



CCI 511.01
EFFECTIVE DATE: 30 July 2024

By Order of the Assistant Secretary for Health:

ADM Rachel L. Levine, M.D.

SUBJECT: Awards Program

1. PURPOSE:

- 1-1. This Instruction prescribes the awards established under the Commissioned Officers' Awards Program (COAP). It also prescribes the authorities and responsibilities for administering this program.
- 1-2. COAP provides a means to give formal recognition to deserving officers of the U.S. Public Health Service (USPHS) Commissioned Corps, and to civilians and members of the other uniformed services whose accomplishments or achievements are of outstanding or unique significance to the missions of the USPHS Commissioned Corps or to the Department of Health and Human Services (HHS) and non-HHS organizations to which Public Health Service (PHS) officers are detailed.

2. APPLICABILITY:

- 2-1. COAP applies to all members of the Regular Corps and the Ready Reserve Corps. Under certain circumstances as defined in this policy, some awards may apply to civilians and members of other uniformed services.
- 2-2. Officers called to active duty in the Commissioned Officer Student Training and Extern Program (COSTEP) may receive awards for achievements that occur during their tours of active duty.
- 2-3. Retired officers may receive awards for achievements that occurred during their tours of active duty.
- 2-4. Consistent with the policies and procedures of their respective services, members of other uniformed services (officers or enlisted personnel) may receive USPHS Commissioned Corps awards for documented contributions to the missions of the Department, the USPHS Commissioned Corps, or non-HHS organizations to which PHS officers are detailed.
- 2-5. This Instruction does not apply to the awarding of the following:
 - a. Awards approved by the Secretary of HHS and/or the Assistant Secretary for Health (ASH) who have retained their authority to approve awards outside the review and approval process prescribed in this Instruction.

- b. The Assistant Secretary for Health's Exceptional Service Medallion (ASHM), the Assistant Secretary for Health's Exceptional Service Medal (ASHESM), the Surgeon General's Medallion (SGM), or the Surgeon General's Exemplary Service Medal (SGESM) as the ASH and the Surgeon General (SG) retain the sole discretion for conferring awards bearing their respective titles. There is no nomination or review procedure for these awards, other than an internal review by the Office of the Assistant Secretary for Health (OASH) and/or the Office of the Surgeon General (OSG).
- c. Awards granted by the other Federal uniformed services. PHS officers remain eligible for these awards through the prescribed policies and procedures of the respective services and applicable Commissioned Corps Instruction (CCI), and may wear such awards on the uniform (see [CCI 511.02](#), "Award of Military Decorations," and [CCI 512.01](#), "Wear of Awards and Badges");
- d. Awards issued by non-HHS organizations to which PHS officers are detailed that have been, or may in the future be, authorized by the ASH for wear on the USPHS Commissioned Corps uniform (see CCI 512.01, "Wear of Awards and Badges"); and
- e. Awards approved and authorized directly by the Secretary or Deputy Secretary in recognition of classified national security performance.

3. AUTHORITY:

- 3-1. Delegations of Authorities Relating to the USPHS, memorandum from the Secretary of HHS dated 24 July 2003.
- 3-2. Statements of Organizations, Functions, and Delegations of Authority dated 5 February 2019, [84 FR 1752](#).

4. PROPONENT: The proponent of this Instruction is the ASH. The SG is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps. The Director, Commissioned Corps Headquarters (CCHQ), provides overall management of USPHS Commissioned Corps personnel operations and processes.

5. SUMMARY OF REVISIONS AND UPDATES: This Instruction replaces Commissioned Corps Instruction (CCI) 511.01, "Awards Program," dated 19 January 2021 as amended on 7 November 2022. Changes in this version include:

- 5-1. Removing outdated awards (such as the Global Health Campaign Medal and the Global Health Initiatives Service Medal);
- 5-2. Aligning the readiness requirements for all awards (Section 6-9.d.);
- 5-3. Changing the board composition of the CCHQ boards including flipping the assignments of the Commissioned Corps Awards Board (CCAB) and the Commissioned Corps Interagency Awards Board (CCIAB) (Section 7-3 and 7-4);
- 5-4. Clarifying the delegation of awards and including more options for down-delegation of approval authority for honor awards;
- 5-5. Adding rules for awards approved in error (Section 8-2.c.); and
- 5-6. Changing the ISOHAR criteria (Section 8-8) and updated sites (Appendix A).

6. POLICY: The COAP normally is limited to accomplishments or achievements that are within the scope of an officer's employment with the USPHS Commissioned Corps; however, the USPHS Commissioned Corps may recognize extraordinary acts of heroism and valor outside an officer's employment with the USPHS Commissioned Corps through the COAP. This includes official activities sanctioned by SG-appointed groups according to their respective charters, such as agency activities and Professional Advisory Committees. COAP is a criteria-based process designed to recognize documented accomplishments and achievements. Award justifications are evaluated against criteria and not compared to those of other officers. There are no minimum nor maximum numbers of nominations that may be submitted by HHS Operating Divisions (OPDIVs)/Staff Divisions (STAFFDIVs), or non-HHS organizations to which PHS officers are detailed, and the USPHS Commissioned Corps assesses each award nomination on its own merits in comparison with criteria.

6-1. Individual Honor Awards.

a. General.

- (1) There are six individual honor awards for which PHS officers may be nominated: Distinguished Service Medal (DSM), Meritorious Service Medal (MSM), Outstanding Service Medal (OSM), Commendation Medal (CM), Achievement Medal (AM), and PHS Citation (CIT). There are four additional awards for which there is no nomination process: ASHM, ASHESM, SGM, and SGESM. There is no progression or order in which an officer must receive these awards. Rather, the individual award criterion determines the appropriate level of the award, in conjunction with the following:
 - (a) Scope of Impact. The scope of the achievement's impact on the mission of the USPHS Commissioned Corps at the international, national, regional, HHS OPDIV/STAFFDIV, non-HHS organization to which PHS officers are assigned, or local level (e.g., Center/Institute, Division, Immediate Office).
 - (b) Level of Achievement. The extent to which the achievement is above and beyond that normally expected of an officer in the nominee's grade or position. This encompasses the complexity of the achievement and degree of innovation and specialized or unique skill required.
 - (c) Leadership. The degree of demonstrated initiative and/or level of the program managed or directed.
 - (d) Length of Time. The time period covered by the award nomination.
- (2) The DSM, MSM, and OSM may also be awarded "With Valor," with a bronze "V" for recognizing acts of courage and bravery. The designation "With Valor" is not to be used to recognize hazardous assignments or exposure to dangerous and life-threatening environments. The officer must exhibit a specific positive act or actions demonstrating bravery and/or heroism, resulting in the saving or preserving of the life or health of others. The degrees of risk to personal safety, the level of bravery, and the demonstration of courage, are determining factors that must be clearly displayed to qualify for the "With Valor" recognition.
- (3) The examples given in the criteria for individual awards are illustrative only and are meant to be construed broadly as general guidance.

- b. Distinguished Service Medal (DSM). This is the highest award granted to a PHS officer. The USPHS Commissioned Corps presents this award in recognition of an exceedingly high level of achievement by an officer who possesses a genuine sense of public service and who has made exceptional contributions to the mission of the USPHS Commissioned Corps. Such achievements must result in a major impact on global and/or national health. The award can also be conferred for an act of heroism resulting in the saving of life or the protection of health.
- c. Meritorious Service Medal (MSM). This award is the second highest recognition granted to PHS officers for exhibiting outstanding levels of achievement. The USPHS Commissioned Corps presents this award in recognition of: (1) exemplary service through a single, particularly important achievement; (2) a career notable for significant accomplishments in technical or professional fields; or (3) unusually high-quality leadership demonstrating extraordinary initiative. The levels of accomplishment meriting this award may include a highly significant achievement in research, program direction, or program administration; a series of significant contributions; a continuing period of exceptional service; or an exhibition of great courage and heroics in an emergency.
- d. Assistant Secretary for Health's Exceptional Service Medallion (ASHM). The ASH awards the ASHM at their sole discretion to a civilian for extraordinary contributions to initiatives of the ASH. As the award is bestowed at the discretion of the ASH, there is no nomination procedure. The OASH administers this award.
- e. Assistant Secretary for Health's Exceptional Service Medal (ASHESM). The ASH awards the ASHESM at their sole discretion of an ASH who serves in uniform to a member of any uniformed service for the highest level of contribution to initiatives of the ASH. As the award is bestowed at the discretion of an ASH who serves in uniform, there is no nomination procedure. The OASH administers this award.
- f. Surgeon General's Medallion (SGM). The SG awards the SGM at their sole discretion to a civilian for the highest level of contribution to initiatives of the SG. As the award is bestowed at the discretion of the SG, there is no nomination procedure. The OSG administers this award.
- g. Surgeon General's Exemplary Service Medal (SGESM). The SG awards the SGESM, at their sole discretion, for extraordinary contributions of a member of any uniformed service to initiatives of the SG. As the award is bestowed at the discretion of the SG, there is no nomination procedure. The OSG administers this award.
- h. Outstanding Service Medal (OSM). The USPHS Commissioned Corps grants the OSM to an officer who has demonstrated continuous exceptional leadership in carrying out the mission of the USPHS Commissioned Corps or agency/program areas, performing a single accomplishment that has had a major effect on the health of the Nation, or performing a heroic act resulting in the preservation of life or health
- i. Commendation Medal (CM). The USPHS Commissioned Corps grants the CM to an officer who has exhibited a level of proficiency and dedication distinctly greater than that expected of an officer. The CM recognizes:
 - (1) Sustained high quality achievements in scientific, managerial, or other professional fields;

- (2) Application of unique skill or creative imagination to the approach to or solution of problems; or
 - (3) Noteworthy technical and professional contributions that are significant to a limited area.
 - j. Achievement Medal (AM). USPHS Commissioned Corps grants the AM to an officer for superior efforts or outcomes in accomplishing a program's mission. This could include recognition of the advancement of program objectives, sustained above-average accomplishment, or superior dedication to duty over a relatively short period of time.
 - k. PHS Citation (CIT). The USPHS Commissioned Corps grants the CIT to an officer in recognition of a specific and noteworthy achievement, generally for a short period of time. This could include contributions toward accomplishing a program objective or high-quality achievement, but at a lesser level than is required for the AM.
- 6-2. Unit Honor Awards.
- a. General.
 - (1) The USPHS Commissioned Corps grants unit awards typically for specific actions over a relatively short and defined period of time, marked by discrete beginning and ending dates. The determinants of the appropriate level of recognition are the importance and significance of the actions in furthering the mission of the USPHS Commissioned Corps and the extent to which the achievement exceeds that which is normally expected from such officers.
 - (2) PHS officers receive a unit award based on their collective contributions to the cited action(s) of the unit. Although all officers in the unit are eligible to receive the award, the nominator should carefully consider the appropriateness of inclusion of each officer based on their specific contributions to the unit. However, the nomination does not need to cite the specific role of each officer unless this is a useful clarification that strengthens the total nomination package.
 - (3) The USPHS Commissioned Corps can grant an Individual Honor Award to an officer who has demonstrated a level of accomplishment that significantly exceeds the efforts of other members of the unit. However, the individual honor award nomination must specify and clarify the unique achievements of the officer which were above and beyond that of other members of that unit.
 - (4) The USPHS Commissioned Corps may recognize an officer, who is a member of a unit that also includes civilians, with either the Outstanding Unit Citation (OUC) or the Unit Commendation (UC), as appropriate. While civilian members of the unit would need to be recognized separately, through the civilian awards system, the civilian members can be listed on the OUC/UC award nomination.
 - b. Presidential Unit Citation (PUC). The President of the United States directly awards the PUC to a group of officers for accomplishments and achievements deemed to be of the highest level and importance, in national or international arenas, to protecting, promoting, and advancing the health and safety of the

citizens of the United States of America. There is no nomination procedure for the PUC.

- (1) All PHS officers who served satisfactorily on active duty for any period between 9 September 2014 and 1 May 2015 qualify for the PUC that was awarded for the USPHS Commissioned Corps' Ebola response efforts.
- (2) All PHS officers who served satisfactorily on active duty (except active duty for training for Ready Reserve Officers) for any period that begins on or after 31 January 2020 until 11 May 2023 (dates are inclusive) qualify for the PUC that is awarded for the USPHS Commissioned Corps' highest level of performance of their duty in protecting, promoting, and advancing the health and safety of the nation during the COVID-19 pandemic.
- (3) The USPHS Commissioned Corps will award a gold frame device, in lieu of a second award, to all officers eligible for the COVID PUC who previously qualified for the PUC awarded for the USPHS Commissioned Corps' Ebola response efforts.

- c. Outstanding Unit Citation (OUC). The USPHS Commissioned Corps grants the OUC to a group of officers who exhibit outstanding contributions toward achieving the goals and objectives of the USPHS Commissioned Corps or to the OPDIV/STAFFDIV or non-HHS organizations to which PHS officers are detailed. To merit this award, the unit must have provided exceptional service, often of national significance.
- d. Unit Commendation (UC). The USPHS Commissioned Corps grants the UC to acknowledge significant contributions and achievements above those normally expected in accomplishing the goals and objectives of the OPDIV/STAFFDIV or non-HHS organizations to which PHS officers are detailed. To merit this award, rather than the OUC, the unit's accomplishments would be at a lesser level than those required for the OUC, often at the State or regional level.

6-3. Service Awards.

- a. General. The USPHS Commissioned Corps grants service awards in recognition of a specific type of service, activity, and/or service during a specific time period.
- b. Hazardous Duty Award (HDA)
 - (1) An officer who served in a position requiring frequent and significant risk to their safety qualifies for this award.
 - (2) Additionally, the SG, or, if service award approval is delegated, the Director, CCHQ, may consider other assignments for this award on a case-by-case basis if the assignment exposes the officer to sufficient risk to their safety. However, assignments associated with the treatment of Hansen's disease or assignments where the professional knowledge of the officer should significantly reduce or remove the risk do not qualify an officer to receive this award.

The officer's supervisor must certify that the officer has met the designated criterion before forwarding the award nomination through appropriate channels for submission to CCHQ. An officer qualifies only once for a particular type of duty. Specific duty assignments that qualify for the HDA include the following.

- (a) Frequent Light Aircraft Flights. An officer completing 8 round trips or 16 duty site destinations qualifies for this award. One round trip is considered 2 duty site destinations. As an additional example, a circuit trip, visiting 3 sites, and requiring a fourth leg to return home, would count as 4 duty site destinations. A light aircraft is defined as an airplane or helicopter that seats 10 or fewer passengers;
 - (b) Contact with inmates and/or detainees. An officer completing 180 consecutive days of full-time contact hours with inmates and/or detainees qualifies for the HDA. An officer not assigned to full-time contact with inmates and/or detainees (such as officers who occupy Central Office or Regional Office positions), but who serves a total of at least 1,000 non full-time duty contact hours (portal to portal), also qualifies. Specific assignments that qualify for the HDA include: the Bureau of Prisons (BOP), Forensic Hospital at St. Elizabeth's, Immigration and Customs Enforcement (ICE), and United States Marshals Service (USMS).
 - (c) Industrial Hygiene Surveys of Mine Sites. An officer completing a total of at least 200 non-full-time exposure hours while conducting mine site surveys qualifies for the HDA.
 - (d) Hazardous Duty/Imminent Danger Pay. An officer who receives hazardous duty pay or imminent danger pay qualifies for the HDA.
 - (e) Dive Certification. An officer who completes and maintains certified diver training as required for their agency and receives dive pay for 180 consecutive days qualifies for the HDA.
- c. Foreign Duty Award (FDA).
- (1) An officer who has served outside the United States for at least 30 consecutive days or 90 non-consecutive days in a foreign duty station while on temporary or permanent assignment (other than while in training), qualifies for the FDA.
 - (2) Qualification for this award does not include service in any State of the United States. As defined in [42 U.S.C. § 201](#), the term "State" includes the 50 States and the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, and all other areas formerly encompassed in the Trust Territories of the Pacific Islands.
 - (3) An officer may qualify for one FDA for each tour of 30 or more consecutive days provided the officer returns to the United States (as defined in Section 6-3.c.(2)) for a minimum of 30 days at the conclusion of a Temporary Duty or Permanent Change of Station (PCS) assignment between different overseas tours.
 - (4) An officer assigned to a specific ship for 30 or more consecutive days only (not eligible for 90 non-consecutive days), that transits through international waters with stops in international ports, qualifies for the FDA.

- (5) Each period of consecutive days in a foreign assignment/duty station is considered as a unit and “extra” days are not used in calculating the number of days for a subsequent FDA. Additionally, any period of 30 or more consecutive days is not included in the computation of the 90 non-consecutive days.
- d. Special Assignment Award (SAA).
 - (1) An officer detailed via official personnel orders (as set forth in [CCI 323.01](#), [CCI 323.02](#) or [CCI 323.03](#)), for a minimum of 30 consecutive days to a special program initiative of a Federal or State Agency, or to other organizations, qualifies for the SAA. An assignment effected via memorandum or other official mechanism as set forth in the above Instructions is eligible, unless the assignment is a routine function of the officer's position or is specifically included in the officer's position description. Qualifying periods do not include the following:
 - (a) Assignments or activities between components of HHS, or details to organizations with which the USPHS Commissioned Corps has a “blanket” detail agreement; or
 - (b) Assignments or details for the purpose of training the officer.
 - (2) Officers on assignments of 30 or more non-consecutive days may qualify for the SAA. In addition to the criteria and restrictions stated in Section 6-3.d., the non-consecutive assignment must be in the same organizational entity and must be a part of an ongoing activity with a clearly defined objective.
 - (3) Assignments to special initiatives or activities of the Secretary, ASH, and/or SG qualify for this award; this includes the role of Chief Professional Officer and assignments to organizations or entities which are chartered by the SG. Membership on a subcommittee or subgroup of those organizations or entities does not qualify for the SAA. The SG validates special initiatives and activities, as well as required timeframes, under this paragraph. Subsequent terms, including extensions to these special initiatives or activities, do not qualify for additional SAAs.
 - (4) An officer who receives an SAA is not eligible for any other service awards [to include the FDA, HDA, Isolated/Hardship Award (ISOHAR), Crisis Response Service Award (CRSA), Global Response Service Award (GRSA), Response Service Award (RSA)] for the same time period and/or same mission/initiative.
- e. Isolated/Hardship Award (ISOHAR).
 - (1) An officer who has served a minimum of 180 consecutive days in an area designated as isolated, remote, insular, or constituting a hardship duty assignment, qualifies for the ISOHAR Award. [Appendix A](#) lists currently qualified sites and Section 8-8 outlines the criteria for designating a site as ISOHAR.
 - (2) An officer qualifies for multiple ISOHARs for service at the same designated site for each separate tour of a minimum of 180 consecutive days under a PCS order. Tours must have at least one intervening PCS of at least 180 consecutive days at a separate duty station.

- (3) In addition to the locations listed in Appendix A, officers who are paid Hardship Duty Pay for 180 consecutive days while outside the continental United States (OCONUS) qualify for an ISOHAR award.
 - (4) An officer permanently assigned to a ship classified as "Unusually Arduous Sea Duty (UASD)," i.e., absence from its home port for at least 180 consecutive days, qualifies for the ISOHAR.
 - (5) The SG, or, if service award approval is delegated, the Director, CCHQ, may consider other assignments for this award on a case-by-case basis if the assignment meets the minimum 180 consecutive day requirement. Examples of such assignments may include unaccompanied tours or receipt of family separation allowance.
- f. Crisis Response Service Award (CRSA). The CRSA recognizes an officer's direct participation in a USPHS Commissioned Corps managed or coordinated deployment (i.e., CCHQ issued the officer a personnel order (PO) ordering the officer to the deployment site) as outlined in this Subsection. An officer may receive only one CRSA for participation in the same crisis response.
- (1) CCHQ must issue the officer a PO and the officer must participate in a domestic USPHS Commissioned Corps managed or coordinated deployment, that is:
 - (a) A natural or man-made disaster that the Secretary determines to be an urgent or emergency public health care need as outlined in [CCD 121.02](#), "Deployment and Readiness," and the SG designates the deployment of officers as eligible for the CRSA;
 - (b) Away from the officer's regular duty station and assignment; and
 - (c) Not a virtual deployment (i.e., CCHQ must physically deploy the officer to the site(s) of the urgent or emergency public health care need). A Response Service Award (RSA) may be considered for virtual deployments.
 - (2) Officer must be deployed for not less than 14 consecutive days.
 - (3) While deployed, officer must wear the designated PHS uniform, unless exempted by the SG.
- g. Global Response Service Award (GRSA). The GRSA recognizes an officer's direct participation in a USPHS Commissioned Corps managed or coordinated deployment (i.e., CCHQ issued the officer a PO ordering the officer to the deployment site) as outlined in this Subsection. An officer may receive only one award of the GRSA for participation in the same response.
- (1) CCHQ must issue the officer a PO and the officer must participate in a non-domestic or international USPHS Commissioned Corps managed or coordinated deployment that is:
 - (a) A natural or man-made disaster that the Secretary determines to be an urgent or emergency public health care need as outlined in [CCD 121.02](#), "Deployment and Readiness," and the SG designates the deployment of officers as eligible for the GRSA;

- (b) Away from the officer's regular duty station and assignment; and
 - (c) Not a virtual deployment (i.e., CCHQ must physically deploy the officer to the site(s) of the urgent or emergency public health care need). A Response Service Award (RSA) may be considered for virtual deployments.
 - (d) Qualification for this award does not include service in any State of the United States, as defined in section 6-3 c (2).
 - (2) Officer must be deployed for not less than 14 consecutive days.
 - (3) The GRSA will be awarded only for service completed after 1 October 2004.
 - (4) Officer must be deployed in the designated PHS uniform, unless exempted by the SG.
- h. Response Service Award (RSA). The RSA recognizes an officer's direct participation in a USPHS Commissioned Corps managed or coordinated deployment (i.e., CCHQ issued the officer a PO ordering the officer to deploy) as outlined in this Subsection. An officer may receive only one award of the RSA for participation in the same response.
- (1) CCHQ must issue the officer a PO and the officer must participate in a USPHS Commissioned Corps managed or coordinated deployment that is classified as one of the following:
 - (a) An all-hazards public health emergency as declared by the President or Secretary;
 - (b) An urgent public health need as determined by the Secretary or the ASH; or
 - (c) A National Special Security Event (NSSE) (e.g., Winter Olympics) declared by the U. S. Department of Homeland Security (DHS).
 - (2) To meet this service award criterion the event must:
 - (a) Not be designated as a CRSA or GRSA response. However, an officer may receive the RSA if they virtually supported such qualifying missions; and
 - (b) Be designated a USPHS Commissioned Corps deployment with eligibility for the RSA by the Secretary, ASH, or SG (or, for CRSA or GRSA virtual deployments, the SG designated the response eligible for the CRSA or GRSA).
 - (3) Officer must be deployed for not less than 7 consecutive days, including virtual deployments.
 - (4) Officer must be deployed in the designated PHS uniform, unless exempted by the SG.
- i. Recruitment Service Ribbon (RSR).

- (1) The RSR recognizes an officer's continued service to the ongoing recruitment efforts of the USPHS Commissioned Corps. An officer is eligible for the RSR upon completion of 3 consecutive years in a position in which recruitment is a primary duty and responsibility. Duties may include policy development, establishment of goals and strategies, and coordination of recruitment programs and initiatives.
 - (2) An officer may earn an additional award for meeting the criteria in Section 6-3.i.(1) for an additional 3-year period.
 - (3) The RSR will be awarded for recruitment service completed after 3 April 2006.
 - j. Bicentennial Unit Commendation (BUC). All PHS officers who served satisfactorily on active duty for any period between 1 January 1998 and 16 July 1999 qualify for the BUC.
 - k. Global Health Initiatives Service Medal (GHISM). The GHISM recognizes officers who met the following criteria any time before 31 December 2024.
 - (1) Any officer who supports a Global Health Initiative Assignment for at least 30 consecutive days or 60 non-consecutive days while on temporary or permanent assignment as approved in Section 6-3.k.(5) qualify for the GHISM. Any period of 30 or more consecutive days is not included in the computation of the 60 non-consecutive days.
 - (2) Support is defined as deploying and/or providing direct administrative, logistical, financial, or operational support to a Global Health Initiative or mission, as approved in Section 6-3.k.(5), that is CONUS and/or OCONUS.
 - (3) An officer may receive only one award of the GHISM for participation in the same Global Health Initiative or mission.
 - (4) Officers eligible for the Global Health Campaign Medal are not eligible for the GHISM for the same initiative or mission.
 - (5) Qualifying Global Health Initiatives and missions are determined by the SG.
 - l. National Emergency Preparedness Award (NEPA). The NEPA recognizes officers who have served in an organizational entity, from 19 December 2006 through 31 December 2019, whose mission is to provide emergency medical/support services.
- 6-4. Campaign Medals.
- a. General.
 - (1) Campaign medals recognize a formal USPHS Commissioned Corps operation that has a specific and stated objective. Campaigns are specific Departmental objectives aimed at eradicating specific health crisis or diseases and/or significantly improving the health and well-being of a targeted population.

- (2) The USPHS Commissioned Corps grants campaign medals in recognition of an officer's substantial contribution to an approved campaign for a specific type of service or activity, or for service during a specific time period.
- b. Smallpox Eradication Campaign Ribbon (SPEC). An officer who has served 90 days or more cumulative service in the Centers for Disease Control and Prevention's (CDC) Bureau of Smallpox Eradication or Smallpox Laboratory, in the World Health Organization's (WHO) Smallpox Eradication Program, or in a temporary duty assignment in a smallpox effort abroad, qualifies for the SPEC. The service must have occurred between 1 January 1966 and 26 October 1977.
- c. Global Health Campaign Medal (GHCM). The GHCM recognizes officers who met the criteria below any time before 31 December 2024.
 - (1) Any PHS officer, who has been deployed to support a Global Health Initiative mission, outside of the United States in a foreign duty assignment, temporary or permanent, qualifies for the GHCM.
 - (2) Qualification for this award does not include service in any State of the United States. As defined in [42 U.S.C. § 201](#), the term "State" includes the 50 States and the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, and all other areas formerly encompassed in the Trust Territories of the Pacific Islands.
 - (3) An officer may receive only one award of the GHCM for participation in the same Global Health Initiative or mission.
 - (4) Officers eligible for the Global Health Campaign Medal are not eligible for the FDA or SAA after 26 January 2005.
 - (5) Qualifying Global Health Initiatives and missions are determined by the SG.
- d. Ebola Campaign Medal (ECM).
 - (1) The ECM recognizes a PHS officer who served on or after 31 March 2014, for a period of not less than 30 consecutive days or 60 non-consecutive days in support of an international Ebola activation of the USPHS Commissioned Corps by the President or Secretary. The SG will determine which assignments qualify for the ECM.
 - (2) An officer may receive only one award of the ECM throughout their career.
 - (3) The SG may authorize other response service awards in conjunction with the ECM. The SG may also award the FDA and HDA to officers who meet the established criteria for these awards. No other service awards are authorized.
- e. Coronavirus Disease 2019 (COVID-19) Pandemic Campaign Medal (C-19PCM).
 - (1) All PHS officers on active duty (except active duty for training for Ready Reserve Officers) for any length of time between 18 March 2020 and 11 May 2023 (dates are inclusive) and who are eligible to receive an award in accordance with Section 6-9, qualify for the C-19PCM.

- (2) An officer may receive only one award of the C-19PCM regardless of the number of tours of active duty between 18 March 2020 and 11 May 2023 (dates are inclusive).
 - (3) Eligibility for Other Awards.
 - (a) The SG may authorize the issuance of the Expeditionary Attachment (EA), service awards (e.g., GHISM, SAA, FDA), and service response awards (e.g., CRSA, GRSA) to an officer in conjunction with the C-19PCM provided that the officer meets the eligibility criteria of the respective service award.
 - (b) The USPHS Commissioned Corps will not issue the GHCM in conjunction with the C-19PCM.
 - (4) Award to Civilians. The SG may authorize the issuance of the C-19PCM to civilians who supported the Department's COVID-19 response for a period of not less than 30 consecutive days or 60 non-consecutive days. The officials in Section 7-5.b., as well as other appropriate officials, may request that the ASH delegate to them the authority to approve the issuance of the C-19PCM to civilians.
- f. Expeditionary Attachment (EA). The EA is an attachment worn on campaign medals that recognizes service in a specific location or theater of operation in direct support of the campaign initiative or mission and in which officers operated under circumstances which, after full consideration, shall be deemed to merit special recognition.
- (1) The award of the EA is for service after 31 March 2014.
 - (2) The USPHS Commissioned Corps can award the EA to a PHS officer who:
 - (a) Deployed outside of the United States (OCONUS) for a period of not less than 30 consecutive days or 60 non-consecutive days in direct support of an international Ebola activation of the USPHS Commissioned Corps by the President or Secretary.
 - (b) Deployed for a period of not less than 30 consecutive days or 60 non-consecutive days in direct support of the Department of Health and Human Service's COVID-19 Pandemic response.
 - (c) The SG may determine that other deployments or assignments qualify for the EA and set the requirements.
 - (3) An officer can receive only one EA for participation in the same campaign initiative or mission.
- 6-5. Training Ribbons.
- a. General. The USPHS Commissioned Corps grants training awards in recognition of satisfactory completion of a specified course of study.
 - b. Commissioned Corps Training Ribbon (CCTR).

- (1) The USPHS Commissioned Corps awards the CCTR to officers upon satisfactory completion of USPHS Commissioned Corps' Officer Basic Course (OBC).
- (2) Officers who successfully completed the former Basic Officer Training Course (BOTC) or Independent Officer Training Course (IOTC) were awarded the CCTR. Officers who separated and returned to the USPHS Commissioned Corps and meet the requirements of Section 6-5.b.(1) are eligible for a second CCTR (no device authorized).

6-6. Regular Corps Ribbon (RCR).

- a. The USPHS Commissioned Corps will award the Regular Corps Ribbon to a Regular Corps officer, called to active duty after 23 March 2010, upon successful completion of OBC.
- b. The USPHS Commissioned Corps awarded the Regular Corps Ribbon to an officer who was in the Reserve Corps (as it existed prior to 23 March 2010) and who was on active duty on 23 March 2010.
- c. The USPHS Commissioned Corps awarded the Regular Corps Ribbon to an officer who was assimilated and appointed into the Regular Corps prior to 23 March 2010.

6-7. Badges and Insignia.

- a. Assistant Secretary for Health / Principal Deputy Assistant Secretary for Health (PDASH) Officer-In-Charge Insignia (ASHOICI).
 - (1) The ASHOICI identifies a PHS officer who is permanently assigned by personnel orders to either the position of ASH or PDASH. Eligibility for the ASHOICI is restricted to incumbents of those positions, when filled by a PHS officer. PHS officers who are acting or temporarily assigned in these positions do not qualify for the wear of the ASHOICI.
 - (2) Once an officer has been duly authorized to wear the ASHOICI, they may wear the miniature ASHOICI during all subsequent assignments of their career as an officer. However, if an officer has earned the ASHOICI as well as an OICI, they may only wear one of these on the uniform regardless of the number of times the officer may have qualified for either insignia. The miniature device is also authorized on civilian attire as a lapel pin.
- b. Surgeon General Insignia (SGI). The SGI is a badge of office. Wearing of the SGI is restricted to the SG. An officer assigned as the SG will wear the SGI. PHS officers who are acting or temporarily assigned as the SG do not qualify for the wear of the SGI. Once an officer has been duly authorized to wear the SGI, they may wear the miniature SGI during all subsequent assignments of their career as a PHS officer.
- c. Deputy Surgeon General Insignia (DSGI). The DSGI is a badge of office. The wear of the DSGI is restricted to the DSG. An officer assigned as the DSG will wear the DSGI. PHS officers who are acting or temporarily assigned as the DSG do not qualify for the wear of the DSGI. Once an officer has been duly authorized to wear the DSGI, they may wear the miniature DSGI during all subsequent assignments of their career as a PHS officer.

- d. Officer-In-Charge Insignia (OICI). The OICI identifies a PHS officer who is assigned by personnel orders to the highest level of leadership within the Office of the Secretary; a specific position that is the highest level of authority over an HHS OPDIV; or a specific position in a non-HHS organization for which there is a statutory basis for the relationship, which is the highest level of authority over an organizational component which contains PHS officers. Eligibility for the OICI is restricted to incumbents of the following designated positions, when filled by a PHS officer (PHS officers who are acting or temporarily assigned in these positions do not qualify for the wear of the OICI).
- (1) Officials who qualify are:
 - (a) Secretary, Deputy Secretary, Chief of Staff, Immediate Office of the Secretary (IOS), HHS;
 - (b) Associate Deputy Secretaries and Heads of OS operational offices, OS, HHS;
 - (c) Assistant Secretaries, Deputy Assistant Secretaries, OS, HHS;
 - (d) Chief officials and deputies in assistant secretarial level STAFFDIVs, OS, HHS;
 - (e) HHS OPDIV Heads;
 - (f) Chief Medical Officer and Director of Health and Safety, USCG; and
 - (g) Medical Director and Assistant Director, Health Services, BOP.
 - (2) Once an officer has been duly authorized to wear the OICI, they may wear the miniature OICI during all subsequent assignments of their career as an officer. No more than one OICI may be worn on the uniform, regardless of the number of times an officer may have qualified for the insignia.
- e. Chief Professional Officer Insignia (CPOI). The CPOI is a badge of office. The wear of the CPOI is restricted to officers who are assigned by personnel orders to be the Chief Professional Officer (CPO) of one of the professional categories of the USPHS Commissioned Corps (e.g., Medical, Dental, Nurse, Engineer, Scientist, Environmental Health, Veterinary, Pharmacy, Dietitian, Therapist, and Health Services). An officer who is acting or temporarily assigned as a CPO is not authorized to wear the CPOI. Once an officer has been duly authorized to wear the CPOI, they may wear the miniature CPOI during all subsequent assignments of their career as a PHS officer. Officers who were on active duty on 6 August 2007, when this insignia was created, and who were previously assigned as a CPO, are authorized to wear the miniature CPOI.
- f. Office of the Secretary of HHS Identification Badge (OSIB). Officers assigned on a permanent basis to a position located within any of the organizational components of the OS, HHS, including STAFFDIVs, qualify to wear the OSIB. Authorization to wear this badge is effective with assignments on or after 22 June 1999 and is not retroactive to any assignment to any element of OS prior to this date.
- (1) Officers (including officers in the Ready Reserve) do not qualify for the OSIB unless they are assigned to full-time continuous active duty for at

least a year in a position at the immediate office of the OS, immediate office of the OASH, immediate office of the OSG, or CCHQ.

- (2) An officer may temporarily wear the badge upon initial assignment to a qualifying position.
 - (3) Upon completion of one continuous year of duty in a position within the OS, an officer may permanently wear the badge. Time spent on a detail or temporary duty outside the OS does not count in this computation.
 - (4) An officer detailed or on temporary duty from the OS, to activities located in other OPDIVs or non-HHS organizations located outside the OS, is not eligible to wear this badge during the period of detail or temporary duty, unless the officer previously met the criteria for permanent wearing of the badge.
- g. Recruiter Badge (RB). An officer who is assigned to a position in which the primary duties and responsibilities relate to recruitment will wear the RB as recognition of their standing as a recruiter. An officer can wear the RB only while assigned to a recruitment position.
- h. Associate Recruiter Lead Badge (ARLB). Upon meeting the eligibility criteria as set forth in [CCI 373.01](#) to serve as an Associate Recruiter Lead (ARL) and approval by the respective CPO, an ARL will be issued a certificate and corresponding badge to signifying their standing as a volunteer in the Associate Recruiter Program (ARP). The ARLB may be worn only while an individual maintains their status in the ARP in their respective role as set forth in CCI 373.01.
- i. Associate Recruiter Badge (ARB). Upon meeting the eligibility criteria as set forth in CCI 373.01 to serve as an Associate Recruiter (AR) and approval by the respective CPO, an AR will be issued a certificate and corresponding badge to signifying their standing as a volunteer in the ARP. The AR may wear the ARB only while an individual maintains current status in the ARP in their respective role as set forth in CCI 373.01.
- j. Field Medical Readiness Badge (FMRB). The FMRB recognizes officers who have met criteria beyond the required basic force readiness standards. It is awarded on the basis of proven knowledge and skill related to force readiness and performance while engaged in USPHS Commissioned Corps managed or coordinated deployment (i.e., CCHQ issued the officer a PO ordering the officer to the deployment site). To qualify for the FMRB, an officer must meet the force readiness standards (see [CCI 241.01](#), "Readiness and Duty Requirements") in addition to the following eligibility criteria:
- (1) Physical Readiness Requirement. Must achieve a minimum overall Excellent rating on the Annual Physical Fitness Test (APFT).
 - (2) Training Requirement. Complete the compulsory modules online training for FMRB as defined by the SG. These may include required modules from the 'core', 'clinical' (if applicable), and 'optional' curricula of the online Readiness and Deployment Branch (RDB) modules. [The Commissioned Corps Management Information System \(CCMIS\)](#) RDB section contains the details of the FMRB training requirements.
 - (3) Deployment Requirement. Officers must participate in one or more USPHS Commissioned Corps deployment consisting of a minimum of

7 days within 3 years of FMRB application; the 7 days do not have to be consecutive.

- (4) Continuous Readiness Requirement. Officers must maintain continuous basic readiness for two years (or since commissioning if less than two years) prior to being nominated and through the approval date. Once an officer has been duly authorized to wear the FMRB, they may continue to wear it throughout their career regardless of their readiness status.

- k. Music Ensemble Badge (MEB). The MEB recognizes officers who are active members of the Music Ensemble (both choir and band). It is awarded on the basis of active participation in organized Music Ensemble events (no fewer than 5 per year) and active participation in rehearsals (no fewer than 10 per year). Officers can wear the MEB only while they are actively participating in the Music Ensemble. Although the USPHS Commissioned Corps authorizes wearing the MEB, CCHQ will not enter the MEB into officers' record (e.g., Promotion Information Report (PIR)).

6-8. Limitations on Awards.

- a. An award must be based on documentation of actions and achievements. No award will be based solely upon achievements recognized through a prior USPHS Commissioned Corps honor award, however, in accordance with Section 6-2.(a)(3), an officer may be nominated for an individual honor award in addition to a unit award, if the officer's achievement is significant and can be differentiated from the efforts of the group as a team and the other efforts of members of the unit.
- b. Nominations for an individual or unit honor award must be formally initiated and submitted within 13 months after the noteworthy act or specific period of service to be recognized. In addition, for officers nearing retirement or separation, it is strongly recommended that nominations are submitted at least 120 days prior to the retirement date in order to allow sufficient time for CCHQ to process the nomination before retirement. The OPDIV, STAFFDIV, or non-HHS organization Awards Coordinator is responsible for assuring that nominations are processed within the OPDIV, STAFFDIV, or non-HHS organization, and submitted to CCHQ in a timely manner.
- c. Service awards must be initiated within 13 months after the criteria for the award have been met. The OPDIV, STAFFDIV, or non-HHS organization Awards Coordinator is responsible for assuring that submissions are processed within the OPDIV, STAFFDIV, or non-HHS organization, and submitted to CCHQ in a timely manner.

6-9. Each officer nominated for recognition under the COAP must:

- a. Be in compliance with the USPHS Commissioned Corps' licensure policy as outlined in [CCI 251.01](#), "Professional Licensure and Certification;"
- b. Have satisfactory required Commissioned Officers' Effectiveness Reports (COER) on file in CCHQ for each year covered by the recognition (or the last five years of required COERs for longer recognition periods); and
- c. Not have any suspension of favorable personnel actions or pending or ongoing adverse actions.

- (1) An officer is not eligible to receive recognition under the COAP during periods of misconduct or other actions that lead to an adverse action or while an adverse action is actively managed by CCHQ.
 - (2) An officer is ineligible to receive honor or service awards if the period of the award overlaps the period of misconduct or active adverse actions.
 - (3) If the officer is or has been subject to a suspension of favorable personnel actions or an adverse action (see [CCI 211.07](#), "Accountability for Conduct and Performance"), CCHQ will return the nomination to the OPDIV/STAFFDIV/non-HHS organization without action. However, an explanation will be provided.
- d. Meet the USPHS Commissioned Corps' Basic Force Readiness requirements as follows:
- (1) Officers nominated for an award that covers the officer's career (e.g., submitted just prior to the officer's retirement) must continuously meet readiness requirements starting from the date of the award nomination through the date that the award is approved. For officers awaiting the results of end of career awards, the readiness checks will only occur from the nomination date to the date of the start of the terminal leave if that begins prior to the approval date.
 - (2) All other officers must continuously meet the readiness requirements, starting from the date of the award nomination through the date that the award is approved.
- 6-10. PHS officers may not participate in the civil service cash awards programs, pursuant to [5 U.S.C. Chapter 45](#).
- 6-11. Revocation of Awards.
- a. Inaccurate or Suppressed information. Upon review and recommendation by the COAP, the Director, CCHQ, with the concurrence of the SG, may revoke an award, badge, or other recognition under this program if it is determined that facts pertaining to the rationale(s) for the recognition were inaccurate or suppressed, and that a reasonable assessment would conclude that if these facts had been known the original approval of the recognition would not have occurred. The Director, CCHQ, will inform the officer, and the OPDIV, STAFFDIV, or non-HHS organization which initially approved or nominated the recognition of the revocation and the reason(s) for this revocation.
 - b. Improperly Approved Awards. If CCHQ identifies an award that was approved and subsequently processed within CCHQ without a review and recommendation by a board as required in Section 8-2.a. or Section 8-2.b., or the officer did not meet the requirements in Section 6-9, then the Director, CCHQ may:
 - (1) Rescind recognition and notify the officer and the OPDIV, STAFFDIV, or non-HHS organization that initially approved or nominated the recognition of the revocation and the reason(s) for this revocation; and/or
 - (2) Send the award to be approved through proper channels – to a PHS CCAB (for awards at the DSM, MSM, OUC, and awards "With Valor") or to a CCIAB (for awards at the OSM, CM, AM, CIT, and UC) for a recommendation to the SG. In either case, any time limits would be based

on the date the Director, CCHQ sent the award to the proper channels. If the SG does not approve the award, the award is revoked and the Director, CCHQ, will inform the officer, and the OPDIV, STAFFDIV, or non-HHS organization that initially approved the recognition of the revocation and the reason(s) for this revocation.

7. RESPONSIBILITIES:

7-1. Surgeon General. The SG will:

- a. Establish benchmarks for the timely processing and presentation of individual and unit honor award nominations.
- b. Establish guidelines for referral of nominations that are not acted upon within the established benchmarks.
- c. Publish the established benchmarks and guidelines in a Personnel Operations Memorandum.
- d. Approve all awards referred to the CCHQ Awards Boards in accordance with the published benchmarks and guidelines with recommendations provided by the appropriate Awards Board (i.e., PHS-CCAB or Commissioned Corps Interagency Awards Board (CCIAB)).

7-2. The Director, CCHQ, or his/her designee, is responsible for the daily management of the COAP. The Director, CCHQ, without further re-delegation authorized, approves sites as qualifying for the ISOHAR, removes sites that no longer qualify, and may update the list of qualifying ISOHAR sites outlined in Appendix A.

7-3. PHS Commissioned Corps Awards Board (PHS-CCAB).

- a. The SG will appoint the members of the PHS-CCAB from the CPOs for 2-year terms (or shorter period if the term of the appointed CPO will end prior to the 2 years). The SG may re-delegate these authorities, without further delegation authorized, to the DSG.
- b. The PHS-CCAB is responsible for periodic evaluation of the awards program including written assessment of the process and outcomes. The PHS-CCAB will identify issues and submit recommendations for improvement of the program to the SG and CCHQ.
- c. The PHS-CCAB will review nominations for the DSM, MSM, OUC, and all awards "With Valor."
- d. The PHS-CCAB will submit recommendations for the awards it reviews to the SG, who will make the final decision on each award so recommended.
- e. The SG has the authority to approve all awards reviewed by the PHS-CCAB to include lower-level awards. The SG may re-delegate these authorities, without further delegation authorized, to the DSG.

7-4. Commissioned Corps Interagency Awards Board (CCIAB).

- a. The SG will appoint at least 7 senior officers for 3-year terms to serve as members of the CCIAB. The SG may re-delegate these authorities, without further delegation authorized, to the DSG.

- b. The CCIAB will review nominations submitted for SG approval under Section 7-5.a.(3).
 - c. The CCIAB will submit recommendations for the awards it reviews to the SG, who will make the final decision on each award so recommended.
 - d. The SG has the authority to approve all awards reviewed by the CCIAB. The SG may re-delegate these authorities, without further delegation authorized, to the Deputy Surgeon General (DSG).
- 7-5. Award Approval Delegations of Authority. The officials outlined in this Section have the authority to approve individual and unit honor awards; however, they may only approve such awards after an appropriate awards board, as outlined in this Section or Section 8-2, has reviewed and made a recommendation on the award nomination.
- a. The SG may:
 - (1) Approve, with the ability to further re-delegate to the DSG, (after a review and recommendation of the PHS-CCAB, except for the SGM and SGESM) the award of the DSM, MSM, SGM, SGESM, OUC, and any award or decoration awarded under conditions of "With Valor." Additionally, the SG may approve the award of the:
 - (a) OSM, CM, AM, CIT, and UC when the PHS-CCAB recommends the downgrade of an award nomination to one of these awards.
 - (b) DSM, MSM, OUC, and awards "With Valor" when the CCIAB recommends the upgrade of an award nomination to one of these awards. The PHS-CCAB must also review a recommendation by the CCIAB to upgrade an award to these levels and the PHS-CCAB must include their recommendation with the CCIAB recommendation to the SG.
 - (2) Approve, with the ability to further re-delegate to the DSG, the specific event or activity for the awarding of campaign medals or service awards related to any deployment, response operation, or activation of the USPHS Commissioned Corps. Approval of a campaign medal or service award is limited to domestic emergency responses that are designated as Emergency Declarations or Major Disaster Declarations by the President, or Public Health Emergencies (PHEs) by the HHS Secretary. Campaign medals or service awards for international emergency responses are limited to those that are designated as disasters by the United Nations or World Health Organization.
 - (3) Approve, with the ability to redelegate the approving authority to the DSG, (after a review and recommendation of the CCIAB or PHS-CCAB), the OSM, CM, AM, CIT, and UC under the following circumstances:
 - (a) Nominations when there may be a potential conflict of interest for the delegated authority to approve the award.
 - (b) Nominations for officers who are assigned to an organization where the approval authority is not clear.

- (c) Nominations from within the OSG, including awards submitted by a CPO for officers whose achievements are related to professional category activities conducted under a recognized CPO function.
 - (d) Nominations for officers detailed to an organization that does not have delegated approval authority.
 - (e) Nominations when a timely decision to approve or disapprove the nomination is not made within an OPDIV/STAFFDIV or non-HHS organization within established timeframes (see Section 8-3.).
 - (f) Nominations when the CCAB recommends the downgrade of a DSM, MSM, awards "With Valor," or OUC award nomination to the OSM, CM, AM, CIT, or UC.
- (4) Approve the AM and CIT (after a review and recommendation of the CCIAB) during designated events that are eligible for the Crisis Response Service Award (CRSA), Global Response Service Award (GRSA), and Response Service Award (RSA). This authority may be re-delegated to the DSG, or to Team Commanders of deployed forces in deployment and response circumstances, but re-delegation below this level cannot be authorized.
- (5) Approve all Service awards and campaign medals. The SG may re-delegate these authorities, without further re-delegation, to the Director, CCHQ.
- (6) Present, without further re-delegation (except to the Deputy Surgeon General (DSG)), the SGM and the SGESM.
- b. The Heads of HHS OPDIVs; Principal Deputy Assistant Secretary for Health (as executive agent for OS); Administrator, Environmental Protection Agency (EPA) (for EPA Regional Offices, and Assistant Administrators, EPA); Director, National Oceanic and Atmospheric Administration (NOAA) Commissioned Officer Corps; Assistant Director/Medical Director, Health Services Division, BOP; Director, USMS; and selected officials in charge of non-HHS organizations to which PHS officers are detailed (if the Memorandum Understanding (MOU) identifies the specific position that is granted such award approval authorities) may (after a review and recommendation of an awards board as outlined in Section 8-2):
 - (1) Approve, with authority to re-delegate to the agency Chief Human Capital Officer (CHCO)/HR director/non-HHS organization equivalent, the OSM, CM, and UC. All delegated authorities will be documented in writing and provided to CCHQ and maintained by the COAP team.
 - (2) Approve the AM and CIT with the authority to re-delegate to Center, Institute, Bureau, Area Directors, or equivalent. Re-delegation below this level is not authorized. All delegated authorities will be documented in writing and provided to CCHQ and maintained by the COAP Team.
 - (3) Present the DSM, MSM, and OUC with authority to re-delegate to Center/Institute/Bureau/Area Directors or equivalent level without further re-delegation; and

- (4) Present the OSM, CM, AM, CIT, and UC with authority to re-delegate to the appropriate level within the OPDIV/STAFFDIV or non-HHS organization to which PHS officers are assigned.
- c. The ASH may delegate certain specific limited approval authority to other officials on an event-by-event basis. Such awards must still be reviewed by a board.
- d. No other entity, aside from the Secretary of HHS and the ASH, has the authority to outright approve PHS Honor Awards.

8. PROCEDURES:

8-1. Nomination Procedures.

- a. Delegated Approval Authorities will develop written standard operation procedures (SOP) for processing nominations for individual and unit honor awards within their respective jurisdictions. Procedures will adhere to this Instruction and the benchmarks and guidelines established by the SG (see Section 7-1). The Approval Authority will provide copies of the written SOP to CCHQ for approval by the Director, CCHQ.
- b. A fellow officer, co-worker, superior, or someone outside the USPHS Commissioned Corps with knowledge of the accomplishment(s) deserving recognition may initiate the nomination of an officer or a group of officers as candidate(s) for an individual or unit honor award.
- c. The following forms are used for nominating officers for each level of individual and unit honor awards:
 - (1) For all individual honor awards, [Form PHS 6342-2](#), "Individual Honor Award Nomination Record – Part I."
 - (2) For all unit awards, [Form PHS 6342-1](#), "Unit Honor Award Nomination Record – Part I."

Note: Nominations must include no more than a one-page written narrative justification for the award or two pages for narratives for end-of-career awards. The SG, or his/her designee, may provide further limitations and guidance regarding the content of the written narrative.

- d. A nomination will be submitted through the officer's routine administrative review channels until either:
 - (1) It is non-endorsed by any two levels of review; or
 - (2) It is approved or disapproved by the delegated approval authority (after a review and recommendation of an awards board as outlined in Section 8-2).
- e. If a program other than an officer's parent organization nominates an officer for an award, the program whose mission is impacted by the achievement or accomplishment being recognized will review the nomination for recommendation or approval.
- f. The CCIAB will review nominations for officers assigned to organizations where the approval authority is not clear, officers detailed to an organization that does

not have delegated approval authority, or officers in cases of a potential conflict of interest for the delegated authority to approve prior to approval by the SG (or the DSG if the approval authority has been delegated). The SG (or DSG if the approval authority has been delegated) serves as the approving authority of these awards.

- g. Officers cannot self-nominate for awards.

8-2. Required Board Review.

- a. Two board reviews are required for the DSM, MSM, OUC, and award nominations "With Valor." First, each OPDIV/STAFFDIV or non-HHS organizations will conduct a board review and obtain Agency Head (or their designee) concurrence. If there is no agency award approval process established, the CCIAB will serve as the initial board review in these instances. Second, if the Agency Head (or their designee) concurs, the PHS-CCAB will review the OPDIV/STAFFDIV or non-HHS organization board results and recommend a decision to the SG (or DSG if the approval authority has been delegated).
- b. OSM, CM, AM, CIT, and UC.
 - (1) For organizations with delegated approval authority, only one board review for these awards is required within an OPDIV/STAFFDIV or non-HHS organization prior to a decision from the delegated approving authority.
 - (2) For the circumstances outlined in Section 7-5.a.(3) the CCIAB (or PHS-CCAB, if applicable) will review the nominations and make recommendations to the SG or designated approving authority.

8-3. Timely Action on Awards Nominations.

- a. An OPDIV/STAFFDIV or non-HHS organization will process awards in a timely manner in accordance with the benchmarks and guidelines established by the SG (see Section 7-1). The delegated approval authority will render a decision to either approve or disapprove an award nomination within the timeframes established by the benchmarks.
- b. If the OPDIV/STAFFDIV or non-HHS organization has not made a decision to approve or disapprove an honor award nomination (i.e., DSM, MSM, OSM, CM, AM, CIT, OUC, or UC) within the timeframe established by the SG benchmarks, they will forward the award to CCHQ in accordance with the SG prescribed guidelines. CCHQ will submit the award nomination to PHS CCAB (for awards at the DSM, MSM, OUC, and awards "With Valor" if only a second awards board review is needed) or to a CCIAB (for awards at the OSM, CM, AM, CIT, and UC) for a recommendation to the SG or designated approving authority who will render a final decision to approve or disapprove the nomination.
- c. CCHQ will process awards in a timely manner in accordance with the benchmarks and guidelines established by the SG (see Section 7-4.b.).

8-4. Certificates and Medals.

- a. CCHQ supplies a certificate for the DSM, MSM, ASHESM, SGESM, OSM, awards "With Valor," CM, AM, and CIT.

- b. CCHQ supplies the initial medal set for the DSM, MSM, ASHESM, SGESM, and OSM. OPDIV/STAFFDIV/non-HHS organizations may, at their expense, supply medal sets for the CM, AM, and CIT, or the officer may procure these medal sets from authorized sources (e.g., military uniform shops, Navy Exchanges) using their personal funds.
 - c. CCHQ supplies a medallion and OSG supplies a certificate for the ASHM and SGM.
 - d. CCHQ does not provide PHS officers who receive 2 or more individual honor awards of the same award (e.g., second OSM) with an additional medal set upon receipt of subsequent awards. Instead, it will provide the officer with a new award certificate in lieu of additional medal sets and/or ribbons.
- 8-5. Documentation of Approved Award. CCHQ will place a copy of all pertinent documents pertaining to an officer's approved award or badge (except the MEB) in the officer's electronic Official Personnel File (eOPF) and the award will appear on the officer's PIR.
- 8-6. Presentation of Awards. An officer is authorized to wear the appropriate ribbon, medal, badge, or insignia approved under this program after the recognition is processed by CCHQ and entered into the officer's record (except for the MEB). Awards are formally presented to an officer within the guidelines established by the SG (see Section 7-1).
- 8-7. Supply of Medals, Ribbons, and Appurtenances.
- a. Supply. Military uniform shops maintain a supply of appurtenances for medal sets and ribbons.
 - b. Requisition. Programs and officers may procure, at their expense award(s) and/or devices from the Navy Exchange or other official sources.
- 8-8. Isolated/Hardship (ISOHAR) Site Designation.
- a. In order for the Director, CCHQ, to approve a site as qualifying for the ISOHAR, and must meet one of the following:
 - (1) Other than Alaska. The physical location of the duty station that is not in the state of Alaska must have an aggregate population of less than 9100 per U.S. Census data, and must be:
 - (a) Greater than 50 miles (most direct route/major roads) to city center of an aggregate population over 9100; and
 - (b) Greater than 50 miles (most direct route/major roads) to a military installation with a Military Treatment Facility (MTF) using Tricare "Find a Military Hospital or Clinic" website. This is the same criteria an officer would meet to qualify for Tricare Prime Remote health care coverage.
 - (2) Alaska. All sites within the state of Alaska are automatically designated as an ISOHAR site excluding sites within 50 miles (most direct route/major roads) of Anchorage, Juneau, and Fairbanks.
 - b. Approved ISOHAR Designated sites are attached (Appendix A).

- c. Periodically, CCHQ, will review and verify the ISOHAR Sites. Requests for new sites should be submitted to the Director, CCHQ, or his/her designee, by Commissioned Corps Liaisons and should include the following:
 - (1) Duty Station Name;
 - (2) Complete Address (including Zip Code);
 - (3) Population Size; and
 - (4) Distance from nearest population as designated in Section 8-8.a.
- 9. HISTORICAL NOTES: This is the eighth issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS).
 - 9-1. CCI 511.01, "Awards Program," dated 19 January 2021 as amended on 7 November 2022.
 - 9-2. CCI 511.01, "Awards Program," dated 28 July 2020.
 - 9-3. CCI 511.01, "Awards Program," dated 30 April 2020.
 - 9-4. CCI 511.01, "Awards Program," dated 23 July 2019.
 - 9-5. CCI 511.01, "Awards Program," dated 11 January 2017.
 - 9-6. CCI 511.01, "Awards Program," dated 20 February 2015.
 - 9-7. CC27.1.1, "Awards Program," dated 6 August 2007 as amended by PPM 08-004, "Field Medical Readiness Badge, dated 08 November 2007, PPM 09-002, "Global Health Campaign Medal," dated 18 December 2008 and PPM 09-003, "Global Health Initiative Service Medal," dated 18 December 2008.
 - 9-8. Commissioned Corps Personnel Manual (CCPM) CC27.1.1, "Awards Program," dated 12 September 2000.

Appendix A
(sites last reviewed January 2024)

Designated Isolated/Hardship (ISOHAR) Sites (as of the Policy Effective Date)

FACILITY	ADDRESS	CITY	ST	ZIP CODE
Adak Clinic	General Delivery	ADAK	AK	99546
Angoon Health Center	600 Chinook Way	ANGOON	AK	99820
Aniak Subregional Clinic	N/A	ANIAK	AK	99557
Samuel Simmonds Mem Hosp	7000 Uula St	BARROW	AK	99723
Yukon-Kuskokwim Delta Regional Hospital	900 Chief Eddie Hoffman Hwy	BETHEL	AK	99559
Brevig Mission Village Clinic	N/A	BREVIG MISSION	AK	99785
Harris Sub-Regional Clinic	N/A	CHIGNIK BAY	AK	99564
Ilanka Health Center	509 Chase Street	CORDOVA	AK	99574
Kanakanak Hospital	6000 Kanakanak Rd	DILLINGHAM	AK	99576
Yukon Flats Health Center	N/A	FORT YUKON	AK	99740
SEARHC Haines Medical Center	131 First Avenue South	HAINES	AK	99827
Seldovia Village Health Center	880 E End Rd	HOMER	AK	99603
Hoonah Medical Clinic	568 Raven Drive	HOONAH	AK	99829
Hooper Bay Subregional Clinic	N/A	HOOPER BAY	AK	99604
Hydaburg Health Center	N/A	HYDABURG	AK	99922
Iliamna (Nilavena Subregional Clinic)	101 Airport Road	ILLIAMNA	AK	99606
Dena'ina Health Clinic	416 Frontage Road	KENAI	AK	99611
Ketchikan Indian Community Tribal Health Center	3289 Tongass Dr	KETCHIKAN	AK	99901
USCG Station Ketchikan		KETCHIKAN	AK	99901
King Cove Clinic	N/A	KING COVE	AK	99612
Alicia N. Roberts Medical Center	830 Craig-Klawock Hwy	KLAWOCK	AK	99925
Alutiiq Enwia Medical Clinic	402 Center Avenue	KODIAK	AK	99615
USCG Base Kodiak		KODIAK	AK	99615
Maniilaq Health Center	436 5th Avenue	KOTZEBUE	AK	99752
McGrath Sub-Regional Health Center	N/A	MCGRATH	AK	99627
Metlakatla (Annette Island SU Health Center)	Brendible Street	METLAKATLA	AK	99926
Ninilchik Community Clinic	N/A	NINILCHIK	AK	99639
Norton Sound Regional Hosp	1000 Greg Kruschek Avenue	NOME	AK	99762
Sand Point Medical Clinic	172 Red Cove Rd	SAND POINT	AK	99661
Seldovia Village Health Center	206 Main St	SELDOVIA	AK	99663
Seward North Star Health Clinic	201 3rd Avenue	SEWARD	AK	99664
Mt. Edgecumbe Hospital	222 Tongass Dr	SITKA	AK	99835
USCG Station Sitka		SITKA	AK	99835
St. Mary's Sub-Regional Clinic	General Delivery	ST MARYS	AK	99658
Tanana Health Center	N/A	TANANA	AK	99777

FACILITY	ADDRESS	CITY	ST	ZIP CODE
Togiak Sub-Regional Clinic	General Delivery	TOGIAK	AK	99678
Toksook Bay Subregional Clinic	N/A	TOKSOOK BAY	AK	99637
Unalakleet Health Center	General Delivery	UNALAKLEET	AK	99684
Oonalaska Wellness Center	205 Broadway	UNALASKA	AK	99685
Yakutat Health Center	712 Ocean Cape Road	YAKUTAK	AK	99689
Clarence Wesley Health Center (San Carlos)	101 Medical Dr	BYLAS	AZ	85530
Dennehotso Health Station (Navajo)	Highway 160	DENNEHOTSO	AZ	86535
Kayenta Health Center	Highway 163, PHS/IHS Dr	KAYENTA	AZ	86033
Many Farms Dental Center (Chinle CHC)	Highway 191, PHS/IHS Dr	MANY FARMS	AZ	86538
Peach Springs Health Center	943 HUALAPAI WAY	PEACH SPRINGS	AZ	86434
Apache Healthcare Corporation (San Carlos Service Unit)	102 Medicine Way Road	PERIDOT	AZ	85542
Pinon Health Center (Navajo)	Navajo Route 4	PINON	AZ	86510
Hopi Health Care Center	Hwy 264, Mile Marker 388	POLACCA	AZ	86042
Rock Point Health Station (Navajo)	Hwy 191	ROCK POINT	AZ	86545
Supai Clinic (Havasupai)	Main Street	SUPAI	AZ	86435
Inscription House Health Center (Navajo)		SHONTO	AZ	86054
Four Corners Regional Health Center	US Hwy 160 & Navajo Route 35	TEEC NOS POS	AZ	86514
Tsaile Health Center (Navajo)	Route 64 @ Indian Road 12, (NCC) (COLLEGE)	TSAILE	AZ	86556
Death Valley National Park	579 Cow Creek Road, Death Valley	DEATH VALLEY	CA	95328
Pit River Health Service, Inc	36977 Park Avenue	BURNEY	CA	96013
Warner Mountain Indian Health	99 Bridge Stret	FORT BIDWELL	CA	96112
Quart Valley Program	13601 Quartz Valley Road	FORT JONES	CA	96032
Greenville Rancheria Tribal Health Program	408 Main Street	GREENVILLE	CA	95947
Karuk Tribe (Happy Camp)	64236 2 nd Avenue	HAPPY CAMP	CA	96038
Ute Mountain Ute Health Center (Ute)	232 Rustling Willow Street	TOWAOC	CO	81334
Kamiah Health Center (Nez Perce)	313 3rd St	KAMIAH	ID	83536
Passamaquoddy Tribe Indian Township	401 Peter Dana Point Road	PRINCETON	ME	04668
Keweenaw Bay Indian Community	102 Superior Avenue	BARAGA	MI	49908
Manistique Tribal Community Health Center	698 W Hwy US-2	MANISTIQUE	MI	49854
Newberry Tribal Community Health Center	4935 Zeez-ba-tik Lane	NEWBERRY	MI	49868
Little Traverse Bay Bands of Odawa Indians Health Clinic	1250 Lears Road	PETOSKEY	MI	49770
Lac Vieux Desert Health Center (Lac Vieux)	E23970 Pow Wow Trail	WATERSMEET	MI	49969
Grand Portage Chippewa Indians (Grand Portage)	62 Upper Road	GRAND PORTAGE	MN	55605
Bois Forte Band of Chippewa Indians (Bois Fort)	13071 Nett Lake Road	NETT LAKE	MN	55771
Blackfeet Community Hospital (Blackfeet)	760 Hospital Circle	BROWNING	MT	59417
Eagle Child Health Station (Fort Belknap)	123 Whitecow Canyon Road	HAYS	MT	59527

FACILITY	ADDRESS	CITY	ST	ZIP CODE
Heart Butte Health Station	81 Disney	HEART BUTTE	MT	59448
Lame Deer Health Center (N. Cheyenne)	100 Cheyenne Avenue	LAME DEER	MT	59043
Verne E. Gibbs Clinic (Fort Peck)	107 H. Street	POPLAR	MT	59255
FDA/U.S. CUSTOMS PORT OF ENTRY	HIGHWAY 15	SWEETGRASS	MT	59484
Chief Redstone Clinic (Fort Peck)	550 6th Avenue North	WOLF POINT	MT	59201
Quentin N. Burdick Memorial Health Care Facility	Moonlight Drive Highway 5	BELCOURT	ND	58316
Dunseith Health Location (Turtle Mountain)	215 Main Street NE	DUNSEITH	ND	58329
Fort Yates Hospital	N/A	FORT YATES	ND	58538
Mandaree Health Station (Fort Berthold)	305 Main Street	MANDAREE	ND	58757
Minni-Tohe Health Center (Fort Berthold)	1 Minne-Tohe Drive	NEW TOWN	ND	58763
Twin Buttes Health Station (Fort Berthold)	N/A	TWIN BUTTES	ND	58636
Acoma-Canocito-Laguna	80 Veterans Blvd	AACOMA PUEBLO	NM	87034
Crownpoint Healthcare Facility		CROWNPOINT	NM	87313
Jicarilla Service Unit (Jicarilla)	500 Mundo Road	DULCE	NM	87528
New Sunrise Regional Treatment Center	20 Mockingbird Drive	SAN FIDEL	NM	87049
Laguna Dental Clinic	11D Basswood Road	PARAJE	NM	87007
Pine Hill Health Center (Ramah Navajo)	BIA Route 125	PINE HILL	NM	87357
Toadlena Health Station (Navajo)	N/A	TOADLENA	NM	87324
Yomba Shoshone Alcohol Center	N/A	AUSTIN	NV	89310
Battle Mountain Health Station	N/A	BATTLE MOUNTAIN	NV	89820
Duckwater Shoshone Tribe of Nevada	511 Duckwater Falls Road	DUCKWATER	NV	89314
Newe Medical Clinic (Shoshone)	400-B Newe View	ELY	NV	89301
Fort McDermitt Clinic (Fort McDermitt)	112 North Reservation Road	MCDERMITT	NV	89421
Owyhee Community Health Facility (Duck Valley)	1623 Hospital Loop	OWYHEE	NV	89832
FCI Ray Brook	128 RAY BROOK ROAD	RAY BROOK	NY	12977
Wadatika Health Clinic	50 Pasigo Street	BURNS	OR	97720
Allen Health Station (Pine Ridge)	100 West Main St	ALLEN	SD	57714
Bullhead Health Station (Standing Rock)	102 Tasunka Street	BULLHEAD	SD	57621
Cherry Creek Health Station (Cheyenne)	N/A	CHERRY CREEK	SD	57622
Cheyenne River Health Center (Cheyenne)	24276 166th Street, Airport Rd	EAGLE BUTTE	SD	57625
Fort Thompson Indian Health Center (Crow Creek)	1323 BIA Route 4	FORT THOMPSON	SD	57339
Kyle Health Center (Pine Ridge)	1000 Health Center Road	KYLE	SD	57752
Swiftbird (LaPlante) Health Station (Cheyenne)	N/A	LA PLANT	SD	57652
Lower Brule Indian Health Center (Crow)	601 Gall Street	LOWER BRULE	SD	57548
Manderson Health Station (Pine Ridge)	Wounded Knee Dist	MANDERSON	SD	57756
IHS Martin Field Office (Pine Ridge)	N/A	MARTIN	SD	57551

FACILITY	ADDRESS	CITY	ST	ZIP CODE
McLaughlin Health Center (Standing Rock)	701 East Sixth St	MCLAUGHLIN	SD	57642
Great Plains Area Youth Rgn Tx Center	12451 Highway 1806	MOBRIDGE	SD	57601
Pine Ridge Hospital (Pine Ridge)	East Highway 18	PINE RIDGE	SD	57770
Porcupine Clinic (Pine Ridge)	101 Main Street	PORCUPINE	SD	57772
Rosebud Service Unit (Rosebud)	BIA Route 1, Solder Creek Road	ROSEBUD	SD	57570
Woodrow Wilson Keeble Memorial Health Care Center	100 Lake Traverse Drive	SISSETON	SD	57262
Wagner Health Center (Yankton)	111 Washington Street, NW	WAGNER	SD	57380
Wakpala Health Station (Cheyenne)	N/A	WAKPALA	SD	57658
Wanblee Health Center (Pine Ridge)	100 Clinic Road	WANBLEE	SD	57577
South Texas Family Residential Center	300 El Rancho Way	DILLEY	TX	78017
South Texas ICE Processing Center (STIPC)	566 Veterans Drive	PEARSALL	TX	78061
Uintah-Ouray Service Unit	6822 E. 1000 S	FORT DUCHESNE	UT	84026
Utah Navajo Health System (Navajo)	East Highway 262 Next to LDS Chapel	MONTEZUMA CREEK	UT	84534
Navajo Mountain Community Health Center (Navajo)	N/A	NAVAJO MOUNTAIN	UT	86044
Monument Valley Community Health Center	30 W Medical Dr	OLJATO-MONUMENT VALLEY	UT	84536
White Mesa Health Station	16 Willow Street	WHITE MESA	UT	84511
Inchelium Tribal Health Clinic (Colville)	39 Short Cut Rd	INCHELIUM	WA	99138
Colville Tribes Indian Health (Colville)	19 Lakes Street	NESPELEM	WA	99155
Red Cliff Health Services (Red Cliff)	88455 Pike Rd	BAYFIELD	WI	54814
Pete Christensen Center	129 Old Abe Road	LAC DU FLAMBEAU	WI	54538
Bad River Health Services (Bad River)	315 Oak St	ODANAH	WI	54861
Rhineland	9A South Brown St	RHINELANDER	WI	54501
Lac Vieux Desert Health Center (Lac Vieux)	E23970 Pow Wow Trail	WATERSMEET	MI	49969
St. Croix Health Services	4404 State Road 70	WEBSTER	WI	54893
FCI Gilmer	201 FCI LANE	GLENVILLE	WV	26351
Yellowstone National Park		YELLOWSTONE	WY	82190