

## OTHER SERVICE/ASSOC. AWARDS

Ribbons or Medals earned from other Uniformed Services that denote longevity, training, qualification, or expertise in basic military skills are not authorized for wear on the PHS uniform. Approval must be obtained from DCP to wear other awards (must submit copy of form DD214 or other official document).

Ribbons/Medals issued by the Commissioned Officers' Association (COA), Association of Military Surgeons of the U.S. (AMSUS), and The Reserve Officers' Association (ROA) are authorized for wear. See CCPM, CC27.9, INST 1 and CC26.3, INST 3 for details.

## RIBBONS/HARDWARE

DCP supplies a certificate and ribbon for the OUC, UC, Service Awards (ribbon only for BUC), and Regular Corps ribbon. A certificate, medal set, and ribbon are supplied for the DSM, MSM, SGESM, OSM, CM, AM, and Citation (medal set for Citation is provided only for awards approved after July 1, 1998). Extra ribbons and medals may be purchased from the PHS Officers Device Supply Center, (504) 642-4752. Medals are also available at personal expense for service awards.

## ORDER OF PRECEDENCE

PHS Honor and Unit Awards are worn in the order listed in this brochure. Service Awards are worn in the order earned. Ribbons are worn on left breast of appropriate uniform in rows from top down inboard to outboard within rows (highest award inboard). In all cases of relative equivalence, PHS awards take precedence over other Uniform Service awards. The COA, AMSUS, and ROA ribbons are worn in that order. The Regular Corps ribbon is worn after honor and service awards, but before the COA, etc., ribbons. See CCPM, Subchapter CC26.3, INST 3 or CCPM Pamphlet 61, "Information on Uniforms," for details.

## ATTACHMENTS

- The "V" Device is worn on the DSM, MSM, or OSM for valor. In lieu of a second or subsequent award, the following are worn:
- Gold Star (5/16") - on DSM, MSM, SGESM, OSM, CM, AM, or Citation.
  - Silver Star (5/16") - in lieu of 5 gold stars.
  - Bronze Star (3/16") - on UC, OUC, or service awards.
  - Silver Star (3/16") - in lieu of 5 bronze stars.

## NOMINATION PROCEDURES

- use form PHS-6342-1 or 6342-2 for unit or individual award.
- nominations must be formally initiated within 13 months after the specific period of service to be recognized.
- nominations may be initiated by a fellow officer, co-worker,

superior, or others.

- processing is through the organizational chain of command to the OPDIV Awards Coordinator.
- service awards require a statement from supervisor of completion of required criteria.
- only one honor award may be approved for an officer from an OPDIV per cycle (July 1 to June 30 of next year). Does not apply to unit, service, SG awards, or awards for valor.

## AWARD WRITE-UPS - Hints & Tips

- Include an introductory paragraph that describes the general criteria for the award being considered (e.g., continuous leadership, major public health impact, etc.), and the time period covered by the nomination.
- Narrative should clarify how the officer has met the award criteria, and the extent achievement is above and beyond officer's position. (Bullet format may simplify nomination.)
- If applicable, state the background to provide perspective on the problem, and how officer addressed the issue.
- State the public health impact/significance of each accomplishment in non-technical language.
- Facts, figures (data), and dates can assist in demonstrating the impact of a nomination.
- Avoid using extraneous information that may detract from the nomination, impact, etc. Assure write-up reflects activities from time period covered.
- Avoid use of a "CV format," or chronology of assignments - does not reflect how a nomination meets award criteria.
- If nomination includes work of others, nomination must clarify how individual's achievement is over/above that of others. If unit award, focus on the unit's accomplishment.
- Award must be based on achievements that have not been the basis of a prior PHS Commissioned Corps award, unless the previous award is a portion of a more senior award over a longer period and significantly higher level of achievement. The nomination must clarify the basis of the prior award and relevance to present nomination.
- The citation (25 word, "cited for" on nomination form) should match award level and frame narrative justification.

## APPROVAL LEVELS

OPDIVs have the delegated authority to approve the CM, AM, Citation, and UC.

The DSM, MSM, OSM, and OUC are approved by the SG after review and recommendation by the PHS Commissioned Corps Awards Board.

Service awards are approved by the Director, DCP.

## *PHS Commissioned Corps Awards CCPM Pamphlet No. 67 - April 1998*



*Personnel Services Branch  
Division of Commissioned Personnel  
Program Support Center  
Department of Health and Human Services*

## PURPOSE

The purpose of the Commissioned Officers' Recognition Program is to:

- C recognize officers for outstanding achievement or service,
- C encourage maximum performance, and
- C improve esprit de corps among officers.

## AWARD TYPES

### *Honor Awards*

Distinguished Service Medal  
Meritorious Service Medal  
Surgeon General's Medallion  
SG Exemplary Service Medal  
Outstanding Service Medal  
Commendation Medal  
Achievement Medal  
PHS Citation

### *Service Awards*

Isolated Hardship  
Hazardous Duty  
Foreign Duty  
Special Assignment  
Crisis Response  
Nat'l Emergency Preparedness  
Bicentennial Unit Com.  
Smallpox Eradication

### *Unit Awards*

Outstanding Unit Citation  
Unit Commendation

### *Other Ribbon*

Regular Corps

*NOTE: This pamphlet is published by the Division of Commissioned Personnel (DCP) as part of the Commissioned Corps Personnel Manual (CCPM) for Public Health Service (PHS) Commissioned Corps officers. It is provided for informational purposes only; it is not an official policy document. Consult CCPM, Subchapter CC27.1, INSTRUCTION 1 (INST 1), or other references as noted, for official policy guidance.*

### Factors for Selecting Appropriate Award Level

- Scope of Impact: international, national, regional/Operating Division, local (center/institute, division, immediate office).
- Magnitude of Achievement: extent "above and beyond" position, complexity, innovation, specialized or unique skill.
- Leadership: initiative, level of program managed/directed.
- Length of Time: Long, mid, or short term.
- Valor: degree of risk to personal safety, level of heroism/courage, magnitude of savings to life, health, or property.

### Distinguished Service Medal (DSM)



This is the highest PHS Commissioned Corps award. Criteria includes outstanding contributions to the mission of the PHS. Such achievement may range from the management of a major health program, to an initiative resulting in a major impact on the health of the Nation. Can also be conferred for a one-time heroic act resulting in great savings to life, health, or property.

### Meritorious Service Medal (MSM)



The MSM is presented in recognition of meritorious service of a single, particularly important achievement, a career notable for accomplishments in technical or professional fields, or unusually high-quality and initiative in leadership. The level of accomplishment meriting this award may include: a highly significant achievement in research program direction or program administration; a series of significant contributions; a continuing period of meritorious service; or exhibition of great courage in hazardous work in an emergency.

### Surgeon General's Medallion (SGM) & SG Exemplary Service Medal (SGESM)



No nomination procedure exists for these since the decision to confer is at the Surgeon General's (SG) discretion.

### Outstanding Service Medal (OSM)



The OSM is presented in recognition of continuous outstanding leadership in carrying out the mission of the PHS, or performance of a single accomplishment which had a major effect on the health of the Nation, or performance of an heroic act resulting in the preservation of health or property.

### Commendation Medal (CM)



The CM is presented for a level of proficiency and dedication distinctly greater than that expected of the average officer. The CM recognizes: sustained high-quality work achievement in scientific, administrative, or other professional fields; application of unique skill or creative imagination to the approach or solution of problems; or noteworthy technical and professional contributions that are significant to a limited area.

### Achievement Medal (AM)



The AM is presented for excellence in accomplishing a program's mission. This could be in recognition of the advancement of program objectives, or sustained above-average dedication to duty over a relatively short period of time.

### PHS Citation



The PHS Citation is presented in recognition of a specific and noteworthy achievement generally for a short period of time. This could include contribution toward accomplishing a program objective or high-quality achievement, but at a somewhat lesser level than is required for the AM.

### Outstanding Unit Citation (OUC)



The OUC is awarded to officers of a unit that exhibits superior service toward achieving the goals and objectives of the PHS. To merit this award, the unit must provide exceptional service, often of national or international significance.

### Unit Commendation (UC)



The UC acknowledges an outstanding accomplishment by a designated organizational unit within PHS that has demonstrated a significant level of performance well above that normally expected, but at a somewhat lesser level than is required for the OUC.

### Isolated Hardship Service Award



For service of over 180 consecutive days at a site designated as isolated, remote, insular, or constituting a hardship. See CCPM, Subchapter CC27.1, INST 1 for qualifying sites.

- Ready Reserve officers are eligible if an aggregate of 180 days are served within a 3-year period.
- State Department "post differential" used for foreign sites.
- Officers assigned to ships classified as "Unusually Arduous Sea Duty," e.g., absence from home port exceeds 180 days.

### Hazardous Duty Service Award



For 200 exposure hours over 180 consecutive days in a position requiring frequent risk to officer's safety. Assignments where the officer's professional knowledge should significantly reduce or abolish the risk do not qualify. Specific assignments include:

- required contact with inmates/detainees at certain Bureau of Prisons' facilities, Forensic Hospital at St. Elizabeths, and Immigration and Naturalization sites;
- 8 round trips or 16 duty site destinations on frequent unscheduled aircraft flights within a 6-month period (aircraft must seat 10 or fewer passengers); or
- Industrial hygiene surveys of mine sites.

### Foreign Duty Service Award



For service of 30 consecutive or 90 nonconsecutive days in a foreign duty post (not in training status). Ships sailing in international waters with international port stops are eligible.

### Special Assignment Service Award



For service of 30 consecutive days on a detail, as set forth in CCPM Subchapter CC23.5, INST 5,6,7, or 8, to a special program initiative of other Federal or State agency. Does not include assignments that are a routine function of the position, or are specifically included in the billet, or involve assignments between components of PHS/details to agencies with a blanket agreement with PHS, or are for the purpose of training.

### Crisis Response Service Award



The Crisis Response Service Award (CRSA) is for service in PHS intervention activity in a crisis situation. Service must be direct/on-site participation of a non-routine nature (i.e., not part of officer's assigned duties). Assistance at sites geographically separate from the crisis location does not qualify. The SG declares the event/activity/site for this award.

### Natl Emergency Preparedness Award



Must serve two continuous years of service in an organized unit that is mandated to provide emergency medical/support services. Must also meet required activities, training, and certification. Recognized units are: National Disaster Medical System Disaster Medical Assistance Team, Office of Foreign Disaster Assistance, and Commissioned Corps Readiness Force. See CCPM, Subchapter CC27.1, INST 1 for details.

### Bicentennial Unit Commendation



The Bicentennial Unit Commendation (BUC) is a service award given to officers on extended active duty during the PHS bicentennial year (January 1, 1998 to December 31, 1998).

### Smallpox Eradication Campaign



For 90 days service between January 1, 1966 and October 26, 1977 in the smallpox campaign.

### Regular Corps Ribbon



For officers assimilated into the Regular Corps. See CCPM, Subchapter CC23.3, INST 7 for details.

### Cash Award

Officers are *not eligible* for performance-based cash awards presented under the Civil Service Incentive Awards Program. Officers may receive cash awards for suggestions and inventions. Official orders are issued, but no ribbons or medals are received. See CCPM, Subchapter CC27.1, INST 5.