

PPQ Deputy Administrator's Outstanding Achievement Award

Background and Criteria

The outstanding achievement category recognizes efforts that reach or exceed the goals designated for a given project or work effort, but that do not necessarily represent a new or innovative approach. Simply put, this award will recognize work done within the organization that is done exceptionally well in reaching or exceeding sound, clearly defined goals and where a positive impact can be demonstrated. These are the actions that are part of our day-to-day work, but that somehow go beyond the scope of our duties each day to exceed expectations. This category is not necessarily limited to the four elements of the safeguarding continuum (permits; international information; pest detection and response; and exclusion).

Submission of Nominations

Nominations should be submitted using the attached form to Paula Henstridge at 302-E J.L. Whitten Building, 14th & Independence Avenue, S.W., Washington, DC 20250. They may also be e-mailed to Paula.Henstridge@aphis.usda.gov or faxed to her at (202) 820-8535. Nominations should be no more than 2-3 pages long. Supplementary information, in the form of a report or other documentation should be provided as an attachment. If you are providing hard copies of supplementary information, please provide 7 copies. Be clear and specific in identifying the accomplishments and impact of the nominee's actions. Please submit all nominations by the deadline established in the call for nominations.

Please note that nominees can come from anywhere in PPQ, APHIS/International Services, Customs and Border Protection, or the National Plant Board system, including State Universities. However; if a nominee comes from outside of PPQ, you must identify how they or their work links directly to PPQ activities and how they support the PPQ mission.

Selection of Award Recipient(s)

Nominations for the Deputy Administrator's Outstanding Achievement Award will be reviewed by the Safeguarding Steering Committee, which will forward its ranking to the Deputy for final consideration. The individual or group selected for recognition will receive a commemorative item and their achievements will be noted on the Safeguarding website and in other communications.

PPQ Deputy Administrator's Outstanding Achievement Award Submission Form

Name, Address, Job Title and Organization, and Phone Number of Nominee

If a group is being nominated, provide the contact information for all members of the group

Brief Narrative of the Achievement

Include the specific actions taken, the goals that were set and reached or exceeded, and the impact of the achievement. Consider the following questions when writing your narrative:

- **Was the achievement recent?**
 - Nominations will be accepted for achievements occurring within the year prior to the current call for nomination.
 - Nominations will also be accepted if the activity began or was planned more than 1 year ago, but is ongoing or is just being implemented.

- **Did the achievement go beyond the scope of daily duties?**
 - Was it proactive?
 - What areas did it troubleshoot?
 - Did it achieve or exceed well conceived goals?
 - Did it exceed expectations?
 - Is the achievement reflected in feedback from peers, stakeholders?
 - Did it show initiative?
 - Did it help customers?
 - What did this achievement do to improve our work or mission delivery? How?

- **Did the achievement demonstrate a successful outcome?**
 - What was the result?
 - What improved (e.g., compliance tools, communications, business processes, etc.)?
 - Who benefited and how?
 - What was the role of those nominated?

- **Did the achievement have a significant impact?**
 - Was there a direct impact from the actions? If so, what was it?
 - Was there a direct impact or ripple effect on employees, cooperators, industry, or the public?
 - Was there a direct impact or ripple effect on work units, programs, or the project?

- Was there a budgetary impact?
- Was there an impact on the organization?
- Did this achievement contribute to the establishment or strengthening of a partnership?

- **How did the achievement relate to the mission?**
 - How did the actions link to PPQ's mission? Provide an example.
 - If the nominee is from outside of PPQ, how did their action link to PPQ and its mission?

Mission of PPQ: APHIS-PPQ safeguards agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds. Fulfillment of its safeguarding role ensures an abundant, high-quality, and varied food supply, strengthens the marketability of U.S. agriculture in domestic and international commerce, and contributes to the preservation of the global environment.