

**POLICY AND PROCEDURES**

**Office of Management**

**PHS Commissioned Corps Awards**

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**PURPOSE**

This MAPP describes the policies and procedures for nominating Public Health Service (PHS) Commissioned Corps (CC) officers for awards in the Center for Drug Evaluation and Research (CDER). The CC of the PHS is a specialized career system designed to attract, develop, and retain health professionals within the federal service. Their mission is to protect, promote, and advance the health and safety of the Nation. The purpose of the awards program is to recognize officers for outstanding achievement of service, encourage maximum performance, and improve morale.

**BACKGROUND**

The CC Honor Awards Program provides a means to give formal recognition to deserving PHS Commissioned Officers whose accomplishments or achievements are of outstanding or unique significance to the missions of PHS, Department of Health and Human Services (DHHS), and other programs to which commissioned officers are assigned.

CDER’s CC Awards Program is a criteria-based process designed to recognize documented accomplishments and achievements. It is not intended to convey any impression of officers competing with each other for recognition. Each award nomination is assessed upon its own merits in comparison with criteria.

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**POLICY**

The Personnel Operations Memorandum (POM) 08-003, dated March 31, 2008, establishes the operational procedures and guidelines to implement the CC United States PHS (Corps) Awards Program found in CC27.1.1 of the electronic CC Issuance System. The POM 08-003 streamlines the Corps Awards approval process by ensuring the timely recognition of officers while maintaining the integrity of the awards review process.

Nominations must be formally initiated within 13 months after the specific period of service to be recognized.

A fellow officer, co-worker, superior, or someone outside the PHS with knowledge of the accomplishment(s) deserving recognition may initiate the nomination of an officer or a group of officers as candidate(s) for an individual or unit award. Upon meeting the criteria set for the award, an officer may nominate himself/herself as qualifying for a service award.

An officer can be nominated for an award for an accomplishment not previously recognized. The award must be formally initiated within 13 months after the period covered ending dated.

The Agency has the delegated authority to approve Commendation Medals, Achievement Medals, PHS Citations, and Unit Commendations.

The Surgeon General has authority to approve Distinguished Service Medals, Meritorious Service Medals, Outstanding Service Medals, and Outstanding Unit Citations after review and recommendation by the Honor Awards Council (HAC) and Office of Commissioned Corps Operations (OCCO).

Service awards are granted in recognition of a specific type of service or activity, or for service during a specific time period. Service awards are approved by the Director, Division of Commissioned Corps Personnel and Readiness (DCCPR) and are processed by the Office of Force Readiness and Deployment (OFRD). The Foreign Duty Service Award is submitted to the CDER CC Coordinator and will be forwarded to the Agency CC Coordinator and DCCPR for further processing. Please refer to the CC27.1.1 for additional information regarding service awards.

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**RESPONSIBILITIES**

The CDER CC Coordinator:

- Communicates the awards schedule for each fiscal year (January-December) to CDER staff
- Acts as the first-line of contact for officers and managers
- Reviews all CDER award nominations for compliance to the Corps requirements

- Makes minor revisions of the award nomination as long as it does not modify the integrity of the proposed type of award, narrative or both
- Coordinates the Center's Awards Review Committee
- Obtains Center Director's endorsement
- Routes all Center approved nominations to the Agency Coordinator for final processing
- Emails the HAC notes to the nominator/officer and point of contact (POC) regarding the endorsement or non-endorsement of the award
- Distributes award medal sets, etc., to PHS officer
- Maintains and updates the CC Awards database and files

CDER HAC's Board Member:

- Attends and serves as the Center representative to the HAC

CDER Officers, Co-workers, and Managers serve as nominators:

- Completes appropriate nomination form(s) and forwards to POC

CDER Offices/Programs POCs:

- Serves as liaison with the Center Coordinator in submitting the final award nomination package
- Ensures the nomination package is complete and meets required criteria

CDER Honor Awards Review Committee:

- Serves as first-line of reviewers for higher level awards, which consists of Distinguished Service Medal, Meritorious Service Medal, Outstanding Service Medal and Commendation Metal
- Ensures that the citation noted in the accomplishment and the narrative is consistent with the proposed type level of award criteria

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**PROCEDURES**

**Nominator:**

- Completes form PHS-6342-2 for individual honor awards and PHS-6342-1 for unit honor awards. To access the forms and instructions for each, search Inside FDA/CDER Administrative Toolbox/CDER Awards.

- Forwards nomination to their POC for review.

**Center Office/Program POC:**

- Reviews the nomination package for completeness and ensures that the required criteria are met.
- Obtains signatures of all supervisory/line authority endorsements excluding the Center Director.
- Forwards nomination to CDER CC Award Nomination Mailbox (via email address) for review and processing.

**CDER CC Award Coordinator:**

- Reviews all nominations including Achievement Medals and PHS Citations for completeness, accuracy and ensures that all nominations meet the criteria and requirements set by the CC.
- When necessary, contacts the nominator or officer for additional information, etc.
- Schedules meetings with CDER Corps Awards Committee for review of all nominations excluding Achievement Medals, and PHS Citations, determining whether to forward the award as is, obtain additional information or if the award type meets the criteria.
- Forwards all committee approved nominations to the Agency Coordinator to be reviewed at the HAC meeting.

**Schedules/Cycles:**

- The coordinator will email the awards schedule for the current year cycles to CDER staff in January attached to the call email.
- CDER currently has six cycles per year.
- Included on the awards schedule will be the dates nominations are due to the coordinator; dates of the CDER CC Awards Review Committee meeting; and dates the final version of nomination due to the Agency CC Coordinator. The HAC meeting dates will also be included on this schedule.
- Attachments included in each call email will provide instructions, updates, and a Web page to obtain forms, writing tips, and any other pertinent information required to submit a CDER completed award nomination package.

**REFERENCES**

1. DHHS, PHS, Commissioned Corps Personnel Manual, Chapter CC27.1
  2. DHHS Commissioned Corps Instruction CC27.1.1
  3. Staff Manual Guide FDA 1433.11, PHS Commissioned Officers' Recognition Program.
  4. FDA CDER CC Awards Writing Tips at Inside FDA/CDER Administrative Toolbox/CDER Awards.
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**DEFINITIONS**

**Honor Awards Council:** The Council is comprised of PHS Officers from all FDA Staffs/Centers that meet during each cycle to provide comment, award level determination, and proposed action of each nomination. At this time awards are either endorsed or non-endorsed.

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**EFFECTIVE DATE**

This MAPP is effective upon date of publication.

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**CHANGE CONTROL TABLE**

Effective Date	Revision Number	Revisions

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**ATTACHMENT–Award Types**

1. Honor Awards:

- Distinguished Service Medal
- Meritorious Service Medal
- Outstanding Service Medal
- Commendation Medal
- Achievement Medal
- PHS Citation

2. Unit Awards:

- Outstanding Unit Citation
- Unit Commendation

3. Service, Training and Campaign Awards, Badges and Insignia:

- Hazardous Duty Service Award
- Foreign Duty Service Award
- Special Assignment Service Award
- Isolated/Hardship Service Award
- Smallpox Eradication Campaign
- Crisis Response Service Award
- Response Service Award
- Global Response Service Award
- Recruitment Service Ribbon
- Commissioned Corps Training Ribbon
- Regular Corps Ribbon
- Bicentennial Unit Commendation
- Surgeon General Insignia
- Deputy Surgeon General Insignia
- Officer-In-Charge Insignia
- Chief Professional Officer Insignia
- Office of the Secretary of HHS Identification Badge
- Recruiter Badge
- Associate Recruiter Lead Badge
- Associate Recruiter Badge
- Field Medical Readiness Badge

Award criteria for each award type can be located in the CCPM Pamphlet No. 67 listed on the Administrative Toolbox Web page for Awards guidance under CC Awards.