

# CAPS Recognition Policy Statement

## Rules Governing the Award

The National Cooperative Agricultural Pest (CAPS) Program wishes to recognize outstanding activities and achievements by members of the CAPS community, including State Survey Coordinators, Pest Survey Specialists, State Plant Regulatory Officials, and State Plant Health Directors. Individuals or groups (which may include additional cooperators) can be nominated for work done in support of Pest Detection activities accomplished in the previous calendar year. Nominations will be reviewed by a subcommittee of the National CAPS Committee (NCC).

The CAPS Recognition Policy Statement and Nomination Form can be found on the [Resources](#) and current-year [Survey Guidelines](#) pages on the [CAPS Resource & Collaboration](#) website. A Call for Nominations will be sent out by the NCC in early January. Nominations shall be submitted to the CAPS Policy Manager or designee no later than March 15 or a date set in the Call for Nominations. The CAPS Policy Manager or designee will forward nominations on to a subcommittee of members of the NCC by April 1. The NCC subcommittee members will read and rank nominations, and report recommendations to the CAPS Policy Manager or designee by April 15. The CAPS Policy Manager or designee shall tally the recommendations and report results to the NCC by April 22. Awards will be announced by May 1. Depending on the strength of the nominations, the NCC may determine that no awards will be given, or that up to three awards will be given, in any year.

The NCC may choose to forward nominations for consideration for APHIS Award recognition, as appropriate. This may include the APHIS Administrator, Outstanding Achievement, Promising Practices, and Safeguarding Awards. In these instances, the original nominator will be contacted to assist in preparing additional nomination information. These nominations will be forwarded to the appropriate APHIS contact by the CAPS Policy Manager or designee.

## Nomination Criteria

The purpose of the CAPS Recognition Award is to recognize individuals or groups for specific achievements and accomplishments resulting from work done in support of Pest Detection activities in the previous calendar year. Membership on the NCC is not an activity eligible for nomination for CAPS Recognition.

Activities and accomplishments may include, but are not limited to:

- Direct actions or proactive steps taken that lead to an improvement in efficiency and effectiveness;
- The development of or an improvement in a standard practice, particularly one that can be replicated across programs or surveys, or by other states;
- Specific actions that resulted in the maintaining of high standards in the face of shrinking resources;
- Development of or significant improvement to a survey;

- Development or significant improvement to an education/outreach tool, which may include innovative outreach method, targeting of non-traditional group, or incorporation of technology/multimedia;
- An improvement to an existing cooperative/collaborative relationship, or the creation of a new relationship;
- Tailoring/(re-)development of the CAPS program at the state level to improve efficiency/effectiveness.

Nominations should include a narrative on the specific activity conducted or achievement of the person or group being nominated. This will include a description of the activity/achievement, its significance to Pest Detection activities, and the impact of the effort. Narratives should be no more than two pages in length, and shall be submitted along with the nomination form, to the National CAPS Program Manager by March 15 or a date set in the Call for Nominations.



# CAPS Awards & Recognition

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## CAPS AWARDS & RECOGNITION NOMINATION FORM

Year:	
Nominee(s):	
Agency or Agencies:	
Address(es):	
City, State, Zip:	
Telephone:	
E-mail address:	
Nominated by:	
Agency:	
Address:	
City, State, Zip:	
Telephone:	
E-mail address:	

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