

PPQ Deputy Administrator's Promising Practices Award Submission Form

Background and Criteria

The category of promising practices honors common sense and ingenuity. Promising practices are practices that are, at the outset, small-scale and local, but they are practices that could be adopted on a broader scale to improve effectiveness or efficiency. A promising practice could be a minor adjustment in an existing business process, a complete overhaul of an administrative activity, or a simple enhancement in communications, for example. Promising practices are things that allow us to learn and grow. They have identifiable outcomes, they support PPQ's mission, and they are aligned with Agency policies and procedures. A promising practice can exist at any level of the organization. They are actions and ideas that can easily be overlooked because they seem small or overly simple, but they have the potential for great impact when we open our eyes and look for ways to use them. This category could encompass one of the four elements of the safeguarding review—permits; international information; pest detection and response; and exclusion—but it could also encompass activities outside those four elements. A promising practice is something that might lead you to say to a colleague, “this works for me and it might work for you, too.”

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 activities within the safeguarding continuum and supported the PPQ mission.

Selection of Award Recipient(s)

Nominations for the Promising Practices Award will be reviewed by the Safeguarding Awards Committee, which will forward its ranking to the Deputy for final consideration. The individual or group selected for recognition will receive a trophy and a small medal.

The winner's name and achievement will also be inscribed on a plaque to be displayed in the Deputy Administrator's Office as the Deputy's "wall of fame." Achievements will also be noted on the Safeguarding website and through other appropriate mechanisms.

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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 Promising Practice

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:

Timeline: Was this promising practice recent?

- Nominations will be accepted for promising practices 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.

Considerations: Promising Practices

- Is this promising practice a new idea, or an ongoing activity?
- Can it be uniquely applied?
- Is there an identifiable outcome?
- Does it meet operational and strategic goals of program?
- Is it aligned with agency policy and procedures?
- Does it improve effectiveness or efficiency?
- Does this practice encompass any of these 4 elements of the safeguarding review?
 1. permits
 2. international information
 3. pest detection and response
 4. exclusion

Or,

- Does this practice encompass activities outside the 4 elements listed above?

Impact: Promising Practices

Initially this practice may be small scale and local.

- Could this practice be applicable elsewhere
- Could this practice be adopted regionally and nationally?
- With lessons learned, is a broader application possible?

Mission: How did this promising practice 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?

Examples (not an all-inclusive list) of Promising Practices:

A practice:

- Which helps support people being able to accomplish mission, operational goals, strategic plan
- Identifies an administrative process that helps to accomplish mission
- Business practice idea with an identifiable outcome
- Improvements in information processes
- Successful outreach efforts including meetings, trainings, committee work, partnerships
- Design of something new or something ongoing which might be productive to others