**General guidance for narrative:**

* **write in block paragraphs (left-aligned), single-spaced (double spaced between paragraphs)**
* **12-point Times New Roman font**
* **no more than 2 pages**
* **can combine bullet and narrative format to emphasize accomplishments**
* **save as Microsoft Word Document (\*.docx)**

**Dental Award Template**

*Please use template as a guide to assist with narrative.*

*These are examples only and are not inclusive of all elements of a good narrative.*

1. **INTRODUCTION**
	* **Award recommended/nominated**
* **Paragraph describing the accomplishments being recognized**
* **Summary of the accomplishments**
* **Time period recognized**

**Example 1:** Nominee A is recommended for the United States Public Health Service (USPHS) Citation Award in recognition of his/her sustained high-quality performance for the Division of Immigration Health Services (DIHS), within the Bureau of Primary Health Care (BPHC), Health Resources and Services Administration (HRSA), from December 1, 2017 to November 31, 2018.

**Example 2:** Nominee A is highly recommended for the Senior Clinician Dental Award. This recommendation is based upon Nominee A’s exceptional contributions in improving the oral health care for the *describe beneficiaries of care (i.e. children, immigrants, Native Americans, etc.)* During Nominee A’s assignments in the United States Public Health Service (USPHS) from MM/DD/YYYY- MM/DD/YYYY, she/he has significantly impacted the oral health of the *describe beneficiaries of care (i.e. children, immigrants, Native Americans, etc.)* He/She is currently billeted as *position title* and is stationed at the *duty site*. Nominee A also provides consultation services for 12 other IHS facilities, 31 Tribal Health Facilities, and 4 Urban Indian Clinics.

1. **BACKGROUND**
	* **A paragraph including information about the nominee:**

**- Title, Position, Regular duties**

**- Assignment history / pertinent service**

**- Current agency information**

**- Applicable educational experience**

**- Leadership experience**

**Example:** She/He entered the USPHS in *date* with the *agency* at the *duty site*. He/She completed her/his Doctorate of Dental Surgery at \_\_\_\_\_\_\_\_\_ and earned a certificate of completion in an Advanced General Practice Residency at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. She/He currently maintains active dental licenses in five states.

Upon completion of the residency program, she/he was selected to an O-6 billet as the *position title* in *duty site*. As a mid-career officer with fourteen years of experience, he/she exhibits program accomplishment through the exceptional management of a program traditionally directed by senior level staff. Specifically, she/he is responsible for the management of a complex dental program, which includes the supervision and mentoring of thirty-two employees and six commissioned officers. Also, she/he is able to utilize skills acquired in the residency program to make notable achievements in clinical areas. Due to the cost of referrals from a remote location, he/she functions as a *de facto* pediatric specialist for the service unit and provides all aspects of dental care including two months of field travel per year.

1. **ACCOMPLISHMENTS**
	* **Accomplishments that resulted in the individual meriting the award**
	* **Specific information on how the nominee meets the award criteria**

**(The criteria is available on the DePAC Website** [**https://dcp.psc.gov/osg/dentist/awards.aspx**](https://dcp.psc.gov/osg/dentist/awards.aspx) **)**

* + **How the nominee’s achievements were above and beyond the expected performance of duty**
	+ **Examples that display the nominee’s ability to be innovative and creative**
	+ **Examples of how this individual produces outstanding results in the face of resource limitations or other hardships**
	+ **Examples of how this individual exhibits dedication to the Public Health Service mission and goals that differentiates them from other officers**
	+ **Discuss COER or performance evaluation ratings. Are the ratings consistently exceptional, outstanding, average or below average?**
	+ **Examples of career recognition as evidenced by awards from the USPHS or awards/recognition by outside dental organizations**

**Example:** In *date*, Nominee A transferred to *duty site* where he/she continued to serve as the *position title*. Nominee A is an instructor for residents in the Advanced General Practice Residency Program at the hospital. This training has enhanced the skills and knowledge of 11 residents and enables them to provide more comprehensive care. Nominee A tripled the pediatric dentistry operating room time available to treat the very young, the severely diseased, and the physically and mentally disabled patients by petitioning the Surgery Committee and stressing the need for an increased access to dental care for these populations. Nominee A currently serves on the Cleft Lip/Cleft Palate team for the hospital. Children with clefting require extensive interdisciplinary medical care throughout early life. Nominee A’s preventive and restorative services establish and maintain intact primary and permanent dentitions, which permit optimal orthodontic and surgical treatment, maximizing long-term results.

Nominee A has provided pediatric dental training at the local, national, and international levels. In his/her career, she/he has provided over 850 hours of training to more than 1100 dentists, dental hygienists and dental assistants. Through these training courses, the skill levels of general dentists are enhanced so that they are competent to provide complex services for the pediatric populations they serve.

Nominee A’s interest in increasing access to care for the under-served children resulted in his service as the Vice Chairman of the Charitable Foundation Committee of \_\_\_\_\_\_\_\_ from *dates*. Nominee A was instrumental in raising the awareness of child abuse throughout the nation. He/she organized the \_\_\_\_\_ Prevent Abuse and Neglect through Dental Awareness (PANDA) Coalition by recruiting volunteers from throughout the country. Nominee A developed and distributed a training manual for each Area and organized a “train-the-trainer” seminar for these representatives. She/He has made numerous presentations on this topic, educating more than 300 dentists, dental assistants, dental hygienists, doctors, nurses, and Head Start teachers. Research has shown that while reports of child abuse are up six percent nationally, reports by dentists that have received PANDA training are up sixty percent.

1. **IMPACT/OUTCOME**
	* **Clear and definite description of the impact the accomplishments had on Public Health Service or Public Health Service beneficiaries**
	* **Support the description with statistics, examples, tangible data**

**Example:** One of the most compelling elements in this promising career is her/his commitment to the advancement of the USPHS Dental category. His/Her impact in this area has been significant especially through participation in DePAC. She/He has filled several roles for this committee starting with her/his involvement as the DePAC *position title.* In this capacity he/she created and maintained the DePAC \_\_\_\_\_\_\_\_\_\_\_. This effort was completed without direct funding at an estimated value of fifty thousand dollars. In 2018, she/he functioned as the DePAC *position title* working to disseminate DePAC materials in a timely manner to the Dental category. Additionally during this time, he/she founded and chaired the DePAC \_\_\_\_\_\_\_\_Workgroup which she/he created to aid in the dissemination of ADA electronic billing efforts to the USPHS Dental category. Finally, this past year she/he has chaired the DePAC \_\_\_\_\_\_\_\_\_\_ subcommittee which is responsible for the oversight of four DePAC workgroups – Awards, Communications, Informatics, and Readiness & Deployment.

Her/His exemplary career has stemmed from his/her tremendous personal drive and deep dedication to the principles of the USPHS. She/He has furthered his clinical training by completing an AGPR program in *location*. These skills have benefited the patient population of the where he/she provides dental services. She/He has been a leader in the transformation of the Corps. On the DePAC she/he is the co-chair of the \_\_\_\_\_\_\_\_ workgroup which impacts \_\_\_\_\_\_ issues for the dental category. He/She has utilized a personal expertise in computer technology to enhance the mission of the USPHS and communications within the Dental Category. As a Chief Basic for the *duty station* she/he designed and implemented an eight-node computer network for the medical and dental clinics. And as a DePAC committee member she/he designed a comprehensive website and created a workgroup to aid in the dissemination of information regarding ADA electronic billing. She/He is a commendable Commissioned Officer and exhibits leadership qualities that have impacted the dental category.

1. **CONCLUSION**
	* **A paragraph summarizing the overall reason the individual is being nominate for the award**

**Example 1:** Because of her/his dedication and commitment to further the mission of the US Public Health Service, Nominee A is proudly nominated for the 2019 Ernest Eugene Buell Award.

**Example 2:** Nominee A’s exemplary work performance and proven leadership embody the tenets of officership and excellence. His/Her knowledge and dedication into the study of oral health disparities that exist in minority communities and the oral health challenges of underserved populations underscore a profound commitment to the welfare of others. Nominee A’s notable achievements exemplify the character of this award and, therefore, he/she is proudly nominated to receive the 2019 \_\_\_\_\_\_\_\_\_ Award.