



2024 ALASKA AREA COMMISSIONED CORPS AWARDS BOARD HANDBOOK

Summary

The intent of this document is to assist Commissioned Officers and Nominators in the IHS Alaska Area to successfully submit and process USPHS Awards in accordance with current guidance, instructions and program policies

References:

- [CCI 511.01](#) Awards Program, Effective 19 January 2021, Amended 7 November 2022
- [CCMIS Award Criteria](#)
- [Commissioned Corps Management Information System \(psc.gov\)](#)

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INTRODUCTION

The Commissioned Officers Awards Program (COAP) is designed to give formal recognition to officers who have performed particularly well in carrying out the mission of the U.S. Public Health Service. The awards system is intended to be objective, not competitive. Award nominations must be in accordance with the established Commissioned Corps Instruction. Awards in Alaska are submitted to the Alaska Area Commissioned Corps Awards Board (CCAB) for review.

Types of Awards

Individual Honor Awards

Distinguished Service Medal (DSM)



Commendation Medal (CM)



Meritorious Service Medal (MSM)



Achievement Medal (AM)



Outstanding Service Medal (OSM)



PHS Citation (CIT)



Unit Honor Awards

Outstanding Unit Citation (OUC)



Unit Commendation (UC)



Service Awards

Hazardous Duty Award (HDA)



Isolated/Hardship Award (ISOHAR)



Distinguished Service Medal (DSM)

Recognizes outstanding contributions to the mission of the PHS, an initiative that has major impact on the health of the Nation, management of a major health program, or involvement in a heroic act resulting in an exceptional saving of life, health, or property. Final approval is by the Surgeon General.

Must Demonstrate ALL THREE

- an exceedingly high level of achievement AND
- an officer who possesses a genuine sense of public service AND
- who has made exceptional contributions to the mission of the Corps

Must Demonstrate At Least ONE

- management of a major health program OR
- an initiative resulting in a major impact on the health of the Nation OR
- an act of heroism resulting in the saving of life or protection of health

Template:

DISTINGUISHED SERVICE MEDAL FULL RANK FULL NAME

Standardized Opening Sentence:

The Distinguished Service Medal is awarded to **Rear Admiral Aurora Rose** for exceptionally distinguished service. **Rear Admiral Rose** distinguished herself as (duty title) assigned* to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Bottom Line Up Front/Summary of Award: Write from an objective and factual perspective.

Accomplishments/Impact: Clearly and concisely state how the outcomes and impact of the specifically attributable accomplishments affected the project, etc. Again, utilize facts, data and dates whenever possible to assist in demonstrating the impact of a nomination. Be sure to use a chronological order to assist in clarity. Bullet format or sentences are acceptable.

Standardized Closing Sentence:

The singularly distinctive accomplishments of **Rear Admiral Rose** reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of **Rear Admiral Rose** culminate a (long and)* distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of **Rear Admiral Rose** in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

With Valor Device: By her/his heroic actions and unselfish dedication to duty, **Rear Admiral Rose** has reflected great credit upon herself and the United States Public Health Service.

* In narratives for “retirement decorations” use the words “long and” (closing sentence) only for 30 years or more of service. If the award is for an officer being detailed, replace “assigned” with “detailed.”

Meritorious Service Medal (MSM) ■■■■

Recognizes a single, particularly important achievement, a career notable for accomplishments in a technical or professional field, or leadership of an unusually high quality and initiative. Final approval is by the Surgeon General.

Must Demonstrate At Least ONE

- meritorious service of a single, particularly important achievement OR
- a career notable for significant accomplishments in technical or professional fields OR
- unusually high quality **and** initiative in leadership

Must Demonstrate At Least ONE

- highly significant achievement in research, program direction, or program administration OR
- a **series** [3 or more] of significant contributions OR
- a **continuing period** [12mos or more] of meritorious service OR
- an exhibition of great courage and heroics in an emergency

Template:

MERITORIOUS SERVICE MEDAL FULL RANK FULL NAME

Standardized Opening Sentence:

The Meritorious Service Medal is awarded to **Rear Admiral Aurora Rose** for exceptionally meritorious service. **Rear Admiral Rose** distinguished herself as (duty title) assigned* to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Bottom Line Up Front/Summary of Award: Write from an objective and factual perspective.

Accomplishments/Impact: Clearly and concisely state how the outcomes and impact of the specifically attributable accomplishments affected the project, etc. Again, utilize facts, data and dates whenever possible to assist in demonstrating the impact of a nomination. Be sure to use a chronological order to assist in clarity. Bullet format or sentences are acceptable.

Standardized Closing Sentence:

The singularly distinctive accomplishments of **Rear Admiral Rose** reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of **Rear Admiral Rose** culminate a (long and)* distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of **Rear Admiral Rose** in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

With Valor Device: By her/his heroic actions and unselfish dedication to duty, **Rear Admiral Rose** has reflected great credit upon herself and the United States Public Health Service.

* In narratives for “retirement decorations” use the words “long and” (closing sentence) only for 30 years or more of service. If the award is for an officer being detailed, replace “assigned” with “detailed.”

Outstanding Service Medal (OSM)

Recognizes outstanding continuous leadership in carrying out the mission of the PHS, a single accomplishment that has had a major effect on the health of the Nation, or a heroic act resulting in the preservation of health or property. Final approval is by the IHS CCAB.

Must Demonstrate At Least ONE

- demonstrated **continuous** [12mos or more] outstanding leadership in carrying out the mission of the Corps OR
- performed a single accomplishment that has had a major effect on the health of the Nation OR
- has performed a heroic act resulting in the preservation of life **or** health

Template:

OUTSTANDING SERVICE MEDAL FULL RANK FULL NAME

Standardized Opening Sentence:

The Outstanding Service Medal is awarded to **Rear Admiral Aurora Rose** for continuous outstanding service. **Rear Admiral Rose** distinguished herself as (duty title) assigned* to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Bottom Line Up Front/Summary of Award: Write from an objective and factual perspective.

Accomplishments/Impact: Clearly and concisely state how the outcomes and impact of the specifically attributable accomplishments affected the project, etc. Again, utilize facts, data and dates whenever possible to assist in demonstrating the impact of a nomination. Be sure to use a chronological order to assist in clarity. Bullet format or sentences are acceptable.

Standardized Closing Sentence:

The singularly distinctive accomplishments of **Rear Admiral Rose** reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of **Rear Admiral Rose** culminate a (long and)* distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of **Rear Admiral Rose** in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

With Valor Device: By her/his heroic actions and unselfish dedication to duty, **Rear Admiral Rose** has reflected great credit upon herself and the United States Public Health Service.

* In narratives for “retirement decorations” use the words “long and” (closing sentence) only for 30 years or more of service. If the award is for an officer being detailed, replace “assigned” with “detailed.”

Commendation Medal (CM) ■■■■

Recognizes sustained high quality work performance in scientific, administrative, or other professional fields, application of unique skill or creative imagination to the approach or solution of problems, or noteworthy technical and professional contributions that are significant to a limited area at a level of proficiency and dedication distinctly greater than that expected of the average commissioned officer. Final approval is by the IHS CCAB.

Must Demonstrate

- exhibited a level of proficiency and dedication distinctly greater than that expected of an officer

Must Demonstrate At Least ONE

- **sustained** [≥6mos] high quality achievements in scientific, managerial, or other professional fields OR
- application of unique skill or creative imagination to the approach or solution of problems OR
- noteworthy technical and professional contributions that are significant to a limited area **IHS**

Template:

COMMENDATION MEDAL FULL RANK FULL NAME

Standardized Opening Sentence:

The Commendation Medal is awarded to **Rear Admiral Aurora Rose** for continuous exceptional service. **Rear Admiral Rose** distinguished herself as (duty title) assigned* to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from ddm-mm-yyyy to dd-mm-yyyy

Bottom Line Up Front/Summary of Award: Write from an objective and factual perspective.

Accomplishments/Impact: Clearly and concisely state how the outcomes and impact of the specifically attributable accomplishments affected the project, etc. Again, utilize facts, data and dates whenever possible to assist in demonstrating the impact of a nomination. Be sure to use a chronological order to assist in clarity. Bullet format or sentences are acceptable.

Standardized Closing Sentence:

The singularly distinctive accomplishments of **Rear Admiral Rose** reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of **Rear Admiral Rose** culminate a (long and)* distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of **Rear Admiral Rose** in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

* In narratives for “retirement decorations” use the words “long and” (closing sentence) only for 30 years or more of service. If the award is for an officer being detailed, replace “assigned” with “detailed.”

Achievement Medal (AM)

Recognizes a noteworthy contribution(s) toward the attainment of Program objectives or sustained above-average performance of duty over a relatively brief period such as a short tour of duty (120 days or less). Final approval is by the AK Area CCAB.

Must Demonstrate At Least ONE

- for superior **efforts** in accomplishing a program's mission OR
- for superior **outcomes** in accomplishing a program's mission

Must Demonstrate At Least ONE

- advancement of program objectives OR
- **sustained** [6mos or more] above-average accomplishment OR
- superior dedication to duty over a **relatively short period of time** [as little as 3mos]

Template:

ACHIEVEMENT MEDAL FULL RANK FULL NAME

Standardized Opening Sentence:

The Achievement Medal is awarded to **Rear Admiral Aurora Rose** for continuous superior advancements of programs. **Rear Admiral Rose** distinguished herself as (duty title) assigned* to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Bottom Line Up Front/Summary of Award: Write from an objective and factual perspective.

Accomplishments/Impact: Clearly and concisely state how the outcomes and impact of the specifically attributable accomplishments affected the project, etc. Again, utilize facts, data and dates whenever possible to assist in demonstrating the impact of a nomination. Be sure to use a chronological order to assist in clarity. Bullet format or sentences are acceptable.

Standardized Closing Sentence:

The singularly distinctive accomplishments of **Rear Admiral Rose** reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of **Rear Admiral Rose** culminate a (long and)* distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of **Rear Admiral Rose** in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

* In narratives for "retirement decorations" use the words "long and" (closing sentence) only for 30 years or more of service. If the award is for an officer being detailed, replace "assigned" with "detailed."

PHS Citation (CIT)

Recognizes noteworthy contribution(s) toward the attainment of Program objectives, sustained above-average performance of duty, and high-quality performance of duty over a relatively short period of time. Final approval is by the AK Area CCAB.

Must Demonstrate

- specific and noteworthy achievement generally for a **short period of time** [as little as 1mo]

Must Demonstrate At Least ONE

- contributions toward accomplishing a program objective OR
- high quality achievement

Template:

PHS CITATION FULL RANK FULL NAME

Standardized Opening Sentence:

The Public Health Service Citation is awarded to **Rear Admiral Aurora Rose** for continuous advancements of programs. **Rear Admiral Rose** distinguished herself as (duty title) assigned* to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Bottom Line Up Front/Summary of Award: Write from an objective and factual perspective.

Accomplishments/Impact: Clearly and concisely state how the outcomes and impact of the specifically attributable accomplishments affected the project, etc. Again, utilize facts, data and dates whenever possible to assist in demonstrating the impact of a nomination. Be sure to use a chronological order to assist in clarity. Bullet format or sentences are acceptable.

Standardized Closing Sentence:

The singularly distinctive accomplishments of **Rear Admiral Rose** reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of **Rear Admiral Rose** culminate a (long and)* distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of **Rear Admiral Rose** in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

* In narratives for “retirement decorations” use the words “long and” (closing sentence) only for 30 years or more of service. If the award is for an officer being detailed, replace “assigned” with “detailed.”

Outstanding Unit Citation (OUC) 

The OUC is awarded to officers of a unit that exhibits superior service toward achieving the goals and objectives of the PHS. To merit this award, the unit must provide exceptional service, often of national or international significance. Final approval is by the Surgeon General.

Must Demonstrate

- outstanding contributions toward achieving the goals and objectives of the Corps

Must Demonstrate BOTH

- must have provided outstanding service
- national significance

Template:

**OUTSTANDING UNIT CITATION
NAME OF UNIT**

Standardized Opening Sentence:

The Public Health Service Outstanding Unit Citation is being awarded to the (Name of Unit) assigned* to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Bottom Line Up Front/Summary of Award: Write from an objective and factual perspective.

Accomplishments/Impact: Clearly and concisely state how the outcomes and impact of the specifically attributable accomplishments affected the project, etc. Again, utilize facts, data and dates whenever possible to assist in demonstrating the impact of a nomination. Be sure to use a chronological order to assist in clarity. Bullet format or sentences are acceptable.

Standardized Closing Sentence:

The singularly distinctive accomplishments of (group name) reflect the highest credit upon themselves and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of (group name) reflect the highest credit upon themselves and the United States Public Health Service.

* If the award is for an officer being detailed, replace “assigned” with “detailed.”

Unit Commendation (UC)

The UC acknowledges an outstanding accomplishment by a designation organizational unit within PHS that has demonstrated a significant level of performance well above that normally expected, but at a somewhat lesser level than is required for the OUC. Final approval is by the IHS CCAB.

Must Demonstrate

- significant contributions and achievements well above that normally expected in accomplishing the goals and objectives of the organization

Must Demonstrate At Least ONE

- State level of significance OR
- regional level of significance

Template:

UNIT COMMENDATION NAME OF UNIT

Standardized Opening Sentence:

The Public Health Service Unit Commendation is being awarded to the (Name of Unit) assigned* to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Bottom Line Up Front/Summary of Award: Write from an objective and factual perspective.

Accomplishments/Impact: Clearly and concisely state how the outcomes and impact of the specifically attributable accomplishments affected the project, etc. Again, utilize facts, data and dates whenever possible to assist in demonstrating the impact of a nomination. Be sure to use a chronological order to assist in clarity. Bullet format or sentences are acceptable.

Standardized Closing Sentence:

The singularly distinctive accomplishments of (group name) reflect the highest credit upon themselves and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of (group name) reflect the highest credit upon themselves and the United States Public Health Service.

* If the award is for an officer being detailed, replace “assigned” with “detailed.”

Tips for a Successful Nomination: Narrative Guidance

- Use Times New Roman 12-point style.
- Bullet points are encouraged for clarity.
- Use the Standardized Opening and Closing Statements in the narrative.
- Do not exceed one single-spaced typed page (500 words maximum).
- The nominee should contribute to or write the narrative since they know the work and impact.
- The narrative should reflect the level of the award.
 - Review the award levels and their requirements prior to writing the award narrative.
 - After writing the narrative, determine the appropriate level of award justified.
- Ensure the specific role and accomplishments of the officer are clearly explained.
- Address obstacles or difficulties the officer overcame and how they used their unique skills to address those barriers successfully.
- Include specific quantitative information when describing accomplishments and impacts. Avoid vague qualitative terms.
- Do NOT use future tense (e.g. “will accomplish” or “may affect,” etc.).
- Use past tense to describe the accomplishments and impacts that took place.
- Emphasize the public health impact of the activity.
- Use terms such as: “established, founded, organized, chaired, led, developed a unique, implemented a major, essential, exemplary service, role model, motivated others to pursue excellence, negotiated with, and used expertise following collaborative review of...”
- Have someone NOT connected with the project review the award narrative for clarity.
- Utilize additional resources for narrative guidance:
 - [The Tongue And Quill: See Ch. 19 - Writing Better Bullet Statements](#)
 - [Commissioned Officers' Awards Program, Write-up \(Narrative\) Guidance and Tips](#)

Common Reasons a Nomination May Be Returned for Edits or Downgraded

- The impact of the activity is not well described (the most common mistake). Impact statements should describe the strong effect or result that the officer’s accomplishments had on public health.
- The specific role of the officer is not clearly explained; quantitative information is omitted.
- The use of future tense such as “will accomplish” or “may affect” is in the narrative.
- The language is overly technical and difficult to understand by officers outside of the category.
- Acronyms are not defined, or use of too many acronyms.
- The accomplishments and activities are not appropriate for the level of award.
- The awards appear to overlap with a previous award with no explanation. If there is any chance a nomination will be questioned as overlapping, a distinction between this award and the previous one should be directly addressed.
- Failure to adhere to formatting requirements, such as: Wrong font size, wrong font type, wrong margin size, typos.

Special Issues

Overlapping awards

An officer may not receive two awards for the same accomplishments.

Individual vs. Unit awards

If a nomination is for a single accomplishment involving many individuals, a unit award should be written for all involved including the leader. An officer is not eligible for an individual and a unit award at the same time for the same work unless it is shown that the individual made additional contributions and impact well beyond what is in the unit nomination.

Timing of Nomination and Responses

Honor award nominations must be submitted within 13 months after the activities occurred. The 13-month period is calculated from the end of the "Period Covered" date. The award nomination must be submitted to the CCAB within this 13-month period. Awards submitted after the 13-month period will not be considered.

During the award review process, if an award is returned to the nominator/nominee for correction, clarification or re-write, the award must be resubmitted to the CCAB in a timely fashion (within 1-2 weeks of receiving notification). If the needed action is not received within 45-days or the award is near the 13-month period, the CCAB will take no further action.

LINKS TO POLICY AND FORMS

https://dcp.psc.gov/CCMIS/COAP/COAP_index_m.aspx

https://dcp.psc.gov/ccmis/ccis/documents/CCI_511.01.pdf

https://dcp.psc.gov/CCMIS/COAP/COAP_nominations_m.aspx

Nomination Submission Deadlines

-
- If a nomination is received on or before the 10th day of the month, then the CCAB will review the nomination at the next meeting.
 - If a nomination is received after the 10th day of the month, then the CCAB will review the nomination the following month.
 - Awards not adhering to these guidelines will not be reviewed by the CCAB and will be returned to the nominator and/or nominee for revision.
 - Incomplete nominations will not be reviewed by the CCAB.
 - Incomplete nominations will be returned to the nominator and will not undergo the review process until the requirements are met.

2024 Meeting Schedule ¹

- January 26
- February 23
- March 29
- April 26
- May 31 ²
- June 21
- July 26
- August 30
- September 27
- October 25
- November 22
- December 20

Alaska Area CCAB Members

The Alaska Area Commissioned Corps Awards Board (CCAB) members are listed below. Officers and Nominators are encouraged to reach out to CCAB members within categories to seek support, guidance, or direction on the awards process.

Name	Position	Category	Term End	Email Address
CDR Christopher Fehrman	Co-Chair, Member	Engineer	6/30/25	Christopher.Fehrman@ihs.gov
CAPT Aimee Young	Co-Chair, Member	Pharmacy	5/31/25	Aimee.Young@ihs.gov
LCDR Max Klingenstein	Member	Dental	5/31/26	mklingenstein@southcentralfoundation.com
CDR Brian Lefferts	Member	EHO	7/31/26	Brian_Lefferts@YKHC.org
LCDR Dustin Bergerson	Member	HSO	5/31/26	dbergerson@southcentralfoundation.com
LCDR Joy Callaway	Member	Nurse	10/25/25	jcallaway@southcentralfoundation.com
CDR Kathryn “Katie” Jacques	Member	Therapist	12/31/26	kjacques@southcentralfoundation.com
CDR Seth Green	Member	At Large	12/31/26	sethg@apiai.org
LCDR Madalene “Maddy” Mandap	Alternate	Pharmacy	5/31/25	mmandap@southcentralfoundation.com
LCDR Chris Mercer	Alternate	Engineer	6/30/25	Christopher.Mercer@ihs.gov
CDR Jodi Sides	Alternate	Nurse	10/24/25	jsides@southcentralfoundation.com
LCDR Nhi Huynh	Alternate	Dentist	5/31/26	nhuynh@southcentralfoundation.com
CDR Michael Bakker	Alternate	HSO	5/31/26	mabakker@anthc.org
CDR Jennifer “Jenni” Dobson	Alternate	EHO	7/31/26	jddobson@anthc.org
CDR Scott Mitchell	Alternate	Therapist	12/31/26	smitchell@SouthcentralFoundation.com
Vacant	Alternate	At Large	12/31/26	N/A
Ms. Katya Terekhova	AKA Awards Board Coordinator			eterekhova@anthc.org

¹ Tentative and subject to change based on the needs of the CCAB

² Plan to submit an award nomination to the CCAB by May 10th in order for it to be processed and placed in the officer’s electronic Officer Personnel Folder (eOPF) before the end of the calendar year.

Awards Submissions through “FORMS” Platform

The Commissioned Officer’s Awards Program (COAP) is transitioning to an electronic submission process utilizing the “FORMS” platform within the Officer Secure Area (OSA).

Alaska Officers are asked to continue to submit nominations by email to AKA-CCAB@anthc.org, including the signed PHS nomination form and narrative. This process will enable to CCAB to easily provide feedback to Officers and Nominators on award narratives. The awards will then be entered into the “FORMS” application at the CCAB level³. Once entered into FORMS, the officer will be able to log into the secure area and see where the award is at in the approval process.

Electronic signatures may be required within the Officer Secure Area.

Detailed guidance will be shared in the future after the transition to the electronic system is required in 2025.

³ If an award has been signed by the nominator within 13-months of the award duration but is currently outside that window, CCAB will be unable to enter the award into the FORMS application and will be required to process the award with electronic files outside of the system.

Cover Sheet for Individual Honor Awards
[FORM PHS-6342-2 \(psc.gov\)](http://psc.gov)

DEPARTMENT OF HEALTH AND HUMAN SERVICES Public Health Service Commissioned Corps INDIVIDUAL HONOR AWARD NOMINATION RECORD PART I			
OFFICER'S NAME (Last, First, MI)		ENTRY ON DUTY DATE	
PHS RANK (O - 1 through O - 10)	PHS PROFESSIONAL CATEGORY	SERNO	
CURRENT ORGANIZATION		ORGANIZATIONAL TITLE OR POSITION	
PROPOSED AWARD	PERIOD COVERED (mm/dd/yyyy)		
	From	To	
NOTE: (Synopsis of specific achievement for which the individual is being nominated must be limited to 150 characters.)			
CITED FOR			
<p><i>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). Fill-in Name/Title and Date before Digitally Signing as these and all fields above will lock.</i></p>			
NOMINATOR (SIGNATURE)	NAME AND TITLE (TYPED)	DATE	
ENDORSEMENTS			
SUPERVISORY / LINE AUTHORITY			
SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED*	DATE
SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED*	DATE
SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED*	DATE
OPERATING DIVISION (OPDIV) OR NON-HHS ORGANIZATION AWARDS BOARD CHAIRPERSON			
SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED*	DATE
APPROVING AUTHORITY			
SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED*	DATE
OPDIV OR NON-HHS ORGANIZATION AWARDS COORDINATOR			
SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED*	DATE
*NOTE: If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.			
COMMENT			
CCIAB	DATE	ACTION <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	COMMENTS
PHS-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

Cover Sheet for Unit Honor Awards

[FORM PHS 6342-1 \(psc.gov\)](http://psc.gov)

Fillable [Form](#) to List Additional Team Members

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service Commissioned Corps
UNIT HONOR AWARD NOMINATION RECORD
PART I

NAME OF UNIT

PROPOSED AWARD	PERIOD COVERED (mm/dd/yyyy)
<input type="text"/>	(From) <input type="text"/> (To) <input type="text"/>

NOTE: (Synopsis of specific achievement for which the unit is being nominated must be limited to 150 characters.)

CITED FOR

Text must be limited to 150 characters.

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

NAME	SERNO	OPDIV OR Non-HHS Organization

*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. Fill-in Name/Title and Date before Digitally Signing as these and all fields above will lock.***

NOMINATOR (SIGNATURE)	NAME AND TITLE (TYPED)	DATE

ENDORSEMENTS:

Supervisory / Line Authority			
SIGNATURES	NAME AND TITLE (TYPED)	AWARD ENDORSED (See Note below)	DATE
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
Operating Division (OPDIV) or NON-HHS Organization Awards Board Chairperson			
		<input type="text"/>	
Approving Authority			
		<input type="text"/>	
OPDIV or Non-HHS Organization Awards Coordinator			
		<input type="text"/>	

NOTE: OUC and UC are the only 2 awards available on this form. If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.

COMMENT

CCIAB	DATE	ACTION <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	COMMENTS
PHS-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

Narrative Example

[AWARD TYPE]
[SPELL OUT RANK AND NAME]

Introduction: Include standardized opening statement that lists the award being considered and the time period covered by the nomination. Ensure it matches the period covered on the nomination form.

Example

The Achievement Medal is awarded to LT Soapy Smith for continuous superior advancements of programs. LT Smith distinguished himself as (duty title) assigned to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Background: Provide some pertinent background to give the nomination reviewers perspective on the issue and any prior or mitigating circumstances. State clearly the aspects of the project or activity. Include how and when the project or activity started as well as any potential goals. When relevant, this section should also identify the nominee's regular duties and how the accomplishments (stated below) are outside the expectations of the position.

Example

Physical inactivity (PI) is a major public health problem, increasing the risk for obesity, coronary heart disease, some cancers, diabetes, high blood pressure, and depression. The triad of PI, poor nutrition, and obesity accounts for over 300,000 yearly U.S. deaths. PI adds an estimated \$75 billion to medical costs. Sedentary lifestyle has emerged as one of our greatest and most pressing public health challenges. Yet, limited resources have been devoted to combating it. In early 2008, the Robert Wood Johnson Foundation (RWJF) gave \$746,650 for economic analyses of community interventions to decrease PI. Because of hiring delays, the study did not begin until April 2008. The investigators were trying to not only do the science, but also manage the mechanics of the project, resulting in operational delays, e.g., irregular communications with partners and non-payment of consultants. In October 2008, LT Soapy Smith was recruited to improve the operational side of Project MOVE (Measurement of the Value of Exercise).

Accomplishments: Write from an objective and factual perspective. This section should address the following questions:

- What was considered “above and beyond” or “exceptional” in relation to the officer(s)’s expected scope or responsibility in the position relative to his or her respective rank?
- Why is it deserving of recognition?
- What were the specific outcomes and impact that were directly attributable to the actions of the officer(s) on the project (impact to the Commissioned Corps in general, the Nation, etc.)? How were the potential goals met? Utilize facts, data and dates whenever possible.

Example

- *From October 2008 to June 2009, LT Smith set up monthly calls to RWJF, frequent calls with the CDC Foundation (CDCF), and bi-weekly internal team meetings. He established the agendas, set up the phone bridges, and provided summaries with action items. He facilitated the technical and scientific work of the 36-member project team through efficient project organization, i.e., creating notebooks that documented agendas, summaries, and action items and operations (travel, contracts, and budget). Prior to his involvement, no one set agendas, produced meeting notes, or*

documented decisions. His summary notes and action items document the team's decisions and reasons behind decisions so that the team can move forward quickly and efficiently.

- *LT Smith set up three workshops (October 2008 in New York, February 2009 in San Diego, June 2009 in Seattle) to gain input from research partners on the cost model, methodology, and data gaps. He managed communications such that issues raised by partners were voiced to the team so that solutions could be found. He produced follow up meeting notes from each Workshop, summarized discussions, and produced action item lists. He saw to it that researchers' travel was properly arranged, they were reimbursed for travel expenses, and they were paid for appropriate consulting time by the CDC Foundation. LT Smith coordinated follow up calls from the Workshops, established the agendas, set up the phone bridges, and produced call summaries to document decisions and itemizes remaining data gaps.*

Impact: Clearly and concisely state how the outcomes and impact of the specifically attributable accomplishments affected the project, etc. Again, utilize facts, data and dates whenever possible to assist in demonstrating the impact of a nomination. Be sure to use a chronological order to assist in clarity.

Example

- *His work allowed the scientists on the team to focus on the cost model. The improved operations and communications kept everyone updated on evolving issues to move the project forward (prior to his work, no systematic communications occurred). There is now improved oversight on the project, i.e., monthly calls to RWJF, weekly meeting notes, and action items to drive the project to completion. These are vital to solve issues and bridge data gaps essential for the project's success.*
- *These tasks were important to help the team identify and bridge remaining data gaps and get buy in on the model. Consultants' invoices were paid within 2 weeks of the Workshop; prior to her efforts, consultants had not been paid and no one was following up. Back payment of 13 invoices ensured consultants' continued cooperation, input, and work on the project, and illustrated to them that the project was running smoothly and efficiently. Setting up the workshops and follow-up calls and producing summaries were vital to solve issues and close data gaps, keep everyone updated, and move the project forward.*
- *From February 2009 to June 2009, LCDR Smith creatively promoted a cheaper method of travel by using the CDC Foundation rather than SATO (he ascertained that airfares from the CDCF's travel agency were significantly less than SATO). He established operating procedures to use the Foundation systems and trained staff on completing invoices for reimbursement. The new process has saved over \$2,500 in project funds for trips to Brazil and Seattle. These savings have freed up money up for other components of the Project and make the most of the RWJF grant money.*

Conclusion: Provide standardized closing statement.

Example

The singularly distinctive accomplishments of LT Soapy Smith reflect the highest credit upon himself and the United States Public Health Service.

HAZARDOUS DUTY TEMPLATE

Date: **MM/DD/YYYY**
From: **Supervisor Name**
Subject: Hazardous Duty Award – **Officer Name and Rank**
To: IHS Awards Coordinator, Headquarters
THRU: Alaska Area Awards Coordinator, Blanche Demientieff

Officer Name and Rank is hereby nominated for the United States Public Health Service Hazardous Duty Award. **Officer Name and Rank** was on continuous active duty in the Alaska Area between **MM/YYYY** and **MM/YYYY**. During that time interval, **Officer Name and Rank** regularly undertook the hazards associated with travel in rural Alaska.

Officer Name and Rank has completed 20 one way flights on **Airplane Type (single engine fixed wing aircraft)** between November 7, 2014 and April 4, 2015. This exceeds the requirement of 8 round trips or 16 duty site destinations within a 6 month period. The hazards of small aircraft flight in Alaska are amplified by unpredictable and rapidly changing weather and icing conditions and the mechanical limitations of the aircraft which prevent flying above the weather. Most flights employ visual flight rules that utilize visual contact with the ground for guidance. In Alaska, all pilots have been qualified but experience levels vary considerably due to the transient nature of pilots at small air services.

I hereby request your consideration of **Officer Name and Rank** for the Hazardous Duty Award. I certify that he/she has completed the number of chartered flights to qualify for the award as presented in the awards requirement. If any additional information is required, please contact me at **Phone Number**.

Supervisor Name

Flight List – **Officer Name and Rank**

DATE	FROM (City)	TO (City)