
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) to recognize officers for outstanding achievement of service, encourage maximum performance, and improve morale.

BACKGROUND

- 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 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.

POLICY

- The Personnel Operations Memorandum (POM) 821.14, dated June 25, 2020, establishes the operational procedures and guidelines to implement the CC United States PHS (Corps) Awards Program found in CCI 511.01 of the electronic CC Issuance System. The POM 821.14 streamlines the Corps Awards approval process by ensuring the timely recognition of officers while maintaining the integrity of the awards review process.
- 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.
- An officer can be nominated for an award for an accomplishment not previously recognized. The award must be formally submitted within 13 months from the end of the award period.
- All award nominations require a primary or second line supervisory endorsement.
- The Agency has the delegated authority to approve Outstanding Service Medals, Commendation Medals, Achievement Medals, PHS Citations, and Unit Commendations.
- The Surgeon General has authority to approve Distinguished Service Medals, Meritorious Service Medals, and Outstanding Unit Citations after review and recommendation by the Honor Awards Council (HAC) and PHS Commissioned Corps Awards Board.
- Service awards are granted in recognition of a specific type of service, activity, and/or for service during a specific time period. Service awards may be approved by the Surgeon General (SG) with re-delegation to the Director, Commissioned Corps Headquarters (CCHQ). The Foreign Duty Service Award is submitted to the CDER CC Awards Coordinator and will be forwarded to the Agency CC Awards Coordinator and CCHQ for further processing. Please refer to the CCI 511.01 for additional information regarding service awards.

RESPONSIBILITIES

Nominators:

- Submits Individual Award nominations via the CC Headquarters Awards Forms Platform.
- Submits Unit Award nominations via the eAwards system.

The CDER CC Awards Coordinator (CAC):

- Communicates the Honor Awards Council (HAC) awards schedule for each calendar year (January-December) to CDER staff.
- Acts as the first-line of contact for nominators, officers, and managers.
- Upon request by the nominator, reviews the CDER award nomination for completeness and ensures the nomination meets the criteria and requirements.
- Routes Unit Award nominations to the Agency Coordinator in eAwards for processing.
- Emails the HAC notes to the nominator and officer regarding the council decisions for the award.
- Distributes certificates and award medal sets to PHS officers.

CDER Offices Point of Contact (if applicable):

- Serves as liaison with the CDER Center Coordinator.

Honor Awards Council:

- Serves as second-line reviewers for higher level awards, which consists of Distinguished Service Medal, Meritorious Service Medal, Outstanding Service Medal, Commendation Medal, Unit Commendation and Outstanding Unit Citation.
- Endorses/Non-endorses nominations.
- Provides the HAC notes that contain revision recommendations to the CAC to share with the nominator/officer for editing.
- The HAC meet a minimum of six times per year.

PROCEDURES

The **nominator**:

1. Enters individual award nominations into the CC Headquarters Awards Forms Platform.
2. Enters unit award nomination into the Agency eAwards system.

The **CDER CC Award Coordinator**:

3. Receives the request by the nominator.
4. Reviews nominations for completeness.
5. Ensures that nominations meet the criteria and requirements.
6. When necessary, contacts the nominator or officer for additional information.

The **CDER Awards Coordinator**:

7. Emails the HAC awards schedule to CDER staff annually.

The Awards schedule will include the dates the final version of nominations are due to the Agency CC Coordinator.

REFERENCES

- DHHS, PHS, Commissioned Corps Personnel Manual, Chapter CC27.1.
 - Commissioned Corps Instruction: Awards Program (511.01) on the CDER Administrative Toolbox.
 - Staff Manual Guide FDA 1433.11, PHS Commissioned Officers' Recognition Program.
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DEFINITIONS

- **eAwards:** Agency electronic processing system for all CC unit award nominations.
 - **CC Headquarters Awards Forms Platform:** Agency electronic processing system for all individual award nominations.
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- **Higher-Level Awards:** Higher-level awards consist of Distinguished Service Medal, Meritorious Service Medal, Outstanding Service Medal, Commendation Medal, Unit Commendation and Outstanding Unit Citation.
 - **Lower-Level Awards:** Lower-level awards consist of Achievement Medal and PHS Citation.
 - **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.
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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
11/23/2015	N/A	Initial
2/27/2023	1	Minor corrections
10/10/2024	2	Procedural corrections

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 is located in the CCPM Pamphlet No. 67 listed on the CDER Administrative Toolbox Web page for Awards guidance under CC Awards.