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

VADM Jerome A. Adams, Surgeon General

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 CCI 511.01, “Awards Program.” The purpose of this POM is to streamline the Corps’ awards process by ensuring 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, this authority may be re-delegated. All proposed re-delegations of authority to approve an award must be in writing. Delegations must include the title of the official to whom authority is delegated and which authority is being delegated. The delegation must be approved by the Director, Commissioned Corps Headquarters (CCHQ) prior to implementation. The COAP Manager, who is designated by the Director, CCHQ, will maintain the re-delegation 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 that the OPDIV/STAFFDIV or non-HHS organization may have.

   b. The procedure must include the organizational chain of command through which the nomination is submitted and the appropriate levels of notification needed, along with reasonable timelines to accomplish each level of endorsement (see Section 6.e.).

   c. The procedure should include requirements that nominators and others within the chain of command to notify their respective Awards Coordinator that an award nomination is submitted, so that the nomination may be tracked.

   d. The procedure must outline the OPDIV/STAFFDIV/non-HHS organization’s board process.
e. The COAP Manager will ensure compliance with PHS 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 of changes made.

4. Agency Awards Coordinator (AAC). The Commissioned Corps Liaison (Corps Liaison) for each OPDIV/STAFFDIV/non-HHS organization to which Corps officers are assigned serves as the AAC. The Corps Liaison may delegate this responsibility. The Corps Liaison will notify the Director, CCHQ, in writing of any such delegation, which will be maintained by the COAP Manager. 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 developing a tracking mechanism to ensure that nominated officers meet readiness standards and that awards are processed within the OPDIV/STAFFDIV or non-HHS organization within the nomination processing benchmarks in Section 6.e.

5. Awards Boards.

a. Agency Awards Boards (AAB).

(1) Each OPDIV/STAFFDIV/non-HHS organization 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 gender, minority status, professional category, 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 a minimum attendance requirement and quorum.

(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 Corps recommends that the AAC (or his/her designee) serve as Executive Secretary, but the AAC may be 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, teleconference), as well as deadlines for submissions that will allow for adequate preparation for review by the AAB.
(6) The COAP Manager will provide guidance to each AAC to assist with ensuring that the AAB’s operating procedures 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 awards nominated with Valor. (CCI 511.01, Section 8-2.a.)

(2) COAP manages the PHS-CCAB. The COAP Manager (or his/her designee) serves as the Executive Secretary.

(3) The PHS-CCAB consists of 7 members, including the Chair, who are appointed by the SG. The Chair is normally a flag grade officer. The remaining members must be O-5 and O-6 grade officers and must reflect the diversity of the Corps with respect to gender, minority status, professional category, geographic location, and OPDIV/STAFFDIV or non-HHS organization affiliation.

(4) Members will serve for 3 consecutive years and are appointed in a sequence that allows for orderly replacement of two to three members each year.

(5) The PHS-CCAB normally meets the first Tuesday of even numbered months. In addition, the SG can request a convening of the PHS-CCAB at any time.

(6) PHS-CCAB provides its recommendations to the SG for final approval. SG should provide final approval no later than 60 days from the date the PHS-CCAB convened.

(7) PHS-CCAB provides feedback to the AAC (or his/her designee) for nominations not approved as well as those that are recommended for downgrade to a lower level award. When the PHS-CCAB recommends a rewrite, the nominator has 180 calendar days (6 months) from the date of the SG’s approval of the PHS-CCAB’s recommendation to resubmit the nomination. PHS-CCAB notes feedback and submission dates on the original nomination form and returns it to the originating organization’s AAC (or his/her designee) or, if not agency submitted, the nominator.

(8) 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 his/her designee) serves as the Executive Secretary.

(3) The CCIAB consists of 7 Chief Professional Officer (CPO) members who are appointed by the SG, and the SG will appoint the most senior officer as the chair. A member’s term on the CCIAB will not exceed 3 years or the expiration of his/her appointment as CPO, whichever occurs first. To the extent possible, the SG will
appoint members who reflect the diversity of the Corps and in a sequence that allows for orderly replacement of two to three members each year.

(4) The CCIAB normally meets the second Tuesday each month. In addition, the SG can request a convening of the CCIAB at any time.

(5) CCIAB provides its recommendations to the SG for final approval. The SG should provide final approval no later than 60 days from the date the CCIAB convened.

(6) CCIAB provides feedback to the AAC (or his/her 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 approval of the CCIAB’s recommendation to resubmit the nomination. CCIAB notes feedback and submission dates on the original nomination form and return it to the originating organization’s AAC (or his/her designee) or, if not agency submitted, the nominator.

(7) 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.


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) Nominations on forms with a revision date prior to 2020 are not accepted by CCHQ.

b. Award Criteria and Limitations.

(1) Initiators of an award nomination must ensure that the nomination is in compliance with the award criteria and limitations specified in CCI 511.01, Section 6.

(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 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 have a listing of all participants of the group, including civilians.

(2) The nominator and/or the OPDIV/STAFFDIV/non-HHS organization AAC must ensure that the nomination does 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.

(3) The narrative may not exceed one single spaced typed page with 1” margins. Times New Roman 12 point type font is preferred, but a comparable font that provides no less than 12 point and no more than 12 characters per inch can be used. Use of double space between paragraphs and use of bullets is suggested when they can provide clarity.

(4) The nomination date cannot be after an officer’s separation or retirement from active duty nor may it exceed 13 months from the end of the “Period Covered” on the form for officers on active duty. Nominators should ensure that the period covered on the form and the dates in the narrative match.

(5) 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) act(s) exceeded expectations.

(6) Extensive biographical sketches and lists of education, training, and experience, should not be included unless they provide a better understanding of the officer’s specific accomplishments.


(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 a timely manner when the nomination is submitted to them. Available actions include:

(i) Concurring with the award nomination as written by endorsing and forwarding 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) Not endorsing the nomination. In accordance with CCI 511.01, Section 8-1.d.(1), a nomination is disapproved if it is not endorsed by any two levels of review in the organization's chain of command.

(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 digital 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 officer list for unit awards) are forwarded electronically to CCHQ/COAP for processing.

(2) Organizations without delegated approval authority and for the circumstances outlined in Section 3-1.c. of CCI 511.01.

(a) Nominations must follow CCHQ's documented written procedure for processing individual and unit honor awards. The COAP Manager provides the written procedure 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 Executive Secretary forwards 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 maximum allowable timeframes to act on an award nomination (see also Appendix A).

(1) OPDIV/STAFFDIV/non-HHS Organizations With Delegated Approval Authority.

(a) All endorsements are completed within 90 days of the nomination date.

(b) Nominations are 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.
(c) Final approval by the delegated authority is completed within 60 days of the AAB’s recommendation/date the AAB is convened.

(d) Nominations are submitted to COAP by the AAC within 30 days of final approval.

(e) For nominations not meeting the above benchmarks, the AAC must explain the delay on the nomination form in the Comments section. Nominations without sufficient justification are not processed.

(2) Organizations Without Delegated Approval Authority.

(a) The SG approves all PHS-CCAB recommendations within 60 days of the date the PHS-CCAB convenes (see Section 5).

(b) CPO Board Reviewed Nominations.

(i) Nominations must follow the CPO awards program submission guidelines.

(ii) PHS-CCAB reviews nominations no later than 90 days from the date they are received by COAP.

(c) SG Appointed Group Nominations.

(i) All endorsements are completed within 90 days of the nomination date and forwarded to COAP within 10 days of the final endorsement date.

(ii) PHS-CCAB reviews nominations no later than 90 days from the date they are received by COAP.

(d) Deployment Nominations.

(i) All endorsements are completed by the Readiness and Deployment Branch (RDB) within 90 days of the nomination date and forwarded to COAP within 10 days.

(ii) PHS-CCAB reviews 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 the AAC, are completed within 180 days from the date the nominations are received and forwarded to COAP within 10 days of the final endorsement date.

(ii) PHS-CCAB reviews 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) Awards requiring no further board review are processed in the electronic personnel system by COAP within 60 days of receipt. Certificates and/or hardware are provided by COAP to the AAC by the end of each month.

(2) The electronic processing and subsequent documentation on the officer’s Promotion Information Report (PIR) is the official record. COAP will 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, COAP processes 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 should present the awards to the officer(s) within 60 days of agency 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 come through the AAC, who will, submit to COAP for processing the following documentation in an Excel spreadsheet (unless otherwise specified below). 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 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 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 was met, and documentation of eligible flights (such documentation may be submitted separate from the spreadsheet).

(c) If 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 submitted separate of the spreadsheet).

(d) If 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) Case-by-Case considerations 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. Submission does not require a spreadsheet.

(2) Foreign Duty Award (FDA).

(a) If 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., must provide:

(i) 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) Copies of the actual travel orders do not need to be attached, but the AAC (or his/her designee) must maintain the copies for an audit or confirmation upon request by COAP.

(b) If eligible based on a permanent change of station (PCS) travel in accordance with CCI 511.01, Section 6-3.c., must provide officer’s name(s), PHS number, date assigned, and duty station.

(3) Special Assignment Award (SAA). If eligible due to a qualified detail assignment per CCI 511.01, Section 6-3.d.(1) or (2), 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 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 met criteria.

(b) If 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 provide the officer’s name(s), PHS number, duty station, date assigned, and date met criteria, as well as a copy of personnel orders authorizing the HDP.

(5) Recruitment Service Ribbon (RSR). If eligible due to qualifying assignment in position where recruitment is primary duty in accordance with CCI 511.01, Section 6-3.i., the AAC provide memorandum with officer’s name(s), PHS number, position description, and inclusive dates of 3 year assignment.

(6) Global Health Initiatives Service Medal (GHISM). If 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.

(7) Global Health Campaign Medal (GHCM). If 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.

b. Deployment Related Assignment/Activity Service Awards and Campaign Medals. All deployment related service award requests, including the National Emergency Preparedness Award (NEPA), 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 except NEPA.

(a) If 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) Agency Directed. Officers deployed/detailed by their agencies during the same time period and in support of the same mission as an official PHS activation, must coordinate with their agencies to have their eligibility information submitted to RDB subject to the eligibility requirements and the following:

(i) Officer must have been engaged in the assignment full time, and not “in addition to normal duties,” for required number of consecutive calendar days. Cannot “calculate” days based on hours worked, maintain current duties, and/or skip alternate work schedule (AWS) days or weekends in determining seven calendar days. Officers assigned to overnight shifts are credited with one deployment day per shift.

(ii) Officer’s deployment/detail position must be equivalent to authorized deployment position by RDB.

(iii) Officer must have deployed in uniform, unless specifically exempted by the Secretary, ASH, or SG.

(iv) Officer information must be submitted to RDB within 30 calendar days of request.

(2) National Emergency Preparedness Award (NEPA). The NEPA is only awarded to an officer who fully met the eligibility criteria outlined in CCI 511.01 during the period from 19 December 2006 through 31 December 2019.

(a) Officers who have already received a SAA for previous Tier 1 or Tier 2 deployment team membership recognition are not eligible for a NEPA. Changing teams does not qualify an officer for an additional SAA or NEPA.
(b) An officer on a Rapid Deployment Unit/Regional Incident Support Team (or previous Tier 1 or Tier 2 deployment team) must meet the following criteria for the NEPA:

(i) Readiness. Continuous compliance with the basic force readiness requirements throughout the period of participation being recognized.

(ii) Training. Completed additional training requirements defined by RDB, in addition to the Basic Readiness and FMRB required courses.

(iii) Deployability. Possess the deployment gear and uniforms appropriate for their team.

(iv) Performance. Satisfactory performance based on RDB’s guidance, to include on-call response availability and participation in Unit/Team activities as follows:

I. Rapid Deployment Units (RDU). Officers must be available for 75% of each on-call month, without exception, for the period outlined in Section 8.b.(2)(b)(v). For February, the requirement is 21 days. For all other months, the requirement is 23 days.

II. Regional Incident Support Teams (RIST). Officers must be available for 75% of each on-call period, without exception, for the period outlined in Section 8.b.(2)(b)(v). For February, the requirement is 21 days. For all other months, the requirement is 23 days. The 75% availability for each on call period is in participation in RIST-specific activities such as:

i) Monthly calls.

ii) Region-specific RIST training (in addition to overall training requirements, e.g. regional table-tops, annual Federal Emergency Management Agency (FEMA) Regional Response Coordination Centers (RRCC) orientations, and other online and regional face to face meetings.

iii) Availability during a response even if officers are not selected to respond to an event in the region.

(v) Qualifying Time. Must serve 2 consecutive years without any waivers, or 3 non-consecutive years if a medical waiver was authorized for a pregnancy or injury.
Certification of Qualification. The team commander must certify each team member is eligible for the award by virtue of being a member in good standing. This certification will take into account:

I. Whether the officer has met the readiness, training, deployability, performance, and qualifying time criteria above, and

II. Whether the officer has demonstrated a commitment to being a productive team member. These activities may include, but are not limited to, call down drills, within-team training, team meetings, and teleconferences.

c. Special Initiatives or Activities of the SG. The SAA may be awarded, if approved by the SG, for Professional Advisory Committee (PAC) activity and other SG chartered groups. PAC Chairs are responsible for assembling the necessary information for their respective CPOs to submit to the SG for approval. Designated Team Leaders of other SG appointed groups are responsible for assembling the necessary information to submit to the SG for approval. Officers are authorized one award of the SAA per appointment term which must meet the following:

(1) SG-appointed Groups. If eligible due to SG appointment, per CCI 511.01, Section 6-3.d.(3), 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 eligible related to a special initiative, a memorandum is submitted by the initiative's lead with supporting documentation to SG. Upon approval, the memorandum is forwarded by the SG to COAP for processing.

d. Service Award Processing.

(1) Service awards are processed by COAP within 60 days of receipt of the SG's approval.

(2) Support documents are only entered by COAP into an officer's eOPF for designated PHS deployment activation; no support documents are placed in the eOPF for other service awards.

9. Commissioners 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 are 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 requirements for transfer from the Ready Reserve Corps to the Regular Corps and subsequent receipt of personnel orders designating the transfer. Assignments Branch will notify COAP so the RCR can be processed to the PIR.
   
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 within the Office of the Secretary of HHS. CCHQ does not issue badges which 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 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 year period.

   (2) Consideration is given for meeting the previous APFT requirements during that period as long as all other criteria have been met.

   (3) Approved eligibility lists are forwarded 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. No documentation is processed by COAP nor is membership documented in the officer’s 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.

Jerome M. Adams, MD, MPH
VADM, USPHS
Surgeon General
Appendix A

Timeline Benchmarks

<table>
<thead>
<tr>
<th>Submitting Organization</th>
<th>Endorsement(s)</th>
<th>Board</th>
<th>Final Approval</th>
<th>Submission to COAP</th>
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<tbody>
<tr>
<td>Agency with Delegated Approval Authority</td>
<td>Within 90 days of nomination date</td>
<td>Within 180 days of nomination date</td>
<td>Within 60 days of board recommendation/convene date</td>
<td>Within 30 days of final approval date</td>
</tr>
<tr>
<td>CPO Board Review</td>
<td>Follow CPO submission guidelines</td>
<td>Within 90 days of receipt by COAP</td>
<td>Within 60 days of board recommendation/convene date</td>
<td>Within 30 days of CPO board recommendation date</td>
</tr>
<tr>
<td>SG appointed groups (except Professional Advisory Committees)</td>
<td>Within 90 days of nomination date</td>
<td>Within 90 days of receipt by COAP</td>
<td>Within 60 days of board recommendation/convene date</td>
<td>Within 10 days of final endorsement date</td>
</tr>
<tr>
<td>Deployment related</td>
<td>Within 90 days of nomination date</td>
<td>Within 90 days of receipt by COAP</td>
<td>Within 60 days of board recommendation/convene date</td>
<td>Within 10 days of final endorsement date</td>
</tr>
<tr>
<td>Agencies without delegated approval authority</td>
<td>Within 180 days of nomination date</td>
<td>Within 90 days of receipt by COAP</td>
<td>Within 60 days of board recommendation/convene date</td>
<td>Within 10 days of final endorsement date</td>
</tr>
</tbody>
</table>
### Appendix B

**Service/Campaign Awards Quick Guide**

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

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