

## The Liz Hoffman Memorial Commendation

The *Liz Hoffman Memorial Commendation* is an annual commendation that serves to recognize Canadian Armed Forces members, civilian employees, and family members who go the extra mile and exceed expectations in helping their colleagues resolve a difficult problem or in bringing about positive and lasting change to the Department of National Defence and the Canadian Armed Forces.

Liz Hoffman was an investigator with the Ombudsman's Office who had a deeply rooted sense of fairness and was a tremendous force for positive change. This commendation allows the Office to recognize those in the Defence community who, like Liz, are dedicated to helping others and making a difference.

### Nomination Criteria

Anyone can nominate members of the Canadian Armed Forces, civilian employees in the Department of National Defence, or other members of the Defence community who demonstrate one or all of the following principles:

- A willingness and ability to resolve problems informally and quickly, as well as to support alternative means of resolving disputes.
- The courage not to turn a blind eye to difficult situations, but to find ways to resolve them in a manner consistent with fairness, loyalty and integrity.
- The identification of issues of unfairness and a means of resolving them.
- A systemic approach to problem solving.
- The resourcefulness to propose or consider innovative solutions.

### Award

Successful individuals/groups receive:

- A glass sculpture created by a well-known Canadian artist;
- A framed citation; and
- A trip to Ottawa to be recognized at a special ceremony.\*

In previous years, the Minister of National Defence, the Associate Minister of National Defence, the Chief of the Defence Staff, the Vice Chief of the Defence Staff and numerous parliamentarians, senior leaders and officials have attended the lunch and ceremony honouring award recipients.

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\* Please note: For groups, up to two members will be invited to attend the luncheon and to receive the award and citation on behalf of the group.

## Award Selection Process

Members of the Ombudsman's Advisory Committee, along with Liz Hoffman's daughter, will review all submissions received and will recommend nominations to the Ombudsman. With this input, the Ombudsman will select a maximum of three recipients for the *Liz Hoffman Memorial Commendation*. All nominators and nominees – whether successful or unsuccessful – will be advised via a letter from the Ombudsman of the outcome of the process.

## How to Submit a Nomination

### Online

Complete our online nomination form for prompt submission at:  
[www.ombudsman.forces.gc.ca](http://www.ombudsman.forces.gc.ca)

### E-mail

Fill out the PDF version of the nomination form and send it to us via e-mail:  
[Dominique-Emmanuelle.Perreault@forces.gc.ca](mailto:Dominique-Emmanuelle.Perreault@forces.gc.ca)

### Mail

Print the PDF version of the nomination form and mail it to:

Liz Hoffman Memorial Commendation  
Attn: Dominique-Emmanuelle Perreault  
Office of the DND/CF Ombudsman  
100 Metcalfe Street, 12th Floor  
Ottawa, Ontario, Canada  
K1P 5M1

*The Ombudsman's Office will acknowledge the receipt of all submissions.*

### For more information, please contact:

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Senior Outreach Officer  
613-996-4323  
[Dominique-Emmanuelle.Perreault@forces.gc.ca](mailto:Dominique-Emmanuelle.Perreault@forces.gc.ca)