

CHECKLIST FOR PREPARING A COMMISSINED OFFICER HONOR AWARD

Award Nomination Checklist

For a Group Award:

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

- 1. Name of Group or Unit
- 2. Proposed Award (refer to award criteria to determine correct award)
- 3. Period covered by award nomination (state exact beginning and ending dates; dates cited in the narrative must coincide with those shown here)
- 4. Citation (brief synopsis of what group is being recognized for - must match narrative)
- 5. Officers Nominated
 - a. Name of each officer being nominated;
 - b. Public Health Service Number of each officer being nominated; and
 - c. Agency to which each officer is assigned.
- 6. Nominator Signature and Date Signed
- 7. 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 authority's 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:
Outstanding Unit Citation
Unit Commendation

- 8. Awards Board Chair Signature (signature indicates appropriate Agency Board review, awards endorses and date signed)
- 9. Agency Awards Coordinator Signature

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

**Please note: Individual Part II forms must be completed for each officer who is part of the group being recognized

- 1. Name of the Officer
- 2. Public Health Service Number
- 3. Organization (Bureau, Institute, or Center, etc.)
- 4. Public Health Service Rank
- 5. Organizational Title or Position
- 6. Professional Category (e.g., Nurse, Medical, Scientist, etc.)
- 7. Chronology of Pertinent Service (officer's duty stations during period covered by this award nomination)
- 8. 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(s)?
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 thirteen 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 __ Have officers already been recognized with a commissioned officer award for these accomplishments? An officer cannot be recognized more than once for the same accomplishments.
- 5. Y__ N __ Does award nomination meet specific award criteria (see INSTRUCTIONS I-IV, Subchapter CC27.1, Commissioned Corps Personnel Manual).

6. 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.
7. Y__ N __ Is period of time covered by the award appropriate for the award? Refer to criteria for guidance.
8. 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. 3.
9. Y__ N __ Are specific accomplishments and their impact clearly stated?
10. 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.
- 11 Y__ N __ Is narrative too technical? Keep language simple and easily understood by multidisciplinary reviewers from a variety of Agencies and Programs.
12. Y__ N __ Does narrative speak for itself? No documentation other than the narrative will be used to evaluate the merits of the nomination.
13. 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.
14. Y__ N __ Does narrative exceed two pages? **Nomination will be returned to your Agency if narrative exceeds two pages (no less than 12 pitch).**