

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 36-2846

AIR FORCE RESERVE COMMAND

Supplement 1

20 OCTOBER 2003

Personnel

**FINANCIAL MANAGEMENT AND
COMPTROLLER AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/FMXX
(Mr. Michael Don Ward)
Supersedes AFI 36-2846/AFRC Sup, 1 June 2000

Certified by: HQ AFRC/FM
(Col Fred W. Freeman)
Pages: 2
Distribution: F

The OPR for this supplement is HQ AFRC/FMXX (Mr. Michael Don Ward). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2846, 26 November 2001. It provides Air Force Reserve Command (AFRC) personnel and tenants of AFRC bases guidance and procedures for submitting nominations for AFRC/FM awards. This supplement applies to all Air Force Reserve Command Units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This supplement replaces AFI 36-2846/AFRC Sup, 1 June 2000 in its entirety. Submit recommended changes to this supplement to HQ AFRC/FMXX, 155 Richard Ray Blvd., Robins AFB, GA 31098-1635.

2.1.2. Submit nominations through e-mail to HQ AFRC/FMXX and an original to arrive at HQ AFRC/FMXX, 155 Richard Ray Blvd., Robins AFB, Ga. 31098-1635, no later than (NLT) 31 October.

2.1.4. The senior commander on the installation and the commander or chief of the organization for categories listed in paragraphs A2.1 and A2.2 may submit one nomination for Comptroller of the Year Award and one nomination for Comptroller Organization of the Year Award according to paragraphs A2.1.1 and A2.2.1. Installation comptrollers and the organizations listed in paragraphs A2.1. and A2.2. may submit nominations for the remainder of the installation level categories listed in attachment 2. Submit only one nomination for each award category. HQ AFRC Division Chiefs may submit one nomination for each MAJCOM level category listed in attachment 2.

3.1. Selection committees evaluate nomination packages and make recommendations to the HQ AFRC/FM for approval. Selection committee consists of 3 Division Chiefs chaired by FMX Chief or at least 3

members, one from each division, with one of the members a Division Chief and the Chair. FMXX will be the recorder. Minutes will record the evaluation and selection process.

3.2. The following factors will be considered as part of the Outstanding Achievements for the NAF Analyst of the Year – Installation Level.

3.2.1. (Added) Completion and timely submission of required quarterly/semi-annual/annual reports and reviews.

3.2.2. (Added) Application of innovative techniques or use of statistical applications.

3.2.3. (Added) Notable improvements to financial analysis made during the course of the year.

3.2.4. (Added) Accomplish weighted evaluation using cumulative performance ratings.

3.3. The following factors will be considered as part of the Outstanding Achievements for the Financial Services Office of the Year:

3.3.1. (Added) Management indicators provided by Defense Finance and Accounting Services (DFAS) operating locations.

3.3.2. (Added) Inspection and staff assistance reports.

3.3.3. (Added) Evaluation of criteria from HQ AFRC as well as submission packages from units.

4.1. HQ AFRC/FM announces AFRC winners by e-mail and through Public Affairs (PA) after AFRC/CV approval in accordance with AFRCI 36-2801. Selectees for AFRC awards are the command's nominees for Air Force-level awards.

4.3. Winners of the Financial Management and Comptroller awards will receive an engraved plaque or trophy and appropriate congratulatory letter signed by AFRC/CV.

5.2.1. Financial Management and Comptroller award winners may be submitted for the same awards in the American Society of Military Comptrollers (ASMC) Recognition Program.

A2.1.11.2.1. (Added) More than one organization per base may submit nominations for the installation-level resource advisor. However, all nominations for this award will be channeled through the base comptroller, who will select the installation representative.

JAMES E. SHERRARD III, Lt General, USAF
Commander