



AWARDS FORMS PLATFORM

Commissioned Corps Headquarters

Awards Forms Platform

Awards Coordinator User Guide

Awards Forms Platform Awards Coordinator User Guide

12/19/2023

Commissioned Corps Headquarters
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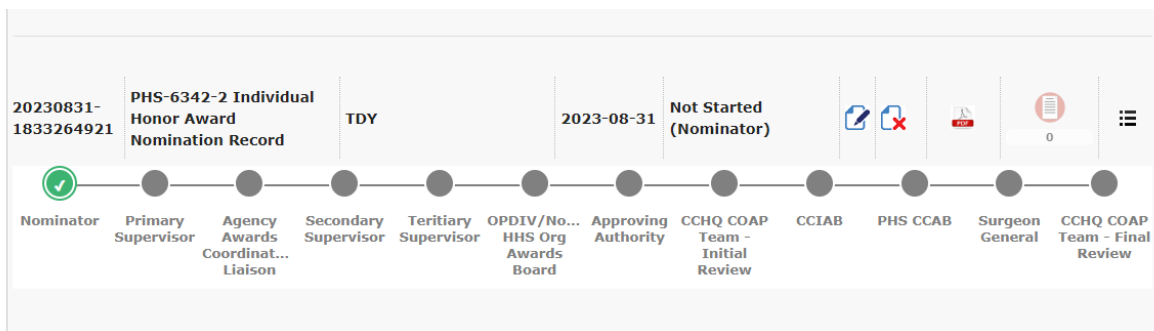
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Overview

Note: Google Chrome is the browser of choice for accessing any form within the CCMIS “Forms” system. This is the platform in which the system was created, and thus is the platform that will experience the fewest amount of user issues.

*For civilians: Multiple unsuccessful logins will lock your account. If you are having trouble logging in, please contact the Commissioned Corps Help Desk at CCHelpDesk@hhs.gov.

The Agency Awards Coordinator/Agency Liaison Stage occurs right after the primary supervisor stage within the “Forms” platform (please see the tracking flow below). The “Forms” platform is hardwired for the award to automatically be routed to the individual(s) listed within the system. If any updates need to occur to these individuals, please reach out to the COAP Team (phsCOAP@hhs.gov).



Logging In

1. Go to the Officer Secure Area of the Commissioned Corps Management Information System (CCMIS) – https://dcp.psc.gov/osa/osa_security_statement.aspx

Officer Secure Area

Security Statement

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

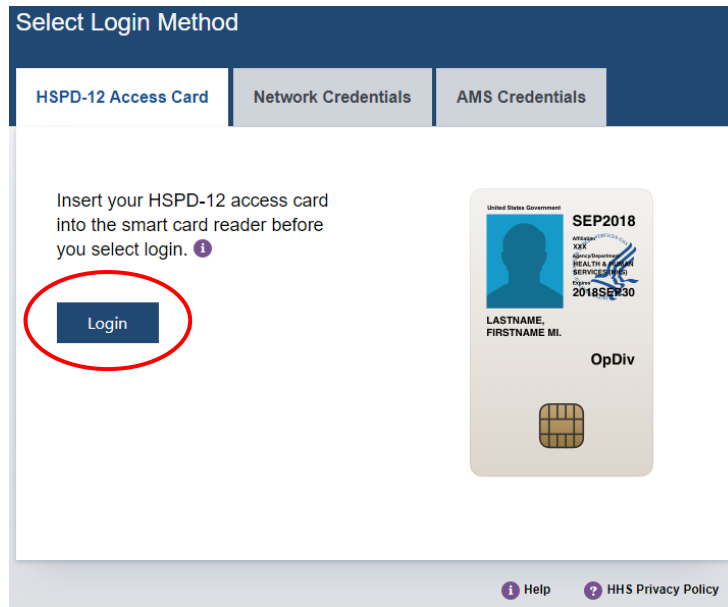
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

[Continue to Secure Area](#)

2. Login to CCMIS using your PIV, CAC, or ALT card



3. Once logged in, click "Forms" on the left-side menu



- Click the large, red box labeled “FORMS TO REVIEW” or another option is to click on the arrow in the hanger and select “FORMS TO REVIEW”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Dashboard

Home / Dashboard

MY FORMS
Total 11

FORMS TO REVIEW
Total 1

Not Started	2	Officer COER	1
In Process	1	Officer Rebuttal (COER)	0
Approved - Completed	8	PHS-7047 (Practice Hours)	0
Rejected - Closed	0	Respirator Medical Evaluation Questionnaire	0
		ROS (COER)	0

- Once you click the “Forms to Review”, you will see the forms that are in your queue for review. Click the icon in the column labeled “Edit Form” to act on the form

Search

Reference Number	Form Owner	Form Type	Form Description	Created Date	Assigned Date	Stage	Status	Edit Form
20231013-986795346	Mary Fra	Jane Doe 3342-2 dual Honor Nomination Record	Test 1	2023-10-13	2023-10-13	Primary Supervisor	In Process	
20230410-272836674	Mary Fra	Jane Doe 3342-2 dual Honor Nomination Record		2023-04-10	2023-10-13	Agency Awards Coordinator/Agency Liaison	In Process	

<< < > >> Go to page: 1 Row count: 10 Showing 1-2 of 2

- Review the awards information at the top of the page prior to acting on the award

Adding Optional Endorsements

1. Input the email addresses of the optional stages of Secondary Supervisory/Line of Authority, Tertiary Supervisory/Line of Authority, Operating Division (OPDIV) or NON-HHS Organization Awards Board Chairperson, and Approving Authority. These are optional steps as not all agencies have awards boards and agency approval authority. If this does not apply to your agency, please skip this step

The screenshot shows a web form with four distinct sections, each with a red header bar. The first section, 'SUPERVISORY / LINE AUTHORITY', contains two rows: 'SECONDARY SUPERVISORY/LINE AUTHORITY EMAIL' and 'TERTIARY SUPERVISORY/LINE AUTHORITY EMAIL'. The second section, 'OPERATING DIVISION (OPDIV) OR NON-HHS ORGANIZATION AWARDS BOARD CHAIRPERSON', contains one row: 'EMAIL'. The third section, 'APPROVING AUTHORITY', contains one row: 'EMAIL'. Each row features a white text input field and a blue 'Search' button to its right. Red ovals are drawn around each of the four input fields.

2. To add the email addresses of these four optional stages, this can be completed in two ways.
 - a. Type in the email address of the desired individual or individuals in the white box in the figure above
 - b. Click the blue search button as shown in the figure below

SUPERVISORY / LINE AUTHORITY

SECONDARY SUPERVISORY/LINE AUTHORITY EMAIL

TERTIARY SUPERVISORY/LINE AUTHORITY EMAIL

OPERATING DIVISION (OPDIV) OR NON-HHS ORGANIZATION AWARDS BOARD CHAIRPERSON

EMAIL

APPROVING AUTHORITY

EMAIL

- i. From here, you can type in the name of the individual or email address and then can click search

Please note, the message in the comments field will be seen by the Office. Limit: 50 characters

SECONDARY SUPERVISORY/LINE AUTHORITY EMAIL

TERTIARY SUPERVISORY/LINE AUTHORITY EMAIL

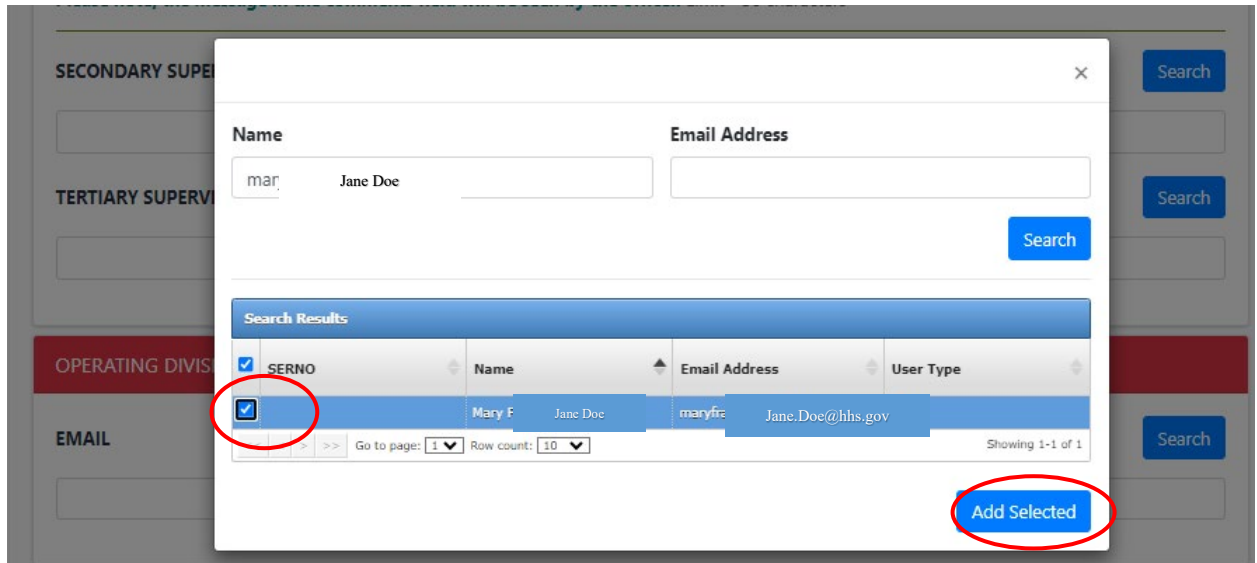
OPERATING DIVISION (OPDIV) OR NON-HHS ORGANIZATION AWARDS BOARD CHAIRPERSON

EMAIL

×

Name	Email Address
<input type="text" value="Jane Doe"/>	<input type="text"/>
<input type="button" value="Search"/>	

- c. Once you have found the desired individual or individuals click the box to the left of their name and click add selected



- d. The email address will then appear in the desired section in the form
Please note, the message in the comments field will be seen by the officer. LIMIT - 50 characters

SECONDARY SUPERVISORY/LINE AUTHORITY EMAIL Search

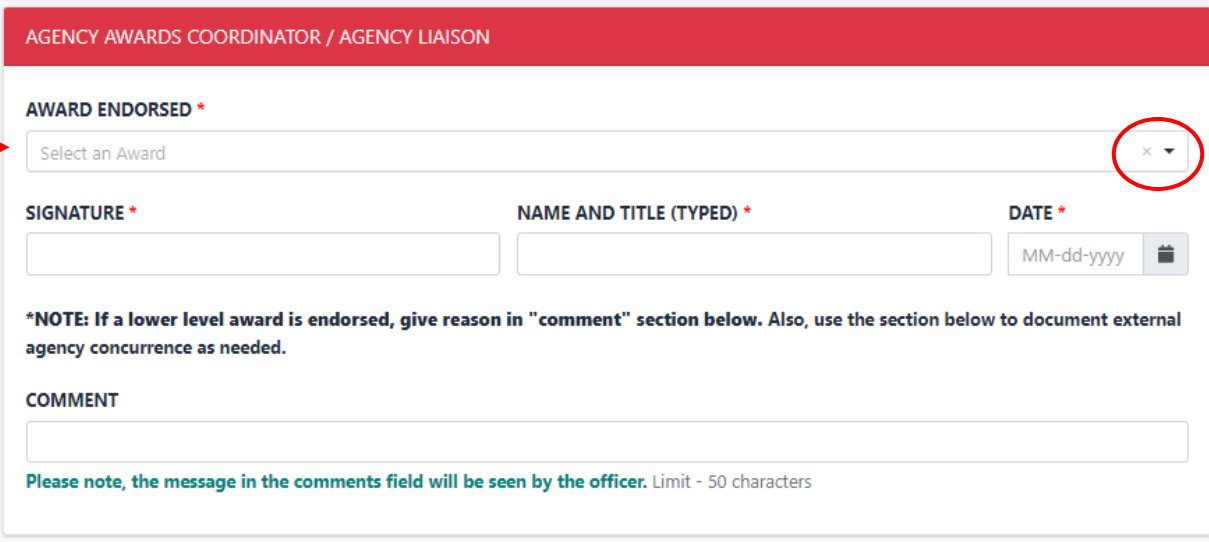
Jane.Doe@hhs.gov

TERTIARY SUPERVISORY/LINE AUTHORITY EMAIL Search

- e. After all the desired email addresses are added in the four optional stages of Secondary Supervisory/Line of Authority, Tertiary Supervisory/Line of Authority, Operating Division (OPDIV) or NON-HHS Organization Awards Board Chairperson, and Approving Authority, you can move onto completing the required steps in this stage

Signing the Form

1. Move to the Agency Awards Coordinator/Agency Liaison portion of the form




AGENCY AWARDS COORDINATOR / AGENCY LIAISON

AWARD ENDORSED *

Select an Award x ▼

SIGNATURE * **NAME AND TITLE (TYPED) *** **DATE ***

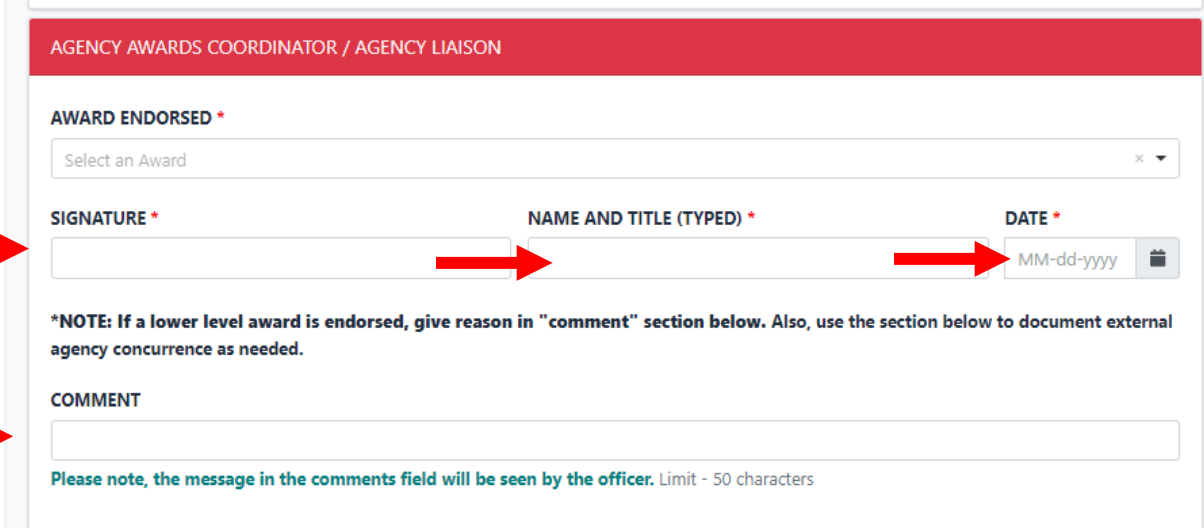


***NOTE: If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.**

COMMENT

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

2. Use the drop-down menu to choose which level of award endorsed you support. See the above figure. Please note that at this stage this simply provides confirmation that as the Agency Awards Coordinator/Agency Liaison stage the information up to this point is consistent with the nominee being recognized for this accomplishment
3. Sign the document, add your name and title, and date. It is optional to add a comment, but it is helpful if changing the original nomination level. Please note that the signature, name, title, date, and comments added in this section will appear on the final PDF and will be visible to the officer




AGENCY AWARDS COORDINATOR / AGENCY LIAISON

AWARD ENDORSED *

Select an Award x ▼

SIGNATURE * **NAME AND TITLE (TYPED) *** **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

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

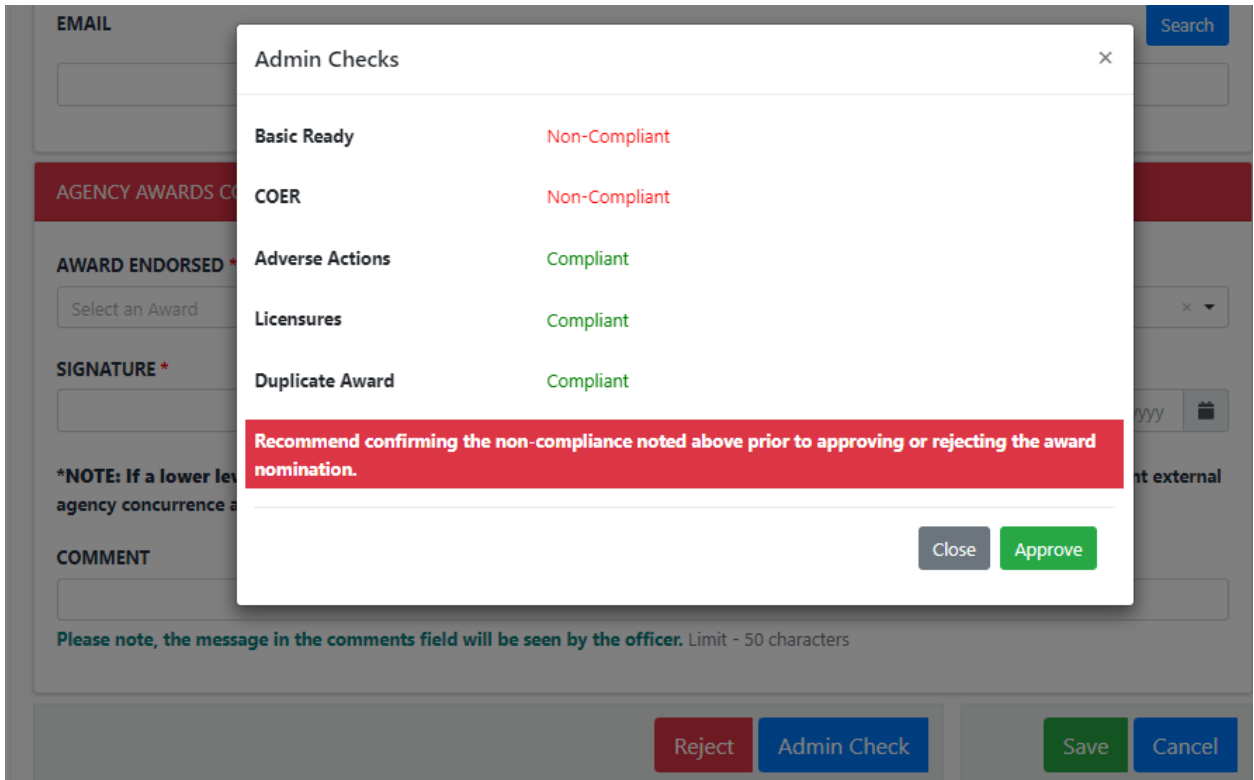
Administrative Checks

1. Overview of the administrative checks: Click “Admin Check”. Hit “Approve” in the administrative checks box to move the award along. For the award to be moved to the next stage all required fields in this stage must be complete to include award endorsed, signature, name and title, date, and the completion of the administrative checks. Hit “close” to go back to the previous page

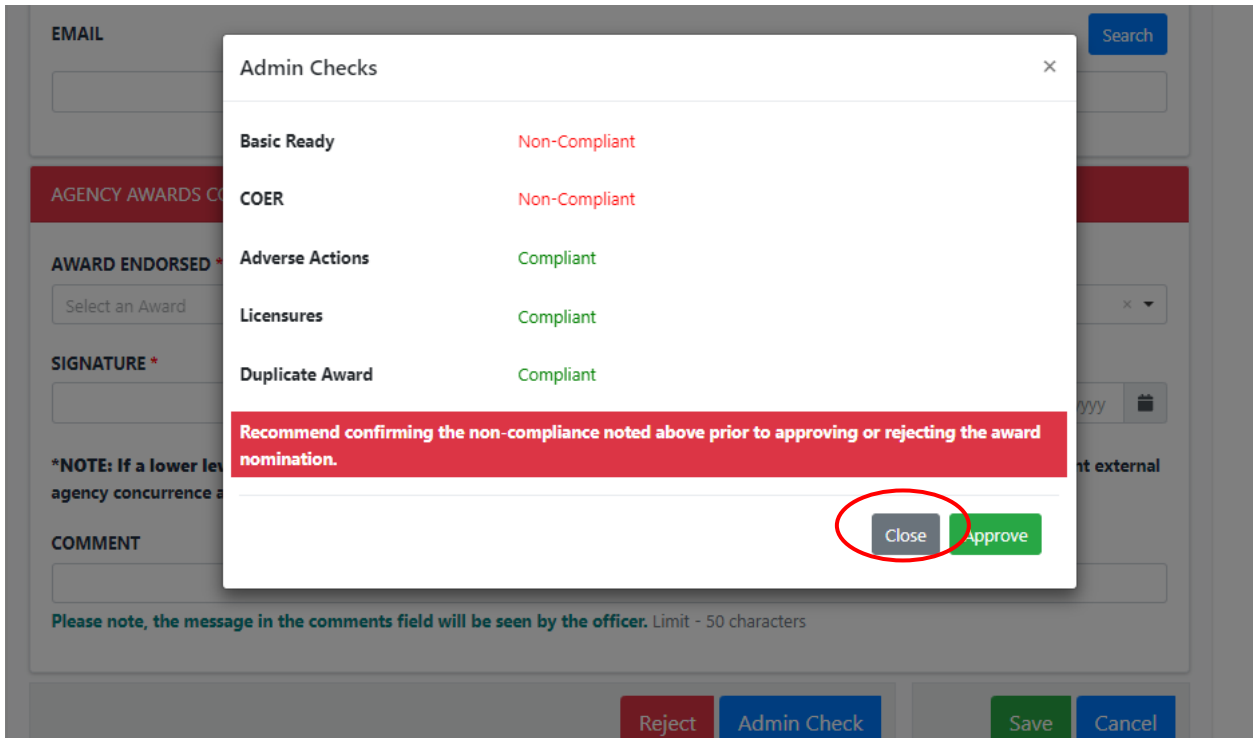
The screenshot shows a web form titled "AGENCY AWARDS COORDINATOR / AGENCY LIAISON". The form contains the following fields and sections:

- AWARD ENDORSED ***: A dropdown menu with the placeholder text "Select an Award".
- SIGNATURE ***: A text input field.
- NAME AND TITLE (TYPED) ***: A text input field.
- DATE ***: A date input field with the format "MM-dd-yyyy" and a calendar icon.
- *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**: A text input field.
- Please note, the message in the comments field will be seen by the officer. Limit - 50 characters**: A note below the comment field.
- Buttons**: "Reject" (red), "Admin Check" (blue, circled in red), "Save" (green), and "Cancel" (blue).

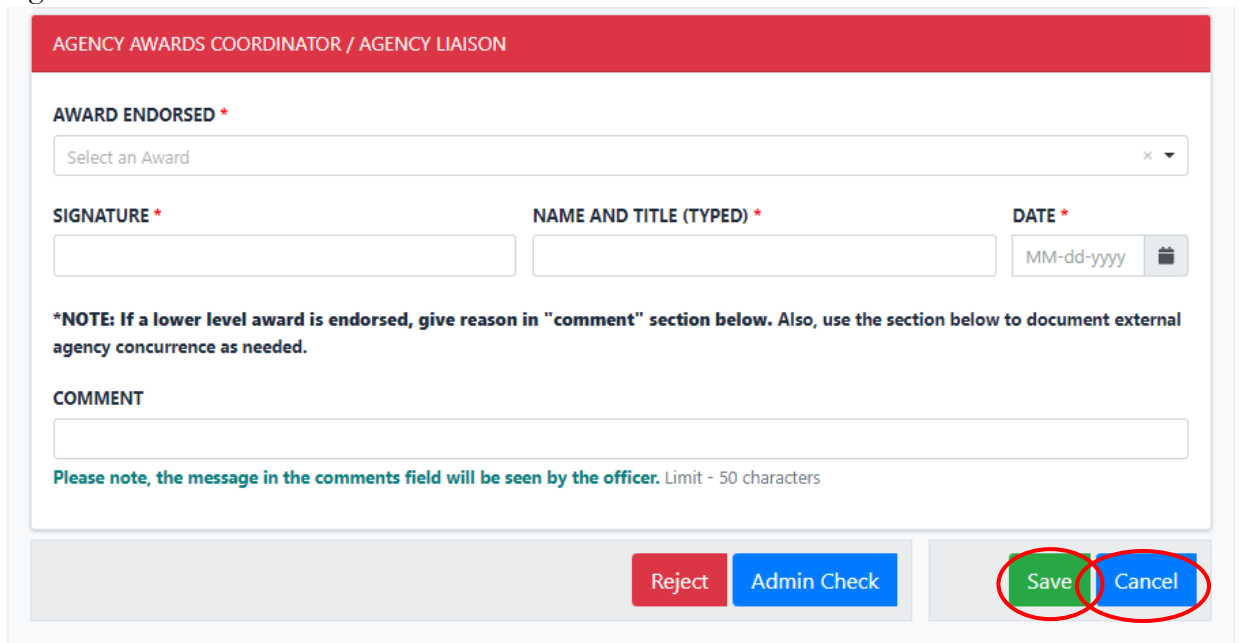
2. Once the admin check button is clicked, the screen below will be seen. The following preliminary administrative checks will be conducted within the “Forms” platform: Basic Readiness, COER, Adverse Actions, Licensure, and Duplicate Award. The dates utilized in this check correlate to the awards eligibility criteria within CCI 511.01 “Awards Program”



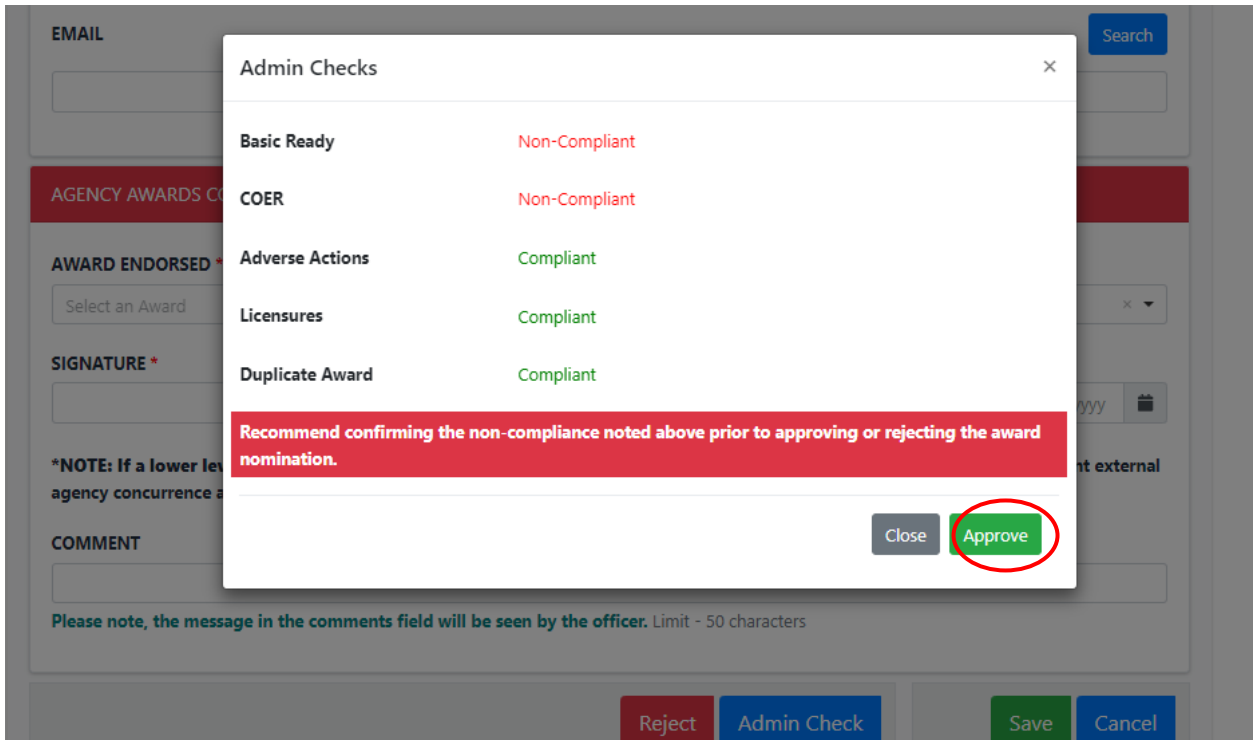
3. If the officer is found to be non-compliant for the preliminary administrative checks, it is recommended that the Agency Awards Coordinator/Agency Liaison get confirmation from the responsible party prior to rejecting the award. The following are the responsible parties: Readiness Team (PHSReadiness@hhs.gov), COER (PHSCOERS@hhs.gov), Adverse Actions (PHSAdverseActions@hhs.gov), and Licenses (PHSLicensure@hhs.gov)
4. To close out of the administrative checks without moving the award along, click “Close”



5. To completely close out of the award without moving it to the next stage (i.e. if the award eligibility items need to be confirmed) click “Save” or “Cancel” to keep the award in this stage



6. To approve the admin checks and to move the award to the next stage click “Approve.”



Rejecting Awards

1. The Agency Awards Coordinator/Agency Liaison has the capability to reject an award. To reject the award, select “Reject” at the bottom of the page. Note: examples of why an Agency Awards Coordinator/Agency Liaison would reject an award include if there are errors on the form, if it was sent to the wrong Agency Awards Coordinator/Agency Liaison, or if the officer was found to be not compliant with the administrative checks

AGENCY AWARDS COORDINATOR / AGENCY LIAISON

AWARD ENDORSED *

Select an Award

SIGNATURE * **NAME AND TITLE (TYPED) *** **DATE ***

MM-dd-yyyy

***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

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

Reject Admin Check Save Cancel

2. When rejecting awards, there are options to include rejecting and closing the award and rejecting the award and sending it back to a previous stage
3. To reject an award and send it back to a previous stage, choose which stage the award should be rejected back to from the drop-down menu. A comment is required when rejections occur. If sending back to a previous stage, please be specific as to what information is needed. Note: the comments added in this section will not be visible on the final PDF but will be seen in the “Forms” platform in the activity log

Reject Form

Select Option:

- Assign To - Primary Supervisor
- Assign To - Primary Supervisor
- Assign To - Nominator
- Reject and Close

Close Save

APPROVING A...

EMAIL

AGENCY AWAR...

AWARD ENDOR...

Select an Award

SIGNATURE

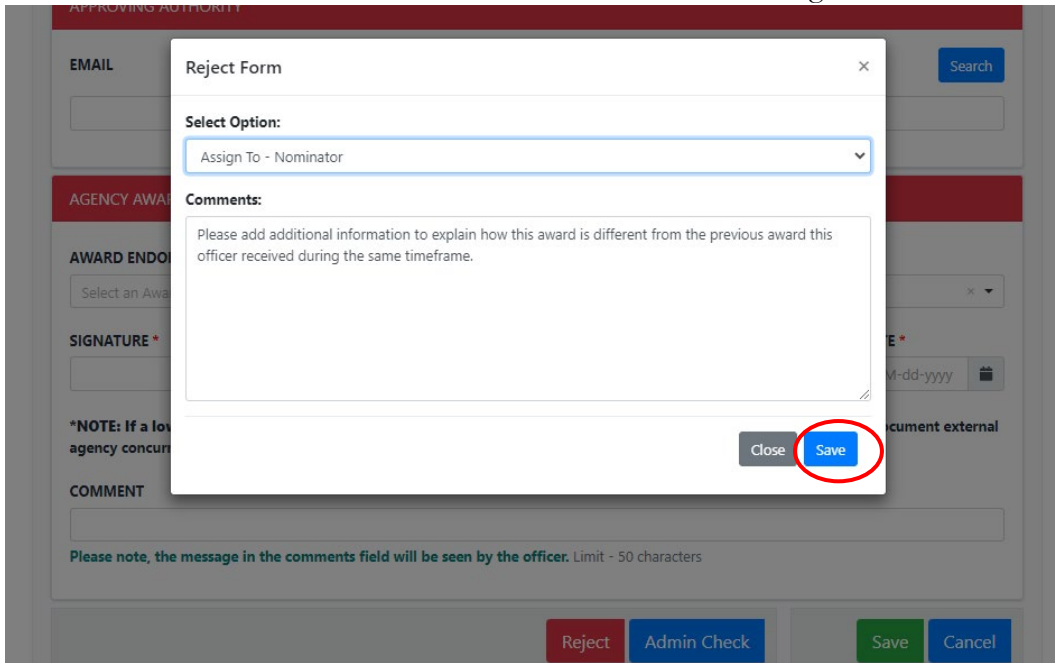
*NOTE: If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.

COMMENT

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

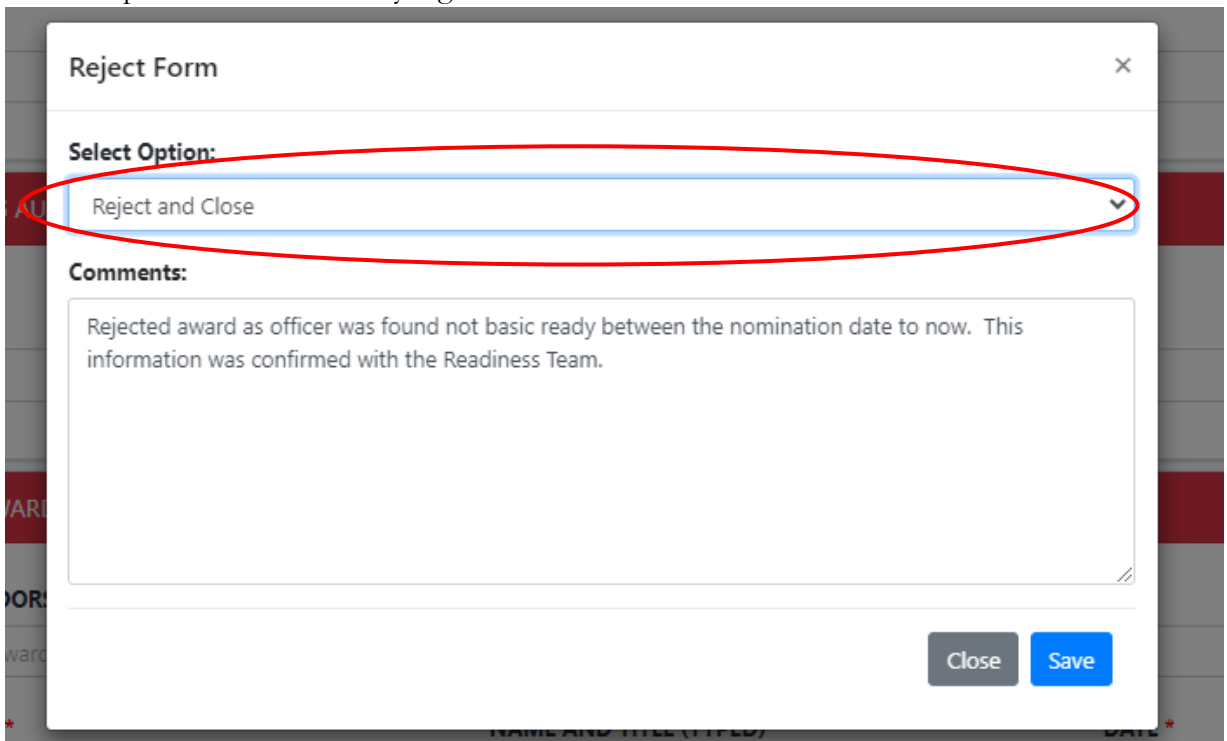
Reject Admin Check Save Cancel

4. Then click “Save.” This will reroute the award to the selected stage



The screenshot shows a 'Reject Form' dialog box overlaid on a web application. The dialog has a title bar with 'Reject Form' and a close button. Below the title bar is a 'Select Option:' dropdown menu with 'Assign To - Nominator' selected. Underneath is a 'Comments:' text area with the placeholder text: 'Please add additional information to explain how this award is different from the previous award this officer received during the same timeframe.' At the bottom right of the dialog are two buttons: 'Close' and 'Save'. The 'Save' button is circled in red. In the background, parts of the application form are visible, including fields for 'EMAIL', 'AGENCY AWARD', 'AWARD ENDORSEMENT', 'SIGNATURE', and a note: '*NOTE: If a low agency concern...'. At the bottom of the background page, there are buttons for 'Reject', 'Admin Check', 'Save', and 'Cancel'.

5. To reject and close an award, choose that option from the drop-down menu. A comment is required when rejections occur. Note: the comments added in this section will be seen in the “Forms” platform in the activity log



This screenshot is a closer view of the 'Reject Form' dialog box. The 'Select Option:' dropdown menu is highlighted with a red oval and shows 'Reject and Close' as the selected option. The 'Comments:' text area contains the text: 'Rejected award as officer was found not basic ready between the nomination date to now. This information was confirmed with the Readiness Team.' At the bottom right of the dialog are 'Close' and 'Save' buttons.

6. Then click “save.” This will reject and close the award. The award will not progress to the next stage within the approval pathway

Reject Form [X]

Select Option:
Reject and Close [v]

Comments:
Rejected award as officer was found not basic ready between the nomination date to now. This information was confirmed with the Readiness Team.

Close Save

Forms Administration Access

1. Overview: The “Forms” Administration Access is given to Agency Liaisons. Within this area, liaisons can search for awards for officers within their agency. Information can be filtered by specific criteria or queried to see all awards entered
2. Access the “Forms” Administration Access within the top hanger in the “Forms” Platform

Forms

Home
Dashboard
Resources
Help

Admin Tools
Forms Designer
Forms Administration
Guest Users
Access Requests

Access Request
New Access Request

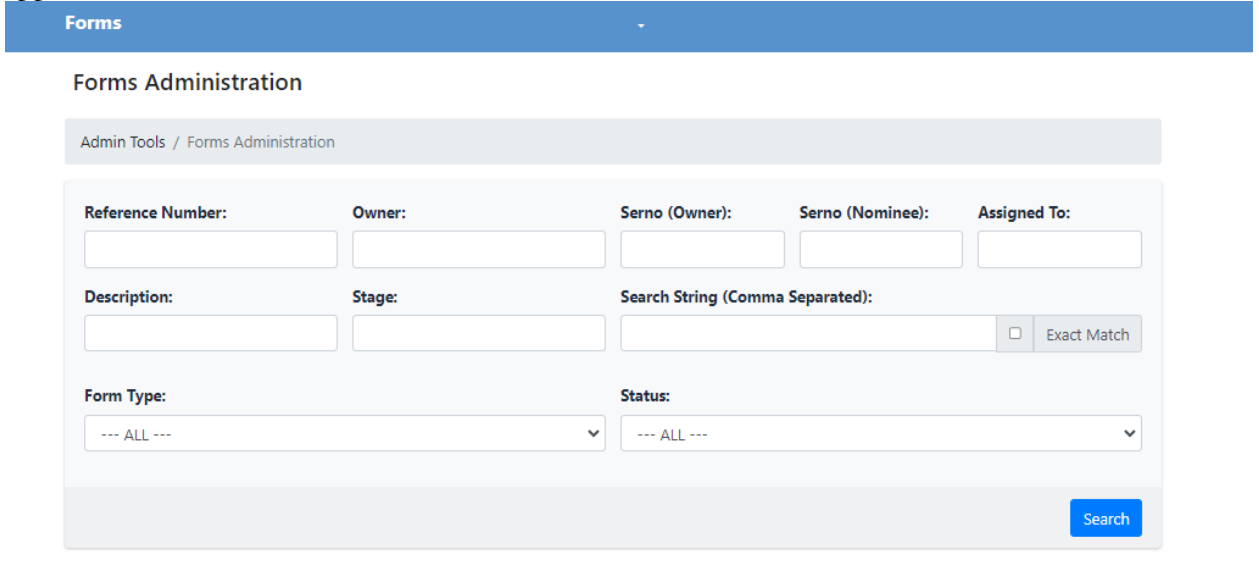
User Forms
My Forms
Nominee Forms
Forms To Review

Exit
OSA MENU

(START NEW / VIEW COMPLETED FORMS) Total 56

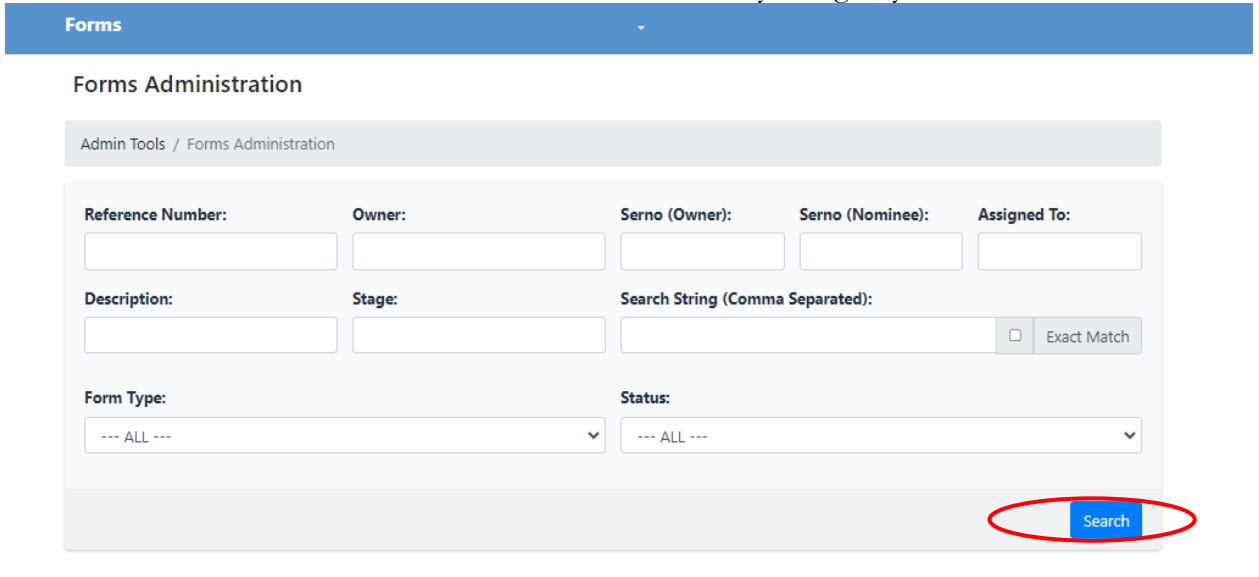
(APPROVE / REJECT FORMS) Total 11

- Once the “Forms” Administration link is clicked within the hanger, the filter criteria will appear



The screenshot shows the 'Forms Administration' page. At the top, there is a blue header with the word 'Forms' and a dropdown arrow. Below the header, the page title 'Forms Administration' is displayed. Underneath, there is a breadcrumb trail 'Admin Tools / Forms Administration'. The main content area contains several filter fields: 'Reference Number:', 'Owner:', 'Serno (Owner):', 'Serno (Nominee):', and 'Assigned To:' each with an empty text input box. Below these are 'Description:', 'Stage:', and 'Search String (Comma Separated):' with text input boxes. To the right of the 'Search String' box is a checkbox labeled 'Exact Match'. At the bottom left, there are two dropdown menus: 'Form Type:' with '--- ALL ---' selected and 'Status:' with '--- ALL ---' selected. A blue 'Search' button is located at the bottom right of the filter section.

- To look at all awards which have been started for officers in your agency click “Search”



This screenshot is identical to the one above, showing the 'Forms Administration' page with the same filter criteria. The only difference is that the blue 'Search' button at the bottom right is circled in red, indicating the action to be taken.

- All awards started for officers in your agency will appear

Admin Tools / Forms Administration

Reference Number: Owner: Serno (Owner): Serno (Nominee): Assigned To:

Description: Stage: Search String (Comma Separated): Exact Match

Form Type: Status:

Reference Number	Form Owner	Form Type	Form Description	Created Date	Status (Current Stage)	Clone	Reroute	Reset Stage	Edit	Download	Reopen	Activity
20231215-2087544113	Jane Doe	PHS-6342-2 Individual Honor Award Nomination Record	Smith PAC Award	2023-12-15	In Process (Primary Supervisor)							
20231215-2099204507	Jane Doe	PHS-6342-2 Individual Honor Award Nomination Record	Test	2023-12-15	Not Started (Nominator)							

- To search for a specific award, various fields may be utilized to look for awards such as the reference number, Owner (who started the nomination), SERNO (Owner) (i.e. SERNO of the nominator), or SERNO (Nominee) (i.e. SERNO of the Nominee)

Forms Administration

Admin Tools / Forms Administration

Reference Number: Owner: Serno (Owner): Serno (Nominee): Assigned To:

Description: Stage: Search String (Comma Separated): Exact Match

Form Type: Status:

- Awards reports pulled from the “Forms” platform are available within the Officer Secure Area (OSA) and may also be utilized to review awards entered for officers in a given agency