

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS DIRECTIVE

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4451.10  
REVISION 2

8/15/03

## FIELD OPERATIONS MERIT AWARD PROGRAM FOR EXCELLENCE

### I. PURPOSE

This directive describes the Field Operations (FO) Merit Awards for Excellence Program. The program recognizes supervisory, managerial, and organizational/team excellence and achievements in FO.

### II. CANCELLATION

This directive cancels 4451.10 Revision 1, dated 9/6/00. ■

### III. REASON FOR REISSUANCE

This revision:

A. Renames the "Types of Award." Previously there were 3 types of merit awards. This revision contains 2 types of merit awards — Leadership Excellence and Organizational/Team Excellence. ■  
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B. Changes the submission date for nominations. **NOTE:** Nominations are due no later than **September 12, 2003**. ■  
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C. Changes the period of recognition. The new recognition period is September 1 to August 31. ■  
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D. Updates members of the award selection committee. ■

### IV. REFERENCES

FSIS Directive 4451.1      Incentive Awards Program  
FSIS Directive 4451.6      Non-Monetary Award Recognition

### V. ABBREVIATIONS AND FORMS

The following will appear in their shortened form in this directive:

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#### DISTRIBUTION:

All Field Operations Employees

#### OPI:

HRD – Performance, Evaluation  
and Recognition Branch

FO Field Operations  
 HACCP Hazard Analysis and Critical Control Points  
 PERB Performance, Evaluation and Recognition Branch  
 TSC Technical Services Center

**VI. POLICY**

It is FSIS policy to ensure that consideration for awards is made without regard to political, religious, or labor organization affiliation or nonaffiliation, marital status, family status, race, color, sex, sexual orientation, national origin, disability, or age, and shall not be based on personal favoritism or patronage.

**VII. PROGRAM PROVISIONS**

A. **Type of Award, Award Categories, Eligible Employees, and Number of Awards Given.** Table 1 identifies the types of awards, awards categories, eligible employees, and the maximum number of awards that are given annually.

**Table 1 - FO Merit Awards for Excellence**

<b>Type of Award</b>	<b>Award Categories</b>	<b>Eligible Employees</b>	<b>Number of Awards Given Per Year</b>
Merit Award for Leadership Excellence	Supervisors Managers and Assistant Managers	<u>Supervisors at GS-13,14, and 15 levels:</u> - Front Line/Circuit Supervisors - Head, Resource Management and Planning Staff - Supervisory Compliance Officers - TSC Division Directors and Team Leaders - District Managers - Division Directors - Deputy Director, TSC - Deputy District Managers - Staff Officers	15
Merit Award for Organizational /Team Excellence	Organizations and Teams	District Offices, TSC Staffs; Headquarters Staffs; and Inplant Inspection and Consumer Safety Officer/Enforcement Investigation Analysis Officers	10

**B. Nomination Procedures.**

1. Submit nominations each year no later than September 12. ■
2. Any FO employee may nominate eligible employees and organizations. **NOTE:** To avoid the appearance of conflict of interest, employees may not nominate their supervisors unless the supervisor is part of the team effort.
3. Self-nominations are permitted.
4. Limit nominations to one page and address appropriate criteria.  
(See Attachments 1 and 2.)
5. Type nominations on one 8 1/2 by 11-inch sheet of bond paper and submit with a cover letter (stating the name and phone number of a contact person) to:

USDA FSIS HRD PERB  
ROOM 3817 SOUTH BUILDING  
1400 INDEPENDENCE AVENUE SW  
WASHINGTON DC 20250-3700

**C. Selection Criteria.** Nominations must address the appropriate criteria (See Attachments 1 and 2) and convince the appropriate approval levels and the screening committee that the nominee or organization nominated has exceeded expectations. The achievements of the individual or organization should be highly significant to the Agency's mission and clearly warrant recognition.

**D. Selecting Officials.**

1. Assistant Administrator, FO, will make selections based on recommendations from a selection committee convened annually to review nominations in each category.
2. The selection committee will consist of FO Deputy Assistant Administrators and the Director, TSC.

**E. Types of Awards Given.** Awardees will receive honorary plaques and significant mementos. **NOTE:** Mementos are changed annually at the discretion of the selection committee.

**F. Period of Recognition.** Period of recognition will be September 1 through August 31. ■ ■

**G. Award Frequency.** There are no limitations on the frequency of recognition. All groups and individuals covered by this directive whose achievements warrant recognition will be considered.

H. **Appeals.** Nonreceipt of an award covered by this directive may not be grieved or appealed.

I. **Supplementing this Directive.** All exceptions or interpretations of this program require the approval of the Assistant Administrator, FO, and the Human Resources Division.



Acting Assistant Administrator  
Office of Management

Attachments

- 1 Selection Criteria for Leadership Excellence ■
- 2 Selection Criteria for Organizational and Team Excellence ■

## SELECTION CRITERIA FOR LEADERSHIP EXCELLENCE

1. Excellent delegation of authority that allows for subordinate employees' development as future supervisors and managers.

2. Highly effective personal leadership that sets a new standard of professionalism and excellence, fosters pride in public service and engenders teamwork. This includes effectiveness in the use of strategic thinking to build FSIS into a world class public health agency to accomplish program goals and adaptation to changing priorities. ■  
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3. Effective leadership in the delivery of inspection or enforcement functions and services. Especially skilled on the implementation of new ideas and developments related to the goals of FO. This could include the adoption of new technologies, development of effective managerial and accountability systems, and strong leadership in helping the organization move toward the vision of becoming a world class public health agency. ■  
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4. Demonstrated creativity in problem solving and troubleshooting techniques with effectiveness in the use of strategic thinking to accomplish program goals and adaption to changing priorities. ■  
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5. Exhibited accomplishment in civil rights. This could include visible support of equal opportunity, diversity, cultural awareness, mutual respect, and open communication within and outside the Program and the Agency and significant actions to promote a diverse workforce.

6. Demonstrated skill in conflict management and negotiation with expertise in the utilization and management of human and financial resources. ■  
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7. Exhibited effectiveness in interpersonal communications and teamwork, both within and outside the Agency.

8. Creative direction of subordinates that contributes to implementation of HACCP inspection and enforcement requirements for HACCP and pathogen reduction.

## SELECTION CRITERIA FOR ORGANIZATIONAL/TEAM EXCELLENCE

1. Highly effective in delivery of FO functions resulting in superior service to customers within and outside of the Program.

2. Superior contributions to management effectiveness. Achievements reflect benefits that result in building FSIS into a world class public health agency, increased professionalism, improved procedures or techniques, or increased use of science that contributes to public service or an improvement in public health. ■  
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3. Creative implementation of inspection and enforcement requirements to support a HACCP-based farm-to-table food safety strategy.

4. High respect earned through collaboration with others, technical expertise and commitment to service.

5. Displays personal integrity, honesty and respect for others in day-to-day dealings with customers. This could include working in cooperation with another program or constituency within and outside the Agency, which enhanced relationships, demonstrated pride in public service, protection of public health and professionalism. ■  
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