

Serving Those Who Serve[®] Award Nomination Form

Nomination for the “Serving Those Who Serve”[®] award for the following Individual/Team/Project:

1. Individual
2. Team
3. Project (outstanding project management and delivery that provided exceptional service internally or externally)

Individual/Team/Project Name:

If nominating a Team, please list the team members:

Justification

Select a justification from the list box below (a description of each justification is listed within the ‘Instructions’ page that accompanies this form). Please explain why this individual/team/project should be recognized.

Nominated by (name/title):

Date:

Phone number(s):

E-Mail:

Serving Those Who Serve[®] Award Nomination Form

INSTRUCTIONS

Nomination Form SERVING THOSE WHO SERVE[®]

Memorial Day is observed on the last Monday of May, to honor men and women who died while serving in the U.S. military. Originally known as Decoration Day, it originated in the years following the Civil War and became an official federal holiday in 1971. Many Americans observe Memorial Day by visiting cemeteries or memorials decorating the graves of soldiers with flowers and flags, holding family gatherings and participating in parades.

The **Serving Those Who Serve Award[®]** was created to recognize the value ASUS employees make “serving those who serve” – the men and women of the United States armed forces and the communities in which they live. This award recognizes ASUS employees who make a positive impact through Consistency and Quality; Customer Satisfaction/Contribution; Problem Solving and Innovation; Initiative and Accountability; and/or Community Involvement /Volunteerism.

Process:

All nominations will be reviewed and the top 10 nominations will be sent to an evaluation committee comprised of Officers, Directors, and Managers to review and rank. Winner(s) will receive special recognition.

Guidelines:

- ★ All non-exempt, non-managerial ASUS employees are eligible for nomination
- ★ Employees can nominate anyone, except themselves
- ★ Nominations will open annually on the ASUS website beginning each January and close by March 15th
- ★ Nominations must be submitted through the online Nomination Form
- ★ Nominations will be evaluated, with selections made by April 15th
- ★ Recipients will receive special recognition

Justification:

Consistency and Quality: Improving the quality or delivery of service; consistently responding to customer requirements in a timely and courteous manner; doing it right the first time.

Customer Satisfaction/Contribution: Providing outstanding service to military and their families; demonstrating excellent customer service; exhibiting a customer service approach and commitment; creating an effective collaboration between ASUS and those its customer.

Problem Solving and Innovation: Solving service problems/concerns quickly and innovatively; developing new ways of doing business that benefit the customer.

Initiative and Accountability: Consistently demonstrates initiatives or innovations and how they have been used to serve our customer; demonstrating subject matter expertise; personal or team initiatives or innovations and how they have been used to serve our customer; team orientation and examples of working to motivate, inspire, and help others.

Community Involvement/Volunteerism: Consistently demonstrating community involvement and volunteerism. Represents ASUS mission and values to others; recognized by community for service and volunteerism efforts.

The Serving Those Who Serve[®] award will be implemented Memorial Day 2016, with the first award recipient(s) recognized May 2017.