

ALABAMA DEPARTMENT OF MENTAL HEALTH RECOMMENDATION FOR CITATION OF EXCELLENCE

Supervisors are encouraged to recommend someone for a Citation of Excellence, but the submission form must be approved by one of the following authorities: Associate Commissioner, Facility Director, Executive Director, Board Chairman, etc. The Citation of Excellence recognizes outstanding service by an employee, consumer, or other stakeholder in the mental health system. The Citation of Excellence is issued by the department, signed by the Commissioner, and affixed with the ADMH seal. Recipients can be recommended for this honor at any time.

Full Name of Award Recipient: _____

Job Title: _____

Reason(s) this individual is deserving of a Citation of Excellence: (If you need additional space, attach pages to this form)

Recommended by: (Name and Title) _____

Approved by: (Name and Title) _____

Department/Facility/Organization: _____

Is there an event or predetermined date for a presentation of the Citation of Excellence?

If so, please state the date: _____

How would you like the Citation of Excellence delivered?

Mail it E-mail it Pick up in the PICR Office when notified

Address: _____

E-mail: _____ Phone: _____

Please e-mail the completed form to Jennifer Webster in the Office of Public Information and Community Relations at jennifer.webster@mh.alabama.gov. If you have any questions about the Citation of Excellence or completing this form, please contact the PICR Office at 334-242-3417.