

---

**Prevention through Active Community Engagement (PACE) Chartered Advisory Group  
Recognitions Subcommittee (RSC)**

**LETTER OF APPRECIATION**

STANDARD OPERATING PROCEDURE (SOP) VERSION 5

---

**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 Group. The following documentation includes the process for submission of USPHS PACE Letters of Appreciation (LOA).

**2. PROCEDURES FOR LETTERS OF APPRECIATION**

There will be an annual call for PHS PACE LOAs starting in October of each year for submission of LOAs to the PACE RSC that capture the work performed during the prior operational year (July 1 through June 30). Letters must be submitted by the annual deadline, stated in the annual call for LOAs, to receive consideration and approval.

Each recommendation for a LOA must be formally initiated within 13 months of the noteworthy act, or specific period of service to be recognized.

The following groups can recommend an officer for a LOA:

- PACE Executive Committee members
- PACE Committee or Subcommittee Leads
- PACE Regional Leads
- PACE Surgeon General's Education Team (SGET) Leads

LOA's can be considered for the following:

- Regional and SGET Leads:
  - Superior performance by officers in their region or serving on the SGET.
  - Officers who spend considerable time coordinating events or behind the scenes preparation but did not participate in events and therefore are not eligible for a Certificate of Appreciation (COA).
- Executive Directors, Committee and Subcommittee Leads: Recognition for the additional efforts and time commitment of members of their committees in supporting the overall PACE mission.

LOA's should not be given for the following:

- Field work or participating in planned PACE events. Those officers are recognized with a COA.

### **3. NOMINATION PROCESS**

The PACE Executive Committee member, Committee or Subcommittee Lead or PACE Regional or SGET Lead will draft a letter (see Appendices A-D—Sample Letters of Appreciation) sharing the officer’s achievements, accomplishments, support and/or commitment to the PACE mission during the previous operational year. The rationale for the LOA should be clear in the text submitted. The officer’s work must have been accomplished during the immediately prior PACE operational year.

When submitting an officer for a LOA, consider the following:

- Scope of the officer’s impact on the mission of PACE.
- The officer’s level of achievement.
- The initiative or leadership the officer demonstrated.
- The length of time the officer committed to the committee, subcommittee or regional efforts.

Consider specifying the officer’s collective contributions over the course of the time they were involved when writing the LOA. The letter must align the officer’s contributions with the mission of PACE and specify why their actions or work warrant additional recognition.

### **4. LOA SUBMISSION AND VALIDATION**

If an officer is being nominated for a LOA, their nominator must submit the award through the current PACE Recognition Committee Co-Leads and the PACE LOA workgroup Lead.

All LOAs will be submitted through the PACE RSC for review before either being sent forward to the PACE Executive Director for signature or returned to the Regional or SGET Lead for signature. The PACE RSC shall ensure that all LOAs submitted are reviewed for accuracy, proper grammar and content. Reviewers will determine that the work accomplished aligns with the PACE mission and shows the significance of the impact of the officer’s contribution.

Duties of the PACE LOA Workgroup Lead when facilitating the LOAs within RSC include:

1. Report to the RSC Co-Leads regarding the receipt and submission of PACE LOAs.
2. Create and disseminate the Annual Call for LOAs and the Annual LOA templates.
3. Coordinate a meeting of the LOA subcommittee members to review and approve the LOAs.
4. Ensure the officer submitted for the LOA is deserving of recognition with a LOA for their work during the operational year.
5. Submit LOAs to the Executive Director or Committee Leads for signature as appropriate.
6. Respond to PACE Regional or SGET Leads with approval for them to sign and send the LOAs to officers in their region/SGET.
7. Generate and submit a final list of all officers including rank and PHS SERNOs that received a LOA for that year to the RSC for recordkeeping purposes.
8. Other duties and communications associated with the successful, timely coordination of PACE LOA completion.

All PACE LOAs must go through the PACE Recognitions Co-Leads, even if they are for members of the executive leadership.

#### **5. TIMELINE FOR AWARD Submission and APPROVAL**

Please submit LOAs in accordance with the timeline distributed annually via e-mail (see Appendix A-Sample Call for LOAs). LOAs submitted by the deadline noted will be returned to the nominating officer within 30 days with either:

- A PACE stationary template so that the submitting Regional/Subcommittee or Executive leadership can print, sign and distribute the letters.
- the final signatures from the PACE Executive Director(s).

If the RSC has questions or concerns regarding the wording of the letter or the officers to be recognized, they will notify the officer submitting the LOA and note requested changes. The officer submitting the LOA will be notified of the deadline to return their changes to the RSC.

Only the approved letter language for the officers and PHS SERNOs submitted will be honored. LOAs given outside this process will be invalid.

The goal will be for all LOAs to be signed and sent out to receiving officers by Subcommittee or Regional Leads by November 30<sup>th</sup> annually

APPROVED BY:

\_\_\_\_\_  
Executive Director, CDR Leo 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

## APPENDIX A—SAMPLE CALL FOR LOAS

Executive Committee members, Subcommittee Leads, Regional Leads and SGET Leads are asked to submit names, rank and PHS SERNOs for all those they would like to honor with a PACE Letter of Appreciation (LOA).

Information for LOAs should be submitted via e-mail with subject: [YEAR] PACE LOA (example: 20YY PACE LOA). Deadline for submission is ####, ET, October ##, 20YY.

Please attach a Letter of Appreciation written specifically for each officer to be recognized. The letters will be reviewed by the PACE Recognitions Sub-Committee LOA workgroup and, if approved, returned to the submitter for signature and distribution to the recognized officers. If wording is not approved, letters will be returned for recommended changes before final approval is given to distribute.