

CHECKLIST FOR PREPARING A COMMISSIONED OFFICER HONOR AWARD

Award Nomination Checklist

For an Individual Award:

Part I ALL ITEMS MUST BE COMPLETED (Check off completed items)

- 1. Name of Officer
- 2. Public Health Service Number
- 3. Organization (Bureau, Institute, Center, etc.)
- 4. Public Health Service Rank
- 5. Organizational Title or Position
- 6. Professional Category (e.g., Nurse, Medical, Scientist, etc.)
- 7. Proposed Award (refer to award criteria to determine correct award)
- 8. Entry on Duty Due (date officer entered active duty as a Public Health Service Commissioned Officer)
- 9. Period covered by award nomination (state exact beginning and ending dates; dates cite in the narrative must coincide with those shown here)
- 10. Citation (brief synopsis of what officer is being recognized for – must match narrative)
- 11. Nominator signature and date signed
- 12. Endorser Signatures, Names and Titles (e.g., line authority or chain of command) with award endorsed and date signed

****Please note:** Each award nomination must have approving authorities signature, name, title, award endorsed and date signed before it is forwarded to the Office of Commissioned Corps Operations-approving authority is as follows:

Agency Head for:
Distinguished Service Medal
Meritorious Service Medal
Outstanding Service Medal
Commendation Medal

Center Director for:
Achievement Medal
Citation

- ___ 13. Awards Board Chair Signature (signature indicates appropriate Agency Board review), award endorsed and date signed
- ___ 14. Agency Awards Coordinator Signature

**Part II ALL ITEMS MUST BE COMPLETED
(Check off completed items)**

- ___ 1. Chronology of Pertinent Service (officer's duty stations during period covered by this award nomination)
- ___ 2. Previous Public Health Service Commissioned Corps Honor Awards (an awards history for each officer assigned to your Agency or Program can be obtained from your awards coordinator - if other awards were received during the period covered by this nomination, you must cite them in the narrative).

Part III: NARRATIVE

1. Y__ N__ Is this work of an exemplary nature over and above the officer's job?
Accomplishments must be exemplary in order to justify an honor award.
2. Y__ N__ Was this work part of a group effort? If so, proposed award should be a group award even if the officer is the only Commissioned officer in the group.
3. Y__ N__ Have more than 13 months passed since the accomplishments occurred?
A commissioned corps award nomination must be initiated within 13 months after the noteworthy activities occurred.
4. Y__ N__ Has the officer already had an individual honor award this awards year (July I - June 30)?
An officer cannot have more than one individual honor award in one awards year.
5. Y__ N__ Has officer already been recognized with a commissioned officer award for these accomplishments? An officer cannot be recognized more than once for the same accomplishments.
6. Y__ N__ Does award nomination meet specific award criteria (see INSTRUCTIONS I-IV, Subchapter CC27.1, Commissioned Corps Personnel Manual).

7. Y__ N __ Does narrative match citation in accomplishments cited?
Citation should be brief, clear synopsis of reason for proposed recognition.
This should be supported by narrative.
8. Y__ N __ Is period of time covered by the award appropriate for the award?
Refer to criteria for guidance.
9. Y__ N __ Are accomplishments cited in narrative limited to those within period covered by award nomination? Do not include accomplishments, which occurred outside the period, covered by the award nomination as indicated in Part 1, No. 9.
10. Y__ N __ Are specific accomplishments and their impact clearly stated?
11. Y__ N __ If award nomination "wraps" other awards, is this award senior to those received previously? Junior level awards cannot "wrap" senior awards. For example, if an officer has received a Commendation Medal and a Citation within a five- year period, he/she cannot receive a Commendation Medal, and Achievement Medal or a Citation covering the entire five-year period as none of these awards are senior to the Commendation Medal already received.
12. Y__ N __ If other awards were received within the time period covered by this award nomination, does the narrative include an explanation as to how these awards differ from or contribute to this nomination? As an officer cannot be recognized more than once for the same accomplishments, it is important to clarify how other awards received within the time period covered by this nomination differ from the accomplishments presently being cited. Conversely, if this is a senior award which "wraps" other junior awards, it is important to clarify how the junior awards contribute to this more senior award.
13. Y__ N __ Is narrative too technical? Keep language simple and easily understood by multidisciplinary reviewers from a variety of Agencies and Programs.
14. Y__ N __ Does narrative speak for itself? No documentation other than the narrative will be used to evaluate the merits of the nomination.
15. Y__ N __ Does narrative only contain "glowing adjectives", but no substantive evidence of accomplishments and their impact? Narrative must contain clear evidence of accomplishments and impact.
16. Y__ N __ Does narrative exceed two pages? Nomination will be returned to your Agency if narrative exceeds two pages (**no less than 12 pitch**).