



AWARDS FORMS PLATFORM

Commissioned Corps Headquarters

Awards Forms Platform

Awards Coordinator User Guide

Awards Forms Platform Awards Coordinator User Guide

6/17/2026

Commissioned Corps Headquarters
Personnel and Career Management
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COAP: phscoap@hhs.gov

Contents

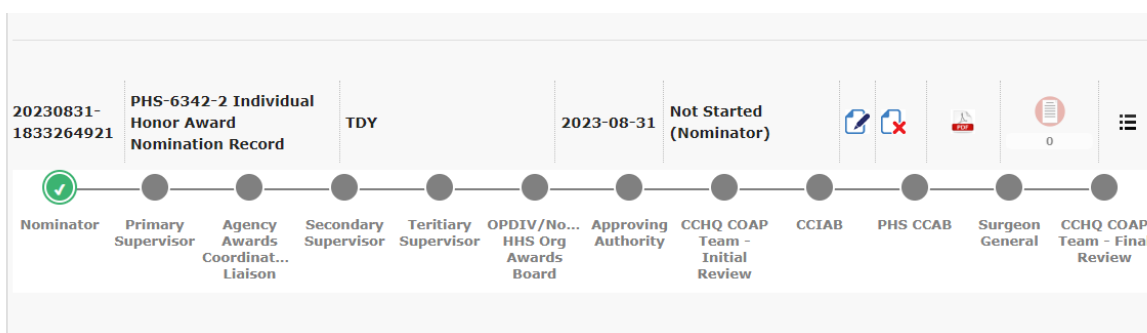
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Overview

Note: Google Chrome is the browser of choice for accessing any form within the CCMIS “Forms” system. This is the platform in which the system was created, and thus is the platform that will experience the fewest amount of user issues.

*For civilians: Multiple unsuccessful logins will lock your account. If you are having trouble logging in, please contact the Commissioned Corps Help Desk at CCHelpDesk@hhs.gov.

The Agency Awards Coordinator/Agency Liaison Stage occurs right after the primary supervisor stage within the “Forms” platform (please see the tracking flow below). The “Forms” platform is hardwired for the award to automatically be routed to the individual(s) listed within the system. If any updates need to occur to these individuals, please reach out to the COAP Team (phsCOAP@hhs.gov).



Logging In

1. Go to the Officer Secure Area of the Commissioned Corps Management Information System (CCMIS) – https://dcp.psc.gov/osa/osa_security_statement.aspx

Officer Secure Area

Security Statement

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

[Continue to Secure Area](#)

2. Login to CCMIS using your PIV, CAC, or ALT card

Select Login Method

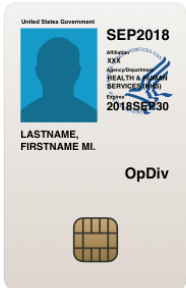
HSPD-12 Access Card

Network Credentials

AMS Credentials

Insert your HSPD-12 access card into the smart card reader before you select login. 

Login



United States Government
SEP2018
Active
XXXX
Agency: Department of Health & Human Services
2018SEP30
LASTNAME, FIRSTNAME MI.
OpDiv

- Once logged in, click “Forms” on the left-side menu



Commissioned Corps of the U.S. Public Health Service

Management Information System

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Dashboard

Home / Dashboard

Officer Details

Category	Health Services Officer
Agency	OS

License and Certification Details

Licensure Status	Valid license
License Expiration Date	08/31/2021

Retention Weight Standards

Status per last BMI *	COMPLIANT
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Officers identified as "Not Compliant" will maintain "Qualified" readiness status if required documentation is submitted timely and reflects progress as outlined in policy. Information is available on the 8 website.
 *Retention Weight Standards requirements and due dates are established by policy: CCI 241(2) and duty requirements", POM 821.75 "Readiness Compliance", and POM 823.66, "Retention Weight Standards".

On Call Status

Last On Call Date	Next On Call Date
11/1/2019	Public Health Emergency (effective 03/25/20 - present)

Periodic Health Update (PHU) Details

Report Date for Initial PHU	11/30/2020
Next Report Date for PHU	11/30/2021

Projected Readiness

Readiness Status	Readiness Description	Date	Last Update
Basic	Qualified	202009	8/27/2020

- Click the large, red box labeled “FORMS TO REVIEW” or another option is to click on the arrow in the hanger and select “FORMS TO REVIEW”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Dashboard

Home / Dashboard

MY FORMS
Total 11

FORMS TO REVIEW
Total 1

Not Started	2	Officer COER	1
In Process	1	Officer Rebuttal (COER)	0
Approved - Completed	8	PHS-7047 (Practice Hours)	0
Rejected - Closed	0	Respirator Medical Evaluation Questionnaire	0
		ROS (COER)	0

- Once you click the “Forms to Review”, you will see the forms that are in your queue for review. Click the icon in the column labeled “Edit Form” to act on the form

Search

Reference Number	Form Owner	Form Type	Form Description	Created Date	Assigned Date	Stage	Status	Edit Form
20231013-986795346		PHS-6342-2 Individual Honor Award Nomination Record	Test 1	2023-10-13	2023-10-13	Primary Supervisor	In Process	
20230410-272536674		PHS-6342-2 Individual Honor Award Nomination Record		2023-04-10	2023-10-13	Agency Awards Coordinator/Agency Liaison	In Process	

<< < > >> Go to page: 1 Row count: 10 Showing 1-2 of 2

- Review the awards information at the top of the page prior to acting on the award

Adding Optional Endorsements

1. Input the email addresses of the optional stages of Secondary Supervisory/Line of Authority, Tertiary Supervisory/Line of Authority, Operating Division (OPDIV) or NON-HHS Organization Awards Board Chairperson, and Approving Authority. These are optional steps as not all agencies have awards boards and agency approval authority. If this does not apply to your agency, please skip this step

The form is titled "Adding Optional Endorsements" and is divided into four sections, each with a red header bar. The first section is "SUPERVISORY / LINE AUTHORITY" and contains two rows: "SECONDARY SUPERVISORY/LINE AUTHORITY EMAIL" and "TERTIARY SUPERVISORY/LINE AUTHORITY EMAIL". The second section is "OPERATING DIVISION (OPDIV) OR NON-HHS ORGANIZATION AWARDS BOARD CHAIRPERSON" and contains one row: "EMAIL". The third section is "APPROVING AUTHORITY" and contains one row: "EMAIL". Each row has a white text input field and a blue "Search" button to its right. Red ovals are drawn around each of the four input fields.

2. To add the email addresses of these four optional stages, this can be completed in two ways.
 - a. Type in the email address of the desired individual or individuals in the white box in the figure above
 - b. Click the blue search button as shown in the figure below

SUPERVISORY / LINE AUTHORITY

SECONDARY SUPERVISORY/LINE AUTHORITY EMAIL Search

TERTIARY SUPERVISORY/LINE AUTHORITY EMAIL Search

OPERATING DIVISION (OPDIV) OR NON-HHS ORGANIZATION AWARDS BOARD CHAIRPERSON

EMAIL Search

- i. From here, you can type in the name of the individual or email address and then can click search

Please note, the message in the comments field will be seen by the officer. Limit: 50 characters

SECONDARY SUPERVISORY/LINE AUTHORITY EMAIL Search

TERTIARY SUPERVISORY/LINE AUTHORITY EMAIL Search

OPERATING DIVISION (OPDIV) OR NON-HHS ORGANIZATION AWARDS BOARD CHAIRPERSON

EMAIL Search

Search Modal:

Name: Jane Doe

Email Address: Search

- c. Once you have found the desired individual or individuals click the box to the left of their name and click add selected

The screenshot shows a search modal window with the following elements:

- Search Fields:** Name (mary Jane Doe) and Email Address (empty).
- Search Results Table:**

☒	SERNO	Name	Email Address	User Type
☒		Jane Doe	Jane.Doe@hhs.gov	
- Navigation:** Go to page: 1, Row count: 10, Showing 1-1 of 1.
- Action:** Add Selected button (highlighted with a red circle).

- d. The email address will then appear in the desired section in the form
Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

The screenshot shows the form with the following sections:

- SECONDARY SUPERVISORY/LINE AUTHORITY EMAIL:** Jane.Doe@hhs.gov
- TERTIARY SUPERVISORY/LINE AUTHORITY EMAIL:** (empty)

- e. After all the desired email addresses are added in the four optional stages of Secondary Supervisory/Line of Authority, Tertiary Supervisory/Line of Authority, Operating Division (OPDIV) or NON-HHS Organization Awards Board Chairperson, and Approving Authority, you can move onto completing the required steps in this stage

Signing the Form

1. Move to the Agency Awards Coordinator/Agency Liaison portion of the form

AGENCY AWARDS COORDINATOR / AGENCY LIAISON

AWARD ENDORSED *

Select an Award

SIGNATURE * **NAME AND TITLE (TYPED) *** **DATE ***

MM-dd-yyyy

***NOTE: If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.**

COMMENT

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

2. Use the drop-down menu to choose which level of award endorsed you support. See the above figure. Please note that at this stage this simply provides confirmation that as the Agency Awards Coordinator/Agency Liaison stage the information up to this point is consistent with the nominee being recognized for this accomplishment
3. Sign the document, add your name and title, and date. It is optional to add a comment, but it is helpful if changing the original nomination level. Please note that the signature, name, title, date, and comments added in this section will appear on the final PDF and will be visible to the officer

AGENCY AWARDS COORDINATOR / AGENCY LIAISON

AWARD ENDORSED *

Select an Award

SIGNATURE * **NAME AND TITLE (TYPED) *** **DATE ***

MM-dd-yyyy

***NOTE: If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.**

COMMENT

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

Reject Admin Check Save Cancel

Administrative Checks

1. Overview of the administrative checks: Click “Admin Check”. Hit “Approve” in the administrative checks box to move the award along. For the award to be moved to the next stage all required fields in this stage must be complete to include award endorsed, signature, name and title, date, and the completion of the administrative checks. Hit “close” to go back to the previous page

AGENCY AWARDS COORDINATOR / AGENCY LIAISON

AWARD ENDORSED *

Select an Award

SIGNATURE * **NAME AND TITLE (TYPED) *** **DATE ***

MM-dd-yyyy

***NOTE: If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.**

COMMENT

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

Reject Admin Check Save Cancel

2. Once the admin check button is clicked, the screen below will be seen. The following preliminary administrative checks will be conducted within the “Forms” platform: Basic Readiness, COER, Adverse Actions, Licensure, and Duplicate Award. The dates utilized in this check correlate to the awards eligibility criteria within CCI 511.01 “Awards Program”

Admin Checks

Basic Ready	Non-Compliant
COER	Non-Compliant
Adverse Actions	Compliant
Licenses	Compliant
Duplicate Award	Compliant

Recommend confirming the non-compliance noted above prior to approving or rejecting the award nomination.

Close Approve

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

Reject Admin Check Save Cancel

3. If the officer is found to be non-compliant for the preliminary administrative checks, it is recommended that the Agency Awards Coordinator/Agency Liaison get confirmation from the responsible party prior to rejecting the award. The following are the responsible parties: Readiness Team (PHSReadiness@hhs.gov), COER (PHSCOERS@hhs.gov), Adverse Actions (PHSAdverseActions@hhs.gov), and Licenses (PHSLicensure@hhs.gov)
4. To close out of the administrative checks without moving the award along, click “Close”

Admin Checks

Basic Ready	Non-Compliant
COER	Non-Compliant
Adverse Actions	Compliant
Licensures	Compliant
Duplicate Award	Compliant

Recommend confirming the non-compliance noted above prior to approving or rejecting the award nomination.

Close Approve

- To completely close out of the award without moving it to the next stage (i.e. if the award eligibility items need to be confirmed) click “Save” or “Cancel” to keep the award in this stage

AGENCY AWARDS COORDINATOR / AGENCY LIAISON

AWARD ENDORSED *

Select an Award

SIGNATURE * **NAME AND TITLE (TYPED) *** **DATE ***

MM-dd-yyyy

***NOTE: If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.**

COMMENT

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

Reject Admin Check Save Cancel

- To approve the admin checks and to move the award to the next stage click “Approve.”

Admin Checks

Basic Ready	Non-Compliant
COER	Non-Compliant
Adverse Actions	Compliant
Licensures	Compliant
Duplicate Award	Compliant

Recommend confirming the non-compliance noted above prior to approving or rejecting the award nomination.

Close Approve

Rejecting Awards

1. The Agency Awards Coordinator/Agency Liaison has the capability to reject an award. To reject the award, select “Reject” at the bottom of the page. Note: examples of why an Agency Awards Coordinator/Agency Liaison would reject an award include if there are errors on the form, if it was sent to the wrong Agency Awards Coordinator/Agency Liaison, or if the officer was found to be not compliant with the administrative checks

AGENCY AWARDS COORDINATOR / AGENCY LIAISON

AWARD ENDORSED *

Select an Award

SIGNATURE * **NAME AND TITLE (TYPED) *** **DATE ***

MM-dd-yyyy

***NOTE: If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.**

COMMENT

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

Reject Admin Check Save Cancel

2. When rejecting awards, there are options to include rejecting and closing the award and rejecting the award and sending it back to a previous stage
3. To reject an award and send it back to a previous stage, choose which stage the award should be rejected back to from the drop-down menu. A comment is required when rejections occur. If sending back to a previous stage, please be specific as to what information is needed. Note: the comments added in this section will not be visible on the final PDF but will be seen in the “Forms” platform in the activity log

Reject Form

Select Option:

- Assign To - Primary Supervisor
- Assign To - Primary Supervisor
- Assign To - Nominator
- Reject and Close

Close Save

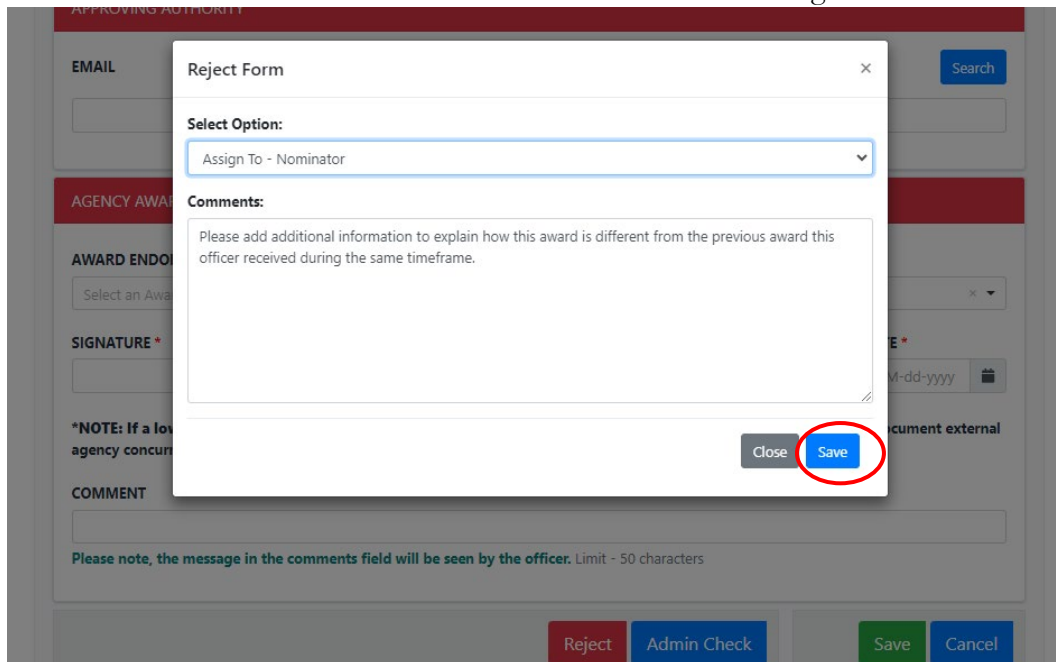
*NOTE: If a lower level award is endorsed, give reason in "comment" section below. Also, use the section below to document external agency concurrence as needed.

COMMENT

Please note, the message in the comments field will be seen by the officer. Limit - 50 characters

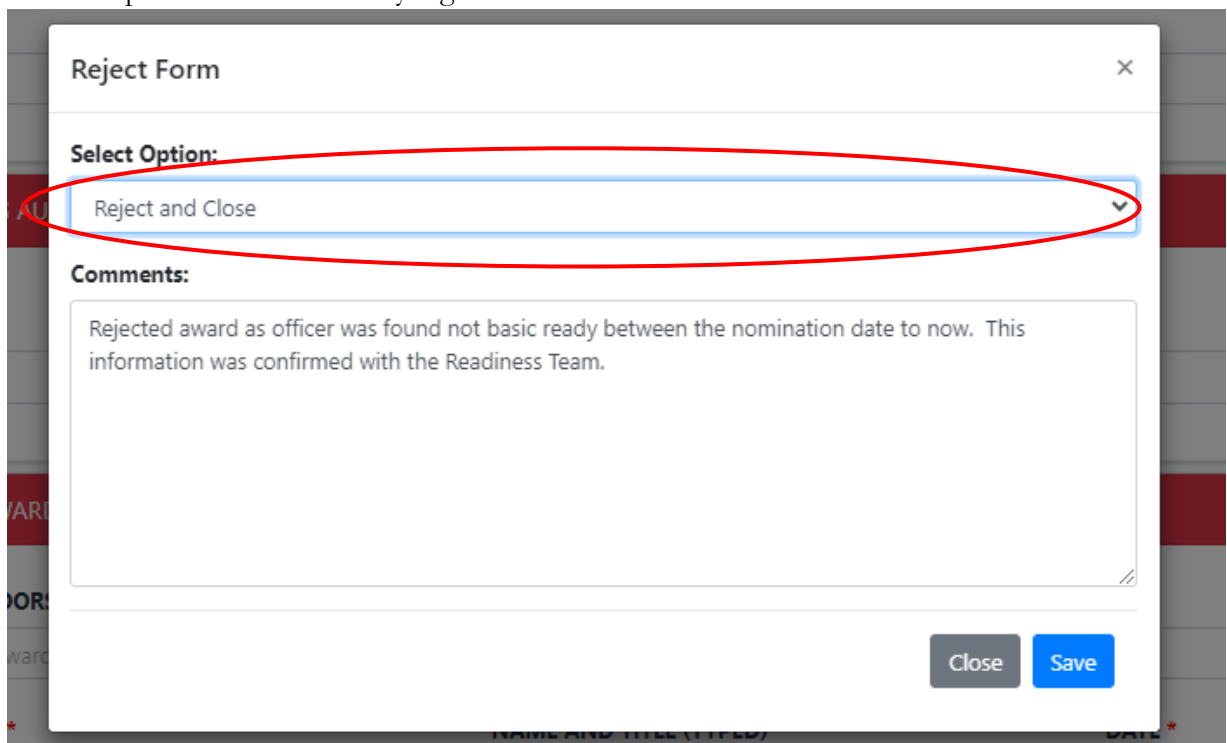
Reject Admin Check Save Cancel

4. Then click “Save.” This will reroute the award to the selected stage



The screenshot shows a 'Reject Form' dialog box overlaid on a background form. The dialog box has a title bar with a close button (X). Inside, there is a 'Select Option:' section with a dropdown menu currently showing 'Assign To - Nominator'. Below this is a 'Comments:' section with a text area containing the placeholder text: 'Please add additional information to explain how this award is different from the previous award this officer received during the same timeframe.' At the bottom right of the dialog box, there are two buttons: 'Close' and 'Save'. The 'Save' button is circled in red. The background form is partially visible, showing fields for 'EMAIL', 'AGENCY AWARD', 'AWARD ENDORSEMENT', 'SIGNATURE', and a note about agency concurrence.

5. To reject and close an award, choose that option from the drop-down menu. A comment is required when rejections occur. Note: the comments added in this section will be seen in the “Forms” platform in the activity log



This screenshot shows the 'Reject Form' dialog box with the dropdown menu open. The option 'Reject and Close' is selected and highlighted by a red oval. The 'Comments:' text area now contains the text: 'Rejected award as officer was found not basic ready between the nomination date to now. This information was confirmed with the Readiness Team.' The 'Close' and 'Save' buttons are visible at the bottom right of the dialog box. The background form is partially visible, showing fields for 'AU', 'VAR', 'FOR', and 'ward'.

6. Then click “save.” This will reject and close the award. The award will not progress to the next stage within the approval pathway

Reject Form

Select Option:

Reject and Close

Comments:

Rejected award as officer was found not basic ready between the nomination date to now. This information was confirmed with the Readiness Team.

Close Save

Forms Administration Access

1. Overview: The “Forms” Administration Access is given to Agency Liaisons. Within this area, liaisons can search for awards for officers within their agency. Information can be filtered by specific criteria or queried to see all awards entered
2. Access the “Forms” Administration Access within the top hanger in the “Forms” Platform

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Exit

OSA MENU

(START NEW / VIEW COMPLETED FORMS)

Total 56

(APPROVE / REJECT FORMS)

Total 11

3. Once the “Forms” Administration link is clicked within the hanger, the filter criteria will appear

Forms

Forms Administration

Admin Tools / Forms Administration

Reference Number:

Owner:

Serno (Owner):

Serno (Nominee):

Assigned To:

Description:

Stage:

Search String (Comma Separated):
 ☐ Exact Match

Form Type:
--- ALL ---

Status:
--- ALL ---

Search

4. To look at all awards which have been started for officers in your agency click “Search”

Forms

Forms Administration

Admin Tools / Forms Administration

Reference Number:

Owner:

Serno (Owner):

Serno (Nominee):

Assigned To:

Description:

Stage:

Search String (Comma Separated):
 ☐ Exact Match

Form Type:
--- ALL ---

Status:
--- ALL ---

Search

- All awards started for officers in your agency will appear

Admin Tools / Forms Administration

Reference Number: Owner: Serno (Owner): Serno (Nominee): Assigned To:

Description: Stage: Search String (Comma Separated): ☐ Exact Match

Form Type: Status:

Reference Number	Form Owner	Form Type	Form Description	Created Date	Status (Current Stage)	Clone	Reroute	Reset Stage	Edit	Download	Reopen	Activity
20231215-2087544113	Jane Doe	PHS-6342-2 Individual Honor Award Nomination Record	Smith PAC Award	2023-12-15	In Process (Primary Supervisor)							
20231215-2099204507	Jane Doe	PHS-6342-2 Individual Honor Award Nomination Record	Test	2023-12-15	Not Started (Nominator)							

- To search for a specific award, various fields may be utilized to look for awards such as the reference number, Owner (who started the nomination), SERNO (Owner) (i.e. SERNO of the nominator), or SERNO (Nominee) (i.e. SERNO of the Nominee)

Forms Administration

Admin Tools / Forms Administration

Reference Number: Owner: Serno (Owner): Serno (Nominee): Assigned To:

Description: Stage: Search String (Comma Separated): ☐ Exact Match

Form Type: Status:

- Awards reports pulled from the “Forms” platform are available within the Officer Secure Area (OSA) and may also be utilized to review awards entered for officers in a given agency