



## **Irby Powers C. A. S. E. Award The American Legion, Department of Alabama**

An award for a Clerical, Assistance, Support, Employee of the State Department of Veterans Affairs will be presented each year to one or more employees of the Department who in the opinion of the County Veterans Service Officer, Supervisor, Chief of Service, Administrative Assistant, or Director of Department of Veterans Affairs has shown outstanding service to veterans and their dependents.

The nomination will be in the form of a narrative, and be limited to no more than two (2) pages, doubles spaced. The narrative will include information such as:

1. Number of year's person has worked for the State Department of Veterans Affairs and any other employment or volunteer service rendered to veterans.
2. Personality of the Employee (how well he/she relates to other people.)
3. Professional manner in which nominee carries out his/her responsibilities, and how the employee continues to develop his/her professional skills.

All employees of the State Department of Veterans Affairs will be eligible to receive this award, except County Veterans Service Officers, Chief of Services, the Director, and the Director's Administrative Assistants.

More than one award can be given to employees, but if more than one award is made. One of the awards must be to a clerical personnel. (Department Commander must make final decision for two awards that year.)

Names of employees nominated will be given to the Director of the State Department of Veterans Affairs. The Director can, if he desires, provide any additional information about each nominee before the final decision is made. The Director's comments will be limited to a one page double spaced narrative.

The Department Commander will appoint a committee of three (3) people who will make the final selection.

The trophy/plaque will be presented to the recipient at the annual Department Convention of The American Legion of Alabama.

The name of this award will be: The Irby Powers, C. A. S. E. Award. Irby Powers was a long time employee of the Department of Veterans Affairs, and served as secretary to the first four Directors of the Department of Veterans Affairs.

**All nominations will be received in Headquarters, The American Legion, Department of Alabama, No later than May 1<sup>st</sup> of each year.**