



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE**

**(SciPAC)**

**STANDARD OPERATING PROCEDURES OF THE**

**AWARDS SUBCOMMITTEE**

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## **I. PURPOSE**

The goal of the SciPAC Awards Subcommittee (SC) is to recognize and promote the notable accomplishments of Scientist Officers. As stated in the SciPAC standard operating procedure (SOP), the Awards SC oversees the review and processing of USPHS service and honor awards generated for SciPAC-related work by Scientist Officers (such as the Special Assignment Award for voting membership and other unit-level honor awards for exceptional SC work), and by the presentation of SciPAC awards to Scientist Officers.

Responsibilities of the Awards SC include but are not limited to:

1. Manage all aspects of the annual SciPAC award nominations for the following awards and honors:
  - a. Derek Dunn Memorial Senior Scientist of the Year Award
  - b. Shalon Irving Memorial Junior Scientist of the Year Award
  - c. Responder of the Year Award
  - d. Mentor of the Year Award
  - e. Retiring Scientist Officer Certificate of Honor
  - f. Retiring Distinguished Scientist Service Award
  - g. Any other awards where a SciPAC nominee must be selected
2. Ensure voting members are submitted for the USPHS Special Assignment Award at the end of their term
3. Work with other SCs to recommend SciPAC-related activities (individual or unit) worthy of being nominated for awards and then monitor those awards being submitted.

The purpose of this SOP is to provide information on the duties and responsibilities for members of the SciPAC Awards SC, as well as describe the operations and procedures currently employed by this SC.

## **II. GOVERNING BODY AND OFFICERS**

### **a. Organization**

#### **i. Structure**

The Awards SC consists of a chair, co-chair, teams, and a group of award reviewers.

#### **ii. Size**

The Awards SC shall consist of a minimum of 8 Scientist Officers to serve as team leads and co-leads, plus the chair and co-chair, and will additionally select anywhere from 5-20 Scientist officers to serve as reviewers for awards.

### **iii. Representation**

The Awards SC Chair, with input from the Co-Chair, will select at least 8 Scientist Officers to serve as subcommittee team leads or co-leads. Additionally, the chair, with input from the co-chair, will recommend at least 5 Scientist Officers to the Chief Professional Officer (CPO) each year to serve as award reviewers; the chair may elect to have the same 5 officers review all awards, or may instead opt to assign 5 different officers to each award independently. Efforts should be made to recruit past award recipients to serve as reviewers. The recommended officers will be ranked in order of preference by the chair and co-chair based upon past involvement with SciPAC. Upon approval of these officers by the CPO, the Awards SC Chair will contact these individuals to assess their interest in participating. If any of the selected officers are unable or unwilling to participate in the SC as a reviewer, then the Awards SC Chair will identify an alternate to contact. The diversity of Awards SC team members and reviewers shall reflect the diversity of Scientist Officers, their disciplines, and agencies. For each award, at least 3 of the 5 reviewers will be senior scientists (O-5 or higher) and at least 1 should be a more experienced junior scientist (O-4 level). Any officer nominated for an award may not serve as a reviewer for that particular award; in addition, any officer nominating a mentor for the Mentor of the Year Award may not serve as a reviewer for that award.

### **b. Officers – Roles & Responsibilities**

The Awards SC shall provide notices and reminders of award schedules for distribution and review nomination packages submitted by Scientist Officers. The Awards SC shall proactively encourage SciPAC members to nominate Scientist Officers for awards via the Scientist listserv, relevant SC leads, and on the monthly SciPAC calls. For the Mentor of the Year Award, the Awards SC shall work with the Mentoring SC to identify a list of mentees to send a specific solicitation to encourage nominations for this award.

#### **i. Chair**

The Awards SC Chair shall:

- Solicit and select for team leads and co-leads from among all Scientist Officers;
- Oversee the goals, activities, and progress of all subcommittee teams;
- Oversee the selection of award reviewers;

- Propose the selected award reviewers to the CPO for approval and then contact these officers;
- Prepare, guide, and schedule annual award call for nominations;
- Oversee award team leads in organizing nomination packets and their reviews;
- Review nomination packets to ensure that all identified reviewers remain eligible to review the awards (i.e. they were not nominated themselves nor did they nominate someone for an award they are reviewing);
- Forward the final awardee selections and justifications to the SciPAC Chair and, subsequently, to the CPO for review;
- Order, pick up, and deliver the plaques to the CPO or designee prior to any identified events where awards are given (i.e. Category Day, retirement ceremonies, etc...);
- Submit award winner photos and biographies to the SciPAC Website and Visibility Chairs;
- Ensure the CPO notifies award winners in a timely manner and then announces it to the listserv
- Prepare notifications to award non-selectees;
- Work with the CPO to ensure that the nomination of the award winner for the SciPAC Responder of the Year is submitted to Readiness and Deployment Operations Group (RedDOG) for consideration of the cross-category USPHS Responder of the Year award by the deadline;
- Update the Awards SC SOP as needed;
- Provide monthly SC reports orally on the SciPAC call and in written format for the minutes;
- Provide Letters of Appreciation for all active SC members and award reviewers;
- Write the Awards section of the SciPAC Annual Report to submit to the SciPAC Chair.

The Awards SC Chair will be the only member of the Awards SC who is aware of each member's rankings of the nominees during the nomination package review process; in no instance should the Awards SC Chair perform reviews of the nominations themselves in order to maintain full objectivity of the process.

## **ii. Co-Chair**

The Awards SC Co-Chair shall:

- Support the Chair as needed including serving as Acting Chair when the Chair is unavailable;
- Review nominations packages to serve as a tie-breaker, if needed.

- Help identify an additional reviewer of nomination packages if needed; for example, if one or more of the reviewers is excluded for voting on an award due to either being nominated or having nominated another officer for the award.

**iii. SC Team Leads**

SC Team Leads shall:

- Manage the activities of the team;
- Ensure team tasks are completed;
- Manage and coordinate team members;
- Provide monthly updates to the Chair, which will be used to track team progress and to inform the Scientist community about the team's recent developments during monthly SciPAC calls.

**iv. SC Team Members**

SC members shall serve on SC teams as necessary.

**v. Award Reviewers**

Award reviewers will review, score, and ultimately submit their final rankings (but not raw scores) for all nominations received from Scientist Officers for a given award.

**vi. Special Consideration**

Awards SC discussions and reviews are confidential and shall not be shared or discussed outside of the Awards SC nomination review meetings. In addition, nominations and information contained therein are not to be released by members of the Awards SC.

**III. OPERATIONS AND PROCEDURES**

**a. Meetings**

The Awards SC Chair shall hold meetings with all SC members as needed throughout the year via conference calls, with email exchanges used to maintain communication as needed in between any planned calls.

**b. Teams**

**i. Shalon Irving Memorial Junior Officer Award Team (1-2 members)**

- Identify list of potential award reviewers;
- Draft emails to solicit for nominations;



- Compile all nominations and serve as a point of contact for Scientist Officers on the nomination process;
  - Send nominations to selected award reviewers and oversee deadlines for the review process;
  - Receive all scored nominations from the reviewers and compile final ranked results for the Chair;
  - Obtain final approval from the Awards SC Chair/Co-Chair for each task;
- ii. Derek Dunn Memorial Senior Officer Award Team (1-2 members)**
- Identify list of potential award reviewers;
  - Draft emails to solicit for nominations;
  - Compile all nominations and serve as a point of contact for Scientist Officers on the nomination process;
  - Send nominations to selected award reviewers and oversee deadlines for the review process;
  - Receive all scored nominations from the reviewers and compile final ranked results for the Chair;
  - Obtain final approval from the Awards SC Chair/Co-Chair for each task;
- iii. Responder of the Year Award Team (1-2 members)**
- Identify list of potential award reviewers;
  - Draft emails to solicit for nominations;
  - Compile all nominations and serve as a point of contact for Scientist Officers on the nomination process;
  - Send nominations to selected award reviewers and oversee deadlines for the review process;
  - Receive all scored nominations from the reviewers and compile final ranked results for the Chair;
  - Obtain final approval from the Awards SC Chair/Co-Chair for each task;
- iv. Mentor of the Year Award Team (1-2 members)**
- Identify list of potential award reviewers;
  - Draft emails to solicit for nominations;
  - Work with the Mentoring SC Chair to encourage nominations from mentees with active mentorship agreements on file;
  - Compile all nominations and serve as a point of contact for Scientist Officers on the nomination process;
  - Send nominations to selected award reviewers and oversee deadlines for the review process;

- Receive all scored nominations from the reviewers and compile final ranked results for the Chair;
  - Obtain final approval from the Awards SC Chair/Co-Chair for each task;
- v. Retirement Awards Team (2-3 members)
- Work with the SciPAC Chair to obtain a current list of all Scientist Officers with the call to active duty (CAD) date listed or a list of those Officers that are retirement eligible based on the SciPAC chair's preference;
  - Identify those officers eligible for retirement during the current operational year and contact them to determine any anticipated retirements;
  - Work with the Awards SC Chair/Co-Chair and SciPAC Chair to determine how to acknowledge each retiring officer, which may include the following:
    - a. Receipt of the Retiring Scientist Distinguished Service Award for those officers with the highest level of SciPAC and/or scientific contributions (i.e., service during their tenure as SciPAC CPO and/or Chair; notable flag officers; high-level agency positions held; etc...);
    - b. Certificates of appreciation for their service;
    - c. Articles for the SciPAC newsletter and posts to social media channels highlighting their career and retirement plans;
    - d. Acknowledgment of their service and a summary of their career-wide contributions on the monthly SciPAC call;
- vi. SciPAC Awards Tracker Team (3-4 members)
- Work with other SCs to encourage submission of awards for outstanding team or individual efforts; review award nominations prior to submission to SciPAC Chair who then submits it to the CPO
  - Serve as the primary point of contact for all Scientist Officers submitting individual- and unit-level honor awards for SciPAC-related work;
  - Maintain a database of all awards submitted to PHS headquarters via the CPO for approval and each award's status;
  - Periodically check in with the CPO to determine the status and any existing needs/feedback related to the award;
  - Typical awards received for SciPAC-related work include the following:
    - a. Special Assignment Award for all SciPAC voting members who complete their appointed term, which is typically 3 years;
    - b. Commendation Medal for the outgoing SciPAC Chair (typically initiated by the outgoing SciPAC Chair and submitted forward by the current SciPAC Chair);
    - c. Unit-level honor awards for exceptional SciPAC SC work (typically initiated by the responsible SciPAC SC chair/co-chair);

- vii.** SOP/Annual Report Team (1-2 members)
  - Review, edit and respond to any requests for clarification regarding the Awards SC SOP;
  - Help generate, review, and edit the Awards SC Annual Report;
  
- viii.** Letter of Appreciation (LOA)/Roster Team (1-2 members)
  - Maintain a list of active Award SC members and award reviewers to ensure that each receives an LOA for their work;
  - LOA for award reviewers will be generated and distributed following completion of the SciPAC award cycle (typically in March);
  - LOA should be generated and distributed to all active SC members by the end of the operational year in August;
  
- ix.** Category Day Liaison (1 member)
  - Provide all relevant information on SciPAC award recipients to the appropriate contact on the Category Day SC, including names, photos, and biographies;
  - Ensure sufficient time is allotted to awards on the Category Day agenda
  - Provide brief descriptions of the awardees' accomplishments to the Category Day SC and the CPO for use on Category Day.
  
- x.** Website Liaison (1 member)
  - Review the SciPAC website periodically to identify any changes or updates needed related to the Awards SC;
  - Submit requests for any changes to the SciPAC website related to the Awards SC to the Website SC using the appropriate form;
  - Provide updates on the award recipients to the Website SC for posting on the website (i.e. name, photo, biography, etc...);
  
- xi.** Award Reviewers (5 members per award; may be the same people for multiple awards)
  - Review the nomination packages assigned to them by the Awards SC Chair;
  - Provide their rankings of the nomination packages within the timeline requested to the team lead;
  - Attend all SC meetings and award review discussions scheduled by the chair;
  - Keep the award process confidential;
  - Other duties as assigned by the Chair.

**c. Award Timelines**

- i.** The Scientist Responder of the Year award process shall be completed by no later than 01 December of each year. The call for nominations should be announced in September, ensuring the CPO has sufficient time to submit the Scientist nominee's package to the Director of RedDOG in time for the USPHS Responder of the Year competition.
- ii.** The Shalon Irving Memorial Junior Scientist, Derek Dunn Memorial Senior Scientist, and Mentor of the Year awards process shall be conducted in the winter of each year. The call for nominations should be announced in the first week of January, leaving sufficient time to select recipients and make arrangements for the awards to be presented during the annual USPHS Scientific and Training Symposium.
- iii.** A time-period greater than three weeks and no more than one month shall be allowed between the initial call for award nominations and the deadline for receipt of nomination packets. If an insufficient number of nominations have been submitted as determine by the Awards SC Chair, nominations may be extended by one week.
- iv.** The Awards SC Chair/Co-Chair, along with SciPAC leadership, may vary the timeline under special circumstances (e.g., deployment responses). In such cases, ample notification and communication must occur to advise all Scientist Officers.

**d. Award Eligibility, Nomination and Submission**

**i. Award Eligibility**

Individual award eligibility criteria are as follows:

- Scientist Responder of the Year: Active duty PHS Scientist Officers
- Derek Dunn Memorial Senior Scientist of the Year: Active duty PHS Scientist Officers at the rank of O-5 or higher
- Shalon Irving Memorial Junior Scientist of the Year: Active duty PHS Scientist Officers at the rank of O-4 or lower
- Mentor of the Year: Active-duty PHS Scientist Officers at the rank of O-4 or higher.
- The SciPAC Chair and Vice Chair and the Awards SC Chair and Co-Chair(s) are not eligible for nomination of or to nominate other officers for any SciPAC award during the year in which they serve in this role, with the exception of participation in unit-level honor awards submitted for SciPAC-related work, such as for the Category Day Unit Commendation Medal that is typically submitted.

**ii. Award Nomination**

Award candidates may be nominated by anyone, including supervisors, fellow officers, civilians, and self-nominated—with exception of the Mentor of the Year Award, which does not allow for self-nominations.

**iii. Award Submission**

Submission requirements differ for the individual awards (see below). All competitive SciPAC awards require a nomination form, and descriptive narrative. The Responder of the Year, Shalon Irving Memorial Junior Scientist of the Year, and Derek Dunn Memorial Senior Scientist of the Year awards each require verification of basic readiness.

**e. Awards and Rating Criteria**

**i. Scientist Responder of the Year**

This award recognizes a Scientist Officer for his or her impact on emergency preparedness and disaster response and career-wide contributions to local, national, or international public health threats.

The following criteria, shall be used to rate the nominations:

- Impact on public health preparedness and response (50 points);
- Career contributions to emergency preparedness and/or disaster response (30 points);
- Nominee's role in deployments and the impact thereof (10 points);
- Training and education applicable to preparedness and response (5 points);
- Publications and presentations in the public arena related to preparedness and response (5 points).

**ii. Derek Dunn Memorial Senior Scientist Officer of the Year**

The Derek Dunn Memorial Senior Scientist of the Year award was named in memory of CAPT Derek Dunn for his dedicated service to the United States Public Health Service Scientist Category and the scientific community. CAPT Dunn, who passed away in 2002, was the Chief Scientist Officer from 1995-2000, the Acting Associate Director of Science for the National Institute of Occupational Safety and Health, an adjunct professor at University of Cincinnati College and Miami University, and a mentor to many scientists.

This award recognizes a senior-level Scientist Officer for his or her achievements in a professional field, career growth and development, leadership skills, and PHS involvement and commitment. Active duty PHS Scientist Officers at the rank of

O-5 or higher are eligible. Past recipients of the Shalon Irving Memorial Junior Scientist of the Year Award remain eligible.

The Derek Dunn Memorial Senior Scientist of the Year award is evaluated for the following criteria.

**1. Professional Achievement(s) (30 points)**

The Officer has attained significant achievements in a professional field, which in turn have advanced the mission of the PHS or had a beneficial impact on the nation's health and health care services. Achievements and contributions may be judged on many factors, including publications, patents, regulatory actions, clinical work, and designing and implementing public health programs, but more importantly a sustained commitment of time, outstanding skill and history of performance as a Scientist Officer. The Officer's achievements have been acknowledged by awards and letters of recognition from colleagues, supervisors, and professional organizations.

**2. Career Growth, Development and Leadership Skills (40 points)**

The Officer has demonstrated professional growth and development as evidenced by engaging and contributing to more complex tasks and by assuming positions of increasing responsibility. Leadership positions held in any capacity are a demonstration of career growth and development and evidence that the Officer is regarded as a senior professional contributor to the field of expertise. The Officer serves as an exemplary role model for Junior Officers and others by balancing commitments of time and energy to their profession and the Commissioned Corps.

**3. PHS Involvement and Commitment (30 points)**

The Officer promotes and supports the mission of the Commissioned Corps by sustained involvement in Commissioned Corps officership such as involvement in professional advisory groups or committees, Commissioned Corps Headquarters Personnel Boards and Commissioned Corps related activities. For example, the Officer may be a leader in their deployment team or the Commissioned Corps Music Ensemble. Membership and participation in PHS-affiliated professional organizations such as COA and AMSUS demonstrate commitment and dedication to the Commissioned Corps, as well as a high level of Corps pride and honor. The Officer continues to be a visible and active Scientist Category officer even after fulfilling more traditional roles such as SciPAC membership and leadership, leadership in local COA chapters, etc.

**iii. Shalon Irving Memorial Junior Scientist Officer of the Year**

The Shalon Irving Memorial Junior Scientist of the Year award was named in memory of LCDR Shalon Irving for her dedicated service to the United States Public Health Service Scientist Category and her scientific contributions to domestic and global health equity. LCDR Irving, who passed away in 2017, was an alumna of the Epidemic Intelligence Service (2012–2014).

This award recognizes a junior-level Scientist Officer for his or her achievements in a professional field, career growth and development, leadership skills, and PHS involvement and commitment. Active duty PHS Scientist Officers at the rank of O-4 or below are eligible.

The Junior Scientist of the Year award is evaluated for the following criteria:

**1. Professional Development (35 Points)**

The Officer demonstrates professional development by participating in continuing education and professional training and by taking advantage of Officer Mentorship programs when available. Membership and/or offices held in professional organizations or participation in PHS task forces and workgroups demonstrate professional development. Work performance or presentations at professional meetings in a capacity mature for a person of similar education and experience are to be noted.

**2. Achievements (35 Points)**

The officer has job-related accomplishments or significant achievements in a professional field as evidenced by sustained or outstanding performance beyond that of the officer's peers. Examples of achievements include scientific subject matter expertise, skillful management of difficult, complex tasks or a heavy workload, development, or improvement of service programs. These achievements should exceed job requirements. Evidence for achievements may include awards or letters of recognition from supervisors, the PHS, or professional associations.

**3. PHS Involvement and Commitment (30 points)**

The Officer promotes and supports the mission and policies of the Commissioned Corps through involvement in Commissioned Corps professional advisory groups or committees, Division of Commissioned Personnel Boards, and Commissioned Corps-related activities. The officer is an active member of SciPAC and also participates in other officership opportunities. For example, the Officer

may be an active member of JOAG, member of a Tier 1 or 2 deployment team, the Commissioned Corps Honor Guard, or the Commissioned Corps Music Ensemble or in USPHS professional organizations such as COA and AMSUS.

**iv. Mentor of the Year Award**

SciPAC established the Scientist Mentor of the Year Award in 2015 to recognize Commissioned Officers in the Scientist Category who provided exceptional mentorship to others in the field of public health. Service as a mentor to USPHS Officers, members of other uniformed services, and civilians has significantly contributed to the health of the nation and the mission of the USPHS by fostering the growth and development of individuals in the public health field. The Mentor of the Year Awardee is an exemplary display of the Commissioned Corps values of leadership, service, integrity, and excellence.

The Mentor of the Year Award is evaluated for the following criteria:

**1. Scope of the Mentoring Relationship (55 points)**

The scope of the relationship should include a description of the details of the mentoring relationship, including the specific areas that were addressed during the relationship (e.g., promotion preparation, deployment-related activities, OPDIV-related activities, etc.). The mentor-mentee relationship does not have to be formalized through the Mentoring SC. Any mentee goals that were set with the mentor and the status of meeting these goals should also be described. The scope is not necessarily related to the length of the relationship and the application should clearly define the role the mentor had in advancing the mentee's development. Long-term, but narrowly focused, mentoring relationships may be judged lower than short-term ones that encompass many facets of officership and were highly interactive. For example, while promotion preparation is an important part of the mentor/mentee relationship, a multi-year relationship solely focused on promotion preparation may be scored lower than a shorter relationship that included multiple facets of officership and personal/professional development.

**2. Impact of the Mentoring Relationship (35 points)**

The impact of the mentoring relationship should be clearly defined. Any successes on the part of the mentee that can be tied to the mentoring relationship should cause the nomination to be judged highly. For example, if the mentoring relationship revolves around an award or publication, and the mentee receives the award or the publication is accepted, these would be



counted as successes. Success can also be related to work done at the mentee's OPDIV or may be related to the mentor's assistance with career mobility. In addition, successes that have a demonstrated public health impact above and beyond an effect on the mentee that can be tied to the mentoring relationship will be judged highly.

### **3. Duration and Frequency of the Mentoring Relationship (10 points)**

The overall duration of the mentoring relationship should be considered, although the quality and magnitude of impacts attributed to the relationship and frequency of interactions between the mentor and mentee are important metrics to define a successful mentoring relationship. Mentoring relationships that span multiple ranks and/or as the mentee moved to new positions and/or OPDIVs should also be judged highly.

Multiple Nominations: For mentors with multiple nomination packages, mentees may submit a joint nomination recognizing collaborative efforts. In such cases, reviewers would evaluate a single nomination package with multiple officers recommending a mentor.

### **v. Retiring Scientist Award**

Each year the Retirement Awards Team will identify Scientist Officers planning to retire during the current operational year (see procedures outlined above). Among those identified, the Awards SC Chair, in conjunction with the SciPAC Chair and CPO, may elect to recognize a retiring officer in up to two different forms at his or her discretion:

- Retiring Scientist Appreciation Certificate: a certificate of appreciation sent to all retiring Scientists;
- Retiring Scientist Distinguished Service Award: in the form of a plaque or other recognition commensurate with extraordinary service to the category. Such Scientists have made significant contributions during their years of service to the Scientist Category and the Public Health Service. Such professional contributions are unique and not otherwise demonstrated by peers. This retiring Officer may have demonstrated exemplary leadership and personal judgment in unusual circumstances leading to a successful outcome or proactive activities that significantly improve health conditions and save lives or resources or may have had a significant role in SciPAC and/or the Corps such as SciPAC CPO or Chair, a flag officer, or other influential Commissioned Corps roles. The Retiring Scientist Distinguished Service Award is a non-competitive award, and candidates will include Scientists who

are retiring from the Public Health Service with 20 to 30 years of service and are selected at the discretion of the CPO.

- Depending on the location, the CPO, or his/her designee, will attend and recognize retiring Scientists at their formal retirement ceremonies. If an officer chooses not to have a formal retirement ceremony, the CPO, or his/her designee may send a letter or make a phone call to congratulate the officer.

**f. Scoring of Awards and Addressing Ties**

Nominations that are received after the deadline, are incomplete (e.g., missing verification of basic readiness), or are not completed according to the instructions in the call for nominations will not be considered and will not be sent to reviewers.

Reviewers will review the nomination packages assigned to them by the team lead for the particular award for which they are scoring and then rank all the nominees for each award using a numeric scale based upon the award criteria described above, with the highest scoring nomination package being the most qualified nominee. Reviewers shall not discuss the nomination packages with the other reviewers or the Awards SC Co-Chair during the nomination package review process.

Once all reviewers have reviewed their assigned nomination packages, they will submit their rankings—and only rankings, not the raw scores—of the nominated officers for each award to the team lead only. Nominations will be ranked from 1 (highest) to X (lowest; X represents the number of nominations received). The Awards SC Chair will then collate the results, calculate the average ranking for each nominee, and then produce the final, overall ranking of all nominees for each award. Should two nominees achieve the same average ranking, they will receive the same final ranking score (see example below). If this also happens to coincide with the top choice, the Awards SC Co-Chair will serve as a tie-breaking official between the top choices. If the Awards SC Co-Chair feels unable to do so in an unbiased capacity, they will work with the SciPAC Chair to identify a Senior Officer who can serve as a tie-breaking official. Raw scores should not be used in the final selection of nominees due to inter-rater differences in scoring; only final, normalized ranks should be considered by the SC Chair and Co-Chair in this process.

- Reviewer’s name (x-axis) and nominee’s name (y-axis)
- Ranks for each reviewer for each of the nominees
- Overall average and then final new ranking for each nominee
- Example:

Reviewers	CDR A Ranks	CDR B Ranks	CAPT C Ranks	CDR D Ranks	CAPT E Ranks	Average Ranks	Final Ranks
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Officer 1	1	2	1	2	1	1.4	1
Officer 2	5	3	4	3	3	3.6	4
Officer 3	4	4	2	5	2	3.4	3
Officer 4	3	1	3	4	4	3	2
Officer 5	2	5	5	1	5	3.6	4

The reviewers and the Awards SC Chair and Co-Chair will then discuss the final rankings of the nomination packages and determine a final selection based on the reviewer ranks. This selection is presented by the SC Chair to the SciPAC Chair for approval who then presents it to the CPO for final approval and announcement of the award winners to both the recipients and SciPAC at large.

**g. Award Presentations**

An awards ceremony will be held during the Scientist Category Day at the annual USPHS Scientific and Training Symposium. Recipients' accomplishments will be described during the ceremony and the CPO will present a signed plaque and a letter of special recognition.

**IV. SUBCOMMITTEE MEMBERSHIP**

**a. Requirements**

Awards SC members must be PHS officers in the Scientist category. In addition, reviewers must have demonstrated substantial involvement in SciPAC.

**b. Letter of Appreciation**

All Awards SC members and reviewers will be formally recognized for their contribution to the SC with a letter from SciPAC which may be placed in the officer's eOPF.

**V. TRANSITIONING**

The out-going Awards SC Chair and Co-Chair will assist the incoming chair and co-chair with any procedural concerns during their transitioning period and will continue to provide guidance throughout their term if requested.

**VI. REFERENCES**

None

**VII. ATTACHMENTS**

- a.** Matrix: SciPAC Awards Schedule for the operational year
- b.** Examples for the call for nominations for all awards

Matrix of deadlines for the Awards SC during the operational year.

<b>Award Name</b>	<b>Submission to PAC chair for review of call for nominations</b>	<b>Call for nominations distributed</b>	<b>Deadline for submission</b>	<b>Deadline for review</b>	<b>Confirmation by Chair</b>	<b>Announcement to award winners by CPO</b>	<b>Announcement to PAC</b>	<b>Submission to COF</b>
Responder of the Year	October 1	October 15	December 1	January 15	January 31	February 1	February 15	February 15
Junior Officer of the Year	December 15	January 2	February 1	March 1	March 5	March 10	March 15	March 25
Senior Officer of the Year	December 15	January 2	February 1	March 1	March 5	March 10	March 15	March 25
Mentor of the Year	December 15	January 2	February 1	March 1	March 5	March 10	March 15	March 25
Retiring Scientist Distinguished Service Award	Rolling basis depending on when a qualifying officer is identified.	Email generated to identify retiring officers in current operational year should be sent out to the SciPAC by October 1.	Not applicable	Not applicable	Once a qualifying officer is identified	When a qualifying officer is identified and approved.	When a qualifying officer is identified and approved by the CPO.	Not applicable

\*Dates may vary as needed based on annual differences, but in general should fall within one week of the date listed within the matrix.

Example of the call for nominations for the Shalon Irving Memorial Junior Scientist of the Year Award.

**The Scientist Professional Advisory Committee (SciPAC)  
20XX Shalon Irving Memorial Junior Scientist Officer of the Year Award**

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The Scientist Professional Advisory Committee (SciPAC) established the Scientist of the Year Awards in 1995 to recognize Commissioned Officers in the Scientist Category whose professional career and work performance have resulted in significant contributions to the health of the Nation and to the mission of the U.S. Public Health Service (USPHS). One award recognizes the career achievement of a senior officer, and one is to acknowledge the contributions of a junior officer.

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**Eligibility:**

Active duty USPHS Scientist officers at the rank of O-4 or below are eligible. No distinction will be made based on clinical/research/regulatory/and management tracks.

**Nomination Process:**

Nominations can be made by a representative from the officer's Agency, the officer's supervisor, or another officer. Self-nominations are also permissible. The SciPAC Chair and Chair of the Awards Subcommittee are not eligible for nomination.

All nominations must follow the nomination package instructions. The nomination package consists of:

1. Nomination Cover Sheet
2. Narrative, not to exceed 3 double-spaced pages in length and 12-point font that supports the candidate's nomination in accordance with the evaluation criteria outlined for the award.
3. Nominee's current curriculum vitae
4. Screen capture verifying basic readiness.

No other information about the nominated officer should be submitted (e.g., COERs, performance appraisals, letters of recognition).

**Evaluation Criteria:**

Applicants will be judged in the following areas:

**Professional Development** (25 Points)

The officer demonstrates professional development by participating in continuing education and professional training and by taking advantage of officer mentorship programs. Work performance or presentations at professional meetings in a capacity mature for a person of similar education and experience are to be noted.

**Achievements** (45 Points)

The officer has job-related accomplishments or significant achievements in a professional field as evidenced by sustained or outstanding performance beyond that of the officer's peers. Examples of achievements include skillful management of difficult, complex tasks or a heavy workload, development or improvement of service programs. These achievements should exceed job requirements. Evidence for achievements may include awards or letters of recognition from supervisors, or professional associations.

**PHS Involvement and Commitment** (30 Points)

The officer promotes and supports the mission and policies of the Commissioned Corps by involvement in Commissioned Corps professional advisory groups or committees (PAG or PAC), and Commissioned Corps-related activities. Membership and/or offices held in professional organizations or participation in PHS task forces and workgroups demonstrate professional development. For example, the officer may be an active member of JOAG, member of a Tier 1 or 2 deployment team, the Commissioned Corps Honor Guard, the Commissioned Corps Music Ensemble, the Scientist PAC, or USPHS professional organizations such as COA, and AMSUS. Nominations should describe how involvement in these activities demonstrates commitment and dedication to the Commissioned Corps.

**Selection Process and Selection Committee:**

A committee of 3-5 Scientist Officers that includes at least two Senior Scientists will be identified by the Awards Subcommittee leadership. The committee is composed of Scientists who represent the various professional disciplines in the Scientist category. Past recipients of this award should be strongly considered to serve on this committee.

**Recognition of Award Recipient:**

An awards ceremony will be held during the Scientist Category at the USPHS Scientific & Training Symposium annual meeting and recipients are strongly encouraged to attend. The award recipient will receive a Shalon Irving Memorial Junior Scientist Officer of the Year Award plaque and a letter of special recognition from the SciPAC.

**NOMINATION COVER SHEET**  
**20XX Shalon Irving Memorial Junior Scientist Officer of the Year Award**

<b>Name of Nominee:</b>		Grade/Rank:
PHS#:	Job Title:	
Agency/Operating Division:		
Work Address:		
Work Phone (including area code):	Work Email:	
<b>Nominator (Name, Rank (if applicable), Position Title):</b>		
Agency/Operating Division:		
Work Address:		
Work Phone (including area code):	Work Email:	
Relationship to Nominee:		

**Nomination packets must include:**

1. Nomination Cover Sheet
2. Narrative, not to exceed 3 double-spaced pages in length and 12-point font that supports the candidate's nomination in accordance with the evaluation criteria outlined for the award.
3. Nominee's current curriculum vitae
4. Screen capture verifying basic readiness.

**Completed nominations must be received by **COB, Date, 20XX.****

Late or incomplete nominations will not be considered.

Please send nominations electronically to (designated team lead) at

[email\\_address@agency.gov](mailto:email_address@agency.gov)

and include in the subject line,

"20XX Shalon Irving Memorial Junior Scientist Officer of the Year Award."

Example of the call for nominations for the Derek Dunn Memorial Senior Scientist of the Year Award.

**The Scientist Professional Advisory Committee (SciPAC)  
20XX Derek Dunn Memorial Senior Scientist Officer of the Year Award**

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The Scientist Professional Advisory Committee (SciPAC) established the Scientist of the Year Awards in 1995 to recognize Commissioned Officers in the Scientist Category whose professional career and work performance have resulted in significant contributions to the health of the Nation and to the mission of the U.S. Public Health Service (USPHS). One award recognizes the career achievement of a senior-level officer, and one is to acknowledge the contributions of a junior-level officer.

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**Eligibility:**

Active duty USPHS Scientist officers at the rank of O-5 or higher are eligible. No distinction will be made based on clinical/research/regulatory/and management tracks. Past recipients of the Junior Scientist Officer of the Year Award are eligible for this award.

**Nomination Process:**

Nominations can be made by a representative from the officer's Agency, the officer's supervisor, or another officer. Self-nominations are also permissible. The SciPAC Chair and Chair of the Awards Subcommittee are not eligible for nomination.

All nominations must follow the nomination package instructions. The nomination package consists of:

1. Nomination cover sheet
2. Narrative, not to exceed 3 double-spaced pages in length and 12-point font that supports the candidate's nomination in accordance with the evaluation criteria outlined for the award.
3. Nominee's current curriculum vitae
4. Screen capture verifying basic readiness.

No other information about the nominated officer should be submitted (e.g., COERs, performance appraisals, letters of recognition).

**Evaluation Criteria:**

Applicants will be judged in the following areas:

**Professional Achievement(s)** (30 points)

The Officer has attained significant achievements in a professional field, which in turn have advanced the mission of the USPHS or have had a beneficial impact on the nation's health and health care services. Achievements and contributions may be judged on the basis of many factors, including publications, patents, designing and implementing public



health programs, but more importantly a sustained commitment of time and/or outstanding contributions in clinical, research, regulatory, or management positions. The Officer's achievements, in their professional field, will have typically been acknowledged by awards and letters of recognition from colleagues, supervisors, and professional organizations.

**Career Growth, Development, and Leadership Skills** (40 points)

The Officer has demonstrated professional growth and development as evidenced by engaging and contributing to more complex tasks and by assuming positions of increasing responsibility. Leadership positions held in any capacity are a demonstration of career growth and development and evidence that the Officer is regarded as a senior professional contributor to the field of expertise. The Officer serves as an exemplary role model for Junior Officers and may serve as a mentor within and outside of SciPAC, and others by balancing commitments of time and energy to their profession, the Commissioned Corps, civic and humanitarian activities.

**USPHS Involvement and Commitment** (30 points)

The Officer promotes and supports the mission of the Commissioned Corps by sustained involvement in Commissioned Corps activities such as, but not limited to, professional advisory groups or committees, deployment teams, and accession boards. Membership and participation in PHS professional organizations such as COA, and AMSUS demonstrate commitment and dedication to the Commissioned Corps as well as a high level of Corps pride and honor. The Officer continues to be a visible and active Scientist Category officer even after fulfilling more traditional roles such as SciPAC membership and leadership, leadership in local COA chapters, etc.

**Selection Process and Selection Committee:**

A committee of 3-5 Senior Scientist Officers will be identified by the Awards Subcommittee leadership. The committee is composed of Scientists who represent the various professional disciplines in the Scientist category. Past recipients of this award should be strongly considered to serve on this committee.

**Recognition of Award Recipient:**

An awards ceremony will be held during the Scientist Category Day at the USPHS Scientific & Training Symposium annual meeting and recipients are strongly encouraged to attend. The award recipient will receive a Derek Dunn Memorial Senior Scientist Officer of the Year Award plaque and a letter of special recognition from the SciPAC.

**NOMINATION COVER SHEET**  
**20XX Derek Dunn Memorial Senior Scientist Officer of the Year Award**

<b>Name of Nominee:</b>		Grade/Rank:
PHS ID #:	Job Title:	
Agency/Operating Division:		
Work Address:		
Work Phone (including area code):	Work Email:	
<b>Nominator (Name, Rank (if applicable), Position Title):</b>		
Agency/Operating Division:		
Work Address:		
Work Phone (including area code):	Work Email:	
Relationship to Nominee:		

**Nomination packets must include:**

1. Nomination cover sheet (this document)
2. Narrative, not to exceed 3 double-spaced pages in length and 12-point font that supports the candidate's nomination in accordance with the evaluation criteria outlined for the award.
3. Nominee's current curriculum vitae
4. Screen capture verifying basic readiness.

**Completed nominations must be received by **COB, Date, 20XX.****

Late or incomplete nominations will not be considered.

Please send nominations electronically to (designated team lead) at

[email\\_address@agency.gov](mailto:email_address@agency.gov) and include in the subject line,

"20XX Derek Dunn Memorial Senior Scientist Officer of the Year Award."

Example of the call for nominations for the SciPAC Mentor of the Year Award.

**The Scientist Professional Advisory Committee (SciPAC)  
20XX Scientist Mentor of the Year Award**

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The Scientist Professional Advisory Committee (SciPAC) established the Scientist Mentor of the Year Award in 2015 to recognize Commissioned Officers in the Scientist Category who provided exceptional mentorship to others in the field of public health. Service as a mentor to USPHS Officers, members of other services, and civilians has significantly contributed to the health of the Nation and the mission of the USPHS by fostering the growth and development of individuals in the public health field. The Mentor of the Year Recipient is an exemplary display of the Commissioned Corps Core values of Leadership, Service Integrity, and Excellence.

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**Eligibility:**

Active duty USPHS Scientist officers of all ranks are eligible. No distinction will be made based on clinical/research/regulatory/and management tracks.

**Nomination Process:**

Nominations can be made by a representative from the officer's Agency, the officer's supervisor, an officer colleague, or a mentee. Although the officer may be involved in the submission package, self-nominations will not be accepted.

All nominations must follow the nomination package instructions. The nomination package consists of:

1. Nomination Cover Sheet
2. Narrative, not to exceed 2 double-spaced pages in length and 12-point font that supports the candidate's nomination in accordance with the evaluation criteria outlined for the award.

No other information about the nominated officer should be submitted (e.g., CV, COERs, performance appraisals, letters of recognition). Verification of basic readiness for the nominee may be requested.

**Evaluation Criteria:**

Applicants will be judged in the following areas:

**Scope of the Mentoring Relationship(s)** (55 points)

The scope of the relationship should include a description of the details of the mentoring relationship, including the specific areas that were addressed during the relationship (e.g., retention, professional development goals, promotion preparation, deployment-related activities, OPDIV-related activities, work-life integration, etc.). Any mentee goals that were set with the mentor and the status of meeting these goals should also be described. The scope is not necessarily related to the length of the relationship and the application

should clearly define the role the mentor had in advancing the mentee's development. If multiple mentees, please describe the relationships.

**Impact of the Mentoring Relationship(s)** (35 points)

The impact of the mentoring relationship(s) should be clearly defined, quantitatively and/or qualitatively. Any successes on the part of the mentee(s) that can be tied to the mentoring relationship should cause the nomination to be judged highly. For example, if the mentoring relationship revolves around an award or publication, and the mentee receives the award, or the publication is accepted, these would be counted as successes. Success can also be related to work done at the mentees OPDIV or may be related to the mentor's assistance with promotion and career mobility. In addition, successes that have a demonstrated public health impact above and beyond an effect on the mentee that can be tied to the mentoring relationship will be judged highly.

**Duration and Frequency of the Mentoring Relationship** (10 points)

The overall length, frequency and quality of interactions should be an important consideration. Mentoring relationships that span multiple ranks, positions, and/or OPDIVs for the mentee should also be judged highly.

**Multiple Nominators:**

One nomination package will be accepted per nominee. Nominators who share a mentor should work together to create one package for submission; if more than one mentee submits a package for the same mentor, they shall be considered together.

**Selection Process and Selection Committee:**

A committee of 3-5 Scientist Officers that includes at least two Senior Scientists will be identified by the Awards Subcommittee leadership. The committee is composed of Scientists who represent the various professional disciplines in the Scientist category. Past recipients of this award should be strongly considered to serve on this committee.

**Recognition of Award Recipient:**

An awards ceremony will be held during the Scientist Category Luncheon at the USPHS Scientific & Training Symposium annual meeting. Recipients of the Award will receive a Scientist Mentor of the Year Award plaque and a letter of special recognition from the SciPAC.

**NOMINATION COVER SHEET**  
**20XX SciPAC Scientist Mentor of the Year Award**

Name of Nominee:		Grade/Rank:
EMPLID#:	Job Title:	
Agency/Operating Division:		
Work Address:		
Work Phone (including area code):	Work Email:	
Nominator (Name, Rank (if applicable), Position Title):		
Agency/Operating Division:		
Work Address:		
Work Phone (including area code):	Work Email:	
Relationship to Nominee:		

**Nomination packets must include:**

1. Nomination Cover Sheet
2. Narrative, not to exceed 2 double-spaced pages in length and 12-point font that supports the candidate's nomination in accordance with the evaluation criteria outlined for the award.

**Completed nominations must be received by COB Date, 20XX.**

Late or incomplete nominations will not be considered.

Please send nominations electronically to (designated team lead), at email\_address@agency.gov  
and include in the subject line,  
"20XX Scientist Mentor of the Year Award"

Example of the call for nominations for the Scientist Responder of the Year Award

**NOMINATION COVER SHEET**

**20XX Scientist Responder of the Year Award**

The Scientist Responder of the Year Award was established in 2007 by the Chief Scientist Officer, U.S. Public Health Service, to recognize a scientist’s impact on emergency preparedness, disaster response, and contributions to local, national or international public health threats, during the previous fiscal year (from 01 October through 30 September). The criteria upon which this award is based include:

- One-time impact on public health preparedness and response.
- Career contributions to emergency preparedness and/or disaster response.
- Nominee’s role in deployments and the impact thereof.
- Training and education applicable to preparedness and response.
- Publications and presentations in the public arena related to preparedness and response.
- The nominee’s willingness to give credit to the U.S. Public Health Service for deployment activities (i.e., wearing the uniform while deployed, crediting the USPHS in presentations and publications).
- Application of the nominee’s scientific background to the response.
- Other factors as deemed appropriate by the Scientist Professional Advisory Committee (SciPAC), which is the recommending body, and the Chief Scientist Officer, who serves as the selecting official.

Name of Nominee:		Rank:
PHS#:	Job Title:	
Agency/Operating Division:		
Work Address:		
Work Phone (including area code):	Work Email:	
Nominator (Name, Rank, Position Title):		
Work Phone (including area code):	Work Email:	

Relationship to Nominee:
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**Nomination packets must include:**

1. Nomination Cover Sheet
2. Narrative, not to exceed 2 pages (font size 10 or 12) that describes:
  - The nominee's achievement(s) and the impact on the nation's health during the previous fiscal year (from 01 October 2016 through 30 September 2017);
  - The narrative should address the individual's accomplishments and impact as described by the criteria listed above. The narrative should provide specific information describing the role the nominee played in each accomplishment; and
  - **The narrative must be signed and dated by the nominee and the deployment team-lead.**
3. CV summary sheet
4. Screen capture verifying current basic readiness.

**Completed nominations must be received by **COB Date, 20XX.****

Late or incomplete nominations will not be considered.  
Please send nominations electronically to (designated team lead), at  
Email\_address@agency.gov and include in the subject line,  
"20XX Scientist Responder of the Year Award"

If you are unable to submit nomination material electronically please  
contact (team lead) via email for a mailing address to send hard-copy documents.

