

**POLICY AND PROCEDURES**

**OFFICE OF MANAGEMENT**

**PHS Commissioned Corps Awards**

**Table of Contents**

**PURPOSE** .....1

**BACKGROUND** .....1

**POLICY** .....2

**RESPONSIBILITIES** .....3

**PROCEDURES** .....4

**REFERENCES** .....6

**DEFINITIONS** .....6

**EFFECTIVE DATE** .....7

**CHANGE CONTROL TABLE** .....7

ATTACHMENT - Award Types .....8

**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.

- 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 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) 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 initiated within 13 months after the period covered ending dated.
- All award nominations require the 1<sup>st</sup> supervisory/line authority signatures within 90 days of the nomination date.
- 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

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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.

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## RESPONSIBILITIES

### Nominators:

- Complete appropriate nomination form(s) and enter the nominations in the eAwards system or forwards to office point of contact (POC) depending on office procedures.

### 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 officers and managers.
- Reviews all CDER award nominations for compliance to the Corps requirements.
- Makes minor revisions of the award nomination if it does not modify the integrity of the proposed type of award, narrative or both.
- Coordinates the Center's Commissioned Corps Awards Review Committee (CCARC).
- Emails the CCARC notes to the nominator/officer regarding the recommendation(s).
- 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 regarding the endorsement or non-endorsement of the award.
- Distributes award medal sets, etc., to PHS officers.
- 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 who serve as nominators

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CDER Offices Point of Contact (if applicable):

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

CDER Commissioned Corps 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, Commendation Medal, Unit Commendation and Outstanding Unit Citation
- Provides recommendations for a better/stronger award submission to the HAC
- Ensures that the citation noted in the accomplishment and the narrative is consistent with the proposed type level of award criteria

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

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## PROCEDURES

### Nominator

1. 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.
2. Forwards nomination to their office POC for review depending on office procedures.

3. Enters the nomination into the Agency eAwards system with CAC status.

**CDER Offices Point of Contact (if applicable)**

4. Reviews the nomination package for completeness and ensures that the required criteria are met.
5. Obtains signatures of all supervisory/line authority endorsements excluding the Center Director.
6. Enters nomination into Agency eAwards system with CAC status.

**CDER CC Award Coordinator**

7. 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 and forwards to the Agency.
8. When necessary, contacts the nominator or officer for additional information, etc.
9. Schedules meetings with the CDER CCARC for review of all higher level nominations as needed.
10. Returns nominations to nominator/officer for recommended edits by the CCARC.
11. Forwards all committee recommended nominations to the Agency Coordinator via the eAwards system to be reviewed at the HAC meeting.
12. Returns nominations to nominator/officer for requested edits by the HAC.

**Annual Schedules**

- a. The coordinator will email the HAC awards schedule to CDER staff in January attached to the annual notification.
- b. Included on the awards schedule will be the dates the final version of nomination due to the Agency CC Coordinator.
- c. The HAC meet six times per year.
- d. Attachments included in annual notification will provide instructions, updates, and the CDER Administrative Toolbox Web

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page to obtain forms, writing tips, and any other pertinent information required to submit a CDER completed award nomination package.

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## 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.
  - CDER CC Awards "How to Submit a Successful Nomination on the CDER Administrative Toolbox/CDER Awards.
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## DEFINITIONS

- **Commissioned Corps Awards Review Committee:** The CCARC consists of CC officers who work in various areas of expertise. The main goal of the CCARC is to assist the nominator/officer with writing/revising and submitting a better or stronger award prior to submission to the HAC. Although there is no guarantee an award will be endorsed, the goal is to raise the probability of it being endorsed by the HAC.
  - **eAwards:** Agency electronic processing system for all CC award nominations.
  - **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.
  - **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.
  - **Lower Level Awards:** Lower level awards consist of Achievement Medal and PHS Citation.
  - **Nomination Date:** Date signed by the nominator on the PHS-6342.
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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

## 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 CDER Administrative Toolbox Web page for Awards guidance under CC Awards.