



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

MAY - 9 2012

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

**SUBJECT: Secretary's 2012 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 2012 Annual ADR Excellence Awards Program. These awards recognize exemplary contributions to creating an environment where employees can address conflict and resolve disputes 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 June 29, 2012.

I strongly encourage your support of this awards program.


John U. Sepúlveda

Attachment

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**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
- d. Individual ADR effort by a certified neutral
- e. Individual ADR effort by an Office of General Counsel employee
- f. Individual ADR effort by a senior executive service official
- g. Workplace ADR committee or labor-management council/forum recognition

(NOTE: A committee or a labor-management council/forum is a group of individuals representing employees, managers, union officials, etc., who work together to promote collaborative approaches to work-related issues.)

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, program, or committee/labor-management council/forum effectively managed conflict, thereby preventing disputes from arising and saving time and resources;
 - 2. How the individual, program, or committee/labor-management council/forum contributed to the fair, efficient, and effective resolution of disputes;
 - 3. How the individual, program, or committee/labor-management council/forum furthered the Department's mission and goals by promoting and utilizing ADR; and
 - 4. How the individual, program, or committee/labor-management council/forum 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(s);
 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. Narrative described in Section II, Nomination Criteria; and
 6. 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 for final approval.
 - Veterans Benefits Administration (VBA): For 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 for final approval.
 - National Cemetery Administration (NCA): All employees located in NCA, must submit nominations through the Office of Diversity Management and EEO (41).

- Office of General Counsel (OGC): Employees located in OGC field facilities must submit nominations through the appropriate OGC field facility channels for concurrence and approval before submitting to John T. Burch, National OGC ADR Coordinator, Office of General Counsel (101/026D), Department of Veterans Affairs, 810 Vermont Avenue, NW, Room 1172, Washington, D.C. 20420.
 - Central Office employees must 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 and a signed copy by the Security Officer of [VA Form 0235](#), Security Check for Candidate Requiring Approval of the Secretary) 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 June 29, 2012. 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, during calendar year 2012.

IV. AWARDS

Each recipient will receive a plaque presented by the Secretary, or designee, and centralized funding to attend the awards ceremony, along with one guest who must be a VA employee. The winners of the program and committee/labor-management council/forum awards will be recognized as a group during the awards ceremony and a plaque will be presented to the facility not to the individuals.

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

DECISION

This office has no unfavorable information regarding the above individual.

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**.

The Office of Inspector General (50) has information that must be reviewed prior to approval.

COMMENTS

SIGNATURE OF SECURITY OFFICER	DATE
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