

U.S. Department of Agriculture Marketing and Regulatory Programs Animal and Plant Health Inspection Service	APHIS OUTSTANDING SUPERVISOR AWARD JUSTIFICATION
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Name of Nominee:	Name of Nominator:
Nominee's Title, Series, Grade:	Nominee's Program:
Nominee's Address:	Nominee's Telephone Number:

Preparing Written Justification for APHIS Outstanding Supervisor Award

1. During the period of (time of performance), (name of individual) did (describe the supervisor's contribution to human resources management (beginning paragraph should start with this sentence.)

2. Describe how the supervisor exceeded in one or more of the following competencies:

- Creativity and innovation
- Commitment
- Initiative
- Impact of activities and ideas

3. As a result:

- The work environment encourages creative thinking and innovation.
- An organizational culture encourages others to provide a high quality of performance. Appropriate performance objectives and priorities are established and implemented with subordinates/employees.
- Appropriate tools and supports (including training, developmental assignments, etc.) are provided as needed to subordinates/employees to enable them to perform at an exceptional level.
- Significant contributions are made to the development and/or implementation of the program strategic direction, succession plan, and/or workforce plan.
- Subordinates/employees are influenced toward a spirit of service and meaningful contributions to mission accomplishment, mentoring, and/or recruitment activities.

It has been verified that there is no information that would negatively affect this nomination.

<i>Initial</i>	<i>Date</i>
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CONCURRING OFFICIALS

Signature of Recommending Official:	Date
Signature of Program Director:	Date
Signature of Deputy Administrator:	Date
Signature of Administrator:	Date

