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	EMPLOYEE ID NO.
CURRENT ORGANIZATION	ORGANIZATIONAL TITLE OR POSITION	
PROPOSED AWARD	PERIOD COVERED *(mm/day/yyyy)* *(From)* *(To)*	
NOTE: *(Synopsis of specific achievement for which the individual is being nominated must be limited to 150 characters.)*		
CITED FOR		

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.***

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

ENDORSEMENTS:

Supervisory / Line Authority			
SIGNATURES	NAME AND TITLE *(TYPED)*	AWARD ENDORSED *(See Note below)*	DATE
Operating Division (OPDIV) or Non-HHS Organization Awards Board Chairperson			
Approving Authority			
OPDIV or Non-HHS Organization Awards Coordinator			

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

CCAB	DATE	ACTION ☐ Recommended ☐ Not Recommended	COMMENTS
SURGEON GENERAL	DATE	ACTION ☐ Approved ☐ Not Approved	COMMENTS

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, Environmental Health, Veterinary, Pharmacy, Dietetics, Therapy, Health Services.
EMPLOYEE ID NO.	List Employee ID Number.
CURRENT ORGANIZATION:	Self-explanatory.
ORGANIZATIONAL TITLE OR POSITION:	Self-explanatory.
PROPOSED AWARD:	Award Recommended: Distinguished Service Medal With Valor (DSM/V), Distinguished Service Medal (DSM), Meritorious Service Medal With Valor (MSM/V), Meritorious Service Medal (MSM), Outstanding Service Medal With Valor (OSM/V), Outstanding Service Medal (OSM), Commendation Medal (CM), Achievement Medal (AM), PHS Citation (CIT), Foreign Duty Service Award (Foreign DSA)
PERIOD COVERED:	The beginning and ending dates (month, day, 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., 03/30/2016).
CITED FOR:	*Specific* achievement for which the officer is being nominated **(150 characters)** .
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 or a different award than proposed). Nominations that have 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 a lower level award endorsed, provide relevant useful comments. Also, use this section to document external agency concurrence as needed.
CCAB & SG:	Commissioned Corps Awards Board and the Surgeon General.
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 must 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 with 1" margins. Times News Roman 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 or Non-HHS Organization Awards Coordinator for guidance in preparing award nominations.