

ALABAMA WORKFORCE INVESTMENT SYSTEM

**Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690**

July 16, 2009

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2008 - 07

SUBJECT: Alabama Veterans Performance Incentive Awards Program

1. **Purpose.** This Directive transmits the guidelines and forms required to nominate a workforce development professional for excellence in service to veterans.
2. **Discussion.** The Jobs for Veterans Act, Public Law 107-288, § 4112, requires states to set aside one percent (1%) of their grant from the U.S. Department of Labor, Veterans Employment and Training Service (USDOL/VETS), to support a Veterans Performance Award and Incentive Program that recognizes Workforce Development professionals who make substantial contributions or put forth extraordinary efforts in providing services to United States Armed Forces veterans and separating military personnel.

Eligibility is not limited to Local Veterans Employment Representatives (LVER) and Disabled Veterans Outreach Program (DVOP) representatives. Eligibility includes any workforce development employee providing services to veterans under the Workforce Investment Act (WIA) and service delivery systems. Eligibility and criteria are described in Title 38 United State Code (38 U.S.C.), section 4112, as amended by Public Law (P.L.) 109-461.

3. **Action.** Review the guidelines set forth in the attachments and complete the nomination form for individual(s) deemed worthy of this incentive award. Please note the applications will only be accepted through July 31, 2009.
4. **Contact.** Any questions should be referred to Gregory Niel at (334) 242-8036 or Gregory.niel@dir.alabama.gov.

 7/16/09
Matthew Hughes, Director
Office of Workforce Development

Attachment 1 Alabama Veterans Performance Incentive Awards Program
Attachment 2 DIR Memorandum No. 1593, Change No. 5

Alabama Veterans Performance Incentive Awards Program

Background:

The Jobs for Veterans Act, Public Law 107-288, § 4112, requires states to set aside 1% of their grant from the U.S. Department of Labor, Veterans Employment and Training Service (USDOL/VETS), to support a Veterans Performance Award and Incentive Program that recognizes Workforce Development professionals who make substantial contributions or put forth extraordinary efforts in providing services to United States Armed Forces veterans and separating military personnel.

Purpose:

The intent of the Alabama Veterans Performance Incentive Award Program is to encourage the improvement and modernization of employment, training, and job placement services for veterans, and recognize eligible employees for excellence in providing such services, or for having made demonstrative improvements in the service delivery system for veterans.

The Alabama Veterans Performance Incentive Awards Program is designed to motivate service providers to provide extraordinary and commendable services to veterans, and to improve service delivery to veterans.

Eligibility for the Alabama Veterans Performance Incentive Awards:

Eligibility is not limited to Local Veterans Employment Representatives (LVER) and Disabled Veterans Outreach Program (DVOP) representatives. Eligibility includes any workforce development employee providing services to veterans under the Workforce Investment Act (WIA) and service delivery systems. Eligibility and criteria are described in Title 38 United State Code (38 U.S.C.), section 4112, as amended by Public Law (P.L.) 109-461.

The Alabama Veterans Incentive Awards Program as approved for Alabama stipulates that recipients of Veterans Performance Incentive Awards will be individuals. Therefore, to nominate an entire unit, such as an Alabama Career Center, every individual in the unit is to be identified with a description of their specific contribution to the performance of the unit. At the discretion of the Director, members of a unit selected for an award may be awarded cash awards proportional to their described contribution.

In the event that an individual is selected for an individual award is also a member of a unit selected for an award, the award to that individual will be whichever award is monetarily larger.

Federal staff members are not eligible for this award.

Consideration for the Alabama Veterans Performance Incentive Awards requires that nominations meet the eligibility requirements as defined by the law and Veterans Program Letter (VPL) 02-07 dated May 1, 2007, which states that Congress intended that

eligibility and selection criteria provide states with the maximum flexibility needed to recognize employees who merit recognition with a performance incentive award.

The Alabama Veterans Performance Incentive Awards program emphasizes fostering or strengthening partnerships that excel in assistance to veterans. Therefore, included among those who are eligible for Veterans Performance Incentive Awards are Workforce Investment Act (WIA) funded staff that provide extraordinary services to veterans.

Selection of Veterans Performance Incentive Award recipients may involve evaluation of both objective and subjective data (Ref: VPL 02-07). Nominees must demonstrate outstanding efforts at providing employment, training, job placement, and other employment-related services to United States veterans or separating military personnel. Services to veterans representing categories of concern, or veterans with especially significant barriers to employment, such as homeless veterans and wounded or seriously injured veterans, will be afforded extra weight in the selection criteria.

The nominations may include a combination of performance data, team building, motivation, program improvement and feedback from job seeking and business customers. Consideration for nomination may include any combination of the following:

- Development of a program, for which the impact may not be directly measurable (e.g., a resume skills building program).
- Exemplary case management assistance to veterans.
- Exceptional performance beyond job requirements, or well above performance goals.
- Planning, developing, or implementing improvements in effectiveness or efficiency of services or delivery of services, training, job placement, career or vocational assistance, to veterans.
- Outstanding personal contribution to the state's Veterans Performance Measures from the ETA-9002/VETS-200 reports, or similar statistics, for the specified reporting period July 1 through June 30 of the Program Year (PY).
- Effective outreach and public relations in the local community on behalf of veterans (e.g. work within the chamber of commerce, employer organizations such as human resource groups, job fair planning, etc.)
- Generation of positive publicity for the Alabama Career Center system and services to veterans that has generated measurable positive outcomes.
- Enhancement of on-the-job training, customized job training, or internship training for veterans, particularly veterans in categories of concern, such as Special Disabled veterans, or Recently-separated veterans.
- Exceptional efforts in assisting hard-to-place veterans, such as homeless veterans, ex-offenders, and economically disadvantaged veterans.
- Developing new WIA partnerships or fostering collaborative efforts to improve positive outcomes of employment and training programs for veterans, or veterans in special categories (e.g. interagency referral agreements).
- Any other significant achievement in assisting veterans to obtain, train, or advance in employment.

Priority consideration for a performance incentive award will be provided to individuals who demonstrate outstanding outreach on behalf of veterans who have barriers to employment, especially homeless veterans and wounded or seriously injured veterans. Team building and motivation to serve veterans and improve the Veterans Service Program, positive feedback from employers and customers, and other indicators of outstanding individual performance and results, including the advancement of Veterans Priority in USDOL-funded training, will be considered in the selection process.

Period of Performance Considered for Recognition:

The performance, activity, or accomplishments being recognized must have occurred during the previous U.S. Department of Labor Program Year (PY), which commenced on July 1, 2008, and will conclude on June 30, 2009. Supporting documentation or numerical data submitted must clearly indicate performance within this evaluation period.

Submission of Nominations:

Nominations must be submitted on the Alabama Veterans Performance Incentive Awards Program Nomination Form, or suitable facsimile. Nominations must be presented in exactly the format described on the attached Alabama Performance Award and Incentive Program Nomination Form for Program Year 2008 (July 1, 2008 to June 30, 2009). Nominations not in the prescribed format may not be considered.

Nominations for the Alabama Veterans Performance Incentive Awards are to be mailed or delivered to:

Director, Alabama Department of Industrial Relations
ATTN: Veterans Performance Incentive Awards Coordinator, Room 3812
649 Monroe St.
Montgomery, Alabama 36131

Deadline for Nominations:

The last day that nominations will be accepted is Friday, July 31, 2009.

Nomination material or additional detailed information on the selection process, criteria, administration of the program and reporting is available with a written request to the following Email address: Gregory.Niel@DIR.Alabama.gov

The success of the Alabama Veterans Performance Incentive Awards Program rests in the premise that appropriate recognition of worthy candidates has the potential to motivate other eligible professionals into providing excellent services to veterans beyond that expected in the usual course of carrying out one's responsibilities and duties. Therefore nominations accepted for consideration must clearly relate superlative performance and be accompanied by documentation or exhibits that directly relate to the nomination



STATE OF ALABAMA
DEPARTMENT OF INDUSTRIAL RELATIONS



Bob Riley
Governor

Thomas Surtees
Director

May 26, 2009

DIR MEMORANDUM No. 1593, Change No. 5

**SUBJECT: Alabama Veterans Performance Incentive Awards Program
For U.S. Department of Labor Program Year 2008
(Covering July 1, 2008 through June 30, 2009)**

Ref: (1) Title 38 U.S.C. § 4112
(2) Code of Alabama

Attached are the policy, nomination forms and instructions for the Alabama Veterans Performance Incentive Awards program, funded through a grant from the U.S. Department of Labor, Veterans Employment and Training Service. As provided by the Jobs for Veterans Act, the Alabama Veterans Performance Incentive Award Program is designed to encourage improvement and modernization of employment, training, and job placement services for veterans in Alabama, by recognizing eligible employees for excellence in providing such services, or for having made demonstrative improvements in Alabama's employment service delivery system for veterans.

The attached guidance and criteria should be used to nominate worthy nominees, based on services to veterans during the most recent U.S. Department of Labor Program Year (PY), which runs from July 1 of the previous calendar year through June 30 of the following year. **Nominations for PY 2008 are accepted no later than July 31, 2009.**

For additional information or assistance contact:
Alabama Department of Industrial Relations, Attention: Veterans Services, telephone (334) 242-8036, or <mailto:Gregory.Niel@DIR.Alabama.gov>

A handwritten signature in cursive script, reading "G. Thomas Surtees", written over a horizontal line.

G. Thomas Surtees, Director

Attachments

7/16/2009

**Alabama Performance Award and Incentive Program
Nomination Form for U.S. Department of Labor Program Year 2008
(July 1, 2008 – June 30, 2009)**

*Nominations will be accepted until July 31, 2009, and will cover the performance or accomplishments of an eligible individual during the previous Program Year (PY)**

**U.S. Department of Labor PY commences July 1 of each year, and concludes on June 30 of the following year.*

Date of submission: _____

Individual Award Category:

Name of Individual _____
Organization: _____
Work Address: _____
Email Address: _____
Work Phone: _____

Or

Unit Category

(new –see program description for instructions)

Name of Unit: _____
Address: _____

Name Individual as Point of Contact: _____
POC Email Address: _____
Work Phone: _____

If nominating a unit, list all individuals contributing to the unit's performance as cited in the nomination:

Name Individuals to be Included in the Unit Nomination	This Column Reserved for Use by Selection Board	Describe Contribution to the Unit's Performance
1.		
2.		
3.		
4.		
5.		
6.		

(Add rows as necessary)

7/16/2009

Nominated by: _____
Organization: _____
Work Address _____
Email Address: _____
Work Phone: _____

Instructions for completing a nomination:

Nominations for an Alabama Veterans' Performance Incentive Award shall recognize the performance or accomplishments of an individual, or, if nominating a unit, work group, office, or service delivery point, the contributions of each individual named in the unit.

Each nomination must include this form or a cover page in the same format. The information requested below is required for consideration of a Veterans' Performance Incentive Award.

Each nomination must be in support of one or more of the following categories below and marked as such on the following chart:

Check Applicable Category for this Veterans Performance Incentive Award Nomination	
<input type="checkbox"/>	For excellence in services provided under Title 38 U.S.C. Chapter 41 or Chapter 42 to assist an individual veteran.
<input type="checkbox"/>	For actions taken by a nominee in providing services under Title 38 U.S.C. Chapter 41 or Chapter 42 to assist a category of veterans.
<input type="checkbox"/>	For encouraging improvement or modernization of employment, training, and placement services to veterans as provided under Title 38 U.S.C. Chapter 41 or Chapter 42.
<input type="checkbox"/>	For extraordinary or commendable efforts to foster and strengthen Workforce Investment Act (WIA) partnerships and programs benefiting veterans.
<input type="checkbox"/>	Other (Provide a descriptive explanation of why the nominee should be considered for a Veterans Performance Incentive Award for providing quality employment, training, or job placement services to veterans, as provided under Title 38 U.S.C. § 4112)

Nomination should include an optional narrative summary of 125 words or less describing the superlative performance or accomplishment(s) of an eligible individual or the unit that clearly supports the category(s) marked in the above chart. This narrative summary may be used by the Veterans Performance Incentive Awards Board to develop the actual award citation for the recipient.

However, the nomination **must** include statements describing individual or unit's performance or accomplishments (use "bullet" type statements) that clearly support the category marked in the above chart.

The nomination must include legible supporting documentation that must be clearly relevant to and clearly related to each bullet statement.

