**Quality In Service Excellence Award**

Purpose: The purpose of the AR Division Quality in Service Excellence Award is to recognize and promote excellent support services.

Nomination Process: Any Supervisor or Branch Head can nominate an AR Division employee or a team for the Quality in Service Excellence Award, one award per Branch per Quarter, up to 4 nominations per FY.

Nomination Criteria: Nominations must specifically address how the nominee met one of the following award criteria:

 (1) provides excellent support services

 (2) goes the extra mile to make sure that the support services enhance the mission of the

 Branch

 (3) serves as an example for others to follow in providing excellent support services

NOTE: The written nomination must describe a specific example, one-time event or special project which met one of the criteria, rather than a general statement concerning the nominee's normal performance on the job.

Nomination Timeframes: A call for nominations will be sent to all hands in AR Division at the end of each fiscal quarter, to recognize excellent support service events that occurred during that quarter.

Review/Approval Process: The Branch Heads and Deputy Director will review and approve the nominations that meet the criteria.

Awards: Award winner receive certificate of commendation and a time off or an incentive award, presented by the Director of Administration and Resource Management at the quarterly AR Division All Hands Meeting. A group photograph is displayed in the main hallway outside the Director's office.

**NOMINATION FORM**

FOR ARDIV QUALITY IN SERVICE EXCELLENCE AWARD, I NOMINATE:

Name: Office Phone:

Office Name/Code:

REASONS FOR NOMINATION:

Your name: Date:

Your office code:

Your phone:

***Send your nomination via e-mail to:***  **steven.collier1@usmc.mil**