



**HEALTH SERVICES  
PROFESSIONAL ADVISORY COMMITTEE  
(HSPAC)**

*Multidisciplinary in Approach, Connected by Service, Advancing Public Health*

**HSPAC Awards Subcommittee**



**HSPAC Stanley J. Kissel Jr. Award  
Package (FY 2023)**

# Table of Contents

**2023 CALL FOR NOMINATIONS..... 3**

**Eligible Officers..... 3**

**Complete nominations packet must include ..... 3**

**Submission and Deadline..... 3**

**NARRATIVE QUESTIONS & INSTRUCTIONS ..... 4**

**Narrative Questions ..... 4**

**Narrative Instructions ..... 4**

**NARRATIVE GUIDANCE DOCUMENT ..... 5**

**NARRATIVE GUIDANCE DOCUMENT ..... 6**

**NOMINATION FORM ..... 9**

**Nomination Packet Checklist ..... 9**

**NOMINATION NARRATIVE ..... 10**

**BASIC READINESS SCREENSHOT ..... 12**

## HSPAC Stanley J. Kissel Jr. Award Outstanding Senior Officer of the Year

### 2023 CALL FOR NOMINATIONS

#### **Nomination Deadline – Monday February 06, 2023**

The Health Services Professional Advisory Committee (HSPAC) would like to recognize our outstanding Senior Officers leaders of the Health Services Category by requesting nominations for the **HSPAC Stanley J. Kissel Jr. Award for Outstanding Senior 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*.

Senior Officers of the Health Services Category must have made a significant impact to public health, on either a national level or local population. Nominations must also include evidence of leadership in and impact of the achievement(s) being cited. Additionally, the candidate must describe how he/she serves as a mentor.

**Eligible Officers:** All Senior Health Services Officers (i.e., holding the Rank of O5 or above), *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 [Amornrat.Chanlongbutra@ahrq.hhs.gov](mailto:Amornrat.Chanlongbutra@ahrq.hhs.gov) and [mark.small@ihs.gov](mailto:mark.small@ihs.gov) and received **no later than February 06, 2023**.

*Questions?* Please submit all questions related to the **HSPAC Stanley J. Kissel Jr. Award** to the Kissel Award Team Co-Leads CAPT Amy Chanlongbutra ([Amornrat.Chanlongbutra@ahrq.hhs.gov](mailto:Amornrat.Chanlongbutra@ahrq.hhs.gov)) and LCDR Mark Small ([mark.small@ihs.gov](mailto:mark.small@ihs.gov))

## NARRATIVE QUESTIONS & INSTRUCTIONS

### Narrative Questions

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

- a. In what way(s) has the senior officer demonstrated a significant impact to public health?
- b. How has the senior officer demonstrated exemplary leadership? (both within PHS and as part his/her OPDIV or agency).
- c. Describe how the officer has served as a role model to junior officers and how they have been positively impacted. (describe its impact within and outside PHS).

### 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 Stanley J. Kissel 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 Stanley J. Kissel Jr. Award** will be presented to a Senior Officer of the Health Services Category who has made a significant contribution and impact in public health, on either a national level or local population. Nominations must include specific examples of the contribution and impact as well as the officer’s leadership role as related to event(s) being described. Additionally, the narrative must include how the officer serves as a role model to others. Furthermore, the nominations must demonstrate how the accomplishments are beyond the officer’s usual duties and responsibilities per their billet or job description.

The bullets and examples below, 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 way(s) has the officer demonstrated a significant impact in public health? (50%)**

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 may have contributed to the above mission on a national or local level. 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
- 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 2: How has the senior officer demonstrated exemplary leadership? (both within PHS and as part his/her OPDIV or agency) (30%)**

This question refers to the officer's demonstrated leadership within PHS and his or her Agency/OPDIV, with emphasis on the officer's specialty field or category. This question can also refer to the officer's leadership as a representative of his or her category OUTSIDE of his/her Agency/OPDIV, as well as participating in other Commissioned Corps activities (e.g., deployments) or exhibiting leadership in the community or in professional organizations. 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 goals?
- How has the officer demonstrated the vision of a leader by developing new programs or work initiatives?
- Is the officer a leader within PHS or within a professional or community organization in his/her specialty field? Please describe this leadership role.
- In what way has the officer acted in a leadership role(s) in his/her Agency/OPDIV or during RedDOG deployment(s)?
- How has the officer demonstrated initiative and independence (with minimal supervisory guidance) in completing tasks and producing outstanding results?
- What has the officer done to improve his/her leadership skills? How has the officer taken or found ways to increase his/her leadership opportunities?

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

**Question 3: Describe how the officer has served as a role model to junior officers and how they have been positively impacted. (20%)**

This question refers to the senior officer's high quality skills in serving as a role model to junior officers within the Corps. The primary focus of this question relates to the senior officer's assisting and motivating junior officers toward meeting Commissioned Corps and/or their agency mission. The following questions may be considered when preparing the response to this question:

- How does the officer demonstrate a positive attitude and act as a positive role model?
- What high quality skills the officer currently possess that enable him/her to serve as a role model?
- How has the officer motivated or assisted junior officers towards meeting Commissioned Corps and/or their agency mission? Provide examples (i.e. achieving a desired outcome at work, performance improvement, gaining appreciation for the Corps, assistance with defining a career track, etc.).
- Does the officer instill the importance of the PHS mission, officer responsibilities, and traditions of the Commissioned Corps?



# NOMINATION FORM

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

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

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

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

**Nominated by:** \_\_\_\_\_  
(Name, Title, Rank)

**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:

- 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

*Please send completed nomination packet to*  
CAPT Amy Chanlongbutra ([Amornrat.Chanlongbutra@ahrq.hhs.gov](mailto:Amornrat.Chanlongbutra@ahrq.hhs.gov)) and LCDR Mark Small  
([mark.small@ihs.gov](mailto:mark.small@ihs.gov)) by **February 6, 2023**

**NOMINATION NARRATIVE**

**NOMINATION NARRATIVE *(cont)***

## **BASIC READINESS SCREENSHOT**