

MANUAL: Personnel
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Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC27--Recognition and Awards
Subchapter CC27.1--Commissioned Officers' Recognition Program
Personnel INSTRUCTION 1--Commissioned Officers' Awards Program

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Section A. Purpose and Scope

1. This INSTRUCTION prescribes the awards established under the Public Health Service (PHS) Commissioned Officers' Awards Program (COAP). The authorities and responsibilities for administering this program are also prescribed.
2. COAP provides a means to give formal recognition to deserving PHS Commissioned Officers whose accomplishments or achievements are of outstanding or unique significance to the missions of PHS, Department of Health and Human Services (HHS), and other programs to which PHS commissioned officers are assigned.
3. COAP is an objective process, designed to recognize criterion based accomplishments and achievements. It is not intended to convey any impression of officers competing with each other for recognition. There are neither minimum nor maximum numbers of nominations that an Operating Division (OPDIV) or Agency may submit.
4. COAP applies to all active-duty PHS commissioned officers in the regular or reserve corps. Commissioned officers in the inactive reserve corps and retired officers may receive awards for achievements that occur during tours of active duty. Consistent with the policies and procedures of their respective services, members of other Uniformed Services (officers or enlisted personnel) may be considered to receive awards for direct contributions to the missions of PHS and the other programs to which PHS commissioned officers are assigned.
5. This INSTRUCTION does not apply to the awarding of the following:
 - a. The Surgeon General's Medallion (SGM) or The Surgeon General's Exemplary Service Medal (SGESM). There is no nomination or review procedure, other than an internal review by the Office of the Surgeon General (OSG), as the Surgeon General retains sole discretion for conferring these two awards; and

- b. Regular Corps Ribbon. Officers assimilated into the regular corps as set forth in the Commissioned Corps Personnel Manual (CCPM), "Regular Corps Assimilation Program," INSTRUCTION 7, Subchapter CC23.3 of the CCPM will receive the ribbon as acknowledgment of this action.
6. For information on incentive awards, see CCPM, "Commissioned Officers' Incentive Awards Program; Cash Awards for Inventions, Suggestions, and Scientific Achievements," INSTRUCTION 5, Subchapter CC27.1 of the CCPM.
7. For the prescribed manner and order of precedence for wearing medals, ribbons and badges, see CCPM, "Wearing of Medals and Ribbons," INSTRUCTION 3, Subchapter CC26.3 of the CCPM and CCPM Pamphlet No. 61, "Information on Uniforms."
8. For prescribed authorization for wearing non-PHS medals, ribbons, and badges, see CCPM, "Authorization to Wear Non-PHS Awards," INSTRUCTION 1, Subchapter CC27.9 of the CCPM and CCPM Pamphlet No. 61, "Information on Uniforms."
9. CCPM Pamphlet No. 12, "Decorations, Awards, and Insignia of the PHS, NOAA, and EPA", provides illustrations of most of the awards. CCPM Pamphlet No. 67, "PHS Commissioned Corps Awards," also provides a brief description and picture of ribbons. In addition, the Bureau of Prisons (BOP) awards medals to commissioned officers as part of its awards program.

Section B. Authority

1. The Surgeon General has the delegated authority to establish awards and the responsibilities for administering the COAP, as part of the general authority to administer the PHS Commissioned Corps, published in 53 Federal Register 5046 - 5047, February 19, 1988.
2. The Surgeon General retains the authority to:
- a. Establish awards, medals, badges, and other forms of citations to recognize officers for personal merit or achievement;
- b. Approve the award of the:
- (1) Distinguished Service Medal (DSM);
 - (2) Meritorious Service Medal (MSM);
 - (3) Outstanding Service Medal (OSM);

- (4) Outstanding Unit Citation (OUC);
- (5) Surgeon General's Medallion (SGM); and
- (6) Surgeon General's Exemplary Service Medal (SGESM);

The Surgeon General also approves the specific event or activity for the awarding of the Crisis Response Service Award (CRSA); and

c. Present the DSM, SGM, and SGESM.

3. The Surgeon General has delegated certain authorities under the COAP:

a. To the following officials:

- (1) Heads of HHS Operating Divisions (OPDIVs), including the Health Care Financing Administration (HCFA), the Administration on Aging (AOA), the Administration for Children and Families (ACF), and the Program Support Center (PSC);
- (2) Principal Deputy Assistant Secretary for Health, Office of the Secretary, HHS, as executive agent for OS STAFFDIVs;
- (3) Administrator, Environmental Protection Agency (EPA);
- (4) Director, National Oceanic and Atmospheric Administration (NOAA);
- (5) Director, Office of Health and Safety, U.S. Coast Guard (USCG);
- (6) Assistant Director/Medical Director, Health Services Division, BOP;
- (7) Commissioner, Commission on Mental Health Services (CMHS), District of Columbia Government, Washington, D.C.;
- (8) Director, United States Marshals Service (USMS); and
- (9) Other officials in charge of Agencies to whom PHS officers are assigned under a long-term Memorandum of Understanding, as identified from time to time by the Surgeon General.

b. The above officials will have the delegated authority to:

- (1) Approve the Commendation Medal (CM) and Unit Commendation (UC)

without authority to re-delegate;

- (2) Approve the Achievement Medal (AM), and PHS Citation (CIT) with authority to re-delegate to Center/Institute/Bureau/Area Directors or equivalent. Re-delegation below this level is not authorized;
 - (3) Designated approval authorities of non-HHS programs to which PHS commissioned officers are assigned (e.g., BOP, CG, CMHS, EPA, NOAA, and USMS), may not re-delegate their authorities to approve awards;
 - (4) Present the MSM, OSM, and OUC with authority to re-delegate to Center/Institute/Bureau/Area Directors or equivalent level without further re-delegation; and
 - (5) Present the CM, AM, CIT, and UC with authority to re-delegate to the appropriate level within the OPDIV or Program.
4. The Surgeon General has delegated to the Director, Division of Commissioned Personnel (DCP), the authority to approve service awards and authorize the wearing of awards from other Uniformed Services, as specified in the CCPM, "Authorization to Wear Non-PHS Awards," INSTRUCTION 1, Subchapter CC27.9, of the CCPM.
 5. The authority to administer the PHS Commissioned Corps is prescribed in Section 215 of the PHS Act (42 U.S.C. 216). The authority for daily administration of the PHS Commissioned Corps personnel system has been delegated to the Director, DCP.

Section C. Definitions

For the purpose of this INSTRUCTION, the following definitions apply:

1. Award Year: July 1 of a calendar year through June 30 of the following year.
2. Operating Division (OPDIV): A line organizational component operating fully under the leadership of the HHS. For purposes of this INSTRUCTION, this term includes PHS agencies: HCFA, AOA, ACF and PSC.
3. Staff Division (STAFFDIV): A staff organizational component within the Office of the Secretary, HHS.
4. Agency: A non-HHS program or Department of the U.S. to which PHS commissioned officers are assigned (e.g., BOP, USCG, CMHS, EPA, NOAA, and

USMS).

5. Uniformed Services: The seven Uniformed Services of the U.S.: Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA Corps, and PHS Commissioned Corps.

Section D. Commissioned Corps Awards Board

1. Appointment and Composition

- a. The Surgeon General will select the Chairperson and appoint other members to the Commissioned Corps Awards Board (CCAB) from recommendations of the OPDIV, STAFFDIV, and Agency Heads, or their designees.
- b. The Board shall consist of a minimum of six members and a chairperson. The chairperson shall ordinarily be an Assistant Surgeon General. The Board shall be made up of O-5 and O-6 officers (Commander or Captain rank) and be reflective of the diversity of the Corps, with respect to such factors as gender, minority status, OPDIV, STAFFDIV, Agency, and professional category.
- c. There will be every effort to assure that the Board does not consist entirely of one gender or race. No Board member shall be selected solely on these bases. Typically, two members of the Board shall be stationed outside the Washington, D.C., Metropolitan Area whenever possible. Members will serve for no longer than three consecutive years and will be appointed in a sequence that allows for orderly replacement of two to three members each year.

2. Responsibilities of the Board

- a. The CCAB shall meet at least six times per year, on or about the first Tuesday of even months.
- b. The CCAB shall review nominations for the DSM, MSM, OSM, and OUC.
- c. The CCAB shall review nominations for the CM, AM, UC, and CIT for officers:
 - (1) where there may be a potential conflict of interest for the delegated authority to approve the award; or
 - (2) if the officer, by virtue of his/her assignment, is stationed in an organization where the approval authority is not clear.

- d. The CCAB shall submit recommendations for the awards it reviews to the Surgeon General, who will make the final decision on each award so recommended.

Section E. Types of Awards and Criteria

1. Individual Honor Awards

a. General

- (1) There are six individual honor awards for which PHS commissioned officers may be nominated: the DSM, MSM, OSM, CM, AM, and CIT. There is no progression or order in which an officer must receive these awards. Rather, the individual award criterion determines the appropriate level of an award, in conjunction with the following:
- a. Scope of Impact: The scope of the achievement's impact on the mission of the PHS at the international, national, regional, OPDIV, STAFFDIV, Agency, or local level (e.g., Center/Institute, Division, Immediate Office).
 - b. Level of Achievement: The extent to which the achievement is above and beyond that normally expected of an officer in the nominee's position, grade, or billet. This encompasses the complexity of the achievement and degree of innovation and specialized or unique skill required.
 - c. Leadership: The degree of demonstrated initiative and/or level of the program managed or directed.
 - d. Length of Time: The time period covered by the award nomination.
- (2) The DSM, MSM, and OSM may also be awarded "with valor," with a bronze "V" for recognizing acts of courage. The degrees of risk to personal safety, the level of heroism, or the demonstration of courage, are determining factors.
- (3) The examples given in the criteria for the individual awards are illustrative and are to be construed broadly.

b. Distinguished Service Medal (DSM)

This is the highest award given to a PHS commissioned officer. An exceedingly high level of achievement characterizes this award for an officer with a genuine sense of public service who has made exceptional contributions to the mission of the PHS. Such achievement may range from the management of a major health program, to an initiative resulting in a major impact on the health of the Nation. The award can also be conferred for a one-time heroic act resulting in great saving of life, health, or property.

c. Meritorious Service Medal (MSM)

This award is the second highest recognition granted to PHS commissioned officers for outstanding or meritorious levels of achievement. This award is presented in recognition of: (1) meritorious service of a single, particularly important achievement; (2) a career notable for significant accomplishments in technical or professional fields; or (3) unusually high quality and initiative in leadership. The levels of accomplishment meriting this award may include a highly significant achievement in research, program direction, or program administration; a series of significant contributions; a continuing period of meritorious service; or an exhibition of great courage in hazardous work or in an emergency.

d. Surgeon General's Medallion (SGM)

The SGM is awarded at the sole discretion of the Surgeon General to a member of any Uniformed Service or a civilian for the highest level of contribution to initiatives of the Surgeon General. As the award is bestowed at the discretion of the Surgeon General, there is no nomination procedure. The OSG administers this award.

e. Surgeon General's Exemplary Service Medal (SGESM)

The SGESM is awarded at the sole discretion of the Surgeon General, for exemplary contributions of a member of any Uniformed Service to initiatives of the Surgeon General. As the award is bestowed at the discretion of the Surgeon General, there is no nomination procedure. The OSG administers this award.

f. Outstanding Service Medal (OSM)

The OSM is granted to officers who have demonstrated continuous

outstanding leadership in carrying out the mission of the PHS, have performed a single accomplishment that has had a major effect on the health of the Nation, or have performed a heroic act resulting in the preservation of health or property.

g. Commendation Medal (CM)

The CM is granted to officers who have exhibited a level of proficiency and dedication distinctly greater than that expected of the average commissioned officer. The CM recognizes: (1) sustained high quality achievements in scientific, administrative, or other professional fields; (2) application of unique skill or creative imagination to the approach or solution of problems; or (3) noteworthy technical and professional contributions that are significant to a limited area.

h. Achievement Medal (AM)

The AM is granted to an officer for superior efforts or outcomes in accomplishing a program's mission. This could include recognition of the advancement of program objectives, sustained above-average accomplishment, or superior dedication to duty over a relatively short period of time.

i. PHS Citation (CIT)

The CIT is granted to an officer in recognition of a specific and noteworthy achievement, generally for a short period of time. This could include contributions toward accomplishing a program objective or high quality achievement, but at a lesser level than is required for the AM.

2. Unit Honor Awards

a. General

(1) The two unit awards are usually granted for specific actions over a relatively short and defined period of time, marked by discrete beginning and ending dates. The determinants of the appropriate level of recognition are the importance and significance of the actions in furthering the mission of the PHS and the extent to which the achievement exceeds that which is normally expected of such officers.

(2) Officers receive a unit award because of their collective

contributions to the cited action(s) of the unit. Although all officers in the unit are eligible to receive the award, the appropriateness of inclusion of each officer should be considered individually by the nominator and at the initial levels of review. However, the specific role of each officer need not be cited in a nomination unless it is a useful clarification that strengthens the total nomination package.

- (3) An officer who has demonstrated a level of accomplishment that significantly exceeds the efforts of other members of the unit, may be nominated for an Individual Honor Award (the individual honor award nomination must specify and clarify the unique achievements). For a specific activity, an officer may normally receive either an individual honor award or the Unit Honor Award, but not both.
- (4) An officer who is a member of a unit that also includes civilians, may be recognized with either the OUC or UC, as appropriate. While civilian members of the unit will be recognized through the civilian awards system, the civilian members will be listed on the award nomination.

b. Outstanding Unit Citation (OUC)

The OUC is granted to a group of commissioned officers who exhibit outstanding contributions toward achieving the goals and objectives of the PHS. To merit this award, the unit must have provided outstanding service, often of national or international significance.

c. Unit Commendation (UC)

The UC is granted to acknowledge superior accomplishment by a defined group of commissioned officers, who have demonstrated a significant level of achievement well above that normally expected, but at a lesser level than required for the OUC.

3. Service, Training and Campaign Awards

a. General

- (1) Service and campaign awards are granted in recognition of a specific type of service or activity, or for service during a specific time period.
- (2) The Hazardous Duty Award (HDA), Foreign Duty Award (FDA),

Special Assignment Award (SAA), and Isolated/Hardship Award (ISOHAR) were established by the Assistant Secretary for Health (ASH) on July 27, 1978. These service ribbons are no longer awarded retroactively for service prior to July 27, 1978.

- (3) The Crisis Response Service Award (CRSA), National Emergency Preparedness Award (NEPA), Bicentennial Unit Commendation (BUC), and Smallpox Eradication Campaign (SPEC) ribbon are granted for specific activities and/or timeframes.

b. Hazardous Duty Award (HDA)

An officer, who served in a position requiring frequent and significant risk to his/her safety, qualifies for this award. For full-time assignments, this incorporates a minimum of 6 months exposure to the risk factors.

Additionally, the Director, DCP, may consider other assignments for this award on a case-by-case basis, if the assignment exposes the officer to sufficient risk to his/her safety. Assignments associated with the treatment of Hansen's disease or assignments where the professional knowledge of the officer should significantly reduce or remove the risk do not qualify an officer to receive this award.

In all cases, the officer's supervisor must certify that the officer has met the designated criterion before forwarding the award nomination through appropriate channels for submission to DCP. An officer qualifies only once for a particular type of duty. Specific duty assignments that qualify for the HDA include the following:

- (1) Frequent Light Aircraft Flights. An officer completing eight round trips or 16 duty site destinations, qualifies for this award. One round trip is considered two duty site destinations. As an additional example, a circuit trip, visiting three sites, and requiring a fourth leg to return home, would count as four duty site destinations. A light aircraft is defined as an airplane or helicopter that seats 10 or fewer passengers.
- (2) Bureau of Prisons (BOP). An officer completing 6 months full-time contact hours with inmates and/or detainees in any BOP Federal Correctional Facility qualifies for the HDA. An officer not assigned to full-time contact with inmates and/or detainees (such as officers who occupy BOP Central Office or BOP Regional Office positions), but who serves a total of at

- least 1,000 non full-time duty hours in a BOP Federal Correctional Facility (portal to portal), also qualifies.
- (3) Forensic Hospital at St. Elizabeths. An officer completing 6 months full-time contact hours with patients in the Forensic Hospital portion of St. Elizabeths qualifies for the HDA.
 - (4) Immigration and Naturalization Service (INS). An officer completing 6 months full-time contact hours with detainees qualifies for the HDA. An officer not assigned to full time contact with detainees (such as officers who occupy INS Central Office or INS Regional Office positions), but who serves a total of at least 1,000 non full-time duty hours in an INS detention facility (portal to portal), also qualifies.
 - (5) U.S. Marshals Service (USMS). An officer completing 6 months full-time contact hours with inmates and/or detainees qualifies for the HDA. An officer not assigned to full time contact hours with inmates and/or detainees (such as officers who occupy USMS Central Office positions), but who serves a total of at least 1,000 non full-time duty hours in contact with inmates/detainees (portal to portal), also qualifies.
 - (6) Industrial Hygiene Surveys of Mine Sites. An officer completing a total of at least 200 non full-time exposure hours while conducting mine site surveys, qualifies for the HDA.

c. Foreign Duty Award (FDA)

- (1) An officer who has served outside the U.S. at least 30 consecutive days or 90 non-consecutive days in foreign posts while on temporary or permanent assignment (other than while in training), qualifies for the FDA. Any period of 30 or more consecutive days is not included in the computation of the 90 non-consecutive days.
- (2) Qualification for this award does not include service in any State of the U.S. As defined in Title 42 of the U.S. Code 201, the term "State" includes the 50 States and the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, and all other areas formerly encompassed in the Trust Territories of the Pacific Islands.
- (3) An officer may qualify for one FDA for each tour of 30 or more consecutive days provided the officer returns to the U.S. (as

defined in subsection (2), above), at the conclusion of a Temporary Duty or Permanent Change of Station assignment between overseas tours.

- (4) An officer assigned for 30 or more consecutive days on a ship which sails in international waters with stops in international ports, qualifies for the FDA.
- (5) Each period of a foreign assignment (i.e., consecutive days in foreign posts) is considered as a unit and "extra" days are not used in calculating the number of days for a subsequent FDA.

d. Special Assignment Award (SAA)

- (1) An officer detailed via official personnel orders (as set forth in CCPM INSTRUCTIONS 5, 6, 7, or 8, Subchapter CC23.5), for a minimum of 30 consecutive days to a special program initiative of an OPDIV, STAFFDIV, a Federal or State Agency, or to other organizations, qualifies for the SAA. An assignment effected via memorandum or other official mechanism as set forth in the above INSTRUCTIONS is eligible, unless the assignment is a routine function of the officer's position, or is specifically included in the officer's billet description.

Qualifying periods do not include the following:

- a. routine assignments or activities between components of the HHS, or details to organizations with which PHS has a "blanket" detail agreement (e.g., BOP, CG, CMHS, EPA, NOAA, National Park Service (NPS), the Uniformed Services University of the Health Sciences (USUHS), Native American Governments/Tribal Organizations, and USMS), or
 - b. assignments or details, for the purpose of training the officer.
- (2) Assignments of 30 or more non-consecutive days may be considered for the SAA. In addition to the criteria and restrictions stated in sub-section (1) above, the non-consecutive assignment must be in the same organizational entity, and must be a part of an ongoing activity with a clearly defined objective.
 - (3) Assignments to special initiatives of the Surgeon General

qualify for this award. These special initiatives include functioning as a Chief Professional Officer or a member of a Professional Advisory Committee, or appointment to other special initiatives or activities, as determined by the Surgeon General.

e. Isolated/Hardship Award (ISOHAR)

An officer who has served a minimum of 180 consecutive days in an area designated by DCP as isolated, remote, insular, or constituting a hardship duty assignment, qualifies for the ISOHAR. Exhibit I of this INSTRUCTION lists currently qualifying sites. Exhibit II lists previously approved sites that no longer qualify.

- (1) An officer qualifies for an ISOHAR for service at the same designated site for each separate tour of a minimum of 180 consecutive days under a Permanent Change of Station (PCS) order. Qualifying tours must have at least one intervening PCS, of at least 180 consecutive days at a separate duty station.
- (2) An officer in the Ready Reserve qualifies for the ISOHAR if he/she serves a total of 180 days in a designated area.
- (3) In addition to the locations listed in Exhibit I of this INSTRUCTION, the PHS Commissioned Corps has adopted the U.S. State Department "post differential" designation for purposes of designating foreign duty posts as qualifying sites for the ISOHAR.
- (4) An officer assigned to a ship classified as "Unusually Arduous Sea Duty (UASD)," i.e., absence from its home port for at least 180 consecutive days, qualifies for the ISOHAR.

f. Crisis Response Service Award (CRSA)

An officer who has participated by direct, non-routine intervention in a designated crisis situation, qualifies for this award. The officer must participate in a "hands-on" activity of the crisis. The activity may not be a normal part of the officer's assigned duties, and must directly contribute to the formal response effort for the officer's duration of not less than 7 days.

- (1) No officer may receive more than one award of the CRSA for participation in the same crisis response.

- (2) The Surgeon General will determine if an event or activity merits this award.
- (3) The award of the CRSA should not preclude recognizing officers for exemplary services and contributions during the crisis response. An officer or group of officers qualifying for the CRSA may be nominated for an individual or unit honor award for achievements that occur while deployed or as a result of a deployment to a designated crisis situation. However, the achievement must be above and beyond that normally expected of an officer deployed to a disaster situation.

g. National Emergency Preparedness Award (NEPA)

An officer serving in an organized unit or organizational entity whose mission is to provide emergency medical/support services within an organized framework for the PHS, qualifies for this award. Qualifying officers shall have demonstrated, through both training and experience, the capability and necessary skills for mobilization for and response to nationally-declared emergency or disaster situations. An officer qualifies only once for the NEPA during his/her career.

Currently, an officer participating in any of the following activities is eligible: (1) the National Disaster Medical System (NDMS) Disaster Medical Assistance Teams (DMAT), Office of Emergency Preparedness (OEP), or (2) the Commissioned Corps Readiness Force (CCRF), OEP.

Specific qualifying requirements for the NEPA include:

- (1) An officer must receive training and have demonstrated knowledge of the structure and organization of the emergency response system in which activities of individual components relate to the overall emergency capability of the PHS and other Federal units. The component in which the officer participates determines the specifics of the necessary training and experience required to designate an officer as fully trained and deployable. For example, the award of the Field Medical Readiness Badge designates an officer as fully trained for the CCRF.
- (2) An officer must serve a minimum of two continuous years in a designated component activity.
- (3) The component unit must designate the officer fully trained

and deployable.

- (4) Experience required for the NEPA includes participation in a minimum of three designated activities as follows:
- a. participation for a total of 10 days in emergency preparedness training, and exercise or deployment, or
 - b. participation in at least two additional events sanctioned by the respective activity, involving the provision of direct emergency services or simulated exercises.

NOTE: Fulfillment of the requirements for the FMRB (see Section F.7. below) satisfies the requirements of the above paragraph (4).

- (5) Designated component officials shall maintain documentation of qualifying activities and training for each officer, and will certify to DCP that requirements have been met.

h. Bicentennial Unit Commendation (BUC)

All PHS commissioned officers who served satisfactorily on active duty for any period between January 1, 1998 and July 16, 1999, qualify for the BUC.

i. Smallpox Eradication Campaign Ribbon (SPEC)

An officer who has served 90 days or more cumulative service in the Centers for Disease Control and Prevention's (CDC) Bureau of Smallpox Eradication or Smallpox Laboratory, in the World Health Organization's (WHO) Smallpox Eradication Program, or in a temporary duty assignment in a smallpox effort abroad, qualifies for the SPEC. The service must have occurred between January 1, 1966 and October 26, 1977.

j. Commissioned Corps Training Ribbon (CCTR)

The CCTR is awarded to officers upon satisfactory completion of both the Basic Officer Training Course and the Independent Officer Training Course.

k. Regular Corps Ribbon

Officers who have been assimilated into the regular corps of the PHS Commissioned Corps qualify for the regular corps ribbon and appointment certificate. For information on requirements and application procedures, see CCPM INSTRUCTION 7, Subchapter CC23.3, "Regular Corps Assimilation Program."

Section F. Types of Badges/Insignia and Criteria

1. Surgeon General Insignia (SGI)

The SGI is a badge of office. Wearing of the SGI is restricted to the Surgeon General. An officer permanently assigned as the Surgeon General shall wear the SGI. Once an officer has been duly authorized to wear the SGI, he/she may wear the miniature SGI during all subsequent assignments of his/her career as a PHS commissioned officer.

2. Deputy Surgeon General Insignia (DSGI)

The DSGI is a badge of office. Wearing of the DSGI is restricted to the Deputy Surgeon General (DSG). An officer permanently assigned as the DSG shall wear the DSGI. Once an officer has been duly authorized to wear the DSGI, he/she may wear the miniature DSGI during all subsequent assignments of his/her career as a PHS commissioned officer.

3. Officer-In-Charge Insignia (OICI)

a. The OICI identifies a PHS commissioned officer who is assigned by formal designation to:

- (1) The highest level of management (STAFFDIVs) within the Office of the Secretary;
- (2) A specific position that is the highest level of authority over an HHS OPDIV; or
- (3) A specific position in a non-HHS Agency for which there is a statutory basis for the relationship, that is the highest level of authority over an organizational component which contains commissioned officers.

- (4) An officer who occupies an eligible position in an "acting" or temporary capacity is not authorized to wear the OICI.

b. Office of the Secretary

- (1) Secretary, Deputy Secretary, Chief of Staff, Immediate Office of the Secretary (IOS), HHS
- (2) Under Secretaries, Deputy Under Secretaries, OS, HHS
- (3) Assistant Secretaries, Deputy Assistant Secretaries, OS, HHS
- (4) Chief officials and deputies in assistant secretarial level STAFFDIVS, OS, HHS

c. HHS OPDIV Heads

d. Chief Medical Officer and Director of Health and Safety, USCG

e. Medical Director and Assistant Director, Health Services, BOP

- f. Once an officer has been duly authorized to wear the OICI, he/she may wear the miniature OICI during all subsequent assignments of his/her career as an officer. No more than one OICI shall be worn on the uniform, regardless of the number of times an officer may have qualified for the insignia.

4. Office of the Secretary of HHS Identification Badge (OSIB).

Officers assigned on a permanent basis to a billet located within any of the organizational components of the Office of the Secretary, HHS, including STAFFDIVS, qualify to wear the OSIB.

This badge was established by the Assistant Secretary for Health on June 22, 1999. Authorization to wear this badge is not retroactive for assignment to OS prior to this.

- a. An officer may temporarily wear the badge upon initial assignment to a billet within the OS.
- b. Upon completion of one continuous year of duty in a billet within the OS, an officer may permanently wear the badge. Time spent on a detail or temporary duty outside the OS does not count in this computation.
- c. An officer detailed or on temporary duty from the OS, to activities located in other agencies or programs located outside the OS, is not eligible to wear this badge during the period of detail or temporary duty, unless he/she has previously met the criteria for permanent authorization.
- d. Individuals authorized only for temporary wear of this badge shall return the badge to DCP upon completion of the tour of duty in the OS.

5. Recruiter Badge (RB)

An officer who meets the following criteria qualifies to wear the RB only during periods of specific assignment:

- a. Assignment to an operational unit of the commissioned corps recruitment program; or
- b. Call to active duty from the ready reserve for the specific function of recruiting; or
- c. A commissioned corps retiree representing the Service in a recruitment activity; or
- d. Other identification by the commissioned corps recruitment program with due authorization.

6. Associate Recruiter Badge (ARB)

An officer who annually demonstrates recruitment activity levels of at least three documented recruitment activities or at least ten appropriate contact cards, qualifies to wear the ARB during the 12 month period following eligibility. Appropriate contact cards are defined as cards

identifying names of potential recruits not previously known to the recruitment data base.

7. Field Medical Readiness Badge (FMRB)

The OSG awards the FMRB, upon review and certification by the FMRB Review Board. An officer who is a member of the CCRF or the PHS-DMAT, and whose qualifications and training meet specified criteria qualifies to wear the badge. Once eligible, the officer may continue to wear the badge indefinitely.

The specific qualification and training criteria are available through the FMRB Review Board, and include the following:

- a. Core competencies. Each officer must meet the core competencies for his/her expected role within the program; the program shall attest that the officer is fully prepared for deployment.
- b. Category Specific Requirements. Each officer must meet additional category specific requirements, established by each categorical Chief Professional Officer and Professional Advisory Committee, in consultation with OSG and OEP.
- c. Physical Fitness/Field Physical Capability. Each officer shall be physically fit and capable of performing professional duties for extended periods in strenuous, austere, and/or adverse environments. Each officer shall have on record a physical examination that is no more than 2 years old.

Section G. Limitations on Awards

1. An award shall be based on actions and achievements. No award shall be based solely upon achievements recognized through a prior commissioned corps honor award.
2. Except in extraordinary circumstances, no officer may be approved for more than a single individual honor award in one award year. The SGM, SGESM, unit honor, service and campaign awards are not included in this limitation.
3. Each recommendation for an individual or unit honor award must be formally initiated within 13 months after the noteworthy act or specific period of

service to be recognized. (Service awards may be initiated at any time after the criteria for the award has been met). The OPDIV, STAFFDIV, or Agency Awards Coordinator is responsible for assuring that nominations are processed within the OPDIV, STAFFDIV, or Agency, and submitted to DCP on time.

4. Each officer nominated for an honor or service award must:
 - a. Be in compliance with the PHS Commissioned Corps licensure policy as outlined in INSTRUCTION 4, Subchapter CC26.1, "Professional Licensure/Certification Requirements for Commissioned Officers in the Public Health Service," of the CCPM;
 - b. Have a current COER on file in DCP with an average rating of 'C' or higher (or a satisfactory narrative if appropriate); and
 - c. Not have any pending or ongoing adverse actions.

If subject to an adverse action, the nomination shall be returned to the OPDIV/Agency without action. However, an explanation will be provided.

An officer becomes ineligible for an award, if the officer's service subsequent to the achievement being recognized, is dishonorable.

5. Commissioned officers may not participate in the Civil Service cash awards programs, pursuant to Chapter 45, Title 5, U.S.C.
6. Upon review and recommendation by the CCAB, the Director, DCP, may revoke an award under this program, if facts subsequently determined would not have resulted in the original approval of the award. The Director, DCP, shall inform the OPDIV, STAFFDIV, or Agency which initially approved or nominated the award of the revocation.

Section H. Nomination and Review Procedures

1. General
 - a. All initiators of a PHS award must assure that the award nomination is in compliance with the award criteria and limitations specified in Sections E. and G., respectively.
 - b. A fellow officer, co-worker, superior, or someone outside the PHS with knowledge of the accomplishment(s) deserving recognition may initiate the nomination of an officer or a group of officers as candidate(s) for an individual or unit award. Upon meeting the criteria set for the award, an officer may nominate himself/herself

as qualifying for a service award.

- c. All individual and unit award nominations must be routed through organizational channels in accordance with established procedures to the OPDIV, STAFFDIV, or Agency designated Awards Coordinator.
- d. Requests for Insignia (SGI, DSGI, OICI, and OSIB), as well as the RB and the ARB shall be made directly to the Director, DCP.
- e. Requests for FMRB shall be made to the OSG through the Director, DCP, who will refer nominations to the FMRB Review Board. The FMRB Review Board will review documentation of required activities, and recommend appropriate action to the OSG. Upon approval, the Director, DCP, will issue the FMRB.

2. Content of Nominations

a. Individual and Unit Honor Awards

(1) Forms PHS-6342-1 and PHS-6342-2

- a. A nomination for a unit or individual honor award shall consist of completed forms PHS-6342-1, "Unit Honor Award Nomination Record - Part I," or PHS-6342-2, "Individual Honor Award Nomination Record - Part I," and an attached narrative justification. (See Exhibits III and IV) of this INSTRUCTION).
- b. Completion of Page 2 (i.e., Part II) of these forms is optional. However, the nominator and/or the OPDIV, STAFFDIV, or Agency Awards Coordinator must assure that the nomination does not violate the Limitations on Awards specified in Section G., above.
- c. The attached justification must not exceed two typed pages. Use of a 10-point or a larger font is required. The Courier font is preferred.

(2) The justification shall

- a. Precisely identify the specific program achievement for which the officer is being recognized,
- b. Concisely, clearly, and completely describe the

officer's specific accomplishments relating to the program achievement, and

- c. Explain how these accomplishments meet the award criteria stated in Section E., above.
- d. It is not necessary to include extensive biographical sketches, education, training, and experience unless required for a better understanding of the officer's specific accomplishments.

- (3) As specified under Limitations on Awards in Section G., above, an award must be based on actions and achievements that have not been the basis for a prior commissioned corps honor award.

The exception to this requirement is that information previously used to support a prior award may serve as part of the basis for a senior, subsequent award, based on additional activities and accomplishments over a longer period of service.

Likewise, if the period for which the proposed award overlaps the date of a prior individual or unit honor award, the nomination must clarify the basis for the prior award(s) and its relevance or non-relevance to the present nomination.

b. Service Awards

A nomination for a service award shall consist of the initiator's transmittal memorandum which includes the following information: the service award requested, officer's name and PHS serial number, title of the organizational position, organization to which the individual is assigned, location, start and completion dates of assignment or service, description of duties or the specific act upon which the request is based, and pertinent documents supporting the accomplishment of the award criteria.

3. Review and Submission of Award Nominations

a. Individual and Unit Honor Awards

(1) General

- a. A nomination shall be submitted through routine

administrative review channels until either:

- (i) It is non-endorsed by any two levels of review;
or
 - (ii) It is approved or not approved by the delegated authority.
- b. For award nominations that are not approved or endorsed within the OPDIV, STAFFDIV, or Agency, the organization should provide timely feedback to the nominator, to assist the nominator in rewriting and resubmitting the nomination, if desired, or in submitting the nomination for consideration at another award level.
 - c. Nominations for officers detailed to an organization that does not have delegated approval authority, are reviewed by the OSG and submitted to the CCAB for approval.
 - d. If an officer is being nominated for an award by a program other than his/her parent organization, the nomination is reviewed for recommendation or approval by the program whose mission is impacted by the achievement or accomplishment being recognized by the OSG. Note: concurrence from the officer's host organization must be obtained prior to submission of the award to DCP.
- (2) Nominations for the CM, AM, CIT, and UC. A peer review group (i.e., board) at the appropriate level shall review nominations that are recommended through the administrative review process. This group shall provide a recommendation for each award to the delegated approving authority. Only one peer review is required. The approving authority will then approve or disapprove the award. Approved awards are forwarded to the OPDIV or Agency Awards Coordinator for submission to DCP for processing.
- (3) Nominations for the DSM, MSM, OSM, and OUC.
- a. A peer review group (e.g., board) at the level of the OPDIV, STAFFDIV or Agency level, shall review and recommend nominations for these awards. This is the only required peer review. The OPDIV or Agency Awards Coordinator will forward nine (9) copies of each award nomination that is favorably recommended for approval

by the peer review group and the OPDIV, STAFFDIVs or Agency's authority, to DCP for review by the CCAB.

- b. The CCAB will review each nomination. The deliberations and recommendations concerning these honor awards shall be handled with discretion. A summary of the CCAB's recommendations on each nomination shall be presented in writing by the CCAB's Executive Secretary to the Surgeon General for approval or disapproval. Once a decision is made, comments from the CCAB are provided to each OPDIV or Agency Awards Coordinator. A disapproved award may be rewritten and resubmitted for consideration by the CCAB within 60 days after notice of disapproval, and shall include appropriate peer review and approval.

(4) Special Provisions for Nominations from the CPO/PAC

- a. The CPO/PAC will function as a quasi-OPDIV for nominations of commissioned officers who have exhibited special and noteworthy performance on behalf of the Office of the Surgeon General.

b. Service Awards

Except as specified below, all service award nominations shall have supervisory concurrence and shall be routed to DCP through the designated Awards Coordinator of the OPDIV, STAFFDIV, or Agency.

- (1) The award of the ISOHAR, HDA, BUC, and Regular Corps Ribbon are automatically generated by DCP after the criteria have been met.
- (2) Nominations for the NEPA shall be routed through the designated activity official (NDMS or CCRF). This official will certify and document the officer's participation and eligibility for the award and forward the nomination to DCP.
- (3) Once an event has been identified by the Surgeon General as eligible for the CRSA, nominations for the CRSA shall be routed through the officer's supervisor to OEP, if deployed as part of a DMAT, CCRF, or directly by OEP. If the officer was deployed directly by an OPDIV, STAFFDIV, or Agency, the request must be routed through the designated Emergency Response Coordinator. These officials will certify and document the officer's participation and eligibility for this award, and forward the nomination to DCP.

Section I. Presentation of Commissioned Officers' Honor Awards

1. Locations for Ceremonies

Commissioned officers' individual and unit honor awards may be presented at HHS, OPDIV, STAFFDIV, or Agency headquarters, or other locations considered appropriate by the authorizing official.

2. Officers' Dress Requirements

All commissioned officers receiving individual and unit honor awards shall be in service uniforms as further prescribed by the local uniform authority.

3. Certificates and Medals

- a. DCP supplies a certificate and ribbon for the OUC, UC, and Service Awards. Medal sets for the Service Awards may be purchased at the officer's expense (see Section J., of this INSTRUCTION).
- b. DCP supplies a certificate and medal set (large medal, miniature medal, and ribbon) for the DSM, MSM, SGESM, OSM, CM, AM, and CIT. (Note: Medal set for CIT is provided only for awards approved after July 1, 1998).
- c. OSG supplies a certificate and medallion for the SGM.
- d. The OPDIV, STAFFDIV, or Agency Awards Coordinator shall ensure that the designated approving authority signs the certificate for the CM, AM, CIT, and UC. The Director, DCP, shall have the certificates for the DSM, MSM, SGESM, OSM, and OUC, signed by the Surgeon General. OSG shall have the SGM signed by the Surgeon General.
- e. DCP does not provide certificates for the BUC, or insignia and badges, except for the FMRB and the OSIDB, which will be signed by the Secretary.

4. Presentation of Award

- a. Delegations of authority to present awards are found in Section B.2., of this INSTRUCTION.
- b. A brief, official citation describing the nature of the achievement, service, or contribution of the awardee or group is to be read aloud

when the award is presented.

- c. Preferably, the medal (or ribbon in the case of the OUC and UC) should be pinned on the uniform of the awardee. Alternatively, it may be handed to the officer in an open decorative container.
- d. The certificate shall be presented with each award.
- e. An officer for whom an award was approved, but whose death occurs prior to the presentation ceremony, shall be given formal recognition posthumously. The Surgeon General or another representative of the PHS Commissioned Corps shall present the medal in an open container and the certificate to the next of kin or his/her designee. For OUC and UC, the ribbon and certificate will be presented.

5. Documentation of Approved Award

DCP will assure that a copy of all pertinent documents pertaining to an officer's approved award or badge shall be placed in the officer's official personnel file (OPF).

Section J. Supply of Medals, Ribbons, and Appurtenances

1. Supply. DCP maintains medals, ribbons, and certificates for original issue. Military uniform shops maintain a supply of appurtenances for medal sets and ribbons.
2. Requisition. Programs and officers may procure, at their expense, replacement award devices from the activity below, which is designated as the official source for replacing PHS award items:

National Hansen's Disease Programs
PHS Officers Device Supply Center
1770 Physicians Park Drive
Baton Rouge, LA 70816-3222
Phone: 225-756-3793
Fax: 225-756-3810

Section K. Cross Reference

Policy

The following policies can be found on the DCP website at <http://dcp.psc.gov/> under publications and policies.

1. "Regular Corps Assimilation Program," INSTRUCTION 7, Subchapter CC23.3 of the CCPM.
2. "Commissioned Officers' Incentive Awards Program; Cash Awards for Inventions, Suggestions, and Scientific Achievements," INSTRUCTION 5, Subchapter CC27.1 of the CCPM.
3. "Wearing of Medals and Ribbons," INSTRUCTION 3, Subchapter CC26.3, of the CCPM, and CCPM Pamphlet No. 61, "Information on Uniforms."
4. "Authorization to Wear Non-PHS Awards," INSTRUCTION 1, Subchapter CC27.9, of the CCPM, and CCPM Pamphlet No. 61, "Information on Uniforms."
5. "Authorization to Wear Non-PHS Awards," INSTRUCTION 1, Subchapter CC27.9 of the CCPM.
6. Pamphlet No. 12, "Decorations, Awards, and Insignia of the PHS, NOAA, and EPA," and CCPM Pamphlet No. 67, "PHS Commissioned Corps Awards", provides illustrations of most of the awards.

Section L. Privacy Act Provisions

Personnel records are subject to the Privacy Act of 1974. The applicable systems of records are 09-40-0001, "PHS Commissioned Corps General Personnel Records, HHS/PSC/HRS" and 09-40-0003, "PHS Commissioned Corps Board Proceedings, HHS/PSC/HRS."

EXHIBIT I

Designated Sites for the ISOHAR Award

<u>CITY</u>	<u>ST</u>	<u>GEOCODE</u>	<u>ESTDATE</u>	<u>CITY</u>	<u>ST</u>	<u>GEOCODE</u>	<u>ESTDATE</u>
BARROW	AK	020237185	07-27-78	WHITE SHIELD	ND	383335055	07-27-78
BETHEL	AK	020270050	07-27-78	CROWNPOINT	NM	350215031	07-27-78
DILLINGHAM	AK	020580070	07-27-78	DULCE	NM	350255039	07-27-78
FORT YUKON	AK	020800290	07-27-78	EL RITO	NM	350266039	07-27-78
GALENA	AK	020830290	07-27-78	MESCALERO	NM	350585035	07-27-78
KOTZEBUE	AK	021380140	07-27-78	PINE HILL	NM	350639031	03-15-96
METLAKATLA	AK	021600190	10-22-92	TIERRA AMARILLA	NM	350805039	07-27-78
NOME	AK	021870180	07-27-78	ZUNI	NM	350880031	07-27-78
TANANA	AK	022520290	07-27-78	MCDERMOTT	NV	320135013	03-15-96
BYLAS	AZ	040063009	03-15-96	OWYHEE	NV	320155007	07-27-78
CHINLE	AZ	040083001	07-27-78	NIXON	NV	320147031	03-15-96
CIBECUE	AZ	040085017	07-27-78	SCHURZ	NV	320185021	03-15-96
GANADO	AZ	040195001	07-27-78	TALIHINA	OK	404620079	07-27-78
INSCRIPTION HOUSE	AZ	040246005	07-27-78	EAGLE BUTTE	SD	460820041	07-27-78
KAIBITO	AZ	040254005	07-27-78	FORT THOMPSON	SD	461035017	07-27-78
KAYENTA	AZ	040253017	07-27-78	KYLE	SD	461525113	10-28-91
KEAMS CANYON	AZ	040255017	07-27-78	LOWER BRULE	SD	461687085	07-27-78
MANY FARMS	AZ	040278001	07-27-78	MARTIN	SD	461750007	07-27-78
PEACH SPRINGS	AZ	040366015	07-27-78	MCLAUGHLIN	SD	461720031	07-27-78
SAN CARLOS	AZ	040416007	07-27-78	PINE RIDGE	SD	462165113	07-27-78
SELLS	AZ	040425019	07-27-78	ROSEBUD	SD	462335121	07-27-78
SHONTO	AZ	040432017	07-27-78	WAGNER	SD	462800023	07-27-78
SUPAI	AZ	040485005	10-28-91	WANBLEE	SD	462833071	07-27-78
TEEC NOS POS	AZ	040495001	07-27-78	DELL CITY	TX	481805229	07-27-78
TONALEA	AZ	040522005	07-27-78	FORT DUCHESNE	UT	490507047	10-01-88
TSAILE	AZ	040521001	07-27-78	NEAH BAY	WA	531465009	07-27-78
TUBA CITY	AZ	040528005	07-27-78	NESPELEM	WA	531470047	06-12-96
WHITERIVER	AZ	040565017	07-27-78	TAHOLAH	WA	532233027	10-22-92
HOOPA	CA	061633023	10-28-91	BIKINI ATOLL	TT	TQ1000000	01-19-90
PRINCETON	ME	236500029	10-28-91	EBEYE	TT	TQ2500000	05-05-92
RED LAKE	MN	275827007	07-27-78	ENIWETOK ATOLL	TT	TQ3000000	01-19-90
BOX ELDER	MT	300125041	07-27-78	KOROR	TT	TQ4000000	01-19-90
BROWNING	MT	300170035	07-27-78	KOSRAE	TT	TQ4200000	07-27-78
HARLEM	MT	300560005	07-27-78	KWAJALEIN	TT	TQ4100000	01-19-90
HEART BUTTE	MT	300586073	03-15-96	MAJURO	TT	TQ4400000	07-27-78
LAME DEER	MT	300695087	07-27-78	MALEM CAROLINE	TT	TQ4450000	05-05-92
POPLAR	MT	300960085	07-27-78	MOEN ISLAND	TT	TQ4500000	05-05-92
ROCKY BOY	MT	300985041	10-01-88	PALAU	TT	TQ4700000	01-19-90
SCOBAY	MT	301040019	05-05-92	POHNPEI	TT	TQ5000000	07-27-78
WOLF POINT	MT	301300085	10-22-92	PULAP ATOLL	TT	TQ5300000	05-05-92
BELCOURT	ND	380265079	07-27-78	SAIPAN, LORSTA	TT	TQ7000000	05-05-92
FORT YATES	ND	381125085	07-27-78	TRUK	TT	TQ8000000	07-27-78
GACKLE	ND	381150047	05-05-92	YAP	TT	TQ9000000	07-27-78
NEW TOWN	ND	382345061	07-27-78	AGANA	GQ	GQ0100000	04-19-91

EXHIBIT II

Deleted ISOHAR Sites

<u>CITY</u>	<u>ST</u>	<u>GEOCODE</u>	<u>EST DATE</u>	<u>DATE DELETED</u>
DOVE CREEK	CO	080640033	04-19-91	09-10-97
ROCKY FORD	CO	082150089	04-19-91	09-10-97
LEAKSVILLE	MS	281320041	04-19-91	09-10-97
COLUMBIA	NC	371020177	04-19-91	09-10-97
JACKSON	NC	370000099	04-19-91	09-10-97
FORT TOTTEN	ND	381117005	07-27-78	10-22-92
PULASKI	NY	365060075	04-19-91	09-10-97
HALFWAY	OR	410900001	04-19-91	09-10-97
SISSETON	SD	462460109	07-27-78	10-22-96
ROOSEVELT	UT	491640013	07-27-78	09-30-88
COLVILLE	WA	530410065	10-22-92	06-12-96
CASTANER	RQ	RQ0210000	04-19-91	09-10-97
CIALES	RQ	RQ0270000	04-19-91	09-10-97
HATILLO	RQ	RQ0470000	04-19-91	09-10-97
LARES	RQ	RQ0570000	04-19-91	09-10-97
PATILLAS	RQ	RQ0740000	04-19-91	09-10-97
UTUADO	RQ	RQ1000000	04-19-91	09-10-97

EXHIBIT III

Unit Honor Award Nomination Record

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

UNIT HONOR AWARD NOMINATION RECORD
PART I

NAME OF UNIT		
PROPOSED AWARD	PERIOD COVERED	(From) (To)

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

CITED FOR

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

NAME	PHS #	OPERATING DIVISION

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)	DATE
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ENDORSEMENTS:

Supervisory / Line Authority			
SIGNATURES	NAME AND TITLE (TYPED)	AWARD ENDORSED (See Note below)	DATE

Operating Division (OPDIV) Awards Board Chairperson

Approving Authority

OPDIV Awards Coordinator

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

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

EXHIBIT III continued
UNIT HONOR AWARD NOMINATION RECORD
PART II

Form with fields: OFFICER'S NAME (Last, First, Middle), PHS RANK (O-1 through O-10), PHS PROFESSIONAL CATEGORY, PHS SERIAL NO., CURRENT ORGANIZATION, ORGANIZATIONAL TITLE OR POSITION.

A. CHRONOLOGY OF PERTINENT SERVICE:
List all positions held as a commissioned officer during the time period covered by award nomination.

Table with 3 columns: OPOIV/PROGRAM/ORGANIZATION, POSITION TITLE, TIME PERIOD.

B. PREVIOUS PHS COMMISSIONED CORPS HONOR AWARDS:
Provide a list of all PHS honor awards for the 3 years prior to the beginning date cited in the "Period Covered" section of Part I and for any that would overlap with this nomination (e.g., a career award nomination would include a list of all PHS honor awards).

Form with multiple rows for award details: Award, Recognized for, covering the period beginning (use month & year) ending.

PHS-6342-1 (Rev. 2/97) PART II

EXHIBIT III continued

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health ServiceINSTRUCTIONS FOR COMPLETING THE COMMISSIONED CORPS
UNIT HONOR AWARD NOMINATION RECORD

PART I -

NAME OF UNIT: For Unit Honor Award nominations, provide the unit with a name that clearly distinguishes its identity as it relates to the activities performed by the group.

PROPOSED AWARD: Award Recommended:
Outstanding Unit Citation (OUC)
Unit Commendation (UC)

PERIOD COVERED: The beginning and ending dates (month and year) covering the period of the accomplishment. Do not put "present" as an ending date, this part must have a month and year (e.g., 05/96).

CITED FOR: *Specific* achievement for which the group is being nominated (25 word limit).

MEMBERS NOMINATED: List ALL members of the unit being recognized. Include commissioned officers and civil service employees.

CERTIFICATION: Self-explanatory.

ENDORSEMENTS: Endorsers must provide their signatures, titles, and dates. In the space provided for AWARD ENDORSED, enter the award recommended (i.e., the proposed award, "NO AWARD" or a different award than proposed). Nominations that have "NO AWARD" or a lower level award endorsed than the "Proposed Award" should be forwarded to the next level of review until there is concurrence at a level that oversees at least 25 officers. NOTE: This may require the submission of the nomination to a higher level for review than would have originally been necessary for approval of the award.

COMMENT: For nominations that have "NO AWARD" or a lower level award endorsed, provide relevant useful comments.

CCAB: Commissioned Corps Awards Board and the Surgeon General.

PART II - Complete Part II for each officer in the unit.

OFFICER'S NAME: Officer's full name.

RANK: Rank as a pay grade (i.e., O-1 through O-10).

PROFESSIONAL CATEGORY: Medical, Dental, Nurse, Engineer, Scientist, Sanitarian, Veterinary, Pharmacy, Dietetics, Therapy, Health Services.

PHS SERIAL NUMBER: List serial number; not social security number.

CURRENT ORGANIZATION: Self-explanatory.

ORGANIZATIONAL TITLE OR POSITION: Self-explanatory.

CHRONOLOGY OF PERTINENT SERVICE: May be obtained from your Commissioned Corps Liaison.

PREVIOUS COMMISSIONED CORPS HONOR AWARDS: May be obtained from OPDIV Awards Coordinator.

NARRATIVE: The narrative should focus on the unit's contributions, their significance, and how the unit's actions have compared to or exceeded what is expected. The cited actions, their impact and significance are important and should be stated clearly. If the use of technical terms is required, the nomination should contain clarifying statements that are understandable to a multidisciplinary Board. The actions cited should fall within the period covered by the nomination. If any officer has received an honor award in the period cited or for earlier actions that may seem similar or overlapping with those in the current nomination, the nomination should clarify the basis for the prior award(s) and the relevance or nonrelevance to the present nomination. The narrative shall not exceed two single spaced typed pages. Courier 12pt type style is preferred, but a comparable font that would provide no less than 12pt and no more than 12 characters per inch can be used. Ask your OPDIV Awards Coordinator for guidance in preparing award nominations.

EXHIBIT IV continued
DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

**INSTRUCTIONS FOR COMPLETING THE COMMISSIONED CORPS
INDIVIDUAL HONOR AWARD NOMINATION RECORD**

PART I -

OFFICER'S NAME: Officer's full name.

ENTRY ON DUTY DATE: Include only service as a commissioned officer.

PHS RANK: Rank as a pay grade (i.e., O-1 through O-10).

PROFESSIONAL CATEGORY: Medical, Dental, Nurse, Engineer, Scientist, Sanitarian, Veterinary, Pharmacy, Dietetics, Therapy, Health Services.

PHS SERIAL NUMBER: List serial number, not social security number.

CURRENT ORGANIZATION: Self-explanatory.

ORGANIZATIONAL TITLE OR POSITION: Self-explanatory.

PROPOSED AWARD:
Award Recommended:
Distinguished Service Medal With Valor (DSMV)
Distinguished Service Medal (DSM)
Mentionous Service Medal With Valor (MSMV)
Mentionous Service Medal (MSM)
Outstanding Service Medal With Valor (OSMV)
Outstanding Service Medal (OSM)
Commendation Medal (CM)
Achievement Medal (AM)
PHS Citation (CIT)

PERIOD COVERED: The beginning and ending dates (month and year) covering the period of the accomplishment. Do not put "present" as an ending date, this part must have a month and year (e.g., 5/96).

CITED FOR: *Specific* achievement for which the officer is being nominated (25 word limit).

CERTIFICATION: Self-explanatory.

ENDORSEMENTS: Endorsers must provide their signatures, titles, and dates. In the space provided for AWARD ENDORSED, enter the award recommended (i.e., the proposed award, "NO AWARD" or a different award than proposed). Nominations that have "NO AWARD" or a lower level award endorsed than the "Proposed Award" should be forwarded to the next level of review until there is concurrence at a level that oversees at least 25 officers. NOTE: This may require the submission of the nomination to a higher level for review than would have originally been necessary for approval of the award.

COMMENT: For nominations that have "NO AWARD" or a lower level award endorsed, provide relevant useful comments.

CCAB & SG: Commissioned Corps Awards Board and the Surgeon General.

PART II -

CHRONOLOGY OF PERTINENT SERVICE: May be obtained from your Commissioned Corps Liaison.

PREVIOUS PHS COMMISSIONED CORPS HONOR AWARDS: May be obtained from your OPDIV Awards Coordinator.

NARRATIVE: The narrative should focus on the officer's contributions, their significance, and how the officer's actions have compared to or exceeded what is expected of an officer of this grade and experience. Routine responsibilities and career progression should be included only to establish the context for the actions cited. The cited actions, their impact and significance are important and should be stated clearly. If the use of technical terms is required, the nomination should contain clarifying statements that are understandable to a multidisciplinary Board. The actions cited should fall within the period covered by the nomination. If the officer has received an honor award in the period cited or for earlier actions that may seem similar or overlapping with those in the current nomination, the nomination should clarify the basis for the prior award(s) and the relevance or nonrelevance to the present nomination. The narrative shall not exceed two single spaced typed pages. Courier 12pt type style is preferred, but a comparable font that would provide no less than 12pt and no more than 12 characters per inch can be used. Ask your OPDIV Awards Coordinator for guidance in preparing award nominations.