**P. O. Box 1756**

**Eglin AFB, Florida 32542**

**Chapter Annual Awards Program**

The Gulf Coast Chapter is set to kick-off its Annual Awards Program. The objective of the program is to recognize individuals for outstanding accomplishments within the chapter in one of the following areas:

* Accounting
* Finance
* Auditing
* Budgeting
* Comptroller/Deputy Comptroller
* Intern/Trainee
* Resource Management
* Acquisition/Cost Analysis
* Contractor Support
* Team Achievement

 (Small: 2-10, Large: 11-20 members)

Anyone may nominate a person who has demonstrated outstanding performance. Each nomination must be prepared using the award form shown on the following pages. The justification must be limited to the space provided, citing specific examples and factual details. Font cannot be smaller than 10pt and must allow for ½-inch margins. If an individual is nominated in more than one category, prepare a separate form for each category.

Email nomination packages by **9 December 2021** to kent.fitzgerald@us.af.mil and sandra.berkley.1@us.af.mil with “Annual Award Nomination” in the subject.

A selection panel, chaired by the Awards Committee Chairman, will review all nominations and make recommendations to the Executive Council, who will approve the final award winners. One winner will be selected per category. Gulf Coast chapter level winners will be nominated for National ASMC awards. National ASMC awards nominations may not exceed 500-word limit for each criteria below.

Judging will be based on outstanding performance as evidenced by documentation of the following areas:

* **Resource Savings**: Focuses on the monetary and/or non-monetary savings, to include manpower, process improvement, time, year of execution savings, projected savings, etc. during the calendar year.
* **Complexity and Leadership**: Focuses on the level of difficulty involved in the development and implementation of various efforts, and on the specific leadership skills demonstrated.
* **Impact**: Focuses on the impact of specific accomplishments across the organization and/or functional communities.

**Award Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **RANK/GRADE FIRST M.I. LAST**

**Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Address:** *(Include Zip Code or APO/FPO #)*

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**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Facsimile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DSN/FTS COMMERCIAL DSN/FTS COMMERCIAL**

**E-Mail Address: (Required)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominator Data**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **RANK/GRADE FIRST M.I. LAST**

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 **Signature Date**

**Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Address:** *(Include Zip Code or APO/FPO #)*

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**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Facsimile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DSN/FTS COMMERCIAL DSN/FTS COMMERCIAL**

**E-Mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Achievement Award
Nomination Form

***Justification Data; Specific CY Accomplishments***

***Use a minimum of ½ inch margins, no smaller than 10 pt. One page only – no attachments***