

Comparison of Duties and Tasks of State and Federal CAPS Personnel

State Plant Health Director	State Plant Regulatory Official	Pest Survey Specialist	State Survey Coordinator
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State Survey Committees

A. assists, SPRO, SSC and PSS in the establishment of a State CAPS Committee to assist in the identification and selection of plant pest targets	A. assists, SPRO, SSC and PSS in the establishment of a State CAPS Committee to assist in the identification and selection of plant pest targets	A. assists SSC in the establishment of a State CAPS Committee, provides assistance and guidance to SSC in all Committee interactions	A. is responsible for the establishment and coordination of a State CAPS Committee that reflects stakeholders and is capable of providing guidance and assistance to the program
B. works with SPRO, SSC, PSS and State CAPS Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis	B. works with SPRO, SSC, PSS and State CAPS Committee in the development of a comprehensive proposal for pest survey and detection on an annual basis		B. submits amended draft to State CAPS Committee for review and comment
C. assists in determining the frequency and timing of State CAPS Committee Meetings	C. assists in determining the frequency and timing of State CAPS Committee Meetings		

Determining Pest Targets

A. provides input and guidance into the selection and prioritization of pest targets	A. provides input and guidance into the selection and prioritization of pest targets	A. aids SSC and State CAPS Committee in the procurement of plant pest information on proposed targets	A. working with PSS, State CAPS Committee, and Cooperators develops a priority pest list for review by SPHD and SPRO.
		B. working with SSC, State CAPS Committee, and cooperators helps develop a pest list for review and evaluation of SPHD/SPRO	

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Developing Work & Financial Plans & Reports

A. reviews and evaluates CAPS work and financial plan submitted through the SPRO prior to submitting it to Field Operations	A. reviews and forwards draft CAPS work and financial plan to SPHD for review, evaluation and submission to Field Operations	A. provides assistance and guidance to the SSC in the preparation of a draft work and financial plan	A. in collaboration with the PSS and in accordance with the annual CAPS guidelines prepares a draft work and financial plan for review by SPHD and SPRO
B. evaluates quarterly reports submitted through the Office of the SPRO prior to submitting them to Field Operations	B. reviews quarterly progress reports from SSC prior to their submission to the Office of the SPHD for review, evaluation and approval for submission to Field Operations	B. meets with SPHD, SPRO and SSC to present and discuss draft plan	B. meets with SPHD, SPRO and PSS to discuss draft plan and amends as needed
C. evaluates final report as submitted through the Office of the SPRO for concurrence on completion of the plan of work under the cooperative agreement	C. reviews final program report from SSC prior to its submission to the Office of the SPHD for review, evaluation and approval for submission to Field Operations	C. in conjunction with SSC presents draft plan to State CAPS Committee for review and comment	C. finalizes proposed work and financial plan and submits to SPRO. SPRO will forward to the Office of the SPHD for approval and submission to Field Operations
	D. approves and monitors expenditures	D. assists SSC in the finalization of a work and financial plan	D. upon review and evaluation of State CAPS work and financial plan by the ADODR, SSC submits revised work and financial plan to SPRO with SF-424 and related forms for submission to Field Operations through the SPHD
		E. after plan is submitted to Field Operations assists SSC in making revisions requested by Field	E. SSC prepares annual accomplishment report to SPRO for submission to the SPHD

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Operations and finalize work and financial plan

F. assist SSC by reviewing summaries and accomplishment reports, provides advice and guidance in reporting format and structure

G. assist SSC in preparation of annual accomplishment report

Coordination and Outreach

A. promotes close working relationship and communications between PSS and SSC

A. promotes close working relationship and communications between SSC and PSS

A. with SSC identifies outreach activities to enhance CAPS goals and objectives, identifies key groups and meetings to target

A. schedule briefing meeting with SPHD and SPRO to secure allocation of Federal and State personnel as well as to verify/confirm cooperator participation and assistance

B. together with the SPRO, SSC and PSS meets quarterly to review and evaluate progress and to trouble shoot unforeseen situations

B. together with the SPHD, PSS and SSC meets quarterly to review and evaluate progress and to trouble shoot unforeseen situations

B. participates in national and regional meetings

B. maintains communication with diagnostic labs and taxonomists supporting CAPS surveys and coordinates with the PSS, maintain oversight of sample load and notify SPHD and SPRO of problems

C. aids PSS and SSC in coordination and outreach activities associated with government representatives, military installations, Tribal

C. aides in coordination and outreach with other government agencies and Departments and public and private sector organizations

C. interacts with CAPS National Coordinators and staff as needed, briefs SPHD and SSC on these communications

C. working with PSS determines what outreach activities will enhance CAPS goals and objectives

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Leaders, Port Risk Committees,
public and private sector
organizations, etc.

D. interacts with Field Operations
as needed to promote the State's
effort in CAPS

D. communicates with SPHD as
necessary to insure work and
financial plans are conducted in
accordance with cooperative
agreement

D. together with PSS identifies key
groups and meetings to attend
and/or provide CAPS coverage

E. coordinates the PPQ initial
emergency response if an exotic
pest is detected in the State

E. communicates information
from PPQ to the SSC

E. communicates with other SSC's
and PSS's for information sharing
and coordination of surveys

F. participates as warranted
through the Plant Board System to
support the CAPS program and to
work towards improving its
efficiency and effectiveness

F. participates in national and
regional CAPS meetings

G. coordinates the State's initial
response if an exotic pest is
detected in the State

G. interacts as needed with CAPS
National Coordinator and staff for
clarification and guidance, briefs
SPHD and SPRO on
communications regarding policy.

H. works with PSS, Federal and
State personnel and cooperators in
the identification of improved
methods and procedures for CAPS
goals and objectives

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I. assist in pest response activities and planning

Pest Survey Details

A. controls Federal resources and personnel assigned for pest detection activities in support of CAPS	A. controls State resources and personnel assigned for pest detection activities in support of CAPS	A. working with the SSC and CAPS cooperators identify personnel, coordination, equipment/supplies, training, database requirements, compilation/reporting requirements and time commitments necessary to implement work plan	A. working with the PSS and CAPS cooperators identify personnel, their coordination, necessary supplies, training, database requirements, compilation/reporting requirements, and time commitments necessary to implement work plan
		B. meet with SSC, SPHD and SPRO to secure Federal and State personnel required to implement surveys and to verify/confirm cooperator participation and assistance	B. with PSS agree upon tracking and monitoring protocols charting progress of individual surveys, report problems to SPHD and SPRO for assistance and guidance in meeting work obligations
		C. with SSC agrees upon tracking and monitoring protocols charting progress of individual surveys, notifies SPHD and SPRO of problems and/or need for assistance in meeting plan of work	C. Responsible for entering CAPS data in the approved database in accordance with national guidelines
		D. communicates with other PSS, to assist in the promotion of multi-state surveys and to enhance uniformity in survey methodologies	

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E. ensures quality of data entered into the approved database and brings discrepancies to the attention of the SSC and/or SPRO and SPHD

F. interacts with CPHST for information on pest risk, pathways, and improved survey methodologies

Other

A. ensure the role of CAPS meets the needs of APHIS	A. ensures the CAPS program meets the needs of the State	A. serves as the primary contact for the CAPS program within the State
B. oversees (supervises) PSS; provides guidance and support as needed	B. oversees (supervises) SSC; provides guidance and support as needed	
C. serves as the Authorized Designated Officials Designated Representative (ADODR) for CAPS		