



DEPARTMENT OF VETERANS AFFAIRS
ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION
WASHINGTON DC 20420

APR 15 2011

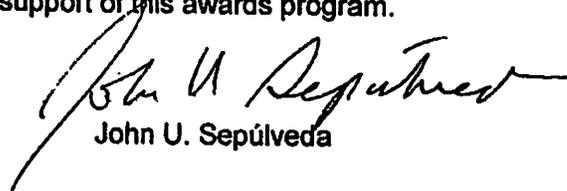
**MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES, OTHER
KEY OFFICIALS, AND FIELD FACILITY DIRECTORS**

**SUBJECT: Secretary's Annual Alternative Dispute Resolution (ADR) Excellence
Awards Program**

I am pleased to announce that the Department of Veterans Affairs (VA) is now accepting nominations for the Secretary's Annual ADR Excellence Awards Program. These awards recognize exemplary contributions to creating an environment where employees can address their conflict in a manner that encourages communication, promotes understanding, enhances relationships, and engages employees in problem solving.

Nomination criteria and additional information are included in the attachment. Please note that all nomination packages must be approved through proper channels within your organizations and received in the Office of Resolution Management, Workplace ADR Office, 810 Vermont Avenue, NW, Washington, DC, 20420, no later than May 20, 2011.

I strongly encourage your support of this awards program.


John U. Sepúlveda

Attachment

**NOMINATION CRITERIA AND INFORMATION
SECRETARY'S ADR EXCELLENCE AWARDS PROGRAM**

I. CATEGORIES OF AWARD RECIPIENTS

- a. Individual ADR effort by an employee
- b. Individual ADR effort by a manager
- c. Workplace ADR program recognition

II. NOMINATION CRITERIA

- a. Nominations will be processed through appropriate procedures established within each organizational component. The nominations should include a brief narrative that summarizes each individual's accomplishments. The narrative must identify which area(s) is being described. One or more of the following criteria should be used:
 - 1. How the individual or program effectively managed conflict, thereby preventing disputes from arising and saving time and resources;
 - 2. How the individual or program contributed to the fair, efficient, and effective resolution of disputes;
 - 3. How the individual or program furthered the Department's mission and goals by promoting and utilizing ADR; and
 - 4. How the individual or program encouraged others to use ADR or developed creative and innovative ideas and solutions.
- b. Nominations should describe clearly and concisely the basis for the nomination. Nominations should include only those individuals who have achieved outstanding results through unusually effective leadership, skill, innovation, and perseverance in resolving workplace disputes. While special acts or other one-time achievements will be considered, these awards will place special emphasis on effective and sustained efforts worthy of recognition. This justification will serve as the principal basis for selection of the award recipients.
- c. Abbreviations should not be used unless they are familiar terms. Acronyms must be defined the first time used. Please ensure that each nomination packet is complete, as incomplete nominations will not be given further consideration.

III. DOCUMENTATION AND PROCESSING

- a. The following identification details should be provided along with the narrative in the following format:
1. Full name of nominee;
 2. Specific category for which the nomination is to receive consideration. (see Section I, Categories of Award Recipients);
 3. Name and location of duty station;
 4. Previous awards and significant honors (give dates);
 5. Community service membership and activity in professional associations, community organizations, etc.;
 6. Narrative described in Section II, Nomination Criteria; and
 7. Nomination packages are to be submitted as follows.
 - Veterans Health Administration (VHA): For employees located in VHA at field facilities, nominations must first be endorsed by the Medical Center Director, and then submitted to the VISN Director for approval before submitting to the Workforce Management & Consulting Office/EEO Affirmative Employment Team (10A2E) for coordination and submission through the Under Secretary for Health.
 - Veterans Benefits Administration (VBA): Employees located in VBA field facilities, nominations must be submitted through the appropriate VBA field facility channels for concurrence and approval before submitting to the VBA Office of Diversity Management and EEO (20M2) for coordination and submission through the Under Secretary for Benefits.
 - National Cemetery Administration (NCA): All employees located in NCA should submit nominations through the Office of Diversity Management and EEO (41).
 - Central Office employees should submit nominations through the appropriate organizational heads.
 - A signed copy of VA Form 0235, Security Check for Candidate Requiring Approval of the Secretary, must be included in the nomination package.

- All completed nomination packages (original and two copies) must be received in the Deputy Dispute Resolution Specialist for Workplace ADR Office, Office of Resolution Management (08), 810 Vermont Ave., NW, Washington, DC 20420, no later than May 20, 2011. Emailed or faxed copies will not be accepted.
- b. A screening committee will review all nominations, select semifinalists, and submit the names to an ad hoc committee for selection of finalists.
 - c. The ad hoc committee will review the nominations of semifinalists and submit recommendations for finalists to the Secretary for final approval.
 - d. The Secretary, or designee, will present the awards at a ceremony that will be held in Washington, DC, on September 14, 2011.

IV. AWARDS

Each recipient will receive a certificate signed by the Secretary, a plaque and centralized funding to attend the awards ceremony, along with one guest.

V. INQUIRIES

For questions and/or further information, please contact Rita L. Reese, Office of Resolution Management, Workplace ADR Office at (202) 461-0291 or rita.reese@va.gov



SECURITY CHECK FOR CANDIDATE REQUIRING APPROVAL OF THE SECRETARY

TO	Office of Security & Law Enforcement Security Officer (07C) 810 Vermont Avenue, NW Washington DC 20420	FROM	
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INFORMATION REGARDING THE CANDIDATE

NAME OF CANDIDATE		SOCIAL SECURITY NUMBER
DATE OF BIRTH	PLACE OF BIRTH	POSITION SENSITIVITY
POSITION FOR WHICH CANDIDATE IS NOMINATED		
NAME OF STATION/OFFICE		LOCATION OF OFFICIAL PERSONNEL FOLDER

FOR SECURITY OFFICE USE ONLY

TO	
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DECISION	<p><input type="checkbox"/> This office has no unfavorable information regarding the above individual.</p> <p><input type="checkbox"/> This office has no information regarding the above individual. A National Agency Check with Written Inquiries must be initiated by the Human Resource Management Office IMMEDIATELY.</p> <p><input type="checkbox"/> The Office of Inspector General (50) has information that must be reviewed prior to approval.</p>
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COMMENTS	
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SIGNATURE OF SECURITY OFFICER	DATE
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