

December 26, 1979

U. S. Department of Labor	:	Distribution:	:	Subject:	Code: 470
Employment and Training	:	BAT - 1	:	Certificate of Meritorious	
Administration	:	BAT - 3	:	Service	
Bureau of Apprenticeship	:		:		
And Training	:		:		
Washington, D. C. 20213	:		:		
	:		:		
Symbols: TTN:PHV	:		:		

PURPOSE: To advise the staff of updated guidelines for recommending issuance of Certificates of Meritorious Service.

BACKGROUND: The Certificate of Meritorious Service is suitably worded to honor outstanding apprenticeship and training accomplishments. Recommendations for awards may be made on behalf of individuals within a local, State, or national organization, professional category such as educators, and to former members of joint apprenticeship and training committees.

Certificates of Meritorious Service may be issued in a State having a State apprenticeship agency, but only with the written approval of the appropriate official of such agency. Department of Labor and Bureau personnel are not eligible to receive Certificates of Meritorious Service.

Criteria Governing Issuance of Certificates of Meritorious Service
The Certificate of Meritorious Service shall be issued to an individual whose accomplishments meet the criteria set forth below:

1. The activity of this person, in apprenticeship and training, must have been of an outstanding nature for a period of not less than five (5) years; or that of an individual who, within the past three (3) years, has made an outstanding contribution to the employment of minorities, veterans and women in apprenticeship, as demonstrated by facts and figures and evidence of operation in conformity with Title 29 CFR Part 30, effective June 12, 1978.

2. The activity of the nominee must have been of an identifiable character as to justify the award in the minds of his/her associates.

3. The activity must have been of sufficient significance as to warrant presentation of the Certificate at a public ceremony.

4. The nominee must have a good reputation of long standing in the community, and must not have been involved or associated with any activity that would bring discredit to the Bureau or the Department.

Justification of Nomination: Each nomination shall include a justification consistent with the criteria stated above, detailing the basis for the award. If the nomination originates in the field, endorsement or approval of the appropriate Director, Regional BAT is required; if originating in the Washington office, approval of the Director of the originating office is required.

All nominations shall be submitted, using the attached format, to the Office of National Industry Promotion. That office shall be responsible for determining the acceptability of the nomination under the above criteria, and for preparing the Certificate. Nominations should be submitted and received (allow one week for mailing) by ONIP no later than 30 days prior to issuance.

ACTION: This Circular cancels Circular 72-18, Code 470, dated March 31, 1972.

Attachment

DATE

MEMORANDUM FOR: (Regional Director)
THROUGH: (State Director)
FROM: (Area Training Representative)
SUBJECT: Recommendation for Certificate of
Meritorious Service

INDIVIDUAL'S NAME:

BACKGROUND INFORMATION:

JUSTIFICATION:

EFFECTIVE/PRESENTATION DATE OF CERTIFICATE:

CONTACT PERSON:

Name (Individual recommending certificate)
Title
Telephone Number: (FTS)

Attachment (s)
(If applicable)