**EXAMPLE: (ADR) Excellence Awards Nomination Form**

Using this form, please provided specific and detailed example(s) of the action and results your nominee accomplished based upon the below criteria. Please note: two or more criteria must be met

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| **NOMINATOR**  ***Administration*:** VHA  ***Name*:** WillieWill Nominate  ***Title*:** Director Veteran Helper Services  ***Email*:** [willie.willnominate@va.gov](mailto:willie.willnominate@va.gov)  ***Wk Phone*:** 202-341-2222 x1111  ***Facility Name*:** Everyday USA  ***Facility Mailing Address*:** 2222 Great Street, Wonderful Place, MW, 20005 | **NOMINEE**  ***Administration*:** VHA  ***Name*:** Milly Jo Doe  ***Title*:** Veteran Helper  ***Email*:** [milly.JoDoe@va.gov](mailto:milly.JoDoe@va.gov)  ***Wk Phone*:** 202-341-2222  ***Facility Name*:** Everyday USA  ***Facility Mailing Address*:** 2222 Great Street, Wonderful Place, MW, 20005  ***Immediate Supervisor name and Title***:  Jane Doe, Veteran Helper Supervisor |
| **CATEGORY:** Employee (Non-manager) | |

**IN-DEPTH NARRATIVE**

| **Criteria:** | **Describe how the individual or group achieved this criterion:** |
| --- | --- |
| 1. **Managed Conflict** – How well the individual or program effectively managed conflict; thereby preventing disputes from arising and saving time and resources  (*Evaluate how the nominee demonstrated innovative methods of managing conflict and prevented disputes; how time and resources were saved*) | Milly Jo assisted the facility by suggesting the facility initiate a Civil Treatment Program. This effort has resulted in a reduction of workplace disputes since employees who took the training have successfully used conflict management techniques. 6 of 10 individual departments have approved civility pacts completed. |
| 2. **Contributed to Resolution –** How well the individual or program contributed to the fair, efficient, and effective resolution of disputes  (*Evaluate how the nominee demonstrated resolution of dispute(s) that resulted in a significant cost saving to the government*) | N/A |
| 3. **Promoted and Utilized ADR –** How well the individual or program furthered the Department’s mission and goals by promoting and utilizing ADR  (*Evaluate the degree to which nominee demonstrated efforts in promoting ADR that contributed to time and cost saving; customer satisfaction, improved timeliness, increased participation, higher resolutions, etc.*) | Milly Jo co-facilitated six workplace group conflict sessions with the EEOP for six different units. The units evaluated the sessions as one of the best talk sessions they ever participated in. For the rest of the FY there were no further conflicts from any of the units that participated in the sessions. The facility Director reported that the division that received the facilitation sessions outperformed the rest of the facility personnel improving the quality of service to the veteran. |
| 4. **Encouraged Use of ADR** – How well the individual or program encouraged others to use ADR and/or developed creative and innovative ideas and solutions  (*Evaluate the degree to which nominee demonstrated the ability to encourage others to use ADR and/or developed creative and innovative ideas and solutions*) | Milly Jo championed the ADR program by assisting the ADR Coordinator conduct 15 ADR Awareness Trainings totaling 30 attendees per class during the FY. Her assistance resulted in a reduction of 65% filed complaints to the EEOP; the most ever over a 10-year period. Additionally, 15 managers have called to the EEO office reporting an increase in positive communication and workplace atmosphere, positively impacting the mission by allowing employees to work in an environment seen a 30% increase in productivity. |

**SHORT NARRATIVE (200-250 words)**

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| Milly Jo assisted the facility by suggesting the facility initiate a Civil Treatment Program resulting in a reduction of workplace disputes, six of ten individual departments approving and completing civility pacts. Milly Jo  co-facilitated six workplace group conflict session with the EEOP for six different units with evaluations stating  she is one of the best talk sessions, no further conflicts for the year, and those divisions outperforming those that  did not use her services. Milly Jo championing the ADR program by assisting the ADR Coordinator conducted  15 ADR Awareness Trainings totaling 30 attendees per class during the FY, resulting in a reduction of 65%  filed complaints to the EEOP; the most over a 10-year period. Fifteen managers reported that Milly Jo’s  efforts positively increase the work environment by 30% in productivity. |

**Nominator’s Signature: \_\_\_\_\_\_\_\_\_\_Milly Jo\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ DATE**: **\_\_\_12/31/2020\_\_\_\_\_\_\_\_\_\_\_\_**

**Ninth (ADR) Excellence Awards Nomination Form**

Using this form, please provided specific and detailed example(s) of the action and results your nominee accomplished based upon the below criteria. Please note: two or more criteria must be met

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| --- | --- |
| **NOMINATOR**  ***Administration*:**  ***Name*:**  ***Title*:**  ***Email*:**  ***Wk Phone*:**  ***Facility Name*:**  ***Facility Mailing Address*:** | **NOMINEE**  ***Administration*:**  ***Name*:**  ***Title*:**  ***Email*:**  ***Wk Phone*:**  ***Facility Name*:**  ***Facility Mailing Address*:**  ***Immediate Supervisor name and Title***: |
| **CATEGORY:** | |

**IN-DEPTH NARRATIVE**

| **Criteria:** | **Describe how the individual or group achieved this criterion:** |
| --- | --- |
| 1. **Managed Conflict** – How well the individual or program effectively managed conflict; thereby preventing disputes from arising and saving time and resources  (*Evaluate how the nominee demonstrated innovative methods of managing conflict and prevented disputes; how time and resources were saved*) |  |
| 2. **Contributed to Resolution –** How well the individual or program contributed to the fair, efficient, and effective resolution of disputes  (*Evaluate how the nominee demonstrated resolution of dispute(s) that resulted in a significant cost saving to the government*) |  |
| 3. **Promoted and Utilized ADR –** How well the individual or program furthered the Department’s mission and goals by promoting and utilizing ADR  (*Evaluate the degree to which nominee demonstrated efforts in promoting ADR that contributed to time and cost saving; customer satisfaction, improved timeliness, increased participation, higher resolutions, etc.*) |  |
| 4. **Encouraged Use of ADR** – How well the individual or program encouraged others to use ADR and/or developed creative and innovative ideas and solutions  (*Evaluate the degree to which nominee demonstrated the ability to encourage others to use ADR and/or developed creative and innovative ideas and solutions*) |  |

**SHORT NARRATIVE (200-250 words)**

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**Nominator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE**: **\_\_\_\_\_\_\_\_\_\_\_\_\_**