



Commissioned Corps of the US Public Health Service Scientist Professional Advisory Committee



Policy Subcommittee

Honor Awards Policy for SciPAC Activities

4 April 2019

Purpose and Scope

This policy defines the circumstances and procedures by which an individual officer or group of officers may be nominated for an individual or unit honor award for Scientist Professional Advisory Committee (SciPAC) activities. This policy is applicable to all Scientist Officers regardless of whether they are current or former SciPAC Voting Members, Executive Board Members, or non-voting members.

This policy does not apply to the Mentor of the Year, Responder of the Year, Shalon Irving Memorial Junior Scientist of the Year, Derek Dunn Memorial Senior Scientist of the Year, or the Special Assignment Award for which Voting Members are nominated at the end of their term, pending the SciPAC chair and CPO's approval. For more information on these awards, see the Awards Subcommittee standard operating procedure.

This policy outlines what SciPAC-related accomplishments will be considered for an award, the process by which an Officer is nominated, and how the award nomination will be transmitted to the Chief Professional Officer (CPO) Award Board.

Background

SciPAC provides support and advice to all Scientist Officers, the Chief Scientist Officer, and the Surgeon General. As part of this mandate, officers are expected to work as teams to accomplish their assigned tasks, and fulfillment of these duties is generally acknowledged annually with a letter of appreciation. Some teams or individuals may conduct work that exceeds the normal expectations and may also warrant an award nomination.

Policy

- 1) Expectations for unit and individual honor awards:
 - a. Most SciPAC work will be considered part of the normal duties of a SciPAC participant (i.e., general officership) and will not be considered award-eligible. However, activities that exceed the expected officer contributions or are particularly high-impact may be considered for an award nomination. Examples of such accomplishments include activities that:

- i. Make a major or long lasting impact or improvement to SciPAC in general.
 - ii. Are novel or otherwise go beyond the typical duties of a subcommittee member. These duties are usually described in the appropriate subcommittee SOP.
 - iii. Impact all Scientist Officers, including those who do not participate in SciPAC.
 - iv. Contribute widely to the Commissioned Corps in general, including other categories.
 - b. An accomplishment whose impact is limited to a subcommittee and/or is described as routine function in the subcommittee's SOP will generally not be eligible for a Unit Commendation, and is an example of contributions best recognized in a letter of appreciation.
 - c. All awards, regardless of type, will conform to the requirements set forth in CCI 511.01 (or any future replacement) and all other applicable Commissioned Corps policies and procedures.
- 2) Standards for unit nominations
 - a. Achievements and accomplishments will not be eligible for a unit award nomination unless the standards set forth in Section 1 have been met.
 - b. A unit award for SciPAC-focused work should be submitted as a Unit Commendation, rather than an Outstanding Unit Citation. The CPO and SciPAC Chair may at their discretion in rare cases elevate a nomination to a higher award level.
- 3) Standards for individual nominations
 - a. Most tasks undertaken for SciPAC occur in the context of a team, subcommittee, or other group. However, as outlined in CCI511.01 [6-2(a)(2)], exceptional work above and beyond that of the group may be worthy of an individual award nomination. The nominating officer should carefully consider the accomplishments of the group and the individual prior to recommending an individual award for an officer in this circumstance. Leadership of a nominated group (such as a subcommittee chair or co-chair) will not be sufficient by itself to demonstrate exceptional individual work above and beyond the group's accomplishment and therefore will not justify an individual award.
 - b. Rarely, an officer may undertake a task for SciPAC in an individual capacity. In such circumstances, an officer may be eligible for a nomination if he or she meets the requirements in Section 1.
 - c. An individual award nomination should be submitted as a PHS Citation. However the CPO and SciPAC Chair may at their discretion in rare cases elevate a nomination to a higher award level.
 - d. Voting Members (VM) will not typically be considered for individual honor awards, unless their accomplishment is clearly above and beyond the typical duties of a VM, because they are eligible to be nominated for a Special Assignment Award at the end of their term for the work they conduct as a Voting Member.

- e. Holding a leadership position (e.g. serving as co-chair of a subcommittee) will not be sufficient by itself to justify an individual award, with the exception of the Commendation Medal for which the Immediate Past SciPAC Chair is typically nominated.

4) General Procedures

a. Roles and responsibilities

- i. Typically, the award nominator(s) is (are) the Chair(s) of the SciPAC subcommittee(s) for which the accomplishments were performed and during the period in which they were performed. The award nominator must have first-hand knowledge of the work included in the nomination: he or she must have assigned and overseen the work – albeit often via a delegation by a team lead. For instance, a new subcommittee Chair cannot be requested to nominate an officer who performed work during another subcommittee Chair’s tenure. If the subcommittee Chair(s) is (are) not available or are being nominated themselves, the SciPac Chair from the period of performance should serve as the nominator.
 - ii. The award endorsers are the SciPAC Chair and the CPO who were in those roles during the period in which the accomplishments were performed, unless either is acting as nominator or are included in the award. If they are unable to serve as an endorser, they may identify a suitable replacement.
 - iii. In the special case of the Immediate Past Chair, the current SciPAC chair shall serve as the nominator for the Commendation Medal typically granted to that officer.
- b. The award narrative will typically be drafted by the nominated officer(s) in consultation with the nominator. Once signed by the nominator, the award packet shall be submitted to the Awards Subcommittee, which will be responsible for obtaining the signatures of the endorsers and coordinating any additional edits required.
- c. After an award has been signed by the nominator, it shall be submitted to the Awards Subcommittee, who will then review the nomination, track it, and transmit the nomination to the CPO Awards Board Chair on behalf of the Chief Scientist Officer. Should the CPO Awards Board return the award to the SciPAC Chair, the SciPAC Chair will notify the SciPAC Awards Subcommittee, who will coordinate and track the resubmittal process or close tracking of the award if rejected. Awardees should also notify the Awards Subcommittee if their award is approved in order to close tracking of the award.

Related documents

1. SciPAC Charter
2. Awards Subcommittee Standard Operating Procedure
3. PHS Awards Issuance (CCI 511.01)