

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

**Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690**

June 24, 2004

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2003-18

SUBJECT: Alabama Veterans Performance Incentive Awards Program

1. **Purpose.** To transmit notice of the Alabama Veterans Incentive Awards Program
2. **Discussion.** Department of Industrial Relations (DIR) Memorandum No. 1593, a copy of which is attached, details policies and procedures regarding the Alabama Veterans Performance Awards program.

The intent of this program, which is funded by the U.S. Department of Labor, Veterans Employment and Training Service, is to encourage the improvement and modernization of employment, training, and job placement services for veterans. Such recognition will take the form of individual cash awards, of up to \$5,000 each, provided to individuals for their role in the provision of such services, or for having contributed to demonstrable improvements in the service delivery system for veterans.

Specifically included among persons who may be eligible for cash awards under the Veterans Performance Incentive Awards Program are Workforce Investment Act (WIA)-funded staff that provide extraordinary services to veterans.

Individual Alabama Veterans Performance Incentive Awards Program nominations for current year consideration must be received at the Alabama Department of Industrial Relations by July 30, 2004.

3. **Action.** This is transmitted for informational and potential action purposes.

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4. **Contact.** For additional information or assistance, please contact the Alabama Department of Industrial Relations, Attention: Veterans Services, telephone (334) 242-8036, or g Niel@dir.state.al.us.

A handwritten signature in black ink, reading "Steve Walkley". The signature is written in a cursive style with a horizontal line underneath it.

Steve Walkley, Division Director
Workforce Development Division

Attachment

STATE OF ALABAMA
Department of Industrial Relations

Industrial Relations Building
649 MONROE STREET ■ MONTGOMERY, ALABAMA 36131

June 11, 2004

BOB RILEY
Governor

PHYLLIS K. KENNEDY
Director
(334) 242-8990
FAX: (334) 242-3960
pkennedy@dir.state.al.us

DIR MEMORANDUM No. 1593

SUBJECT: Alabama Veterans Performance Incentive Awards Program

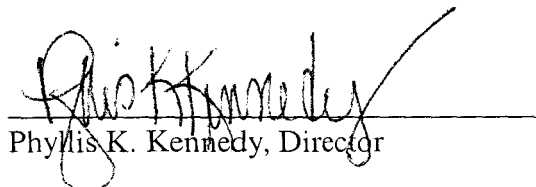
Ref: (1) Title 38 U.S.C. § 4112
(2) Code of Alabama §26-6-4

Attached are the policy, procedures, and forms regarding the Alabama Veterans Performance Incentive Awards program, funded by U.S. Department of Labor, Veterans Employment and Training Service, in accordance with the Jobs for Veterans Act, Public Law 107-288. The intent of the Alabama Veterans Performance Incentive Award Program is to encourage the improvement and modernization of employment, training, and job placement services for veterans, by recognizing eligible employees for excellence in providing such services, or for having made demonstrative improvements in the service delivery system for veterans.

An administrative rule is under development and will be issued in approximately three months. In the interim, the attached guidance and criteria should be used to nominate worthy nominees.

Each year, nominations are based on services to veterans during a U.S. Department of Labor Program Year (PY), which runs from July 1 of the previous calendar year through June 30 of the following year. **A change to the attached information is that the close of nominations for PY 2003, covering service activity to veterans from the period July 1, 2003 through June 30, 2004, will be accepted no later than July 30, 2004.**

For additional information or assistance contact:
Alabama Department of Industrial Relations, Attention: Veterans Services, telephone (334) 242-8036, or [gniел@dir.state.al.us](mailto:gniel@dir.state.al.us)


Phyllis K. Kennedy, Director

Attachments

The Alabama Veterans Performance Incentive Program

Alabama Department of Industrial Relations

June 7, 2004

Alabama Veterans Performance Incentive Awards Program

Background: The Jobs for Veterans Act, Public Law 107-288, § 4112, requires states to set aside 1% of their Veterans Employment and Training grant to establish a Veterans Performance Award and Incentive Program that recognizes Workforce Development professionals who make substantial contributions or put forth extraordinary efforts in providing services to United States veterans and military personnel.

Purpose: The intent of the Alabama Veterans Performance Incentive Award Program is to encourage the improvement and modernization of employment, training, and job placement services for veterans, and recognize eligible employees for excellence in providing such services, or for having made demonstrative improvements in the service delivery system for veterans.

The Alabama Veterans Performance Incentive Awards Program is designed to motivate service providers to provide extraordinary and commendable services to veterans, and to improve service delivery to veterans.

Eligibility for the Alabama Veterans Performance Incentive Awards:

Disabled Veterans Outreach Program (DVOP) representatives and Local Veterans Employment Representatives (LVER), and any other employee providing services to veterans under the Workforce Investment Act (WIA), and service delivery programs as prescribed in the Jobs for Veterans Act, Public Law 107-288 (§4112) are eligible for Veterans Performance Incentive Awards. The law stipulates that recipients of veterans performance incentive awards must be **individuals**, although states are not restricted from awarding **individuals** in an office, unit, or area, where performance warrants recognition under the Veterans Performance Incentive Award program. An office, such as an Alabama Career Center, or other entities are not eligible. Federal staff are ineligible.

Consideration for the Alabama Veterans Performance Incentive Awards requires that nominations meet the eligibility requirements as defined by the law and Veterans Program Letter (VPL) 8-03. In accordance with VPL 8-03, it is the expressed intent of Congress that eligibility and selection criteria provide states the maximum flexibility needed to recognize employees whose individual efforts merit recognition with a performance incentive award.

The Alabama Veterans Performance Incentive Awards program emphasizes fostering or strengthening partnerships that excel in assistance to veterans. Therefore, included among those who are eligible for Veterans Performance Incentive Awards are Workforce Investment Act (WIA) funded staff that provide extraordinary services to veterans.

Selection of Award Recipients:

The Alabama Veterans Performance Incentive Awards program selection process is as follows:

- (1) Announcement of the Alabama Veterans Performance Incentive Awards Program by the Director of ES Division by June 1 of each year, ensuring wide dissemination of the program objectives and selection process among partners and stakeholders in the Alabama workforce development system.
- (2) Close of all nominations by July 15 of each year.
- (3) Not later than July 31 of each year, the ES Veterans Services Program Coordinator, or other state administrator assigned by the Director, Department of Industrial Relations will certify that nominations submitted for consideration are eligible for Performance Incentive Awards, using the Alabama Performance Incentive Award Program Eligibility Certification form, as approved by the Director, Department of Industrial Relations. Nominations certified as eligible will be assigned base scores, using the Alabama Performance Incentive Award Program State Administrator Scoring Worksheet. The base scoring will assign scores based on the “weight” of the activities or services being scored, relative to the degree of emphasis in the grant provisions. Only nominations that are certified as eligible will be assigned base scores and forwarded to the Performance Incentive Awards Selection Committee.
- (4) Not later than August 15 of each year, a Veterans Performance Incentive Awards Selection Committee will convene to score the certified eligible nominations, using the Alabama Performance Incentive Awards Program Selection Committee Scoring Worksheet. The selection committee will be at least five (5) members of workforce development peers and other workforce development experts approved by the Director, Alabama Department of Industrial Relations. The selection committee members will score all eligible nominations. Only nominations scored above a cut-off score set by the Director, Alabama Department of Industrial Relations will be forwarded to the Alabama Veterans Performance Incentive Awards Selection Board.
- (5) Not later than August 31 of each year, the Director, Department of Industrial Relations will convene a Veterans Performance Incentive Awards Selection Board with at least five (5) state-level administrators, representing partners and stakeholders in the Alabama workforce development system. Using the approved criteria of the Alabama Veterans Performance Incentive Awards program, the Veterans Performance Incentive Awards Selection Board will select nominations for individual awards and recommend monetary amounts for each award to the Director, Alabama Department of Industrial Relations.

(6) Not later than September 15 of each year, the Director, Department of Industrial Relations, approves the actual cash disbursements from the grant funds to individuals selected for Alabama Veterans Performance Incentive Awards.

Selection of Veterans Performance Incentive Award recipients may involve evaluation of both objective and subjective data (Ref: VPL 8-03). Nominees must demonstrate outstanding efforts at providing employment, training, job placement, and other employment-related services to United States veterans or separating military personnel. Services to veterans representing categories of concern, or veterans with especially significant barriers to employment will be afforded extra weight in the selection criteria.

The nominations may include a combination of performance data, team building, motivation, program improvement and feedback from job seeking and business customers.

Consideration for nomination may include any combination of the following:

- Development of a program, for which the impact may not be directly measurable (e.g., a resume skills building program).
- Exemplary case management assistance to veterans.
- Exceptional performance beyond job requirements, or well above performance goals.
- Planning, developing, or implementing improvements in effectiveness or efficiency of services or delivery of services, training, job placement, career or vocational assistance, to veterans.
- Outstanding personal contribution to the state's Veterans Performance Standards as measured by the ETA-9002/VETS-200 reports, or similar statistics, such as SAMS, for the specified reporting period July 1 through June 30, of the Program Year (PY).
- Effective outreach and public relations in the local community on behalf of veterans (e.g. work within the chamber of commerce, employer organizations such as human resource groups, job fair planning, etc.)
- Generation of positive publicity for the Alabama Career Center system and services to veterans that has generated measurable positive outcomes.
- Enhancement of on-the-job training, customized job training, or internship training for veterans, particularly veterans in categories of concern, such as Special Disabled veterans, or Recently-separated veterans.
- Exceptional efforts in assisting hard-to-place veterans, such as homeless veterans, ex-offenders, and economically disadvantaged veterans.
- Developing new WIA partnerships or fostering collaborative efforts to improve positive outcomes of employment and training programs for veterans, or veterans in special categories (e.g. interagency referral agreements).
- Any other significant achievement in assisting veterans to obtain, train, or advance in employment.

Priority consideration for a performance incentive award will be provided to individuals who demonstrate outstanding outreach on behalf of veterans who have barriers to employment, especially homeless veterans. Team building and motivation to serve veterans and improve the Veterans Service Program, positive feedback from employers and customers, and other indicators of outstanding individual performance and results, will be considered in the selection process.

Nominations must be submitted on the Alabama Veterans Performance Incentive Awards Program Nomination Form, or suitable facsimile.

Period of Performance:

The performance, activity, or accomplishments being recognized must have occurred during the previous U.S. Department of Labor Program Year (PY), which commences on July 1 of each year, and concludes on June 30 of the following year. Supporting documentation or numerical data submitted must clearly indicate performance within this evaluation period.

Description of the Award: In accordance with Title 38 § 4112 (7) and the Special Grant Provisions from the U.S. Department of Labor, Veterans Employment and Training Service, it is intended that cash awards be granted to individual recipients, or in special circumstances approved by the Director, Department of Industrial Relations, non-financial incentives may be awarded in lieu of, or in combination with cash awards. Each Fiscal Year (FY), as required by law, Alabama must set aside one (1) percent of the DVOP-LVER grant for making awards under the Alabama Performance Incentive Awards Program. Each year, the Alabama Performance Incentive Awards Program will recognize individual recipients who meet the eligibility and selection criteria, with cash awards in the amount of up to \$5,000 each.

Expenditures and the accounting of the Performance Incentive Awards program will be pursuant to federal financial reporting and fiscal requirements in the DVOP-LVER Grant. Selection of recipients for awards under the Alabama Performance Incentive Awards Program must be identified by September 30 of each year (the close of the Fiscal Year), and all funds set aside for the awards program must be disbursed or expended each year within ninety (90) days of Fiscal Year closeout (December 31).

Promotion and Public Affairs: The Director, Alabama Department of Industrial Relations (Grant Administrator) will provide wide dissemination of the Alabama Veterans Performance Incentive Awards Program among eligible candidates within the Alabama Career Center system, and other affiliated entities which are providing employment, training, and job placement services to veterans and military members separating from the U.S. Armed Forces. Nomination forms, instructions, and selection criteria will be made available at all Alabama Career Center and Employment Service delivery locations, or by writing to:

Director, Alabama Department of Industrial Relations,
ATTN: Veterans Services, Room 3812
649 Monroe St.
Montgomery, AL 36131

Nominations and information is also available by Email by contacting Veterans Services Alabama at: gniel@dir.state.al.us

Submission of Nominations: Nominations for the Alabama Veterans Performance Incentive Awards are to be mailed or delivered to:

Director, Alabama Department of Industrial Relations
Alabama Department of Industrial Relations
ATTN: Veterans Services, Room 3812
649 Monroe St.
Montgomery, Alabama 36131

Nomination Deadlines: All nominations are due by July 15 of each year.

All awards disbursements will be identified not later than September 30 of each year (the close of each Fiscal Year).

Management of the Awards Program: The success of the Alabama Veterans Performance Incentive Awards Program rests in the premise that appropriate recognition of worthy candidates has the potential to motivate other eligible professionals into providing excellent services to veterans. To that end, the Director, Alabama Department of Industrial Relations, will ensure that the following policies, practices, and actions are carried out in support of the Alabama Veterans Performance Incentive Awards program:

1. Adequate resources and staff will be committed to administering the Alabama Veterans Performance Incentive program.
2. Awards decisions will be based on exemplary performance of individual employees in services to veterans.
3. Awards will be selected fairly, without regard to race, national origin, gender, or other non-merit factors.
4. Management will assign priority to the integrity and the administration of the Alabama Veterans Performance Incentive Awards program.

Summary Report: Alabama Veterans Performance Incentive Awards Program funds will be obligated by September 30 of each year (the end of the Fiscal Year), and expended by December 31 of each year. A summary report will be submitted in the Fiscal Year fourth quarter report to the U.S. Department of Labor, Veterans Employment and Training Service (VETS), detailing the expenditures of the Alabama Veterans Performance Incentive Awards.

Alabama Performance Award and Incentive Program Nomination Form

*The deadline for the submission of nominations is July 15 of each year, covering performance and accomplishments for the previous Program Year (PY)**

**U.S. Department of Labor PY commences on July 1 of each year, and concludes on June 30 of the following year.*

Date of submission: _____

Nominee: _____

Organization: _____

Work Address: _____

Email Address: _____

Work Phone: _____

Nominated by: _____

Organization: _____

Work Address _____

Email Address: _____

Work Phone: _____

Nominations Instructions:

1. List supporting documentation, letters, and statistical data, and attach to nomination form.

2. Provide an explanatory narrative describing why the individual is being nominated. Emphasize achievements and benefits to veterans, separating military from the U.S. Armed Forces, veterans representing groups or categories of special concern, etc. The performance, activity, or accomplishments being recognized must have occurred during the previous U.S. Department of Labor Program Year (PY). Program Years commence on July 1 of each year and conclude on June 30 of the following year.
