

## *Plant Protection and Quarantine Deputy Administrator's 2017 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, 2017 and December 31, 2017.

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:*

- Write an answer of **no more** than 75 words to each question.
- Be clear and be specific.

**PLEASE NOTE:** The scoring instructions require every question to be scored against established criteria and point values. It is important for every question to be answered because a blank answer will result in an automatic score of zero for that question.

***Plant Protection and Quarantine  
Deputy Administrator's 2017 Safeguarding Award***

*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, 2017 and December 31, 2017.
- 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 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 [2017 Safeguarding Award nomination site \(click this link\)](#) and then click "**Respond to this Survey**". If you are reading a hard copy of these instructions and you need the SharePoint address, please e-mail [PPQ-DAAC@aphis.usda.gov](mailto: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](mailto:PPQ-DAAC@aphis.usda.gov)

USDA-APHIS-PPQ  
Chair – Deputy Administrator's Award Committee  
c/o Scott Pfister  
1398 West Truck Road  
Buzzards Bay, MA 02542

Fax: 508-563-0903 (use cover letter and provide notification that a fax was sent)  
Telephone: 508-563-0901

Step 5: Submit during the open period: January 15, 2018 through 5:00 p.m. Eastern, January 26, 2018.

### **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 award recipient will be listed on the PPQ Safeguarding Awards web page and

*Plant Protection and Quarantine  
Deputy Administrator's 2017 Safeguarding Award*

announced in other related communications

**1. Who is making this nomination?**

- Please provide the nominators:
  - Name (including title: Mr., Ms, Dr.,etc.)
  - Job Title
  - Agency or Organization
  - Business Address
  - Contact information (e.g. phone number and email address)
- If your nominee(s) are selected, do you wish this nomination to remain anonymous if asked by the award winner(s)?

**2. Who is the nominee?**

- If nominating one person 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 please provide the following information for **each** group member:
  - Name (including title: Mr., Ms, Dr.,etc.)
  - Job Title
  - Role on this team
  - Agency or Organization
  - Business Address
  - Contact information (e.g. phone number and email address)

**PLEASE NOTE:** The person submitting the nomination must provide a complete list of all nominees who contributed to the body of work described in the nomination and complete and accurate information for each person on the list. Failure to do so may result in delays in the award process. Please confirm the information above before submitting the nomination.

**3. If nominating a group, who would be considered the group or team leader?**

**4. If nominating a group, list at least 1 person involved in the management of this work who will review and confirm that the list of nominees is all-inclusive and accurate.**

**5. If nominating a group, please provide a descriptive team name, which will be used for tracking, correspondence and possible engraving on a trophy or plaque.**

***Plant Protection and Quarantine  
Deputy Administrator's 2017 Safeguarding Award***

**6. Describe the basis of the nomination (i.e. what did the nominee do between January 1, 2017 and December 31, 2017?).**

**7. How did the nominee's actions enhance safeguarding?**

**8. How did the nominee's actions demonstrate innovation and/or initiative?**

**9. How did the nominee's actions go above and beyond expectations?**

**10. How did the nominee's actions display common sense and/or ingenuity?**

**11. Which part of the safeguarding continuum did the nominee's actions**

**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.)*

**12. What was the result, outcome, or success of the nominee's actions?**

***Plant Protection and Quarantine  
Deputy Administrator's 2017 Safeguarding Award***

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

***Nominee: \_\_\_\_\_***

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