



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

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

**HSPAC Award Subcommittee**



**2023 HSPAC Responder of the Year Award  
Nomination Package**

## HSPAC Responder of the Year Award

### 2023 CALL FOR NOMINATIONS

#### ***Nomination Deadline - February 6, 2023***

The Health Services Professional Advisory Committee (HSPAC) would like to recognize officers in the Health Services Category by requesting nominations for the **HSPAC Responder of the Year Award**. 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**.

Officers in the Health Services Category must have made extraordinary contributions to the Public Health Service and the Health Services Category with regards to responding to critical events impacting the health of others.

**Eligible Officers:** All Health Services Officers, including 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 [bridget.baker@cms.hhs.gov](mailto:bridget.baker@cms.hhs.gov) and [Cara.Nichols@ihs.gov](mailto:Cara.Nichols@ihs.gov) by **February 6, 2023**.

**Questions?** Please submit all questions related to the **HSPAC Responder of the Year Award** to **LCDR Bridget Baker** and/or **CDR Cara Nichols**.

## NARRATIVE QUESTION & INSTRUCTIONS

### Narrative Question

Using the **HSPAC Responder of the Year Award “Narrative Guidance Document”** as a guide, please provide a supportive narrative that addresses the following:

Describe the officer’s leadership and contribution during a public health response that had a significant impact. In the narrative provide a brief description of the response, specific contributions and impact (i.e., metrics) made during the event(s).

### Narrative Instructions

- Limit responses to **maximum 2 pages**
- 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 Responder of the Year 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 will be weighed based on mission (20%), leadership (40%) and impact (40%).

The mission of the U.S. Public Health Service Commissioned Corps is to protect, promote, and advance the health and safety of our Nation. As America's uniformed service of public health professionals, the Commissioned Corps achieves its mission through:

- Rapid and effective response to public health needs
- Leadership and excellence in public health practices
- Advancement of public health science

The **HSPAC Responder of the Year Award** was established in 2004 to recognize a Health Services Officer who has made extraordinary contributions to the Public Health Service and the Health Services Category regarding responding to critical events impacting the health of others.

## NARRATIVE GUIDANCE DOCUMENT *(cont.)*

Nominators should submit a narrative that addresses the following:

**Describe officer's leadership and contribution during a public health response that had a significant impact. In the narrative provide a brief description of the response, specific contributions and impact (i.e., metrics) made during the event(s).**

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

### **Mission (20%)**

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. Responding to critical events is one way officers accomplish this mission. Describe the event(s) the officer responded to meriting recognition. Events may include, but are not limited to, the following:

- Having one-time extraordinary impact on public health preparedness and response and/or
- Having a career of contributions to emergency preparedness and/or disaster response and/or
- Having played a significant role in one or multiple deployments
- Having completed training and education applicable to preparedness and preparedness response
- Having participated in publications and/or presentation in the public arena related to preparedness and response
- Having a significant impact on the agency's mission: the deployment of the officer crucially affects their duty station.

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

### **Impact (40%)**

In your response, please highlight the overall impact of the mission, as well as the officer's specific contribution to attaining the goals of the mission. Some areas to consider for this award 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.)***

### **Leadership 40%**

This question refers to the officer's demonstrated leadership during the response event(s). The following questions may be considered when preparing the response:

- What role was the officer assigned to work in for the event(s)? Did the officer act in a leadership role(s) in his/her Agency/OPDIV or during RedDOG deployment(s)?
- How did the officer motivate others towards meeting response goals?
- Demonstrated the vision of a leader by developing innovative strategies?
- Is the officer a leader within or outside a professional or community organization in his/her specialty field? How did the officer use expertise in this field to demonstrate leadership?
- How did the officer demonstrated initiative and independence (with minimal supervisory guidance) in completing the response mission to produce outstanding results?
- What did the officer do to improve his/her leadership skills? How has the officer taken or found ways to increase his/her leadership opportunities since the response event(s)?
- Did the officer provide vision and purpose in public health through inspiration, dedication, and loyalty?

## NOMINATION FORM

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

**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:

  
  
  

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
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**\*\*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 [bridget.baker@cms.hhs.gov](mailto:bridget.baker@cms.hhs.gov) and [Cara.Nichols@ihs.gov](mailto:Cara.Nichols@ihs.gov)  
by **February 6, 2023**



## **NOMINATION NARRATIVE**

**NOMINATION NARRATIVE (*cont.*)**

## **BASIC READINESS SCREENSHOT**