

SAMPLE HIGH SCORING NOMINATION: This sample is provided as a demonstration that judges score nominees with specific details of performance, achievements and above average results higher than more general statements.

Virginia Ship Repair Foundation
SAMPLE SENIOR TRADESPERSON OF THE YEAR
(More than five years in trade)

SAMPLE NOMINATION FORM

Only ONE Sr. Nominee per company. INCOMPLETE NOMINATIONS WILL NOT BE CONSIDERED.

Company Submitting Nomination: SAMPLE VSRA Member? **YES_X** NO

Nominee's Name: _____

Nominee's Trade Area: _____ More than 5 years in trade? **YES_X** NO

(Note: This is total experience regardless of company affiliation)

Nominee's Job Title: _____

Nominee's Telephone Number: _____

Nominator's Name: _____

Nominator's Job Title: _____

Nominator's Telephone Number: _____ Email: _____

You may submit your nomination in one of three ways: email, fax, or mail. Send to: Carina Phillips at CPhillips@VirginiaShipRepair.org; fax 757.233.7035 or mail: 101 W. Main Street, Suite 5500 Norfolk, VA 23510. **Please submit your typewritten nomination entry, along with this form by ***** at 5:00 p.m. NO EXTENSIONS will be made on the deadline!** If you have any questions please contact the Nomination Review Coordinator: Carina Phillips at CPhillips@VirginiaShipRepair.org

1. Please **COMMENT** on performance for each standard.

1. Demonstrates proficiency in area of expertise.	Proficiency as both an inside and outside machinist is demonstrated by their innovative ideas that consistently improve the finished product.
2. Consistently performs at the highest level of quality.	Always delivers workmanship of the highest quality. Their work quality has been recognized numerous times by customers and the government technical community.
3. Consistently shares expertise with less experienced co-workers.	They consistently helped in training less experienced personnel. They continue to develop some of the best inside machinists in the industry.
4. Mentors less experienced workers on career development plans.	Routinely counsels junior personnel regarding career paths and their assessment of their skill development has been instrumental in the promotion of several employees.
5. Shares feedback on improvements with leadership.	Frequently offers recommendations for system improvements. Their universal mounting adaptor for the Aircraft Elevator linear actuators is now standard for the industry.
6. Seeks training and improvement opportunities to enhance trade and operational expertise.	Attends trade courses and reads trade journals on their personal time to enhance their skills and seek improvement opportunities for our industry.
7. Maintains an exemplary safety record.	Has been recognized by the safety department numerous times for their attention to safety.
8. Instills safe working practices in co-workers/team.	Ensures all personnel receive proper safety training and possess the appropriate certifications prior to allowing them access to operation of machine shop equipment. They monitor them closely until they have demonstrated

safety and proficiency.

CRITERION I. PROFESSIONAL REPRESENTATION OF THE SHIP REPAIR INDUSTRY

NOTE: This is the most important part of the scoring! You must describe how this nominee has EXCELLED in their field.

Please respond with **SPECIFIC EXAMPLES** to **TWO** of the FOLLOWING

- (a) actions that resulted in a positive image for ship repair, and/or
- (b) had a positive impact on the staffs' work process or environment, and/or
- (c) resulted in better service or products to clients.

Example I:

A Senior Master Tradesperson | Mechanical. **Their** responsibilities include performing duties as an Alteration Installation Team (AIT) Site Foreman for the deployment of new technology, as well as the repair, maintenance, and upgrades of U.S. Navy shipboard Hull, Mechanical and Electrical (HM&E) systems and components. **Nominee** continually excels in all areas in the field of marine mechanics, and **they** routinely provide complete subject matter expertise to all **their** daily duties and **their teams have completed all assigned projects on-time and within budget with no rework. They** are constantly looking for new ways to improve production and reduce costs without sacrificing quality. **Their** positive attitude and willingness to get the job done, has inspired **their** co-workers to push themselves to the next level and continually provide the best product possible to the customer base. This outstanding attitude and *superior performance have directly resulted in increased wins for the Division* and a tremendous amount of follow-on work from satisfied clients.

Specific recent examples of his versatility and consummate professionalism in promoting a positive image for the ship repair industry include but are not limited to the following:

- MACHALT #651 | Refrigerant Leak Monitor (RLM) on board LPD-20 and LPD-18
- MACHALT #443 | Prairie Masker Air (Airflow Alarm) system onboard CG-60 and DDG-72
- MACHALT #498 | Prairie Masker Air (Swing Check Valve) on board CG-60
- MACHALT #513 | Prairie Masker Air (Airflow Monitor) onboard FFG-52 and DDG-52 and DDG-51
- MACHALT #579 | Lube Oil Service Pump Gas Seal Conversion onboard DDG-88
- MACHALT #518 | Aux Sea Water Service Pump Magnetic Coupling onboard DDG-72
- MACHALT #607 | LPAC Dehydrator refrigerant replacement with new NAXI filter dehydrator onboard CG-71 and CG-52 and CG-59.
- MACHALT #648 | Replace Steering Gear Hydraulic Pump Mechanical Seal onboard CG-59 and CG-53.
- MACHALT #599 | Split Shaft Seals for Main Feed booster Pumps onboard LHD-5 and LHD-3.
- SHIPALT 236FA | HFC Conversions onboard DDG-72 and DDG-54

During the accomplishment of SCDs No. 610; 659, 660; and 661 | Upgrades and Repairs to the Port and Starboard Helo Hanger Doors onboard DDG 51 Class Hulls; it was determined that a new design and subsequent fabrication of a portable milling machine to modify the existing door structure to accept the modifications would be required. They not only designed and helped manufacture the machine, but **they** also supervised the first installation. This project provided a level of alteration previously only available during a formal availability costing hundreds of thousands of dollars beyond this alteration. As a result, this alteration is now approved as a class MACHALT for all DDG-51 class vessels.

Example II:

Nominee was assigned to perform the prototype installation of MACHALT #607 | LPAC Dehydrator-Condenser

replacement. The parts list contained material and assemblies not compatible with the original units and installation procedures (originally designed for a FFG 7 Class Hull) and were not applicable for use with CG 47 Class hulls. **They** were able to utilize **their** thorough knowledge of this system to identify the correct materials and replacement assemblies that were compatible for use onboard a CG 47 Class hull. **Nominee's** actions allowed the timely completion of the alteration and prevented countless hours of research and dollars by the planning yard. This is the type of support only available from a true subject matter expert found among the ship repair experts.

CRITERION II. PROFESSIONAL AND PERSONAL ACHIEVEMENTS

Please list the following

(a) Education and Training Achievements

Nominee's qualifications include proficiency in the following areas of expertise:

- Pump Alignment
- Structural Fitting
- Pipe Fitting
- Fire Fighting Systems
- Lube Oil Systems
- Evaporator Systems
- HFC (Universal Certification)
- Hydraulic Systems
- Low and High Pressure Air Compressors
- Chill Water Systems
- Sea Water Systems
- Prairie Masker Air Systems
- Steering Gear Systems
- Water Tight Door and Hatches
- Galley Equipment
- Steam Systems
- LOKRING Installer

(b) Professional Achievements

Nominee's professional achievements include:

- Graduated Newport News Ship Building Apprenticeship School **Certified Site Foreman Team Leader
- Divisional Safety Committee Representative

(c) Community Leadership Achievements

(Note: Examples of mentorship, community contribution or leadership often are critical to final score tallies)

Nominee is a firm believer in taking an active role in the community and can often be found providing service at **their** church or at other local outreaches. **Nominee** knows that it is important to assist others that are less fortunate or simply need a hand up during these trying times. **They** can often be found spending extra time counseling a junior teammate on both professional and personal matters.

SAMPLE