enlisted.** One award each to an Air Force officer and enlisted member working in an organization outside the Department of the Air Force.

A2.1.11. **Resource Advisor of the Year.** Personnel with any DAFSC or civilian job series are eligible.

A2.1.11.1. **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.

A2.1.11.2. **Resource Advisor of the Year Installation Level.** A single award to an officer, enlisted, or civilian working below MAJCOM, FOA, or DRU level.

**A2.1.12. Quality Assurance Manager of the Year:**

A2.1.12.1. **Quality Assurance Manager of the Year MAJCOM, FOA, or DRU Level.** A single award to an officer, enlisted, or civilian working at MAJCOM, FOA, or DRU level.

A2.1.12.2. **Quality Assurance Manager of the Year Installation Level.** A single award to an officer, enlisted, or civilian working below MAJCOM, FOA, or DRU level.

A2.1.13. **Educator of the Year.** A single award to an officer, enlisted, or civilian assigned as an instructor or working in a position where their primary responsibility is developing/improving educational programs of financial management and comptroller personnel working at any level.

A2.1.14. **Author of the Year.** A single award to an officer, enlisted, or civilian selected from the quarterly winners as *The Air Force Comptroller* journal's best author of the year.

**A2.2. Team Award:**

A2.2.1. **Outstanding Contribution to Air Force Financial Management Transformation.** A single award to a team of military members and/or civilians working at any level. Team may consist of cross-organization members.

**A2.3. Organization Awards (for organizations below MAJCOM, FOA, or DRU Level):**

A2.3.1. **Financial Management and Comptroller Organization of the Year.** A single award to the best financial management and comptroller organization in the Air Force.

A2.3.2. **Financial Analysis Office of the Year.** A single award to the best financial analysis office in the Air Force.

A2.3.3. **Financial Services Office of the Year.** A single award to the best financial services office in the Air Force.

**A2.4. 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.

## Attachment 3

INSTRUCTIONS FOR PREPARATION OF AF IMT 1206,  
NOMINATION FOR AWARD

## INDIVIDUAL AWARDS

**Award**—type name of the award

**Category**—type appropriate category, if applicable

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

**Rank/Name of Nominee**—self-explanatory

**SSN**—leave blank

**MAJCOM, FOA, or DRU**—self-explanatory

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

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

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

**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.

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

**OUTSTANDING ACHIEVEMENTS:** Describe how the nominee exceeded the scope and magnitude of assigned duties or the level of performance (quantify performance measures or performance standards) expected. Identify the nominee's technical competencies (accounting, auditing, business planning, budgeting, cost estimating/analysis, financial analysis, financial reporting, financial services, and forecasting) as outlined in the *Air Force Financial Management Competency Model\**, ingenuity, and any other factors bearing directly on the performance being evaluated. Describe how the nominee furthered attainment of the Financial Management vision, goals, and strategic objectives. Include outstanding accomplishments, the impact on customer satisfaction, how the nominee demonstrated effective management of resources (dollar or time savings, productivity increases, long-range implications, and general applicability to other sections or organizations), provided extraordinary decision support leading to a strong perception of strategic partnering by our customers, improved the timeliness, accuracy, and relevance of financial information, significantly reduced costs or drove exceptional efficiencies through application of technology or efficient redesign of processes, or redesigned processes resulting in reduced cycle time. Where possible, use quantitative data to substantiate narrative, indicating the basis for all estimates and projections. Provide direct, hard-hitting information. The emphasis here is on results/outcomes.

**PERSONAL AND ENDURING COMPETENCIES:** Provide specific examples of how the nominee's exceptional demonstration of key personal competencies (insight, integrity, judgment, ethics, selfless service, and professional demeanor) and/or enduring competencies (decision support, developing people,

strategic orientation, risk management, problem solving, collaborating and influencing, driving processes for results, leading change, leading teams, and communication) established in the *Air Force Financial Management Competency Model*\* had a significant impact upon mission and people.

**PROFESSIONAL ACCOMPLISHMENTS:** Describe what the nominee has done beyond work and above the normal expected in areas such as self-improvement, college, seminar, additional job-related education, professional military education, and community service.

\* See **Attachment 6** for a summary explanation of the competency model; see the Air Force FM Knowledge Management website (<https://www.my.af.mil/afknprod/fmkm>) for a more detailed explanation; use chain-of-command for further assistance.

**Attachment 4****INSTRUCTIONS FOR PREPARATION OF AF IMT 1206,  
NOMINATION FOR AWARD****TEAM AND ORGANIZATIONAL AWARDS**

**Award**—type name of the award

**Category**—leave blank

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

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

**SSN**—leave blank

**MAJCOM, FOA, or DRU**—self-explanatory

**DAFSC/Duty Title**—leave blank

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

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

**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.

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

**MISSION ACCOMPLISHMENT:** Identify the organization's overall effectiveness and contribution in fulfilling its role and mission.

**OUTSTANDING ACHIEVEMENTS:** 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.

**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.

**Attachment 5****INSTRUCTIONS FOR PREPARATION OF AF IMT 1206,  
NOMINATION FOR AWARD****SPECIAL ACTS AND SERVICES AWARD**

**Award**—type Special Acts and Services

**Category**—leave blank

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

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

**SSN**—leave blank

**MAJCOM, FOA, or DRU**—self-explanatory

**DAFSC/Duty Title**—leave blank

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

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

**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.

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

**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. (Describing multiple acts or services is discouraged unless each is special for a clearly outstanding reason.)

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

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

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

## Attachment 6

### AIR FORCE FINANCIAL MANAGEMENT COMPETENCY MODEL (ENDURING COMPETENCIES)

Certain enduring competencies are part of the Air Force Financial Management Competency Model that defines the knowledge, skills, and abilities required of the workforce. Specifically, the enduring competencies represent the leadership and thought skills required to effectively manage FM organizations. These skills complement a person's technical competencies and personal attributes and enable senior FM leaders to fulfill the Air Force Financial Management Vision: strategic partnering, world-class financial customer support, and decision support. Studies have proven that people who possess highly developed enduring competencies develop and lead highly efficient organizations.

**Decision Support:** The ability to analyze relevant knowledge and strategies to provide decision makers with insightful resource and financial recommendations.

**Developing People:** The ability to promote the development and performance of others with the right blend of understanding, coaching, teaching, and support.

**Strategic Orientation:** The ability to understand a vast array of information, anticipate needs, and make effective decisions and actions that meet important goals.

**Risk Management:** The ability to identify and control financial risk for the organization.

**Problem Solving:** The ability to identify problems, gather the proper information, and use the appropriate analysis to create sound recommendations.

**Collaborating and Influencing:** The ability to build cooperative relationships across boundaries that help different people work together effectively.

**Driving Processes for Results:** The ability to identify and effectively manage the people and processes that produce results.

**Leading Change:** The ability to identify relevant improvements and mobilize people to implement them.

**Leading Teams:** The ability to help groups work together successfully, driving results through commitment, motivation, and communication.

**Communication:** The ability to use a variety of different ways of communicating to successfully inform, influence, and persuade others in the organization.