



## 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 National Veterans Employment & Education (VE&E) 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 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 15<sup>th</sup>**. 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 National VE&E 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 National VE&E Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-8612700, or online at [VE&E@legion.org](mailto: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 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.

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](mailto:VE&E@LEGION.ORG)

**DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION**



**NATIONAL VETERANS EMPLOYMENT &  
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:	
Street Address:	
City, State, Zip:	
Daytime telephone number:	
Office manager's name:	
Name and title of nominator:	
Street Address:	
City, State, Zip:	
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;	
6. Percent of total veterans entered employment:	
7. Total disabled veterans applicants available:	
8. Disabled veterans entered employment:	
9. Percent of disabled veterans entered employment:	

Please also document the following on a separate page: 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 of these subjects.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National 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 15<sup>th</sup>.  
Either the department adjutant or department employment chairman must approve this nomination.**

\_\_\_\_\_  
Approved Signature

\_\_\_\_\_  
Date

Check One:       Department Adjutant       Department Employment Chairman

Desired presentation date at Department Convention: \_\_\_\_\_

Submit to:    **The American Legion**  
                 **Attn: National Veterans Employment & Education Commission**  
                 **1608 K Street NW**  
                 **Washington, DC 20006**  
                 **Fax: 202-861-0404**  
                 **Email: [VE&E@legion.org](mailto:VE&E@legion.org)**



**NATIONAL VETERANS EMPLOYMENT  
& EDUCATION COMMISSION  
EMPLOYMENT SERVICE AWARD  
Nomination Form**

The American Legion Department of: \_\_\_\_\_ Date: \_\_\_\_\_

The American Legion Post's name and number: \_\_\_\_\_

**Award Category (check one):**       **LVER**                       **DVOP**

Name and title of nominee:	
Street Address:	
City, State, Zip:	
Daytime telephone number:	
Office manager's name:	
Name and title of nominator:	
Street Address:	
City, State, Zip:	
Daytime telephone number:	
Nominator's signature:	
<b>Veteran Placement Activity (Annual Figures):</b>	
1. Veterans placed in full-time employment:	
2. Veterans Placed as a result of job development:	
3. Disabled veterans entered employment:	

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 listed.

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\_\_\_\_\_  
Approved Signature

\_\_\_\_\_  
Date

Check One:      Department Adjutant      Department Employment Chairman

Desired presentation date at Department Convention: \_\_\_\_\_

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