



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**TO:** Indiana's Workforce Investment System

**FROM:** Greg Vollmer *APW 1-3-10*  
Deputy Commissioner, Field Operations

**DATE:** January 3, 2011

**SUBJECT:** DWD Directive 2010-07  
Indiana Department of Workforce Development's  
Veterans' Annual Performance Incentive Awards Program  
for Federal Fiscal Year 2011

**Purpose**

This directive provides guidance and information on nominating persons for the Indiana Department of Workforce Development's Veterans' Annual Performance Incentive Awards Program as established in the Jobs for Veterans Act (Public Law 107-228).

**References**

Title 38, United States Code Section 4112, as amended by Public Law 107-288 and the State Veterans' Program Plan for Program Years 2010-2014

**Background**

Public Law 107-288 allows states to establish individual incentive performance award programs for individuals identified as providing quality and exceptional employment and training services to Indiana's veterans. One percent of the state's total veterans' grant budget has been set-aside to be used for the Incentive Awards Program. The Incentive Awards Program is intended to reward employees delivering employment and training services to veterans.

**Congressional Intent for Eligibility and Award Criteria**

The expressed intent of Congress is that eligibility and selection criteria for performance incentive awards are broad enough in scope to give states maximum flexibility needed to recognize eligible employees who have provided outstanding employment and training services to veterans.

**Period of Award**

Veterans' Annual Performance Incentive Awards will be based on performance or activities conducted during the period of May 1, 2010 through May 1, 2011. Due to the amount of time required to review, approve, and then prepare for the distribution of the incentive awards, all nominations must be received by the close of business on Friday, May 6, 2011.

### **Amount of Annual Performance Incentive Award**

Indiana receives one percent of the Jobs for Veterans State Grant for individual incentive awards, which this year is \$34,000. Distribution of incentive award money will be as follows: a total of thirty-three thousand (\$33,000) to be distributed among not more than 10 eligible employees (DVOP/LVER/Staff). Not more than one thousand dollars (\$1,000) will be retained for the purchase of individual award recipient plaques. The Commissioner of the Department of Workforce Development, with the approval of the Governor, will designate the type of award given to award recipients, i.e., monetary awards or awards donated to the charity or non-profit organization chosen by the individual awardees. All award funding must be designated and executed before December 31, 2011. Any remaining funds will be returned to the US Department of Labor –VETS.

### **Annual Veterans' Performance Incentive Award Eligibility**

All Disabled Veterans' Outreach Program (DVOP) specialists, Local Veterans' Employment Representatives (LVER), and any WorkOne staff member who has provided outstanding employment and training services to veterans in Indiana under an approved service delivery program as defined in Public Law 107-288 are eligible to be nominated to receive an incentive award. Nominees must be individuals and not entities. Federal employees are ineligible to participate in the Veterans' Annual Performance Incentive Awards Program. Consecutive awards are encouraged to promote continuous outstanding performance.

### **Award Nominee Selection Criteria**

Award nominees will include Disabled Veterans' Outreach Program (DVOP) specialists, Local Veterans' Employment Representatives (LVER), and non-veteran staff individuals from the remainder of the WorkOne staff who provide employment and training services. Nominations for awards must be based on performance or activities conducted during the period of May 1, 2010 through May 1, 2011. The following selection criteria will be used to screen potential nominees:

- a. Nominees must have received at least one (1) annual performance evaluation.
- b. Nominees must have received a minimum of "Meet Expectations" in all rating areas of their annual performance evaluation.
- c. Nominees must clearly have performed outstanding service to the veterans' population.
- d. DVOP specialist nominees must clearly have demonstrated outstanding services in the areas of Intensive Services to Veterans, Services to Veterans with Barriers, and Outreach to Targeted Veterans.
- e. LVER nominees must clearly have demonstrated outstanding services in the areas of Employer Outreach, Job Placement of Veterans, and Job Development for Veterans.
- f. Staff nominees must clearly have demonstrated the outstanding services to veterans which are above and beyond their normal scope of duties within the WorkOne office and who foster and work to strengthen employment and training opportunities aimed at improving services for veterans.

Other suggested nomination criteria may include:

- a. Outreach activities to community and veterans' service organizations.
- b. Coordination and partnering efforts to enhance veterans' opportunities.
- c. Job development efforts, such as job fairs, Chamber of Commerce events, etc.
- d. Participation in local and state activities where employment and training services are provided to veterans.
- e. Participation in group related veterans' activities.
- f. Enhancement of training opportunities for veterans.
- g. Service to veterans above and beyond the scope of the employee's job description.

### **Nomination Process**

Anyone can nominate a DVOP, LVER, or staff member for an incentive award. All nominations must be submitted on the DVOP Award Recommendation form, the LVER Award Recommendation form or the Staff Award Recommendation form. Only one person's nomination can be listed on each form. The individual who recommends a person for an incentive award is required to sign the recommendation form. Those forms which are attachments to this policy can be accessed in Excel. See the web address at the end of this directive.

Nominations must be approved and submitted through a regional or Marion County contact person who may be either the WorkOne Office Manager, Workforce Investment Board Chair or Director, Regional Workforce Board Chairperson, Regional Operator or Service Provider Manager. The regional or Marion County contact must also submit each nominee's most recent Employee Work Profile and Performance Appraisal Report (SF 52403) with the recommendation form. Multiple recommendations can be made in each region and Marion County.

The two required documents for each nominee should be scanned and e-mailed by the regional or Marion County contact to the appropriate Director of Operations for Northern or Southern Indiana who will submit the nominations to the DWD State Veterans' Coordinator. All nominations must be received by the DWD State Veterans' Coordinator by the close of business on Friday, May 6, 2011. Then nominations will be reviewed by the Veterans' Annual Performance Incentive Award Selection Board.

### **Annual Veterans' Performance Incentive Award Selection Board**

The Veterans' Annual Performance Incentive Award Selection Board will convene at the direction of the Deputy Commissioner of Field Operations, Indiana Department of Workforce Development. The board will consist of five (5) voting members; three (3) veterans, and two (2) non-veterans. In addition to the voting members of the board, the DWD State Veterans' Coordinator will serve as a non-voting technical advisor and recorder for the board. All voting members of the board will be recommended and approved by the Deputy Commissioner of Field Operations. The board will convene during the second or third week of May 2011 to review and approve the incentive award nominees. Award recipients will be notified by July 1, 2011.

**Annual Veterans' Performance Incentive Award Ceremony**

The Annual Performance Incentive Award recipients will receive their awards at the 2011 Veterans' Staff State Conference.

Questions regarding the Veterans' Incentive Awards Program can be directed to the DWD State Veterans' Coordinator.

**Ownership**

DWD State Veterans' Coordinator  
Field Operations  
Indiana Department of Workforce Development  
10 North Senate Avenue  
Indianapolis, Indiana 46204  
Telephone: 317.232.0647  
E-mail: [LTrittip@dw.d.IN.gov](mailto:LTrittip@dw.d.IN.gov)

**Effective Date**

Immediately

**Ending Date**

November 1, 2011

**Action**

The information in this directive should be distributed to all WorkOne staff.

**Attachments**

Disabled Veterans' Outreach Program (DVOP) Specialist  
Annual Veterans' Performance Incentive Awards Recommendation  
Local Veterans' Employment Representative (LVER)  
Annual Veterans' Performance Incentive Awards Recommendation  
Staff Member Annual Veterans' Performance Incentive Award Recommendation

**These attachments can be accessed at**

[http://www.in.gov/dwd/files/DVOP\\_LVER\\_Staff\\_Member\\_Award\\_Recommendations.xls](http://www.in.gov/dwd/files/DVOP_LVER_Staff_Member_Award_Recommendations.xls)

**Disabled Veterans' Outreach Program (DVOP) Specialist  
Annual Veterans' Performance Incentive Awards Recommendation**

Name of Nominee:

WorkOne Office Location:

Name of Region or Marion County:

Outstanding Performance: Intensive Services

Outstanding Performance: Outreach to Targeted Veterans

Outstanding Performance: Services to Veterans with Barriers

Outstanding Performance: Other

Signature of Requestor\_\_\_\_\_

Date\_\_\_\_\_

**Local Veterans' Employment Representative (LVER)  
Annual Veterans' Performance Incentive Awards Recommendation**

Name of Nominee:

WorkOne Office Location:

Name of Region or Marion County:

Outstanding Performance: Employer Outreach

Outstanding Performance: Job Placement of Veterans

Outstanding Performance: Job Development for Veterans

Outstanding Performance: Other

Signature of Requestor\_\_\_\_\_

Date\_\_\_\_\_

## **Staff Member Annual Veterans' Performance Incentive Award Recommendation**

Name of Nominee:

WorkOne Office Location:

Name of Region or Marion County:

Outstanding Performance: DVOPS and LVER Support

Outstanding Performance: Training and Placement of Veterans

Outstanding Performance: Outreach to Veterans in the Community

Outstanding Performance: Other

Signature of Requestor\_\_\_\_\_

Date\_\_\_\_\_