
**Prevention through Active Community Engagement (PACE) Chartered Advisory
Committee**

Recognitions Subcommittee (RSC)

USPHS AWARDS

STANDARD OPERATING PROCEDURE (SOP) VERSION 6

**Note: PACE is not the delegating authority for final decisions on awards. All nominations will be held to the policies and standards set by the [Commissioned Officers' Awards Program \(COAP\)](#). Please consult COAP resources for complete guidance.

REFERENCES:

- 1) Commissioned Officers' Awards Program – Nomination Procedures and Forms
 - 2) https://dcp.psc.gov/CCMIS/COAP/COAP_nominations_m.aspx
 - 3) Commissioned Officers' Awards Program – Eligibility
 - 4) https://dcp.psc.gov/CCMIS/COAP/COAP_eligible_m.aspx
 - 5) Commissioned Officer's Awards Program – Approval Levels
 - 6) https://dcp.psc.gov/CCMIS/COAP/COAP_Approval_m.aspx
 - 7) CCI511_02 Award of Military Decorations
 - 8) https://dcp.psc.gov/ccmis/ccis/documents/CCI511_02.pdf
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1. PURPOSE

This document provides awards guidance for United States Public Health Service Commissioned Corps (USPHS) Officers participating in the Surgeon General's Prevention through Active Community Engagement (PACE) Chartered Advisory Committee. The following documentation includes the process for submission of USPHS Awards.

2. PROCEDURES FOR HONORAWARDS

There will be biannual calls for USPHS awards to be submitted capturing work performed during the prior operational year. Submissions outside these calls will *not* be accepted. Please see timeline in Section 6 for award submission and approval to ensure deadlines are not missed.

If an officer is being nominated for an award, their nominator ***must submit the award through the current Prevention through Active Community Engagement (PACE) Recognition Subcommittee (RSC) Co-Leads and the workgroup lead.*** ALL PACE awards must go through the PACE RSC Co-Leads, even if they are for members of the executive leadership. The Commissioned Corps Headquarters (CCHQ) Commissioned Officers' Awards Program (COAP) or the OPDIV Awards Coordinator shall ***NOT*** be contacted directly regarding PACE awards.

The PACE Awards Coordinator or RSC Co-Lead will submit the document to the CCHQ Awards Coordinator. If the nomination is not submitted to the PACE RSC through the approved process, COAP will be notified that PACE did not authorize the submission and it may result in adverse action.

Individual Honor Awards

For a PHS *Individual Honor Award*, the nominator shall provide a [PHS 6342-2](#) form and a narrative write-up. Please refer to [COAP](#) for the most up to date award description.

When considering which of the individual honor awards to nominate an officer for, the nominator should pay attention to the criteria of the appropriate award and:

- **Scope of Impact.** The scope of the achievement's impact on the mission of the PACE Chartered Advisory Group at the international, national, regional, or local level.
- **Level of Achievement.** The extent to which the achievement is above and beyond that normally expected of an officer in the nominee's grade or position. This encompasses the complexity of the achievement and degree of innovation and specialized or unique skill required.
- **Leadership.** The degree of demonstrated initiative and/or level of the program managed or directed.
- **Length of Time.** The time period covered by the award nomination

Unit Honor Award

For a PHS *Unit Honor Award*, the nominator will submit a [PHS 6342-1](#) with the narrative write-up. Please refer to [COAP](#) for the most up to date award description.

Both 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 PACE Chartered Advisory Committee and the extent to which the achievement exceeds that which is normally expected of officers.

Officers receive a unit award because of their collective contributions to the cited action(s) of the unit. All officers cited in the nomination should merit receipt of the award based on their contributions, significance, and how their actions have compared to or exceeded what is expected.

During review, the write-up will be evaluated to ensure the proposed unit and activity align with the award sought, as well as the appropriateness of the composition of the unit being honored.

Ideally, every individual officer included in a Unit Honor Award nomination would have contributed the minimum 5 hours within the operational year in reference and been recognized with a PACE Certificate of Appreciation (COA) for their efforts; however, if their contribution to a highly impactful event is significant, the award will be considered in the absence of the 5-hour minimum.

An officer who is a member of a unit that also includes civilians may be recognized with either the Outstanding Unit Citation (OUC) or the Unit Commendation (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.

3. NOMINATION PROCESS

Per COAP, the nomination and narrative should be submitted as one PDF (already merged). Edits are not permitted after files have been signed. Prior to obtaining signatures, please ensure that the RSC has reviewed the narrative writeup and that all checks are complete. Submit the merged PDF (not a PDF portfolio) with the PHS 6342-2 and the narrative writeup as one document to the RSC for submission to COAP.

For unit awards, the PDFs for unit awards should not include any SERNOS. Approved awards are uploaded into an officer's eOPF and cannot have included officers' information. Please submit only the PHS 6342-1 and narrative writeup as a merged PDF (not a PDF portfolio). In addition to the PDF, submit an Excel file with the names list and SERNOs for the unit award.

All PHS PACE awards will be nominated by the **PACE Local Area Lead** or PACE Subcommittee Workgroup Lead, as appropriate. All PACE awards require the signature of the PACE Regional Coordinator or PACE Subcommittee Lead as the first supervisory/line authority endorsement if nomination is from a PACE Subcommittee Workgroup.

All SGET awards will be nominated by the SGET Deputy Team Lead. All SGET Awards require the signature of the SGET Team Lead as the first supervisory/line authority endorsement.

The award nominator or endorser cannot be listed as an awardee. If PACE or SGET Leads are awardees, the next level of PACE leadership (e.g. Regional Lead) or SGET Leadership (SGET Subcommittee Lead) shall serve as the nominator and a PACE Executive Director shall serve as the endorser. Contact the Recognitions Subcommittee with questions on a case-by-case basis.

Individual awards above a CM will need a signature from a PACE Executive Director (or designee)

The nominator should utilize digital/electronic signatures whenever possible, but handwritten signatures are accepted.

The following endorsement field should be left blank:

- Operating Division (OPDIV) or Non-HHS Organization Awards Board Chairperson
- Approving Authority
- OPDIV or Non-HHS Organization Awards Coordinator

The complete nomination package with nominator, first supervisory/line authority endorsement, narrative, and supporting documentation shall be set to the PACE Recognitions Committee. All After Action Reports (AARs) for events cited in the nomination should be submitted along with the nomination. These should be on file with PACE *prior to* the nomination.

PACE Local Area Lead	NOMINATOR (SIGNATURE)	NAME AND TITLE (TYPED)	DATE
ENDORSEMENTS			
SUPERVISORY / LINE AUTHORITY			
PACE Regional Coordinator	SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED* DATE
Blank	SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED* DATE
Blank	SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED* DATE
OPERATING DIVISION (OPDIV) OR NON-HHS ORGANIZATION AWARDS BOARD CHAIRPERSON			
Blank	SIGNATURE	NAME AND TITLE (TYPED)	AWARD ENDORSED* DATE
APPROVING AUTHORITY			
Blank	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			
PACE Recognitions Subcommittee Co-Lead or Designee			

4. AWARD SUBMISSION VALIDATION

The PACE Recognitions Subcommittee Lead(s), or their appointed PACE Awards Coordinator shall ensure that all awards submitted by PACE to COAP are reviewed to validate the quality and appropriateness of awards submitted by PACE officers. Reviews will include alignment of the stated activities with the PACE Chartered mission and qualitative concordance of the COAP criterion for the award requested.

A qualitative review of the accomplishments and impact will be done to ensure the appropriate content for the award requested. This qualitative review shall include, but is not limited to, devastating grammar (*errors that would result in COAP rejection*), apparent impact and concordance with COAP criterion for the award solicited, as well as clear relation to the PACE mission. If an award does not meet the eligibility criteria, then the award will be returned to the nominator. Awards offered an opportunity for resubmission must be re-submitted to the PACE Recognitions Subcommittee Lead(s), or their appointed PACE Awards Coordinator, by the resubmission date or the award will have to wait until the next award cycle.

The PACE Awards Coordinator will complete the following:

- *Review forms PHS 6342-1 and the PHS 6342-2:*
 - Make sure the officer and other service members are entitled to a PACE award. If not, the Recognitions Subcommittee Co-Lead(s) or the PACE Awards Coordinator will review the discrepancy and offer suggestions if a resubmission is warranted.
 - For unit awards, confirm that all officers are listed on the PHS 6342-2 form.
 - Make sure the period covered in the [PHS 6342-1](#) or [PHS 6342-2](#) is the same as the date in the narrative. The period covered must be within 13 months after noteworthy act or specific period.
 - The *Cited For* section should be no greater than 150 characters
 - The nominator must include their name, title, date, and signature. Digital signatures are preferred but handwritten signatures are accepted. If signed digitally then the date will be included in their digital signature.
- *Narrative:*
 - Format must be the same as written in the write-up (narrative), guidance, and tips link: https://dcp.psc.gov/CCMIS/COAP/COAP_hints_m.aspx. Do not use OPDIV award or other formatting when writing the narrative.

If all the checks are complete and there are no flags, then the PACE Awards Coordinator should provide the PHS 6342-1 or 6342-2 form and the narrative write-up to the PACE Recognitions Subcommittee Co-Lead(s) for review and progression to executive leadership as necessary. The Recognitions Co-Leads or the Awards Coordinator will place their title, date, and signature in the comments section of the PHS 6342-1 or 6342-2.

Duties of the PACE Awards Coordinator when facilitating the awards within RSC include:

1. Report to the RSC Leads regarding the receipt and submission of PACE PHS awards
2. May submit approved awards to COAP with the approval of the RSC Leads

3. Other duties and communications associated with the successful, timely coordination of PACE PHS awards submission to COAP

6. TIMELINE FOR AWARD Submission and APPROVAL

Award processing timelines are dependent upon COAP. In order to process awards for review during the next promotion cycle, PACE RSC must have submissions to COAP **no later than August 31st preceding the promotion year**. Taken together, PACE RSC will make a PHS awards call on a biannual cycle that allows for internal processing ahead of the COAP deadlines. No awards will be processed outside of that cycle without the expressed direction of the PACE Executive Directors (ED). Departure from this policy must be captured in writing and concurred to by the ED and RSC Co-Lead.

PACE Awards call will be sent via the PACE listserv biannually. Having biannual award calls increases the opportunity for officers to submit awards. However, officers should be aware that awards submitted in the second call may not be processed for the current year's promotion cycle.

5. SPECIAL ASSIGNMENT AWARDS (SAA)

To qualify for the SAA, an officer is required to receive an appointment memo signed by the SG approving their membership for a specified period of time. Application for SAA will consist of a response to an annual call for applicants facilitated by the RSC and ED. An explanation of key accomplishments for the appointment period will also be solicited.

6. RESPONSE AWARDS

Currently, PACE events do not qualify for deployment credit and Response Awards will not be authorized.

7. NON-PHS HONOR AWARDS

Individual non-PHS awards including those administered through DoD and Coast Guard, cannot be obtained by PHS Officers who are not detailed to those entities.

If PHS officers are eligible for a Non-PHS award, due to activities that fall under PACE, Recognitions and Executive leadership should be involved in the adjudication of officer eligibility.

APPROVED BY:

Executive Director, CDR Leo Angelo Gumapas
Prevention through Active Community Engagement
(PACE) Chartered Advisory Group

Date

Executive Director, LCDR Jonathan Leshin
Prevention through Active Community Engagement
(PACE) Chartered Advisory Group

Date

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