Plant Protection and Quarantine
Deputy Administrator's 2014 Safeguarding Award

Safeguarding Award Background and Criteria

The PPQ Deputy Administrator's Safeguarding Award recognizes exceptional work in safeguarding America's agricultural and natural resources. The basis for the award is the PPQ Mission Statement, which describes the safeguarding continuum ranging from preventing entry to preventing the spread of pests that threaten America's agriculture and natural resources. The continuum includes offshore programs, permitting, border and port inspection, pest identification and mitigation, smuggling interdiction and trade compliance, new pest detection and response, and pest eradication and management.

The award celebrates outstanding initiative and innovation; efforts that go above and beyond expectations; common sense and ingenuity; and demonstrated results from anywhere within the safeguarding continuum. The PPQ Deputy Administrator will consider nominations that demonstrate the best mix of these elements. Above all, a nomination should showcase work that has risen above expectations and that is truly exceptional in protecting our agricultural resources.

PPQ Mission Statement

APHIS' Plant Protection and Quarantine (PPQ) safeguards U.S. agriculture and natural resources against the entry, establishment, and spread of economically and environmentally significant pests, and facilitates the safe trade of agricultural products.

Eligibility

Nominees may be a member or group of employees of PPQ, APHIS International Services, U.S. Customs and Border Protection, members of the National Plant Board or Academia (*e.g.*, a university). If the nominee is from outside PPQ, the nomination must identify how the nominee's work links directly to activities within the safeguarding continuum and supportive of PPQ's mission.

Submission of Nominations – Instructions

Step 1: Consider PPQ's mission statement and criteria above as you decide whether to nominate someone; the nominee's actions must have taken place within the qualification period which is between January 1, 2014 and March 31, 2015.

Step 2: Provide the information requested in parts A and B of the submission form (last two pages, below) following the instructions carefully as follows:

Instructions for Part A:

- Answer each question in **one** sentence (not to exceed 75 words).
- Be clear and be specific.

Instructions for Part B:

- Write a narrative of **no more** than 500 words to describe to the Awards Committee what the nominee did during January 1, 2014 and March 31, 2015.

- Tell a compelling story of how the nominee's actions relate to PPQ's mission.
- Use these formatting instructions:
  - Keep one inch margins all around;
  - Use Times New Roman 12 point font;
  - Keep a ragged right edge (do not justify the text).

Step 3: Feel free to attach supplementary information such as a report or other documentation as needed to support the nomination, but **please note** that the total number of pages for any supplemental information **may not exceed five pages.**

IMPORTANT: Failure to adhere to the preceding instructions will disqualify the submission.

Step 4: Submit your nomination as follows:

If you are a PPQ employee, you **must** submit your nomination through the nomination SharePoint site. If you are reading a hard copy of these instructions and you need the SharePoint address, please e-mail PPQ-DAAC@aphis.usda.gov -- an Awards Committee member will contact you.

If you are **not** a PPQ employee, please send your nomination by e-mail, mail, or fax to:

E-mail: PPQ-DAAC@aphis.usda.gov

USDA-APHIS-PPQ
Chair – Deputy Administrator's Award Committee
c/o David Hanken
4700 River Road, Unit #60
Riverdale, MD 20737

Fax: 301-734-5269 (use cover letter)
Telephone: 301-851-2195

Step 5: Meet the deadline: **August 14, 2015.**

Selection of Award Recipient

The Deputy Administrator's Award Committee (DAAC) will review nominations for the Safeguarding Award and will forward its rankings and recommendations to the PPQ Deputy Administrator. The decision for the award recipient rests with the PPQ Deputy Administrator. The person or group selected for recognition will receive a letter, a certificate, and a trophy or medallion. The recipient's name and achievement will also be inscribed on a plaque that is displayed on the PPQ Deputy Administrator's *Wall of Fame* at USDA headquarters. The award recipient will be listed on the PPQ Safeguarding Awards web page and announced in other related communications.

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Submission Form – Part A

1. Who is making this nomination? (Name, Job title, Agency or Organization, Business address, contact information – please make sure we can contact you!)

2. Who is the nominee?

If nominating one person, then please provide his or her:

- Name (including title: Mr., Ms, Dr.,etc.)
- Job Title
- Agency or Organization
- Business address
- Contact information (e.g. phone number and email address)

If nominating a GROUP, then please provide the following information for <u>each</u> group member:

- Name (including title: Mr., Ms, Dr.,etc.) (identifying the group leader(s), if any);
- Job Title
- Agency or Organization
- Business address
- Contact information (e.g. phone number and email address)

PLEASE NOTE: Any missing or incomplete information may result in delays in the award process; please confirm the information above before submitting the nomination.

3. Describe the basis of the nomination *(i.e. what did the nominee do between January 1, 2014 and March 31, 2015?).*

4. How did the nominee's action enhance safeguarding?

5. How does the nominee's action demonstrate innovation and/or initiative?

6. How did the nominee's action go above and beyond expectations?

7. How did the nominee's action display common sense and/or ingenuity?

8. Which part of the safeguarding continuum did the nominee's action fulfill?
(The continuum includes offshore programs, permitting, border and port inspections, pest identification and mitigation, smuggling interdiction and trade compliance, new pest detection and response, and pest eradication and management.)

9. What was the result, outcome, or success of the nominee's action?

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Submission Form – Part B: *Name of Nominee:*_____

(*Important! Please see formatting instructions stated above*)