



**HEALTH SERVICES  
PROFESSIONAL ADVISORY COMMITTEE (HSPAC)**  
*Multidisciplinary in Approach, Connected by Service, Advancing Public Health*

## **HSPAC Awards Subcommittee**



### **HSPAC Joseph Garcia Jr. Award Package (FY 2023)**

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## HSPAC Joseph Garcia Jr. Award Outstanding Junior Officer of the Year

### **2023 CALL FOR NOMINATIONS**

#### **Nomination Deadline – Monday February 6, 2023**

The Health Services Professional Advisory Committee (HSPAC) would like to recognize our outstanding Junior Officers leaders of the Health Services Category by requesting nominations for the **HSPAC Joseph Garcia Jr. Award for Outstanding Junior Officer of the Year**. The selected candidate will be recognized at the annual **USPHS Scientific and Training Symposium to be held in Tulsa, OK, from May 8-11, 2023**.

Nominees for this prestigious award must have made a significant contribution to the advancement of the nation's public health, demonstrated leadership in their work, and showed involvement in health-related professional or community organizations or activities.

**Eligible Officers:** All Junior Health Services Officers (i.e., holding the Rank of O-4 or below), excluding current HSPAC Voting Members, who do not have current or pending adverse actions and meet all USPHS Basic Readiness standards are eligible and encouraged to apply for this award.

#### **Complete nominations packet must include:**

*Note: Nominations packet must be submitted as a **SINGLE** (1), combined PDF file.*

1. Signed Nomination Form (enclosed)
2. Nomination Narrative (fillable fields enclosed)
3. Screen shot of Basic Readiness\* page from RedDOG self-service system (recent 5-months)
4. Updated curriculum vitae (CV) that follows the most current HSPAC CV Format
5. Photo in (any) PHS uniform (head shot or full length)

\* Basic readiness is subject to CPO-review throughout selection process

Nominations may come from a supervisor, professional colleague, or anyone who, through a professional working relationship, can attest to the impact of the nominee's contributions to the advancement of public health. Self-nominations will not be accepted.

**Submission and Deadline:** Nomination packet must be submitted as a **SINGLE (1), combined PDF file to the Garcia Jr. Award Team Lead, CAPT Jennifer Bornemann at: [jennifer.bornemann@hhs.gov](mailto:jennifer.bornemann@hhs.gov)** and received **no later than February 6, 2023**.

*Questions? Please submit all questions related to the HSPAC Joseph Garcia Jr. Award to the Garcia Award Team Lead, CAPT Jennifer Bornemann at: [jennifer.bornemann@hhs.gov](mailto:jennifer.bornemann@hhs.gov).*

## NARRATIVE QUESTIONS & INSTRUCTIONS

### Narrative Questions

Using the **HSPAC Joseph Garcia Jr. Award “Narrative Guidance Document”** as a reference, please provide a supportive narrative that answers the following three questions:

1. In what ways has the officer demonstrated the core values of Leadership, Service, Integrity and Excellence?
2. What accomplishments has the officer achieved above and beyond their usual duties and responsibilities per the billet or job description?
3. In what way(s) has the officer demonstrated support of the Corps and/or their fellow officers?

### Narrative Instructions

- Limit responses to **maximum 2 pages** for all 3 questions
- Use **12 point Times New Roman font** and **one inch margins**
- Narratives not submitted in the correct format will be returned to the nominator for reformatting. The nominator will have one business day to reformat and resubmit.

## NARRATIVE GUIDANCE DOCUMENT

The purpose of the **HSPAC Joseph Garcia Jr. Award “Narrative Guidance Document”** is to clarify the expectations for the supportive narrative responses. Specific examples are requested, as scoring of responses will be based on the set criteria below to the greatest extent possible. Responses to each of the three questions below are not weighed equally.

The **HSPAC Joseph Garcia Jr. Award** was developed to promote the future leadership of the USPHS by honoring a junior (O-2 through O-4) officer of the Health Services Category who has made a significant contribution to the advancement of the Nation's health, demonstrated the core values of Leadership, Service, Integrity and Excellence in their work, and proven themselves to serve with the utmost dedication to the Corps and his/her fellow officers.

The bullets/examples should NOT limit your response but should rather act as a guide to assist you in writing your nomination.

## **NARRATIVE GUIDANCE DOCUMENT (*cont.*)**

### **Question 1: In what ways has the officer demonstrated the core values of Leadership, Service, Integrity and Excellence? (40%)**

Some criteria to consider when developing a response to this question include, but are not limited to, the following:

- Exhibits superior performance and continuous improvement in knowledge and expertise
- Exemplifies uncompromising ethical conduct and maintains the highest standards of responsibility and accountability
- Demonstrates a commitment to public health through compassionate actions and stewardship of time, resources, and talents
- Excelled in a position typically filled by an officer with a higher rank or more experience
- Established, significantly contributed to, or improved the technical programs in the Agency/OPDIV where he/she serves and elsewhere
- Accomplished duties in an exemplary manner, setting a record of achievement and inspiring others to improve the quality and/or quantity of their work
- Made professional contributions to advance their chosen profession, such as fostering professional development of other officers, public service (including community activities), and work with allied organizations

## **NARRATIVE GUIDANCE DOCUMENT (cont.)**

### **Question 2: What accomplishments has the officer achieved above and beyond their usual duties and responsibilities per the billet or job description? (35%)**

It is the mission of the U.S. Public Health Service Commissioned Corps to protect, promote, and advance the health and safety of our Nation. Discuss ways in which this officer has contributed to the above mission through exceptional agency and/or deployment efforts. Such contributions may include, but are not limited to, the following:

- Advancement of public health science
- Provided essential public health and health care services to underserved and disadvantaged populations
- Prevented and controlled injury and the spread of disease
- Rapid and effective response to public health needs
- Ensured that the Nation's food supply, drinking water, drugs, medical devices, and environment are safe
- Conducted and supported cutting-edge research for the prevention, treatment, and elimination of disease, health disparities, and injury
- Worked with other nations and international agencies to address global health challenges
- Provided urgently needed public health and clinical expertise in response to large-scale local, regional, and national public health emergencies and disasters
- Demonstrated noteworthy accomplishment of assigned duties within Agency/OPDIV, beyond the expectations typically set for officers within that position
- Made a significantly valuable contribution(s) to the strategic direction of the Department of Health and Human Services and the U.S. Public Health Service Commissioned Corps

## **NARRATIVE GUIDANCE DOCUMENT (cont.)**

### **Question 3: In what way(s) has the officer demonstrated support of the Corps and/or their fellow officers? (25%)**

This question refers to the officer's demonstrated support of the Corps and/or their fellow officers through dedicated and compassionate and often unrecognized actions. The following questions may be considered when preparing the response to this question:

- Does the officer provide vision and purpose in public health through inspiration, dedication, and loyalty?
- How has the officer motivated others towards meeting program and/or personal goals?
- Demonstrated the vision of a compassionate leader by developing new programs or work initiatives inclusive of others?
- Is the officer a leader within or outside a professional or community organization in his/her specialty field? How has the officer demonstrated this dedication of time and energy?
- In what way has the officer provided above and beyond service to others within his/her Agency/OPDIV or during RDB deployment(s)?
- Does the officer demonstrate strong character and a passion for service in their day-to-day activities?



## NOMINATION FORM

### Nominee Information

Name and Rank: \_\_\_\_\_

Position Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Nominator Information

Nominated by: \_\_\_\_\_  
(Name, Title, Rank if applicable)

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Nomination Packet Checklist

Please check off the items included in your packet. Please note that the final nomination packet that you submit, must be a Single (1), combined PDF file with the following items:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Signed Nomination Form (enclosed)  |
| <input type="checkbox"/> | Nomination Narrative (fillable fields enclosed)  |
| <input type="checkbox"/> | Screen shot of Basic Readiness* page from RedDOG self-service system (recent 5-months) |
| <input type="checkbox"/> | Updated curriculum vitae (CV) that follows the most current HSPAC CV Format            |
| <input type="checkbox"/> | Photo in (any) PHS uniform (head shot or full length)                                  |

\* Basic readiness is subject to CPO-review throughout selection process

**\*\*Note:** To add an image of basic readiness screenshot page, click "Tools" in the upper right corner, select "Content Editing" followed by "Add an Image" and choose a JPEG or PNG file to upload. To attach a file (e.g., CV), click on the paper clip icon in the upper-left side of the screen, and select a file to be attached into PDF.

If you do not have the appropriate software (e.g., Adobe Acrobat pro) on your computer, simply convert your file(s) to pdf, combine it with the nomination package, and submit it as a single PDF.

Please send completed nomination packet to  
CAPT Jennifer Bornemann at: [jennifer.bornemann@hhs.gov](mailto:jennifer.bornemann@hhs.gov)  
by **February 6, 2023**.

**NOMINATION NARRATIVE** Text limits to 3600 characters

**NOMINATION NARRATIVE** (*cont.*) Text limits to 3600 characters

**BASIC READINESS SCREENSHOT**