



THE EMPLOYMENT SERVICE AWARDS

Information Sheet

History: In 1990, a resolution established a national awards program to recognize outstanding Employment Service (ES) offices and employees.

Both the Employment and Education Commission and the Internal Affairs Commission's Trophies and Awards Subcommittee conducted extensive studies and both recommended approval and referred the resolution to the National Executive Committee for final approval. The NEC unanimously approved the resolution at its spring 1992 meeting.

Purpose: The purpose of the ES awards program is to confer national recognition annually on one outstanding Local Veterans Employment Representative (LVER), one Disabled Veterans Outreach Program specialist (DVOP), and one local Employment Service (ES) office. LVERs, DVOPs, and the ES office provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

Deadline: The deadline for submission of nominations of the ES office is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award.

Procedure: Nominations from posts, ES employees or other sources must be sent to department headquarters. The department then selects **one** nominee each in the LVER, DVOP, and ES Office categories, and sends the winning nominations with their supporting information to the Employment and Education Commission. Either the department adjutant or department employment chairman must sign those nominations. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form, which is the same for all the ES office categories, follows. Additional copies may also be obtained by writing or calling the Employment and Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700, or online at VE&E@legion.org.

Award: The commission provides free plaques to each Department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW
WASHINGTON, DC 20006

OR FAX TO 202.861.0404
OR E-MAIL A SCANNED COPY
VE&E@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION

Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.

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**THE VETERANS EMPLOYMENT AND EDUCATION
COMMISSION
EMPLOYMENT SERVICE AWARD**

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Award Category: Employment Service Local Office Award

Name and title of nominee: _____

Address: _____

Daytime telephone number: _____

Office manager's name: _____

Name and title of nominator: _____

Address: _____

Daytime telephone number: _____

Nominator's signature: _____

1. Total applicants available: _____

2. Applicants entered employment: _____

3. Percent of total applicants entered employment: _____

4. Total veteran applicants available: _____

5. Total veterans entered employment: _____

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6. Percent of total veterans entered employment: _____
7. Total disabled veteran applicants available: _____
8. Disabled veterans entered employment: _____
9. Percent of disabled veterans entered employment: _____

Please use the space below to document the following: Management support; Community relations; Involvement with American Legion programs, including Employer Awards Program

You are encouraged to provide your annual office performance measures. You may add up to one page of supporting data on any subject above.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the Employment Service Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer Service Award winner.

Nominations by Posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Circle One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

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EMPLOYMENT SERVICE AWARDS**

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Award Category (circle one): LVER DVOP

Name and title of nominee: _____

Address: _____

Daytime telephone number: _____

Office manager's name: _____

Name and title of nominator: _____

Address: _____

Daytime telephone number: _____

Nominator's signature: _____

Veteran Placement Activity (Annual Figures):

1. Veterans placed in full-time employment: _____

2. Veterans placed as a result of job development: _____

3. Disabled veterans entered employment: _____

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4. Please document the following: Support of American Legion programs, including Employer Awards; Leadership activities; Community service; Special achievements; Use of technological innovations (E-mail, Internet, etc.):

You may add up to two pages of supporting data on any subject above.

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