

**U.S. DEPARTMENT OF HEALTH  
AND HUMAN SERVICES**

**PERSONNEL OPERATIONS MEMORANDUM**



**POM 821.14**  
**EFFECTIVE DATE: 7 September 2024**  
**Amended 27 February 2025**

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**By Order of the Deputy Surgeon General of the U.S. Public Health Service:**

**RADM Denise M. Hinton, MS, RN, FAAN**

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**TO:** All Regular and Ready Reserve Corps Officers on Active-Duty

**SUBJECT:** Awards Processing

1. This Personnel Operations Memorandum (POM) establishes the operational procedures and guidelines to implement the Public Health Service (PHS) Commissioned Corps Officers' Awards Program (COAP) found in Commissioned Corps Instruction (CCI) [511.01](#), "Awards Program." The purpose of this POM is to streamline the U.S. Public Health Service (USPHS) Commissioned Corps' awards system to ensure the timely recognition of officers while maintaining the integrity of the awards review process.
2. Delegations of Authority. The Assistant Secretary for Health (ASH) has delegated award approval authority to certain officials (see CCI 511.01). In specific cases, that official may redelegate this authority. All official redelegations of authority to approve an award must be made in writing. Delegations must include the title of the official to whom authority is delegated and the specific authority that is being delegated. The delegation must be sent to the COAP Manager who will maintain the redelegation approval documentation.
3. Written Procedures. In accordance with CCI 511.01, Section 8-1. a., Department of Health and Human Services (HHS) Operating Divisions (OPDIV), HHS Staff Divisions (STAFFDIV), and non-HHS organizations must develop written standard operating procedures (SOP) for processing awards within their jurisdictions.
  - a. The procedures must adhere to the policies in CCI 511.01 and the guidelines in this POM; however, the OPDIV/STAFFDIV or non-HHS organization's procedures may have more stringent requirements to meet any unique needs.
  - b. The procedures must include the organizational chain of command through which the nomination is submitted and the appropriate levels of notification needed, along with reasonable timelines for each level of endorsement (see Section 6.e).
  - c. The procedures should include requirements that nominators and others within the chain of command notify their respective Agency Awards Coordinator when an award nomination is submitted, so that they may track the nomination.
  - d. The procedures must outline the OPDIV/STAFFDIV/non-HHS organization's board approval process.

- e. The COAP Manager will ensure compliance with USPHS Commissioned Corps policies prior to obtaining the approval of the Director, CCHQ, and the COAP will maintain copies of the approved SOP. HHS OPDIV/STAFFDIVs or non-HHS organizations must provide CCHQ with all updates of these procedures within 14 business days from the date when changes were made.
- 4. Agency Awards Coordinator (AAC). The USPHS Commissioned Corps Liaison (USPHS Liaison) for each OPDIV/STAFFDIV/non-HHS organization to which PHS officers are assigned serves as the AAC. The USPHS Liaison may delegate this responsibility. The USPHS Liaison will notify the Director, CCHQ, in writing of any such delegation, and the COAP Manager will maintain this record. The AAC or his/her designee:
  - a. Serves as a liaison to CCHQ for award issues for their respective OPDIV/STAFFDIV or non-HHS organization's officers.
  - b. Serves as the first line of contact for officers and managers within the OPDIV/STAFFDIV/non-HHS organization to address questions or concerns about awards, the awards process, and the OPDIV/STAFFDIV/non-HHS organization's award submission procedures.
  - c. Is responsible for ensuring that nominated officers meet the award's readiness standards per CCI 511.01 Section 6-9. and that the nomination does not violate the limits on awards in CCI 511.01 Section 6-8.
  - d. Is responsible for ensuring that the OPDIV/STAFFDIV or non-HHS organization follows the award nomination processing benchmarks in Section 6.e.
- 5. Awards Boards.
  - a. Agency Awards Boards (AAB).
    - (1) Each OPDIV/STAFFDIV/non-HHS organization that has the delegated approval authority and that wishes to exercise this authority must establish an AAB to review award nominations as required under CCI 511.01, Section 8-2.
    - (2) The agency has discretion to determine members of the AAB, but should make every effort to ensure they represent the diversity in the agency with respect to sex, minority status, professional category, officer rank, geographic location, and program assignment. The board can include civilians. The COAP recommends that agencies establish term lengths and rules on whether a member can serve consecutive terms and, if allowed, the number of consecutive terms authorized.
    - (3) There is no required minimum or maximum number of members, but agencies should establish an odd number of voting members, including a designated Chair, to prevent voting ties. The agency should establish minimum attendance and quorum requirements.
    - (4) The AAB should name an Executive Secretary, who will be a non-voting member of the AAB, to manage the submission of nominations, recording of votes and comments, preparation of the AAB's recommendations for the delegated authority's approval, and subsequent administrative management of the submissions, including rewrites. The COAP recommends that the AAC (or their designee) serve as Executive Secretary, but the AAC may further delegate this function.
    - (5) The agency should establish provisions for the meeting frequency and mechanism of the AAB's meeting (e.g., in person or virtual), as well as deadlines

for submissions that will allow for adequate preparation for review by the AAB.

- (6) The COAP Manager may provide guidance to each AAC to help ensure that the requirements within CCI 511.01 and POM 821.14 are included in the Agency's Awards Program.

b. PHS Commissioned Corps Awards Board (PHS-CCAB).

- (1) The PHS-CCAB is the required second board review for all DSM, MSM, and OUC nominations, as well as for awards nominated with Valor. (CCI 511.01, Section 8-2. a.)
- (2) COAP manages the PHS-CCAB. The COAP Manager (or their designee) serves as the Executive Secretary.
- (3) The PHS-CCAB consists of 5 Chief Professional Officer (CPO) members who are appointed by the SG, with the ability to re-delegate without further delegation to the Deputy Surgeon General (DSG). The SG or DSG normally will appoint the most senior officer as the chair unless otherwise specified by the SG or DSG. A member's term on the CCAB may not exceed 2 years or the expiration of their appointment as a CPO, whichever occurs first. To the extent possible, the SG or DSG should appoint members who reflect the diversity of the USPHS Commissioned Corps and in a sequence that allows for the orderly replacement of two to three members each year.
- (4) The PHS-CCAB normally meets bimonthly on even numbered months. In addition, the SG can request a convening of the PHS-CCAB at any time.
- (5) PHS-CCAB provides its recommendations to the SG or DSG for final approval. The SG or DSG should provide final approval of these recommendations no later than 60 calendar days from the date the PHS-CCAB convened.
- (6) PHS-CCAB provides feedback to the AAC (or their designee) on nominations not approved as well as those that they recommended for a downgrade to a lower-level award. When the PHS-CCAB recommends a rewrite or downgrade, the nominator has 180 calendar days (6 months) from the date of the SG's or DSG's approval of the PHS-CCAB's recommendation to resubmit the nomination or explain why they reject downgrading the award level. PHS-CCAB notes feedback and submission dates on the original nomination form and returns it to the originating organization's AAC (or designee) or, if not agency submitted, the nominator.
- (7) The PHS-CCAB assists the SG and COAP in providing guidance on policy changes, award proposals, and/or award nomination concerns, and brings issues to the attention of the SG.

c. Commissioned Corps Interagency Awards Board (CCIAB).

- (1) The purpose of the CCIAB is to review award submissions from agencies without a delegated awards authority, deployment awards, and awards submitted from Professional Advisory Committees (PACs) and SG-appointed groups.
- (2) COAP manages the CCIAB. The COAP Manager (or designee) serves as the Executive Secretary.
- (3) Each CCIAB consists of 7 senior officers and must reflect the diversity of the USPHS Commissioned Corps with respect to sex, minority status, professional category, geographic location, and OPDIV/STAFFDIV or non-HHS organization affiliation. The SG, with the ability to re-delegate without further delegation to the

DSG, appoints the members and will appoint the most senior officer as the chair.

- (a) The SG may opt to further divide the award review process into two boards. If so, one board of 7 appointed members would review all CIT, AM, and CM. And another board of 7 members would review the OSMs and higher awards, any award with valor, and all unit awards.
- (b) All higher-level awards (MSM, DSM, and OUC) and those with valor must still subsequently be reviewed by the required secondary awards boards (PHS-CCAB).
- (4) Members serve for 3 consecutive years, and are appointed in a sequence that allows for the orderly replacement of two to three members each year.
- (5) The CCIAB normally meets monthly. In addition, the SG can request a convening of the CCIAB at any time.
- (6) CCIAB provides its recommendations to the SG, or DSG, for final approval. The SG or DSG should provide final approval no later than 60 calendar days from the date the CCIAB convened.
- (7) CCIAB provides feedback to the AAC (or designee) for nominations not approved as well as those that are recommended for downgrade to a lower-level award. When the CCIAB recommends a rewrite, the nominator has 180 calendar days (6 months) from the date of the SG's or DSG's approval of the CCIAB's recommendation to resubmit the nomination. CCIAB will note feedback and submission dates on the original nomination form and return it to the originating organization's AAC (or designee) or, if not agency submitted, the nominator.
- (8) The CCIAB assists the SG and COAP in providing guidance on policy changes, award proposals, and/or award nomination concerns, and brings issues to the attention of the SG.

6. Nomination and Review Process for Honor Awards.

a. Nomination Forms.

- (1) Form [PHS- 6342-2](#), "Individual Honor Award Nomination Record," is used for the Distinguished Service Medal (DSM) and DSM with Valor (DSM/V), Meritorious Service Medal (MSM) and MSM with Valor (MSM/V), Outstanding Service Medal (OSM) and OSM with Valor (OSM/V), Commendation Medal (CM); Achievement Medal (AM), and PHS Citation (CIT).
- (2) Form [PHS-6342-1](#), "Unit Honor Award Nomination Record," is used for the Outstanding Unit Citation (OUC) and Unit Commendation (UC).
- (3) CCHQ will not accept nominations on forms with a revision date prior to 2020.

b. Award Criteria and Limitations.

- (1) Nominators of an award nomination must ensure that any nomination follows the award criteria and limitations specified in CCI 511.01, Section 6, to the best of their knowledge.
- (2) Exception to Limitations on Awards in CCI 511.01, Section 6-8. Awards that cover an officer's career (e.g., submitted just prior to the officer's retirement) or awards that are at the end of an officer's tour with an agency/duty station may use information previously used to support a prior award, provided that the cited

achievements are based on additional activities and accomplishments over a longer period of service. Such nominations must clearly state that the award is for a career or end of tour.

c. Individual and Unit Honor Awards Nominations.

- (1) A nomination for a unit or individual honor award consists of both the completed form and an attached narrative justification. Additionally, unit awards must list all participants of the group, including any civilians.
- (2) CCHQ will only process award nominations that do not violate the Limitations on Awards specified in CCI 511.01, Section 6-8. If the period for which the proposed award overlaps with the date of a prior individual or unit honor award, the nomination must clarify the basis for the prior award(s) in comparison to the present nomination to ensure there is no duplication. In cases of end-of-career awards, i.e., awards that recognize the entire span of an officer's career, prior accomplishments may be included to accurately reflect the officer's career.
- (3) The narrative must not exceed one single spaced typed page (except for 2 pages for end-of-career award narratives) with 1" margins. Nominators should use Times New Roman 12-point type font, but a comparable font no smaller than 12 point and no more than 12 characters per inch can be used. Nominators should use double space between paragraphs and use bullets when they can provide clarity.
- (4) The nominator must submit the nomination within 13 months after the service to be recognized as specified in CCI 511.01 Section 6-8. CCHQ recommends that end-of-career nominations be submitted at least 120 days prior to an officer's separation or retirement.
- (5) Nominators should ensure that the period covered on the form and the dates in the narrative match.
- (6) The narrative should clearly describe the impact and/or achievement of the officer(s), emphasize leadership/initiative, and provide a clear indication of how the officer(s') acts exceeded expectations.
- (7) The narrative should not include extensive biographical sketches and lists of education, training, and experience unless necessary to provide a better understanding of the officer(s') specific accomplishments.
- (8) CCHQ may process officer requests to be added to a unit award if the officer provides evidence that they were in the unit and concurrence from the original nominator and endorser that the officer should be added to the unit award. All other award eligibility requirements must also be met. CCHQ will not process any such requests after 13 months from the date on the final approval signature.

d. Review/Submission Process.

- (1) OPDIV/STAFFDIV/non-HHS Organizations with Delegated Approval Authority.
  - (a) Nominations must follow the OPDIV/STAFFDIV/non-HHS organization's documented written procedure for processing individual and unit honor awards.
  - (b) Each level within the OPDIV/STAFFDIV or non-HHS organizational chain of command must act on the nomination in accordance with the timeline benchmarks prescribed in Appendix B. Available actions include:

- (i) Concurring with the award nomination as written by endorsing and forwarding it to the next level;
  - (ii) Non-concurring with the nomination by endorsing a higher level or lower-level award or indicating non-endorsement and forwarding the nomination to the next level;
  - (iii) Returning the nomination to the nominator with suggestions for rewriting the nomination to strengthen the narrative justification. The nominator should address the suggestions and resubmit the award nomination through the OPDIV/STAFFDIV/non-HHS organization's review process; or
  - (iv) Non-endorsing the nomination. In accordance with CCI 511.01, Section 8-1.d.(1), a nomination is disapproved if i any two levels of review in the organization's chain of command choose not to endorse (i.e. support) the nomination.
- (c) Nominations for the DSM, MSM, OSM, CM, AM, CIT, OUC, UC, and all awards with Valor require a review and recommendation by an AAB prior to approval by the delegated approval authority. Pursuant to CCI 511.01, Section 7-3, the PHS-CCAB reviews all nominations for the DSM, MSM, OUC, and all awards with Valor prior to submitting recommendations to the SG for final approval.
- (d) The AAC will ensure that all endorsements are complete with appropriate signature, name and title, award level endorsed, and date of endorsement/approval (if a signature is not readable, the AAC must annotate the date for readability).
- (e) The AAC will ensure the officer(s) nominated are eligible by verifying that the officer(s) meet the requirements in CCI 511.01, Section 6-9. The AAC will also obtain concurrence for any officers not in their agency.
- (f) Awards packets (nomination form and narrative, with an officer list for unit awards) are forwarded electronically to CCHQ/COAP for processing.
- (2) Organizations without delegated approval authority must do the following:
  - (a) Nominations must follow CCHQ's documented written procedure for processing individual and unit honor awards. The COAP Manager provides the written procedures to the respective organizations. CCHQ requires a minimum of one level of endorsement other than the nominator.
  - (b) COAP will verify that all endorsements are complete with appropriate signature, name and title, award level endorsed, and date. COAP will also ensure that the officer(s) nominated meet the eligibility requirements in CCI 511.01, Section 6-9.
  - (c) The Commissioned Corps Interagency Awards Board (CCIAB) reviews the nominations. The CCIAB Executive Secretary will forward Board recommendations to the SG for final approval.
- e. Review/Approval Timeline Benchmarks. Each individual in the OPDIV/STAFFDIV/ non-HHS organization's chain of command must act on an honor award nomination in a timely manner when the nomination is submitted to them. The benchmarks in this Section are the maximum allowable timeframes to act on an award nomination (see also Appendix B) after

which the nomination will be moved to the next level in the awards approval process.

- (1) OPDIV/STAFFDIV/non-HHS Organizations with Delegated Approval Authority.
  - (a) All endorsements must be completed within 90 days of the nomination date.
  - (b) Nominations must be reviewed by the AAB within 180 days from the nomination date. To ensure timely recognition, deadlines for rewrites/resubmissions are restricted to no more than 180 days from the board's recommendation.
  - (c) Final approval by the delegated authority must be completed within 60 days of the AAB's recommendation or the date the AAB is convened (whichever is later).
  - (d) Nominations must be submitted to COAP by the AAC within 30 days of final approval.
- (2) Organizations Without Delegated Approval Authority.
  - (a) The SG, or DSG, must approve all CCIAB recommendations within 60 days of the date the CCIAB convenes (see Section 5).
  - (b) CPO Board Reviewed Nominations.
    - (i) Nominations must follow the CPO awards program submission guidelines.
    - (ii) CCIAB must review nominations no later than 90 days from the date they are received by COAP.
  - (c) SG Appointed Group Nominations.
    - (i) All endorsements must be completed within 90 days of the nomination date and forwarded to COAP within 30 days of the final endorsement date.
    - (ii) CCIAB must review nominations no later than 90 days from the date they are received by COAP.
  - (d) Deployment Nominations.
    - (i) The Readiness and Deployment Branch (RDB) must complete all endorsements within 90 days of the nomination date and forwarded to COAP within 30 days.
    - (ii) CCIAB must review nominations no later than 90 days from the date they are received by COAP. Exceptions and additional ad hoc boards may be required for exceptionally large responses.
  - (e) Agencies Without Delegated Approval Authority.
    - (i) All endorsements, including that of the AAC, must be completed within 180 days from the date the nominations are received and forwarded to COAP within 30 days of the final endorsement date.

- (ii) CCIAB must review nominations within 90 days from date the nominations are received by COAP.

7. Processing and Presentation of Approved Honor Awards.

- a. OPDIV/STAFFDIV/non-HHS Organizations with Delegated Approval Authority.
  - (1) COAP must process awards requiring no further board review in the electronic personnel system within 60 days of receipt. Certificates and/or hardware are provided by COAP to the AAC.
  - (2) The electronic version and subsequent documentation on the officer's Promotion Information Report (PIR) is the official record. COAP must ensure the supporting documentation (awards packet) is placed into the officers' electronic official personnel folder (eOPF) within 60 days of processing.
- b. Award Nominations Requiring PHS-CCAB Review. Upon receipt of the final approval memo from the SG or DSG, COAP must process approved awards in the electronic personnel system within 10 days of receipt. They notify the AAC of the results and provide the certificates and/or medal sets to the AAC monthly.
- c. The agency must distribute the awards to the officer(s). CCHQ recommends that it distribute the award within 60 days of the agency's receipt of the certificate and/or hardware. This can be done in an informal presentation; if so, this does not preclude the organization from presenting the award again at a subsequent formal awards ceremony.

8. Service Awards and Campaign Medals. (See also Appendix B)

- a. Agency Related Assignments/Activity. All agency related service award requests must go through the AAC who will submit the following documentation in an Excel spreadsheet (unless otherwise specified below) to COAP for processing. All requests for service awards must be made within 13 months after the criteria for the award has been met.
  - (1) Hazardous Duty Award (HDA).
    - (a) If an officer is eligible due to duty station in accordance with CCI 511.01, Section 6-3.b.(3)(b) or (c), the AAC must provide the officer's name(s), PHS number, duty station, date assigned, and date the officers met the criteria.
    - (b) If an officer is eligible due to light aircraft flights in accordance with CCI 511.01, Section 6-3.b.(3)(a), the AAC must provide the officer's name(s), PHS number, duty station, date assigned, date the criteria were met, and documentation of eligible flights (such documentation may be attached to the submitted spreadsheet).
    - (c) If an officer is eligible due to receipt of hazardous duty/imminent danger pay (HD/IDP) in accordance with CCI 511.01, Section 6-3.b.(3)(d), the AAC must provide the officer's name(s), PHS number, duty station, date assigned, and copy of the personnel orders authorizing the HD/IDP (personnel orders may be attached to the submitted spreadsheet).
    - (d) If an officer is eligible due to achieving dive certification in accordance with CCI 511.01, Section 6-3.b.(3)(e), the AAC must provide the officer's name, PHS number, copy of the Dive Training Certification and personnel order authorizing dive pay. Submission does not require a spreadsheet.



- (e) In accordance with CCI 511.01, Section 6-3.b.(2), the AAC must provide a detailed description and potential impact of the hazardous conditions to which the officer is exposed. The AAC does not need to put this information on a spreadsheet.
- (2) Foreign Duty Award (FDA).
  - (a) If an officer is eligible based on temporary duty (TDY) travel of either 30 consecutive or 90 non-consecutive days in accordance with CCI 511.01, Section 6-3.c., the AAC or designee must:
    - (i) Provide the officer's name(s), PHS number, beginning and ending travel date(s) (accrued non-consecutive dates must be listed in chronological order), total days, and duty station(s), as well as confirmation that travel occurred via completed travel voucher or travel system documentation.
    - (ii) Maintain copies of the actual travel orders for an audit or confirmation upon request by COAP (although they do not need to be attached to the submission of the above data).
  - (b) If an officer is eligible based on a permanent change of station (PCS) travel in accordance with CCI 511.01, Section 6-3.c., the AAC must provide officer's name(s), PHS number, date assigned, and duty station.
- (3) Special Assignment Award (SAA). If an officer is eligible due to a qualified detail assignment per CCI 511.01, Section 6-3.d.(1) or (2), the AAC must provide the officer's name(s), PHS number, duty station, date(s) assigned, and either personnel orders or an official memorandum with dates and description of the assignment (see [CCI 323.01](#), "Detail of PHS Commissioned Officers to States and Nonprofit Institutions," [CCI 323.02](#), "Detail of PHS Commissioned Officers to Congressional Committees," and [CCI 323.03](#), "Detail of PHS Commissioned Officers to Federal Agencies").
- (4) Isolated/Hardship Award (ISOHAR).
  - (a) If an officer is eligible due to a qualified assignment in accordance with CCI 511.01, Section 6-3.e.(1), (2), or (4), the AAC must provide the officer's name(s), PHS number, duty station, date assigned, and date the officer met the criteria.
  - (b) If an officer is eligible due to a qualified OCONUS assignment with receipt of Hardship Duty Pay (HDP) in accordance with CCI 511.01, Section 6-3.e.(3), the AAC must provide the officer's name(s), PHS number, duty station, date assigned, and date the officer met the criteria, as well as a copy of personnel orders authorizing the HDP.
- (5) Recruitment Service Ribbon (RSR). If an officer is eligible due to qualifying assignment in position where recruitment is primary duty in accordance with CCI 511.01, Section 6-3.i., the AAC must provide a memorandum with officer's name(s), PHS number, position description, and inclusive dates of the 3-year assignment.
- (6) Global Health Initiatives Service Medal (GHISM). If an officer is eligible due to a qualifying assignment in position supporting Global Health Initiatives in accordance with CCI 511.01, Section 6-3.k., the AAC must provide the officer's name(s), PHS number, beginning and ending dates of assignment, total days, and duty station, as well as the type of initiative supported that is verifiable by a personnel order.

Short term assignments not meeting the GHISM date criteria can be submitted for a Global Health Campaign Medal (GHCM) in lieu of a GHISM. The GHISM recognizes officers who met the criteria in 6-3.k. through 31 December 2024.

- (7) Global Health Campaign Medal (GHCM). If the officer is eligible due to qualifying assignment in a position supporting global health initiatives in accordance with CCI 511.01, Section 6-4. c., the AAC must provide the officer's name(s), PHS number, beginning and ending dates of assignment, total days, and duty station, as well as the type of initiative supported. The GHCM is only for short term assignments not meeting the GHISM date criteria. No other service award (e.g., FDA) is authorized with a GHCM. The GHCM recognizes officers who met the criteria in 6-4.c. through 31 December 2024.
- b. Deployment Related Assignment/Activity Service Awards and Campaign Medals. All deployment related service award requests are initiated by the Readiness and Deployment Branch (RDB) who obtains appropriate SG and Director, CCHQ, approval before submitting the final approval memorandum with eligible list of officers to COAP.
  - (1) All Service Awards and Campaign Medals.
    - (a) If the officer is eligible due to meeting criteria specified in CCI 511.01, Section 6-3., the RDB must provide the officer's name(s), PHS number, beginning and ending dates of deployment, total days, and duty station.
    - (b) Officers who do not participate in a CCHQ managed or coordinated deployment (i.e., received CCHQ issued personnel orders (POs) are not eligible for deployment related service awards or campaign medals.
  - c. Special Initiatives or Activities of the SG. The SG, or designee, may approve the SAA for activities of the Professional Advisory Committee (PAC) and/or other SG chartered groups. PAC Chairs must assemble the necessary information for their respective CPOs to submit to the SG for approval. Designated Team Leaders of other SG appointed groups must assemble the necessary information to submit to the SG for approval. Officers can only receive one award of the SAA per appointment term. Nominators must ensure the submission of the following:
    - (1) SG-appointed Groups. If the officer is eligible due to SG appointment, per CCI 511.01, Section 6-3. d.(3), the CPO, advisor, or equivalent (for their group) must provide a decision memorandum with the officer's name(s), PHS number, and inclusive dates of appointment, along with verification of qualifying hours and appointment.
    - (2) Special Initiatives. If the officer is eligible due to a special initiative, the initiative's lead must submit a memorandum with supporting documentation to SG. Upon approval, the memorandum is forwarded by the SG to COAP for processing.
  - d. Service Award Processing.
    - (1) COAP must process service awards within 60 days of receipt of the SG's approval.
    - (2) COAP only enters support documents into an officer's eOPF for designated PHS deployment activation; no support documents are placed in the eOPF for other service awards.
- 9. Commissioned Corps Training Ribbon (CCTR) and Regular Corps Ribbon (RCR). The Commissioned Officer Training Academy (COTA) staff will provide COAP with a memorandum listing the eligible officers' names and PHS numbers.

- a. Officers are eligible for the CCTR upon satisfactory completion of the Officer Basic Course (OBC). CCHQ can authorize a second CCTR for those officers who had a break in service and previously earned the CCTR for completing the Basic Officer Training Course/Independent Officer Training Course (BOTC/IOTC). CCHQ does not authorize a device for a second CCTR. Documentation of the first and/or second CCTR is contained only in the PIR.
  - b. Officers become eligible for the RCR when appointed to the Regular Corps. Officers appointed to the Ready Reserve Corps are not eligible. SRCOSTEPs are eligible upon completion of the requirements for transfer from the Ready Reserve Corps to the Regular Corps and subsequent receipt of personnel orders designating the transfer. The Assignments Branch will notify COAP so the RCR can be processed to the PIR.
10. Badges and Insignia.
- a. Office of the Assistant Secretary for Health Officer-in-Charge Insignia (ASHOICI), Surgeon General Insignia (SGI), Deputy Surgeon General Insignia (DSGI), and Chief Professional Officer Insignia (CPOI) require submission by the ASH or OSG to COAP of an officer's respective appointment confirmation memoranda and/or personnel orders. COAP provides insignia to OSG staff for presentation.
  - b. Officer-in-Charge Insignia (OICI). The awarding of the OICI requires submission of a request memorandum to the Director, CCHQ, that documents that the officer meets the eligibility criteria established in CCI 511.01, Section 6-7. c. COAP will process the request and provide the insignia to the officer.
  - c. Office of the Secretary of HHS Identification Badge (OSIB).
    - (1) The OSIB is authorized upon assignment to a position directly within the immediate office of the Office of the Secretary of HHS, immediate office of the Office of the Assistant Secretary for Health, or CCHQ. CCHQ does not issue badges; these must be personally procured by the officer.
    - (2) Permanent authorization requires electronic submission to COAP of a copy of the personnel orders assigning the officer to a position within OS by the officer. Upon an officer's successful completion of one year in the position, COAP will process the OSIB in the officer's PIR. No further documentation is entered into the officer's eOPF.
  - d. Recruiter Badge (RB), Associate Recruiter Lead Badge (ARLB) and Associate Recruiter Badge (ARB). The Associate Recruiter Program is not currently supported and no requests for these badges are honored at this time.
  - e. Field Medical Readiness Badge (FMRB).
    - (1) RDB will evaluate eligible officers for achievement of the criteria in CCI 511.01, Section 6-7. i., during the previous 3 consecutive years.
    - (2) Consideration is given for meeting the previous APFT requirements during that period as long as all other criteria have been met.
    - (3) RDB forwards approved eligibility lists to COAP for processing. No further documentation will be uploaded to the eOPF.
  - f. Music Ensemble Badge (MEB). OSG maintains the supply and issuance of the MEB to active SG-appointed participants of the Music Ensemble. COAP does not process any MEB documentation nor include MEB in the officers' PIR.

11. The COAP provides reports as needed to OSG and AACs. Available reports include, but are not limited to, awards processed, timeliness of processing, distribution of awards, and award histories.
12. This POM amends POM 821.14, "Awards Processing," dated 7 September 2024, which replaced POM 821.74, "Awards Processing," dated 25 June 2020.

Denise M. Hinton, MS, RN, FAAN  
RADM, USPHS  
Deputy Surgeon General

Appendix A  
Sample Delegation  
Letter**DATE:****TO:** Director, Commissioned Corps Headquarters**FROM:** <agency approving authority>**SUBJECT:** Delegation of Authority to Approve United States Public Health Service (USPHS) Service Awards**AUTHORITY DELEGATED**

Pursuant to Commissioned Corps Instruction (CCI) 511.01 "Awards Program," I hereby delegate the authority to the <insert title (HR director, Chief Human Capital Officer, or Center/Institute/Bureau/Area Directors or equivalent)> vested in the <title of approval authority> to approve <insert what specific type of awards>.

**LIMITATIONS**

This authority may not be further delegated. This authority will be exercised in accordance with the Department's applicable policies, procedures, and guidelines, including the requirement that all PHS honor awards must first be reviewed by the required awards boards.

This delegation does not include the authority to approve any additional PHS awards.

**EFFECT ON EXISTING DELEGATIONS**

I hereby affirm and ratify any actions taken by the <title of who the delegation is going to>, or their subordinates, involving the exercise of this authority prior to the effective date of this delegation.

This delegation is effective upon the date of signature and is recommended for review no later than every 2 years.

## Appendix B

## Timeline Benchmarks

Submitting Organization	Endorsement(s)	Board	Final Approval	Submission to COAP
Agency with Delegated Approval Authority	Within 90 days of nomination date	Within 180 days of nomination date	Within 60 days of board recommendation/convene date	Within 30 days of final approval date
CPO Board Review	Follow CPO submission guidelines	Within 90 days of receipt by COAP	Within 60 days of board recommendation/convene date	Within 30 days of CPO board recommendation date
SG appointed groups (except Professional Advisory Committees)	Within 90 days of nomination date	Within 90 days of receipt by COAP	Within 60 days of board recommendation/convene date	Within 30 days of final endorsement date
Deployment related	Within 90 days of nomination date	Within 90 days of receipt by COAP	Within 60 days of board recommendation/convene date	Within 30 days of final endorsement date
Agencies without delegated approval authority	Within 180 days of nomination date	Within 90 days of receipt by COAP	Within 60 days of board recommendation/convene date	Within 30 days of final endorsement date

## Appendix C Service/Campaign

## Awards Quick Guide

SVC/CMP AWARD	# OF DAYS ELIG	LOCATION	MISSION	PRECLUDES
<b>GHCM</b>	1+	Non-Domestic	Global Health Initiative Designated by SG	FDA, GHISM, SAA (only one per mission type is authorized)
<b>GHISM</b>	30 Consecutive or 60 Non-Consecutive	Domestic or Non-Domestic	Global Health Initiative Designated by SG	Only One Per Mission Type Authorized
<b>GRSA</b>	14 Consecutive	Non-Domestic	Natural or Man-Made Disaster Designated by SG	CRSA, RSA
<b>CRSA</b>	14 Consecutive	Domestic	Natural or Man-Made Disaster Designated by SG	GRSA, RSA
<b>RSA</b>	7 Consecutive	Domestic	Public Health Emergency declared by President or HHS Secretary or Urgent Public Health Need Declared by Secretary or Designated National Security Event by Secretary, ASH, or SG	CRSA; GRSA
<b>FDA</b>	30 Consecutive or 90 Non-Consecutive	Non-Domestic	Designated a Permanent Assignment or TDY	Once Per Tour
<b>HDA</b>	180 Consecutive or Light Aircraft or Hazardous Duty Pay or Imminent Danger Pay	Domestic or Non-Domestic	Designated a Permanent Assignment or TDY	Once Per Type of Duty
<b>ISOHAR</b>	180 Consecutive or 180 OCONUS Hardship Duty Pay	Domestic or Non-Domestic	Designated a Permanent Assignment or TDY	Once Per Assignment or TDY
<b>ECM</b>	30 Consecutive OR 60 Non-Consecutive Days	Domestic or Non-Domestic	Designated Assignment or TDY per SG Decision Memorandum	Only One Per Mission Type Authorized
<b>EA</b>	Primary Award Eligible	Domestic or Non-Domestic	Designated Assignment or TDY per SG Decision Memorandum	Only One Per Mission Type Authorized