

**Commonwealth of Massachusetts
Department of Career Services
Veterans Employment and Training Program**

**Federal Fiscal Year (FFY) 2012
Performance and Incentives Award Program
Nomination Form**

The deadline for the submission of nominations is Friday, September 7, 2012

Date of submission: _____

Nominee: _____

Organization: _____

Work Address: _____

Work Phone: _____

Nominated by: _____

Organization: _____

Work Address: _____

Work Phone: _____

Documentation:

1. Submit page 1 of the nomination form completed
2. Submit a narrative describing why the OSCC or WIA, is being nominated to include what was achieved and the benefits to the United States Veterans or other eligible persons. Narrative should be no more than 5 pages double spaced with an 11 size font.
3. Attach any letters or written communication received from a United States Veteran, private individual, company, or agency, which commends the office being nominated and the outstanding service or action provided.
4. Provide documentation that supports the nomination
5. When using individual success story examples, please specifically identify that the client is a United States Veteran or other eligible persons (provide MOSES ID).

Narrative: The narrative should address the following questions as applicable.

1. **How much impact did the actions by the nominee:** Have on the Veterans' community either by creating or improving an existing program involved with services to individual Veterans or the Veterans' community? The effect may be felt even though the impact may not be directly measurable.

2. **How much impact did the actions by the nominee:** Have on the Veterans' community, by increasing employer or outreach/community-relations efforts that promoted awareness of Veterans issues within the employer community, or the development of new partnerships with employers or organizations that directly benefits Veterans?

3. **How much impact did the actions by the nominee:** Have on individual Veterans and the Veterans' community as a result of exceptional performance beyond job requirements or outside of established performance goals?

4. **How much impact did the actions by the nominee:** Have on individual and/or group intensive service activities provided to an individual Veteran, other eligible persons, groups of Veterans and/or hard-to-place populations (homeless, disabled, offenders etc.)?

5. **How much impact did the actions by the nominee:** Have on the Veterans' community by establishing a strong collective collaboration to strengthen services to Veterans or eligible persons or by the enhancement of programming such as, on-the-job training and customized job training.

6. **How much impact did the actions by the nominee:** Have on the Veterans' community by the development of innovative or "Outside of the Box" thinking? . These innovative or out of the box actions are clearly above and beyond the normal job duties of the nominee's position. This could be the development of a new program that enriches the lives of Veterans, a new service, or even the development of new resources that make a direct improvement in the lives of Veterans/eligible persons or their employment opportunities.