

PHS Commissioned Corps

“Commissioned Corps Awards”



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Office of Commissioned Corps Operations

OUTLINE

Process Overview

**Description of Different
Commissioned Corps Awards**

Instruction on Required Paperwork

General Writing Tips

Resources

AWARDS



AWARDS...

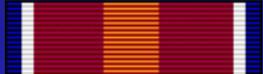
- Designed to provide formal recognition for outstanding accomplishments and performance to the mission of the PHS or other programs
- Officers DO NOT compete against each other
- There are no minimum or maximum number of nominations
- Open to all officers on active duty (Regular Corps and All Categories and Grades)

TWO TYPES

- HONOR AWARDS
- SERVICE AWARDS

ORDER OF PRECEDENCE

Individual Honor Awards

- Distinguished Service Medal 
- Meritorious Service Medal 
- Surgeon General's Medallion 
- Surgeon Generals' Exemplary Service Medal
- Outstanding Service Medal 

ORDER OF PRESEDENCE CONT.....

Individual Honor Awards (cont.)

- Commendation Medal 
- Achievement Medal 
- PHS Citation 

Group Honor Awards

- Outstanding Unit Citation 
- Unit Commendation 

INDIVIDUAL HONOR AWARDS

■ Distinguished Service Medal

- Contributions to the mission of the PHS. Example: management of a major health program resulting in a major impact on the health of the Nation.

■ Meritorious Service Medal

- High level achievement.
- Meritorious service of a single, particularly important achievement.
- Career notable for accomplishments in technical or professional fields.
- Unusually high quality and initiative in leadership.

INDIVIDUAL HONOR AWARDS

■ Surgeon General's Medallion & SG Exemplary Service Medal

- No nomination procedure exists for these since the decision to confer is at the Surgeon General's (SG) discretion.

■ Outstanding Service Medal

- Continuous, outstanding leadership in carrying out the mission of PHS.
- Performance of a single accomplishment which has had a major effect on the health of the Nation.

INDIVIDUAL HONOR AWARDS

■ Commendation Medal

- Sustained high quality work performance in scientific, administrative, or other professional fields.
- Application of unique skill or creative imagination to the approach of solution of problems.
- Noteworthy technical and professional contributions that are significant to a limited area.

INDIVIDUAL HONOR AWARDS

■ Achievement Medal

- Contribution toward the attainment of program objectives.
- Sustained above-average performance of duty over a relatively short period of time.

■ PHS Citation

- Noteworthy achievement generally for a short period of time.
- This could include contribution toward accomplishing a program objective or high quality achievement, but at a somewhat lesser level than is required for the AM.

GROUP HONOR AWARDS

■ Outstanding Unit Citation

- Awarded to Officers of a unit that exhibits superior service toward achieving the goals and objectives of the PHS.
- Unit must provide exceptional service, often of national or international significance.

■ Unit Commendation

- Outstanding accomplishment by a designated organizational unit within PHS.
- Significant level of performance well above and beyond expectations, but at a somewhat lesser level than for the OUC.

SERVICE AND CAMPAIGN AWARDS

- **Hazardous Duty Service Award (HAD)**
- **Foreign Duty Service Award (FDA)**
- **Special Assignment Service Award (SAA)**
- **Isolated Hardship Service Award (ISOHAR)**
- **Crisis Response Service Award (CRSA)**
- **Global Response Service Award (GRSA)**
- **Response Service Award (RSA)**
- **Recruitment Service Ribbon (RSR)**
- **Bicentennial Unit Commendation (BUC)**
- **Smallpox Eradication Campaign (SPEC)**

SERVICE AND CAMPAIGN AWARDS

- **Recruitment Service Ribbon (RSR)**
- **Bicentennial Unit Commendation (BUC)**
- **Smallpox Eradication Campaign (SPEC)**
- **Global Health Campaign Medal (GHCM)**
- **Global Health Initiative Service Medal
(GHISM)**

SERVICE AND CAMPAIGN AWARDS (2 of 7)

■ Hazardous Duty Service Award



- ◆ Position requiring frequent and significant risk to an officer safety.
- ◆ Full-time assignments
- ◆ Minimum of 6 months exposure to the risk factors.

■ Foreign Duty Service Award



- ◆ 30 consecutive days or 90 non-consecutive days in foreign posts.
- ◆ Temporary or permanent assignment

SERVICE AND CAMPAIGN AWARDS (3 of 7)

- **Special Assignment Service Award** 
 - ◆ Detailed 30 consecutive days or more to other federal or state agency (exclude training and “blanket “ detail agreement).
 - ◆ 30 non-consecutive days to the same agency for an on-going activity.
 - ◆ Assignments to special initiatives of the SG, ASH, or Secretary including CPO or PAC member.
- **Bicentennial Unit Commendation** 
 - ◆ 1998 to commemorate the 200th anniversary of the creation of the USPHS.

SERVICE AND CAMPAIGN AWARDS (4 of 7)

■ Response Service Award



- Direct participation in a designated public health need or National Special Security Event.
- Public health emergency or need as declared by the President, Secretary, or ASH.
- The event must not be designated as a CRSA or GRSA response.
- For not less than 7 days.
- Must meet the force readiness standards.

SERVICE AND CAMPAIGN AWARDS (5 OF 7)

■ Crisis Response Service Award



- ◆ Direct participation in a domestic Corps deployment.
- ◆ For not less than 7 days.
- ◆ Must meet the force readiness standards.

■ Global Response Service Award



- ◆ Direct participation in a non-domestic or international response.
- ◆ Must meet the force readiness standards.
- ◆ Must be deployed for not less than 7 days.

SERVICE AND CAMPAIGN AWARDS (6 of 7)

■ Recruitment Service Ribbon



◆ Fulfilling 3 consecutive years:

- ☞ In a billet which recruitment is a primary duty and responsibility; or
- ☞ Maintaining current status in the Associate Recruiter Program (ARP)

◆ May earn additional award for meeting criteria for each additional 3-year period

◆ Awarded for recruitment service completed after 3 April 2006

SERVICE AND CAMPAIGN AWARDS (7 of 7)

- **Isolated Hardship Service Award** 
 - ◆ 180 consecutive days or more in designated ISOHAR area
 - ◆ Permanently assigned to a ship classified as “Unusually Arduous Sea Duty”.
- **Smallpox Eradication Campaign** 
 - ◆ Served 90 days or more cumulative service to CDC Bureau of Smallpox Eradication or Smallpox Laboratory from Jan.1, 1966 to Oct.26, 1977.

TRAINING, REGULAR CORPS BADGES AND INSIGNIA

- **Commissioned Corps Training Ribbon (CCTR)**
- **Regular Corps Ribbon**
- **Surgeon General Insignia (SGI)**
- **Deputy Surgeon General Insignia (DSGI)**
- **Officer-In-Charge Insignia (OICI)**
- **Chief Professional Officer Insignia (CPOI)**

TRAINING, REGULAR CORPS BADGES AND INSIGNIA

- **Office of the Secretary of HHS
Identification Badge (OSIB)**
- **Recruiter Badge (RB)**
- **Associate Recruiter Lead Badge (ARLB)**
- **Associate Recruiter Badge (ARB)**
- **Field Medical Readiness Badge (FMRB)**

TRAINING RIBBON

REGULAR CORPS RIBBON

■ Commissioned Corps Training Ribbon



- ◆ Awarded upon satisfactory completion of Commissioned Officer Training Academy requirements for the USPHS Officer Basic Course.

■ Regular Corps Ribbon



- ◆ Awarded for being assimilated into the Regular Corps

BADGES and INSIGNIA (1 of 5)

- **Surgeon General Insignia (SGI)**
 - ◆ Restricted wear to the Surgeon General
- **Deputy Surgeon General Insignia (DSGI)**
 - ◆ Restricted wear to the Deputy Surgeon General

BADGES and INSIGNIA (2 of 5)

■ Officer-In-Charge Insignia (OICI)

◆ Restricted wear to the following positions

- ☞ Secretary; Deputy Secretary; Chief of Staff, Immediate Office of the Secretary (IOS), HHS
- ☞ Associate Deputy Secretaries, and Heads of OS operational offices, OS, HHS
- ☞ Assistant Secretaries, Deputy Assistant Secretaries, OS, HHS
- ☞ Chief officials and deputies in assistant secretarial level STAFFDIVS, OS, HHS
- ☞ HHS OPIDV Heads
- ☞ Chief Medical Officer and Dir. Of Health and Safety, USCG
- ☞ Medical Dir. and Assistant Dir. Health Services, BOP

BADGES and INSIGNIA (3 of 5)

■ **Chief Professional Officer Insignia (CPOI)**

- ◆ Restricted wear to the CPOs with personnel orders of the 11 different Professional Categories

■ **Office of the Secretary of HHS Identification Badge**

- ◆ Permanent Assignment in OS for a minimum of one year on/after 22 June 1999

BADGES and INSIGNIA (4 of 5)

■ Recruiter Badge

- ◆ Assignment in a Corps specific recruitment position

■ Associate Recruiter Lead Badge

- ◆ Meet eligibility criteria set forth in CC23.1.6 and approved by CPO
- ◆ May wear only while maintaining status in ARP

■ Associate Recruiter Badge

- ◆ Meet eligibility criteria set forth in CC23.1.6 and approved by CPO
- ◆ May wear only while maintaining status in ARP

BADGES and INSIGNIA (5 of 5)



■ **Field Medical Readiness Badge**

- ◆ **Meet readiness requirements. Pass the APFT with a minimum of Level II.**
- ◆ **Complete all training modules for FMRB**
- ◆ **Participate in one or more Corps deployments for a minimum of 7 days, days can be accumulated from past three year deployments to date of application.**
- ◆ **Nomination by OFRD only.**

CASH AWARDS

- PHS commissioned officers are NOT ELIGIBLE for performance-based cash awards.



- They are ELIGIBLE to receive cash awards for suggestions, inventions, and scientific achievement outside the scope of their duties.

PROCESSING

- **DSM, MSM, OUC and those with Valor**
 - ◆ OPDIV Approving Authority → OCCO → CCAB → SG → OCCO
- **OSM, CM, UC**
 - ◆ OPDIV Awards Board → OPDIV Approving Authority → OCCO
- **AM, PHS CIT**
 - ◆ OPDIV Approving Authority → OCCO

NOMINATION FORMS

- **PHS-6342-1**, Unit Honor Award Nomination
- **PHS-6342-2**, Individual Honor Award Nomination
- **HHS-171**, Recommendation for Cash Award



Management Information System (MIS) Web Site

- Promotion Results
- Billet Information
- Online Applicant System
- Travel and Transportation Information
- Official Forms
- On-line Application Requests
- Associate Recruiter Materials
- Subscribe to the CCMS Listserver

- PPM 05-013, "Revision of "Junior Commissioned Officers Determination of Commission" of Subchapter CC25.2, INSTRUCTION 4, Training and Extern Program" now available in the [CCPM](#) section.
- **5/3/2005 Important change** changing the way passwords [Area login](#): We are using a new login page. In the next few weeks we will please check this area for information as the process continues.
- PPM 05-010, "Change in Eligibility for Detailed Officers for COERs"; PPM 05-011, "Clarification of Critical Housing Area M 05-012, "Increase in Nurse Accession Pay" now available in the [CCPM](#) section.
- New [TSP Information](#). Information regarding maximum contribution limits and changes to "OPEN SEASON".
- The [April](#) issue of the Commission Bulletin is now available on the main [bulletin page](#).
- [Instructions](#) for Leave Balance Maintenance Clerk as directed on now available. Officers please read and take action with your Leave
- USPHS Professional Conference [Uniform of the Day](#).
- **March 8** Memo to [Active-Duty Officers](#) and letter to [Dental Providers](#) regarding upcoming administrative changes to Active-Duty Officers' dental care services
- Spring/Summer 2005 Metro DC [Uniform](#) of the Day Memo now available.
- [Mission Statement](#) for the Commissioned Corps

Retrieve Data

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Reset Form

INDIVIDUAL HONOR AWARD NOMINATION RECORD
PART I

OFFICER'S NAME (Last) (First) (Middle)			ENTRY ON DUTY DATE
Jack John Tony			07/18/2003
PHS RANK (O - 1 through O - 10)	PHS PROFESSIONAL CATEGORY		PHS SERIAL NO.
O-3	Nurse		68685
CURRENT ORGANIZATION		ORGANIZATIONAL TITLE OR POSITION	
FDA/CENTER/DDD/BAB		Regulatory Health Officer	
PROPOSED AWARD		PERIOD COVERED (From) (To)	
Commendation Medal		06/2003 05/2004	
NOTE: (Synopsis of specific achievement for which the individual is being nominated must be limited to 25 words.)			
CITED FOR Conducting excellent work on..... Be specific and do not exceed 25 words			

The nominator certifies that the officer is deserving of the proposed award, and that the accompanying documentation accurately and completely reflects the relevant information. Additionally, the nominator certifies that the officer has not received nor is being nominated for another award for which the basis overlaps this nomination (except as specifically cited).

NOMINATOR (SIGNATURE)	NAME AND TITLE (TYPED)	DATE
	Mr. Toe Finger, Director, BPB	

ENDORSEMENTS:

Supervisory / Line Authority			
SIGNATURES	NAME AND TITLE (TYPED)	AWARD ENDORSED (See Note below)	DATE
	Ms. Claire A. Bear Director of Choice	CM	
	CAPT John E. Smith Director of Programs	CM	

ENDORSEMENTS:

Supervisory / Line Authority			
SIGNATURES	NAME AND TITLE (TYPED)	AWARD ENDORSED (See Note below)	DATE
	Ms. Claire A. Bear Director of Choice	CM	
	CAPT John E. Smith Director of Programs	CM	
	Mr. Jack P. Joe Director, Center	CM	
Operating Division (OPDIV) Awards Board Chairperson			
	CAPT Russel L. Green FDA CC Liaison		
Approving Authority			
	Andrew C. von Eschenbach, M.D. Commissioner of Food and Drugs		
OPDIV Awards Coordinator			
	CDR Amy F. Anderson FDA CC Awards Coordinator		

NOTE: Use abbreviation (i.e., DSM, MSM, OSM, CM, AM, CIT). If no award or a different award is endorsed, give reason in "comment" below. (Use extra sheet if needed.)

COMMENT

[Redacted comment area]

CCAB	DATE	ACTION <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	COMMENTS
SURGEON	DATE	ACTION <input type="checkbox"/>	COMMENTS

Retrieve Data

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Reset Form

UNIT HONOR AWARD NOMINATION RECORD
PART I

NAME OF UNIT The Wonder Drug Group	
PROPOSED AWARD Outstanding Unit Citation	PERIOD COVERED (From) 04/2004 (To) 04/2005

NOTE: (Synopsis of specific achievement for which the unit is being nominated must be limited to 25 words.)

CITED FOR Be specific, do not exceed 25 words

MEMBERS NOMINATED: Commissioned officers and civil servants. (Use extra sheet if needed.)

NAME	PHS #	OPERATING DIVISION
LT Allan A. Apple	67333	FDA/Center/Office Information
CDR John E. Doe	61111	FDA/Center/Office Information

The nominator certifies that the unit is deserving of the proposed award, and that the accompanying documentation accurately and completely reflects the relevant information. Additionally, the nominator certifies that each officer named merits receipt of the award, and none of the officers has received or is being nominated for another award for which the basis overlaps this nomination (except as specifically cited). **NOTE: The nominator cannot be one of the officers being nominated for this award.**

NOMINATOR (SIGNATURE)	NAME AND TITLE (TYPED) RADM John T. Smith, Chief of Staff, OSG	DATE
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ENDORSEMENTS:

Supervisory / Line Authority			
SIGNATURES	NAME AND TITLE (TYPED)	AWARD ENDORSED (See Note below)	DATE
	Mr. Leroy F. James Chief Regulatory Division		
	Ms. Mary B. Boo Director, Center		

ENDORSEMENTS:

Supervisory / Line Authority

SIGNATURES	NAME AND TITLE (TYPED)	AWARD ENDORSED (See Note below)	DATE
	Mr. Leroy R. James Chief Regulatory Division		
	Ms. Mary B. Boo Director, Center		

Operating Division (OPDIV) Awards Board Chairperson

	CAPT Russell L. Green FDA CC Liaison		
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Approving Authority

	Andrew C. von Eschenbach, M.D. Commissioner of Food and Drugs		
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OPDIV Awards Coordinator

	CDR Amy F. Anderson FDA CC Awards Coordinator		
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NOTE: Use abbreviation (i.e., OUC, UC). If no award or a different award is endorsed, give reason in "comment" below. (Use extra sheet if needed.)

COMMENT

Date, Name of OPDIV/Center, Name of Individual, Concurs for, Name of Officer (Needed if officer on nomination is currently in

another OPDIV or Center)

CCAB	DATE	ACTION <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	COMMENTS
SURGEON GENERAL	DATE	ACTION <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	COMMENTS

SIGNATURES – CIT OR AM

- **Nominator** – usually Supervisor
- **Endorsements (OPDIV-specific)**
 - ◆ Signature Line of Authority
- **OPDIV Awards Coordinator**
 - ◆ OPDIV CC Awards Coordinator

SIGNATURES

OSM, CM, OR UC

- **Nominator** – usually Supervisor
- **Endorsements**
 - ◆ Signature Line of Authority
- **OPDIV Awards Board Chairperson**
- **Approving Authority**
 - ◆ OPDIV Head
- **OPDIV Awards Coordinator**
 - ◆ OPDIV CC Awards Coordinator

**MSM, DSM, OUC and those with Valor – approved by CCAB and SG

EXAMPLE Format

Agency Specific

(1 of 2)

- **Title**
- **Background**
 - ◆ Conditions that existed prior to accomplishment
- **Intervention**
 - ◆ What was done and how was done

Sample Format

(2 of 2)

■ Outcome

- ◆ Impact on Public Health, qualitative, quantitative data, support with statistics, examples tangible data – saved resources, money, personnel

Additional Tips (1 of 3)

- No typos or white out
- 12 Time New Roman or Courier
- Citations 180 characters or less
- Members listed alphabetically
with Commissioned Corps
Members listed first



Additional Tips (2 of 3)

- Rank must accompany name
- Two pages maximum for the narrative
- Last sentence, award for civilians
- Spell out all acronyms

Additional Tips (3 of 3)

■ Career wrap-up

- ◆ All previous awards need to be addressed during the time-period of the nomination in the background area
- ◆ Must have a significant accomplishment from the last honor award received that meets the requested proposed award

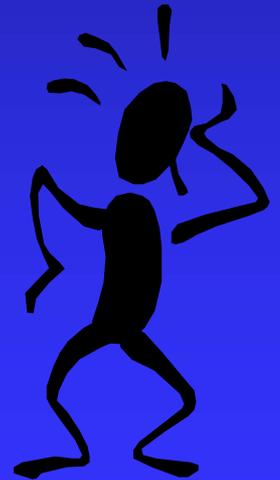
■ Part II B, awards history (not required by OCCO)

Reasons Awards are not Endorsed

- Officer nominated for incorrect award
- Untimely award submission
- Nomination forms filled out incorrectly or have administrative errors
- Award narratives are poorly written and do not meet the level of the proposed award

Narrative Pitfalls (1 of 2)

- Poorly written, unfocussed, unclear
- Incorrect grammar, punctuation, abbreviations



Narrative Pitfalls (2 of 2)

- Accomplishment is not yet completed
- Accomplishment was already recognized
- Time period covered does not match PHS 6342

LIMITATIONS...

- New awards cannot be based on old awards; however can serve as part of a more senior award based on significantly greater achievement over a longer period of time.
- May submit an individual award and a unit award, if the officer's achievement is significantly greater than, and differentiated from, the members of the group
- Awards cannot be for an ongoing activity, it must be completed to show impact

RESOURCES...

- <http://dcp.psc.gov/coap.aspx>
- **eCommissioned Corps Issuance System (eCCIS)**
<http://dcp.psc.gov/eCCIS/CCISMain.aspx>
- **CC 27.1.1 CC Awards Program**
http://dcp.psc.gov/eccis/documents/CCPM27_1_1.pdf
- **POM 08-003; 31 March 2008**

COMMISSIONED CORPS POINTS OF CONTACT

YOUR AGENCY AWARDS

COORDINATOR

THEN (& ONLY THEN)

LCDR Adriana Meyer-Alonzo

OCCO Acting Awards Coordinator

(240) 240-6039

adriana.meyer-alonzo@hhs.gov

PLEASE REMEMBER.....

Reward all employees, CC and CS for their accomplishments

THIS IS WHY.....

Increases moral, increases productivity, reduces turnover
The cost of replacing an employee is high, often more than the annual salary of the person who must be replaced

SAVE TIME

SAVE MONEY

LOST PRODUCTIVITY

SUMMARY...

Overview Awards Process

Different CC Awards

Required Paperwork

Writing Tips

Resources

Point of Contacts

