INSTRUCTIONS FOR COMPLETING THE WILLIAM FROMHERZ AWARD NOMINATION

NAME:	Officer's full name as it should appear on the award.
PHS RANK:	Designated rank, ie., LCDR, CDR, CAPT.
PROFESSIONAL CATEGORY:	Physical therapy, occupational therapy, speech/language pathology, audiology.
PROGRAM:	IHS, BOP, NIH, DCP, NIOSH, DC CMHS, HCFA, HRSA, CDC, etc.
NOMINATION CRITERIA:	The nominee must be a career officer with 10 years or more of service in the USPHS Commissioned Corps. Although prior military and civilian service is important, it is not to be included for consideration. for this award.
PERIOD COVERED:	The narrative must reflect the body of an officer's work over the course of a career in the United States Public Health Service. Dates of Commissioned Corps service must be specified.
NARRATIVE:	* Must focus on the officer's contributions and accomplishments over the course of the officer's career. * Must cite specific actions, their significance and their impact. * Should consider variety of service, degree of creativity, depth, breadth and quality of work. * Must be clearly written, avoiding use of technical jargon unless clarifying statements are included. Words must be written out, not abbreviated, and must be spelled correctly. * Must not exceed five single-spaced typed pages.
SIGNATURES/ ENDORSEMENTS:	In support of the nomination, at least two endorsements are required. Nominator and endorsement signatures with appropriate signature blocks are required to complete the nomination and to certify that the narrative is a true reflection of the officer's work. Endorsements may be accepted from a fellow officer, a civilian co-worker, or an administrator familiar with the officer and his/her PHS contributions and accomplishments.