



EMPLOYEE RECOGNITION AWARDS PROGRAM

CHECK ONE: INSTANT RECOGNITION VOUCHER
 GROUP/OFFICE APPRECIATION MEAL AWARD

Written justification for the award should be submitted and presented to include, but not limited to, the following:

1. Please provide a summary of the outstanding performance by the employee(s) whom you are recognizing or nominating.
2. How did the employee's performance:
 - a. Go beyond the normal and expected requirements of the employee's job?
 - b. Provide positive, constructive ideas that are put into action, or show the relative importance of contributions and accomplishments to the overall goals and objectives of the Agency?
 - c. Exhibit originality or applicability of methods, which would enhance operational effectiveness of Agency programs?
3. Describe how the accomplishment or contribution improves Agency effectiveness, resource management and/or serves the public interest.

NAME OF NOMINEE(S) : See Attached JOB TITLE: _____

COST CENTER: _____ COST CENTER No: _____

WRITTEN JUSTIFICATION:

This group of individuals volunteered or were nominated by their cost center manager to participate on a special team in the E & T Division. The primary purpose of the Local Office Support Team is to provide assistance to local offices and its customers. Members of this team had to learn the inner workings of the local offices various functions with no prior experience. Along with assisting local office staff and ESC customers, team members continued to meet deliverables within their primary areas of responsibility. The team conducted TRA/TAA assistance, claims processing, fact finding assistance, and provided invaluable assistance in WOTC (see attached chart).

NOMINATING SUPERVISOR: *Stephen Marshall* DATE: 11/12/05

*** ADD ADDITIONAL PAGE(S) IF NEEDED ***

EMPLOYEE RECOGNITION AWARDS NOMINATION LIST

Essie Williams	Stat & Research Analyst III
Carlene Stafford	Administrative Assistant
Carol McElveen	Stat & Research Analyst II
Jeanette Gray	Stat & Research Analyst II
Steve McLaughlin	Stat & Research Analyst III
Elizabeth Vereen	Stat & Research Analyst III
Lorraine Faulds	Training & Development Director I