

# WS Directive

4.402 12/01/08

---

## OUTSTANDING SUPERVISOR AWARD

### 1. PURPOSE

The purpose of the award is to recognize the outstanding leadership and management accomplishments of Wildlife Services (WS) supervisors.

### 2. REPLACEMENT HIGHLIGHTS

This is a new WS Directive.

### 3. BACKGROUND

APHIS Directive 4451.2 (9/11/08) establishes the APHIS Outstanding Supervisor Award (AOSA) and the Outstanding Supervisor Award (OSA). The OSA recognizes deserving supervisors at all grade levels who demonstrate the behaviors and accomplishments that are critical for employee development, organizational performance, and for achieving the organization's mission and goals through its employees. The WS OSA recipient who has distinguished himself / herself by his / her exceptional leadership and management accomplishments will be nominated for the AOSA.

### 4. ELIGIBILITY/CRITERIA

- a. All WS supervisors are eligible for the OSA based on an exceptional / outstanding, or the current equivalent, performance rating on their current performance evaluation and an exceeds fully successful element rating for human resources management and/or a related element.
- b. Members of the Senior Executive Service are not eligible to be nominated for the OSA.
- c. Only the recipients of the OSA are eligible for the AOSA.
- d. Nominees who receive an OSA or AOSA will not be eligible to be nominated again for 3 years.
- e. An assessment of these criteria will be made by the appropriate Director following nominations.

## 5. REQUIREMENTS

a. Nominations will reflect the broad spectrum of supervisors in WS' workforce. All supervisors based on the criteria are to be given equal consideration, regardless of duty station, grade level, or other non-merit factors.

b. Nominations for the OSA may be submitted by subordinate employees, colleagues, other peer supervisors, and managers.

c. Nominations are nondiscriminatory from the standpoint of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, protected genetic information, political beliefs, reprisal, or source of income (public assistance).

d. Each Director must verify internally that nominees meet the eligibility criteria of Section 4 and that there is no information that would negatively affect the nominations (e.g., disciplinary actions, including pending actions; the investigation into and/or a finding of engagement in prohibited personnel practices; findings of discrimination, etc.)

## 6. NOMINATION PROCESS

Nominations and written justifications must be submitted through the appropriate Director by the designated due date following the call for nominations and should follow the format within APHIS Form 48. The justification must clearly describe, in non-technical language, the contribution to human resources management, and its impact on WS' mission, and the degree to which the contribution exceeds normal job responsibilities.

## 7. REVIEW PROCESS

The WS Management Team will review nominations for the award.

## 8. AWARD

The OSA will be presented annually by the Deputy Administrator. Recipient of the OSA will receive \$5,000.

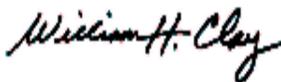
## 9. REFERENCES

APHIS Directive 4451.2, Outstanding Supervisor Awards (09/11/08);

[http://www.aphis.usda.gov/library/directives/pdf/aphis\\_4451\\_2.pdf](http://www.aphis.usda.gov/library/directives/pdf/aphis_4451_2.pdf)

APHIS Form 48, Outstanding Supervisor Award Justification (August 2008);

<http://www.aphis.usda.gov/library/forms/pdf/aphis48.pdf>



Deputy Administrator