

PACE AWARDS SOP



CALL FOR PHS AWARDS (ANNUAL OR SEMI-ANNUAL)

Note: PACE awards must be submitted through the current Prevention through Active Community Engagement (PACE) Recognition Committee co-Leads, NOT the Commissioned Corps Headquarter (CCHQ) or the Awards Coordinator

WHO QUALIFIES?

Read the specific award criteria to determine eligibility.

Period of Eligibility: Each recommendation for an individual or unit honor award must be formally initiated within 13 months of the noteworthy act, or specific period of service to be recognized.

WHO NEEDS TO APPROVE THE NOMINATION?

1. One level of Supervisory/Line Authority review and endorsement required.
2. Signature of a current and appointed PACE Recognitions Committee co-Lead(s) (or their working group designee) required.
3. Individual awards above a CM will need PACE Executive Director (or designee) approval and 14 business days must be given for obtaining said approval.

PREPARING THE APPLICATION

- PHS Individual Honor Award: submit a PHS 6342-2 form and two-page nomination document
- PHS Unit Honor Award: submit a PHS 6342-1 form and two-page nomination document

The Commissioned Officers' Award Program (COAP) website includes the write-up (narrative), guidance, and tips for the two-page nomination document.



AWARD SUBMITTED! NOW WHAT?



AWARD VALIDATION

- Basic readiness
- Any overlapping individual awards (particularly dates)
- Any adverse actions
- Licensure Compliance
- Missing or Incomplete COERs

QUALITATIVE REVIEW OF ACCOMPLISHMENTS AND IMPACT

by the PACE Awards Coordinator and/or PACE Recognitions Committee co-Lead(s)

CCHQ AWARDS BOARD PROCESS

- OSM's and below reviewed by one-level board: the Office of Surgeon General Awards Board (OSGAB)
- MSM's and above reviewed by two-level board: OSGAB and then the Commissioned Corps Awards Board (CCAB)

ALL CHECKS PASSED?

1. Recognitions co-Lead(s) sign award nomination and progress to executive leadership.
2. Executive Director signs.
3. PACE Awards Coordinator/Recognitions co-Lead submits the document to the HHS Awards Manager.

AWARD TIMELINE

Award processing within 60-90 days after receipt.

Awards must be received by COAP no later than the first Friday in November preceding the promotion year.

No awards will be processed outside of that cycle without the expressed direction of the PACE Executive Director.

AWARD DECLINED? WHAT WENT WRONG?



Constructive feedback will be provided for all declined awards.



Questions?

Contact the PACE Recognitions Subcommittee