

Aloha Chapter Awards Program

1. Objective. To recognize Chapter Members for outstanding accomplishments and services within the financial fields of Comptrollership. The Aloha Chapter Awards Program will commence on 1 January 2012.

2. Awards Criteria. The Aloha Chapter's program is based on the National and the Aloha Chapter Awards programs. ASMC Aloha Chapter members are eligible to participate in the ASMC National Level and at the Aloha Chapter Award Program. Further, the award submissions/nominations will be evaluated by the Chapter Executive Board based on the points criteria set forth. All nominations will be submitted NLT the date specified by the ASMC National for the national level award categories and NLT the first Monday of the month of the Quarterly Luncheon for the Aloha Chapter level.

3. Recognition. The Chapter level Awards will be presented at the quarterly Aloha Chapter Luncheon and at the Holiday Celebration event for the annual awards and the President's Trophy. The winners will be listed on the Aloha Chapter ASMC website. Nominating officials should encourage all nominees to be present at the quarterly Aloha Chapter Luncheon. Lastly, the overall chapter award recognition between the services will be awarded with President's Trophy presented annually.

4. National Award Categories. The criteria for each award can be found in the ASMC website. The Aloha Chapter internal due date is Monday, two weeks prior to the designated due dates below (ASMC).

- A. Accounting and Finance Award – **Due 31 January**
- B. Acquisition/Cost Analysis Award - **Due 31 January**
- C. Auditing Award– **Due 31 January**
- D. Budgeting Award – **Due 31 January**
- E. Comptroller Award– **Due 31 January**
- F. Contractor Support Award– **Due 31 January**
- G. Intern/Trainee Award– **Due 31 January**
- H. Financial Systems Award– **Due 31 January**
- I. Resource Management Award– **Due 31 January**
- J. Team Achievement Award– **Due 31 January**

K. Scholarship Award - **Due 31 March**

L. Essay Award - **Due 28 February**

M. Chapter Award - **Due 10 April**

N. Armed Forces Comptroller (AFC) - **Due 31 Jan**

O. Professional Journal (external to AFC) - **28 Feb**

5. Chapter Award Categories. The criteria for each award can be found below.

A. ASMC Chapter President's Award

B. Agency Program Coordinator of the Year

C. Accounting Supervisor of the Year - **Chapter/ASMC**

D. Budget Officer/Deputy FM of the Year - **Chapter/ASMC**

E. Budget Analyst of the Year - **Chapter/ASMC**

F. Continuing Education Award - **Chapter/ASMC**

G. Defense Travel System Administrator of the Year

H. Exceptional Service Award

I. Financial Manager of the Year

J. Pioneer Award

K. Staff Accountant of the Year - **Chapter/ASMC**

L. Armed Forces Comptroller (AFC) Publication - **Chapter/ASMC**

M. Professional Journals (external to AFC) - **Chapter/ASMC**

6. Award Description.

A. President's Engraved Trophy Award - Awarded to the winning service with the highest cumulative points at the end of calendar year using the criteria set forth.

B. Pioneer Award - Individual is nominated by the ASMC Aloha Chapter President or Vice-President. This award recognizes individuals who have over the years, demonstrated a sustained commitment and enduring contribution to the goals of the ASMC Aloha Chapter. A large plaque will be awarded to recognize the enduring accomplishments.

C. Financial Manager of the Year - Nominated by Financial Management Director/Commander, or individual equivalent from the Financial Management fields. A medium plaque awarded to a Financial Manager who has made a significant and/or sustained contribution to the Financial Management field.

D. Budget Analyst of the Year - Nominated by Financial Managers or individual Budget Management Fields. A medium plaque awarded to a Budget Analyst who has made a significant and/or sustained contribution to the Budget Management field.

E. Budget Officer/Deputy FM of the Year - Nominated by Financial Managers, or individuals from the Budget Management fields. A medium plaque awarded to a Budget Officer/Deputy FM who has made a significant or sustained contribution to the Budget process.

F. Staff Accountant of the Year - Nominated by Financial Managers, or individuals from the Accounting Management fields. A medium plaque awarded to a Staff Accountant who has made a significant or sustained contribution to the Operational Review Program.

G. Accounting Supervisor of the Year - Nominated by Financial Managers or individuals from the Accounting Management fields. A medium plaque awarded to an Accounting Supervisor who has made a significant or sustained contribution to the Accounting process.

H. Agency Program Coordinator of the Year - Nominated by Financial Managers or individuals from the budget Management fields. A medium plaque awarded to an APC who has made a significant or sustained contribution to the Government Credit Card Program.

I. Defense Travel System Administrator - Nominated by Financial Managers or individuals from the Budget/Accounting Management fields. A medium plaque is awarded to a DTS administrator who has made a significant or sustained contribution to the Defense Travel System Program.

J. Exceptional Service Award - ASMC Coin and Certificate for individual's recognized for outstanding financial and donation support to organization(s).

K. Continuing Education Award - Certificate of Achievement Awarded to individuals who have completed all CDFM requirements and are designated as Certified Defense Financial Managers.

L. Armed Forces Comptroller Publication – All ASMC members that are in good standing may participate. First two submittals receive \$150 each.

M. Professional Journals - All ASMC members that are in good standing may participate. First three submittals receive \$75 each.

7. Point System Criteria. Members will be awarded points for their participation in the overall Chapter program. The following actions earn points:

A. Membership: recruit new member - 5points; recruit new corporate member - 10 points.

B. Community Service - 5 points for each hour worked in ASMC sponsored community service activity (round up at half).

C. Professional Development - attendance at General Membership Meetings/Executive Board Meetings - 4 points; submission of technical articles to the Chapter newsletter or other professional publication – 3 points; publication of technical article in Chapter newsletter or other professional publication – 5 points; Essay submission for competition – 5 points; Essay winner – 8 points; complete Certification Module - 5 points; serve as a Chapter Rep, guest speaker or on a speaker panel in community – 5 points.

8. Target Awards.

A. 50 points in one year – Certificate of Appreciation (COA) from Aloha Chapter President

B. 75 points cumulative – Coffee Mug

C. 150 points cumulative – Coffee Mug and T-Shirt

D. 250 points cumulative – small plaque and T-Shirt

E. 575 points cumulative – medium plaque and T-Shirt

F. 1200 points cumulative – large plaque and T-Shirt

G. 1700 points cumulative – COA, coin, and a large plaque

H. Member with most points for year (Jan-Dec) – free one year membership and monetary award of \$250.

I. Member who recruits (sponsor) the most new members for the year – free one year membership and monetary award of \$250 and medium plaque. The first and second runner-ups - COA and free one year membership.

J. New member – one lunch free at one Chapter Quarter Luncheon, coin, and T-Shirt

K. Outstanding Act (Impact award) – This award is a quarterly peer award. Any Chapter member may nominate another member, for his/her outstanding support or accomplishments. A nomination form will be posted on the Chapter website. Nominations must be turned into the Awards Chair by the last working day of each quarter. The winner will be recognized with a medium plaque at the Holiday Celebration event.

9. Responsibilities.

A. Members are responsible for reporting their contributions to the Committee Chairs or his/her representative(s) or to service representative.

B. Committee Chairs or his/her representative(s) are responsible for collecting points from general members/committee members and submitting to the Awards Chair each month. Points should be awarded for attendance of committee meetings, committee activities, work at home, and work at activity. Publicity Chair will report article submissions. Community Volunteer Committee Chairs or his/her representative(s) will track award hours by month, year and cumulatively and forward hours to the Awards Chair or his/her representative(s). System will be set up by categories: member name, organization employed, hours earned, awards received.

C. Awards Chair or his/her representative(s) responsible for:

- (1) collecting points from Committee Chairs each month
- (2) informing the Executive Board when target hours are met and an award is due to member
- (3) maintaining inventory of Chapter awards items
- (4) preparing budget for award items each year

D. Executive Board responsible for evaluating and reviewing and presenting target to members. Ensure each member receive recognition timely.

Aloha Chapter Awards Program Nomination Form

Award Category: (circle/highlight one) >President's Engraved Trophy Award > Pioneer Award > Financial Manager of the Year >Budget Officer/Deputy FM of the Year >Staff Accountant of the Year >Accounting Supervisor of the Year >Supervisory Financial Technician of the Year >Agency Program Coordinator of the Year >Defense Travel System Administrator of the Year >Exceptional Service Award >Continuing Education Award >Impact Award>

Calendar Year _____

Nominee Data

Name: _____

Position/Title: _____

Office Address: _____

Telephone: _____ Facsimile: _____

AREA CODE COMMERCIAL AREA CODE COMMERCIAL

Email Address: _____

Nominator Data

Name: _____

Position/Title: _____

Office Address: _____

Telephone: _____ Facsimile: _____

Email Address: _____

Justification for Nomination or Award Narrative (3-5 Sentences that will be read at the time of presentation) (attachments acceptable)

Signature: _____