

Plant Protection and Quarantine Deputy Administrator's Safeguarding Award

PPQ Mission Statement

PPQ safeguards agriculture and natural resources from the entry, establishment, and spread of animal and plant pests and noxious weeds into the United States of America and supports trade and exports of U.S. agricultural products.

Safeguarding Award Background and Criteria

The PPQ Deputy Administrator's Safeguarding Award recognizes exceptional work in protecting America's agricultural 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 and weeds that threaten America's agriculture and natural resources. 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.

Eligibility

Nominees can come from anywhere in PPQ, APHIS International Services, U.S. Customs and Border Protection, or the National Plant Board, including state universities. If you nominate someone outside PPQ, you must identify how his or her work links directly to activities within the safeguarding continuum and supports PPQ's mission.

Submission of Nominations – Instructions

Step 1: Consider PPQ's mission statement above as you decide whether to nominate someone.

Step 2: Provide the information requested in parts A and B of the submission form.

Instructions for Part A:

- Answer each question in **one** sentence.
- Be clear and be specific.
- Failure to adhere to the preceding points will disqualify the submission.

Instructions for Part B:

- Write a narrative of **no more** than 500 words to describe to the review committee what the nominee did during **calendar year 2013 only**.
- Tell a compelling story of how your nominee's actions relate to PPQ's mission.
- You **must** follow 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).
- Failure to adhere to the preceding points will disqualify the submission.

Step 3: Feel free to attach supplementary information such as a report or other documentation. The total number of pages, however, for the nomination and any supplemental information **should not exceed five pages.**

Step 4: Submit your nomination.

If you are a PPQ employee, then 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, then please e-mail PPQ-DAAC@aphis.usda.gov.

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

USDA-APHIS-PPQ-DAAC
Attn: Coanne O'Hern
401 E. Louthier Street, Suite 102
Carlisle, PA 17013

Telephone: (717) 241-0140
Fax: (717) 241-0718
E-mail: PPQ-DAAC@aphis.usda.gov

Step 5: Meet the deadline.

Nominations will be accepted from May 7 until 5 p.m. Eastern on May 30, 2014.

Selection of Award Recipient

The Deputy Administrator's Award Committee 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.

PPQ Deputy Administrator's 2013 Safeguarding Award

Submission Form – Part A

1. Who is making this nomination? (Name, title, work address, telephone number, email)

2. Who is the nominee?

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

- Name
- Job Title
- Organization
- Address
- Phone Number

If you are nominating a group, then please attach an additional page and:

- List the members;
- Provide the agency, city, and state for each person in the group;
- Identify the group leader; and
- Provide the group leader's contact information (Name, title, work address, telephone number, email address)

3. Describe the basis of the nomination (*what did the nominee do during CY2013?*).

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

5. How does the nominee's action demonstrate innovation 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 ingenuity?

8. Which part of the safeguarding continuum did the nominee's action fulfill?

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

PPQ Deputy Administrator's 2013 Safeguarding Award

Submission Form – Part B: Name of Nominee:_____