



CC27.1.1  
EFFECTIVE DATE: 6 August 2007

---

**By Order of the Assistant Secretary for Health:**

**ADM John O. Agwunobi**

---

SUBJECT: Awards Program

1. PURPOSE:

- 1-1. This Instruction prescribes the awards established under the Public Health Service (PHS) Commissioned Officers' Awards Program (COAP). The authorities and responsibilities for administering this program are also prescribed.
- 1-2. COAP provides a means to give formal recognition to deserving officers in the Commissioned Corps of the U.S. Public Health Service (Corps) and to members of the other uniformed services whose accomplishments or achievements are of outstanding or unique significance to the missions of the Corps, Department of Health and Human Services (HHS), and non-HHS organizations to which Corps officers are detailed. The COAP is limited to accomplishments or achievements that are within the scope of an officer's employment with the Corps, however, extraordinary acts of heroism and valor may be recognized through the COAP.
- 1-3. COAP 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. There are neither minimum nor maximum numbers of nominations that may be submitted by HHS Operating Divisions (OPDIVs)/Staff Divisions (STAFFDIVs), or non-HHS organizations to which Corps officers are detailed, and each award nomination is assessed upon its own merits in comparison with criteria.

Note: This Instruction does not apply to the awarding of the following:

- a. The Surgeon General's Medallion (SGM) or the Surgeon General's Exemplary Service Medal (SGESM). There is no nomination or review procedure, other than an internal review by the Office of the Surgeon General (OSG), as the Surgeon General retains sole discretion for conferring these two awards;
- b. Regular Corps Ribbon. Officers assimilated into the Regular Corps as set forth in the electronic Commissioned Corps Issuance System (eCCIS) [CC23.3.7](#), "Regular Corps Assimilation Program," will receive the ribbon as acknowledgment of this action;

- c. Awards granted by the other Federal uniformed services. Corps officers remain eligible for these awards through the prescribed policies and procedures of the respective services, and may wear such awards on the uniform ([CC27.9.1](#), "Authorization to Wear Non-PHS Awards," [CC26.3.3](#), "Wearing of Medals and Ribbons," and [Manual Circular 372](#), "Revisions of Uniform Policies");
- b. Awards issued by non-HHS organizations to which Corps officers are detailed that have been, or may in the future be, authorized by the Assistant Secretary for Health (ASH); and
- c. Awards approved and authorized directly by the Secretary or Deputy Secretary in recognition of classified national security performance.

## 2. APPLICABILITY:

- 2-1. COAP applies to all active duty Corps officers in the Regular or Reserve Corps.
- 2-2. Officers called to active duty in the Commissioned Officer Student Training and Extern Program (COSTEP) may receive awards for achievements that occur during tours of active duty.
- 2-3. Retired officers may receive awards for achievements that occur during tours of active duty. Retired officers are also eligible for the Associate Recruiter Badge if they meet the program requirements set forth in [CC23.1.6](#), "Associate Recruiter Program."
- 2-4. Officers in the Inactive Reserve Corps (IRC) may receive awards for achievements that occur during tours of active duty. However, IRC officers remain eligible to earn certain recognition that prepares them for active service (i.e., the Field Medical Readiness Badge and Commissioned Corps Training Ribbon). IRC officers are also eligible for the Associate Recruiter Badge if they meet the program requirements set forth in [CC23.1.6](#), "Associate Recruiter Program."
- 2-5. Consistent with the policies and procedures of their respective services, members of other uniformed services (officers or enlisted personnel) may be nominated to receive Corps awards for documented contributions to the missions of the Department, the Corps, or non-HHS organizations to which Corps officers are detailed.

## 3. AUTHORITY:

- 3-1. The Secretary of HHS has delegated the authorities necessary to administer the Corps to the ASH (See memorandum dated 24 July 2003 and Statements of Organizations, Functions, and Delegations of Authority dated 18 December 2003, [68 FR 70507](#)). The Surgeon General (SG) is responsible for the day-to-day management of Corps operations, force readiness, and field command of deployments. The Office of Force Readiness and Deployment (OFRD), within the Office of the Surgeon General, is responsible for force readiness activities for the Corps. The authority for daily administration of the Corps' personnel system has been delegated to the Director, Office of Commissioned Corps Operations (OCCO).
- 3-2. The ASH has delegated to the SG to:
  - a. Approve, without further re-delegation, the award of the:
    - (1) Distinguished Service Medal (DSM)
    - (2) Meritorious Service Medal (MSM)

- (3) Surgeon General's Medallion (SGM)
  - (4) Surgeon General's Exemplary Service Medal (SGESM)
  - (5) Outstanding Unit Citation (OUC)
  - (6) Any award or decoration awarded under conditions of "With Valor"
- b. Approve, without further re-delegation, the specific event or activity for the awarding of the Crisis Response Service Award (CRSA), Global Response Service Award (GRSA), and Response Service Award (RSA), and recipients of such.
- c. Approve, without further re-delegation, the Outstanding Service Medal (OSM), Commendation Medal (CM), Achievement Medal (AM), PHS Citation (CIT), and Unit Commendation (UC) under the following circumstances:
- (1) When there may be a potential conflict of interest for the delegated authority to approve the award.
  - (2) Nominations for officers, who are assigned to an organization where the approval authority is not clear.
  - (3) Nominations from within OSG, including awards submitted by a Chief Professional Officer (CPO) for officers whose achievements are related to professional category activities conducted under a recognized CPO function.
  - (4) Nominations for officers detailed to an organization that does not have delegated approval authority.
  - (5) When a timely decision to approve or disapprove a nomination is not made within an OPDIV/STAFFDIV or non-HHS organization within established timeframes (Section 8-3.).
- d. Approve the AM and CIT during designated events that are eligible for the CRSA, GRSA, and RSA. With the approval of the ASH, this authority may be re-delegated to Team Commanders of deployed forces in deployment and response circumstances, and re-delegation below this level is not authorized.
- e. Present, without further re-delegation, the DSM, SGM, and SGESM.
- 3-3. The ASH has delegated certain authorities under the COAP:
- a. To the following officials:
    - (1) Heads of HHS OPDIVs;
    - (2) Principal Deputy Assistant Secretary for Health, Office of the Secretary (OS), HHS, as executive agent for OS;
    - (3) Administrator, Environmental Protection Agency (EPA) for EPA Regional Offices, and Assistant Administrators, EPA;
    - (4) Director, National Oceanic and Atmospheric Administration (NOAA);

- (5) Director, Office of Health and Safety, U.S. Coast Guard (USCG);
  - (6) Assistant Director/Medical Director, Health Services Division, Bureau of Prisons (BOP);
  - (7) Director, District of Columbia Department of Mental Health Services, District of Columbia Government, Washington, D.C.;
  - (8) Director, United States Marshals Service (USMS); and
  - (9) Other officials in charge of non-HHS organizations to which Corps officers are detailed under a long-term blanket Memorandum of Understanding (MOU) for the detail of officers where the MOU identifies the position that is granted award authorities.
- b. The above officials have the delegated authority to:
- (1) Approve the OSM, CM, and UC, without authority to re-delegate;
  - (2) Approve the AM and CIT with the authority to re-delegate to Center, Institute, Bureau, Area Directors or equivalent. The Center, Institute, Bureau, Area Directors may re-delegate their authorities to the next organizational level below them in the management chain of command. Re-delegation below this level is not authorized. All delegated authorities will be documented in writing and provided to OCCO.
  - (3) Present the MSM and OUC with authority to re-delegate to Center/Institute/Bureau/Area Directors or equivalent level without further re-delegation; and
  - (4) Present the OSM, CM, AM, CIT, and UC with authority to re-delegate to the appropriate level within the OPDIV/STAFFDIV or non-HHS organization to which Corps officers are detailed.
- c. The ASH may delegate certain specific limited authorities to other officials on an event-by-event basis.
- 3-4. The Director, OCCO, through the SG, is delegated the authority to approve service awards and authorize the wearing of awards from other uniformed services, as specified in CC27.9.1, "Authorization to Wear Non-PHS Awards," of the eCCIS.
4. **PROPONENT:** The proponent of this Instruction is the ASH. The responsibility for assuring the day-to-day management of the Corps is the SG.
5. **SUMMARY OF REVISIONS AND UPDATES:**
- 5-1. This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces CC27.1.1, "Awards Program," dated 12 September 2000 and is a stand alone Instruction within the eCCIS.
  - 5-2. This Instruction replaces CCI 511.02, "Field Medical Readiness Badge," dated 26 July 2006.
  - 5-3. This Instruction replaces CCI 511.03, "Deployment Service Awards," dated 02 August 2006.

- 5-4. This Instruction establishes the Chief Professional Officer Insignia (CPOI).
- 5-5. This Instruction incorporates portions of [Manual Circular 382](#), "Recruiter Badge and Ribbon," and CC23.1.6, "Associate Recruiter Program," regarding the Recruiter Badge, Associate Recruiter Lead Badge, Associate Recruiter Badge, and Recruitment Service Ribbon.
- 5-6. This Instruction establishes the Inactive Reserve Corps (IRC) receiving the Field Medical Readiness Badge and Training Ribbon.
- 5-7. This Instruction re-delegates the authority to approve the OSM to HHS OPDIV Heads and other officials.
- 5-8. This Instruction expands the scope of the Commissioned Corps Awards Board's (CCAB) responsibilities.
- 5-9. This Instruction authorizes certain approval authorities to be delegated to Team Leaders of deployed forces.
- 5-10. This Instruction eliminates the requirement of board review for the AM and CIT.
- 5-11. This Instruction eliminates the requirement for a board review at the OPDIV/Non-HHS organization level for the DSM, MSM, and OUC.
- 5-12. This Instruction establishes required timeframes in which a decision must be made on approving or denying an award nomination.

6. POLICY: Types of Recognition and Criteria.

6-1. Individual Honor Awards.

a. General.

(1) There are six individual honor awards for which Corps officers may be nominated: DSM, MSM, OSM, CM, AM, and CIT. There are two additional awards for which there is no nomination process: SGM and SGESM. There is no progression or order in which an officer must receive these awards. Rather, the individual award criterion determines the appropriate level of an award, in conjunction with the following:

(a) Scope of Impact. The scope of the achievement's impact on the mission of the Corps at the international, national, regional, HHS OPDIV/STAFFDIV, non-HHS organization to which Corps Officers are detailed, or local level (e.g., Center/Institute, Division, Immediate Office).

(b) Level of Achievement. The extent to which the achievement is above and beyond that normally expected of an officer in the nominee's position, grade, or billet. This encompasses the complexity of the achievement and degree of innovation and specialized or unique skill required.

(c) Leadership. The degree of demonstrated initiative and/or level of the program managed or directed.

(d) Length of Time. The time period covered by the award nomination.

(2) The DSM, MSM, and OSM may also be awarded "With Valor," with a bronze "V" for recognizing acts of courage and bravery. The designation "With Valor" is not to be used to recognize hazardous assignments or exposure to dangerous and life threatening environments. The officer must exhibit a positive and particular act, or actions, of bravery and courage, and/or heroism, in particular those resulting in the saving or preserving of the life or health of others. The degrees of risk to personal safety, the level of bravery, and the demonstration of courage, are determining factors that must be clearly displayed.

(3) The examples given in the criteria for the individual awards are illustrative and are to be construed broadly only as general guidance.

b. Distinguished Service Medal (DSM). This is the highest award granted to a Corps officer. This award is presented in recognition of an exceedingly high level of achievement by an officer who possesses a genuine sense of public service and who has made exceptional contributions to the mission of the Corps. 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. The award can also be conferred for an act of heroism resulting in the saving of life or protection of health.

c. Meritorious Service Medal (MSM). This award is the second highest recognition granted to Corps officers for outstanding or meritorious levels of achievement. This award is presented in recognition of:

- (1) meritorious service of a single, particularly important achievement;
  - (2) a career notable for significant accomplishments in technical or professional fields; or
  - (3) unusually high quality and initiative in leadership. The levels 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 an exhibition of great courage and heroics in an emergency.
- d. Surgeon General's Medallion (SGM). The SGM is awarded at the sole discretion of the SG to a member of any uniformed service or a civilian for the highest level of contribution to initiatives of the SG. As the award is bestowed at the discretion of the SG, there is no nomination procedure. The OSG administers this award.
- e. Surgeon General's Exemplary Service Medal (SGESM). The SGESM is awarded at the sole discretion of the SG, for exemplary contributions of a member of any uniformed service to initiatives of the SG. As the award is bestowed at the discretion of the SG, there is no nomination procedure. The OSG administers this award.
- f. Outstanding Service Medal (OSM). The OSM is granted to an officer who has demonstrated continuous outstanding leadership in carrying out the mission of the Corps, performed a single accomplishment that has had a major effect on the health of the Nation, or has performed a heroic act resulting in the preservation of life or health.
- g. Commendation Medal (CM). The CM is granted to an officer who has exhibited a level of proficiency and dedication distinctly greater than that expected of an officer. The CM recognizes:
- (1) sustained high quality achievements in scientific, managerial, or other professional fields;
  - (2) application of unique skill or creative imagination to the approach or solution of problems; or
  - (3) noteworthy technical and professional contributions that are significant to a limited area.
- h. Achievement Medal (AM). The AM is granted to an officer for superior efforts or outcomes in accomplishing a program's mission. This could include recognition of the advancement of program objectives, sustained above-average accomplishment, or superior dedication to duty over a relatively short period of time.
- i. PHS Citation (CIT). The CIT is granted to an officer in recognition of a specific and noteworthy achievement, generally for a short period of time. This could include contributions toward accomplishing a program objective or high quality achievement, but at a lesser level than is required for the AM.
- 6-2. Unit Honor Awards.
- a. General.

- (1) The two unit awards are usually granted for specific actions over a relatively short and defined period of time, marked by discrete beginning and ending dates. The determinants of the appropriate level of recognition are the importance and significance of the actions in furthering the mission of the Corps and the extent to which the achievement exceeds that which is normally expected of such officers.
  - (2) Officers receive a unit award because of their collective contributions to the cited action(s) of the unit. Although all officers in the unit are eligible to receive the award, the appropriateness of inclusion of each officer should be considered individually by the nominator and at the initial levels of review. However, the specific role of each officer need not be cited in a nomination unless it is a useful clarification that strengthens the total nomination package.
  - (3) An officer who has demonstrated a level of accomplishment that significantly exceeds the efforts of other members of the unit, may be nominated for an Individual Honor Award (the individual honor award nomination must specify and clarify the unique achievements).
  - (4) An officer who is a member of a unit that also includes civilians, may be recognized with either the Outstanding Unit Citation (OUC) or the Unit Commendation (UC), as appropriate. While civilian members of the unit will be recognized through the civilian awards system, the civilian members will be listed on the award nomination.
- b. Outstanding Unit Citation (OUC). The OUC is granted to a group of officers who exhibit outstanding contributions toward achieving the goals and objectives of the Corps. To merit this award, the unit must have provided outstanding service, often of national significance.
- c. Unit Commendation (UC). The UC is granted to acknowledge significant contributions and achievements well above that normally expected in accomplishing the goals and objectives of the OPDIV/STAFFDIV or non-HHS organizations to which Corps officers are detailed. To merit this award, the unit's accomplishment is at a lesser level than the OUC, often at the State or regional level of significance.

### 6-3. Service Awards.

- a. General.
- (1) Service awards are granted in recognition of a specific type of service or activity, or for service during a specific time period.
  - (2) The Hazardous Duty Award (HDA), Foreign Duty Award (FDA), Special Assignment Award (SAA), and Isolated/Hardship Award (ISOHAR) were established by the ASH on 27 July 1978. These service ribbons are not awarded retroactively for service prior to 27 July 1978.
  - (3) The Crisis Response Service Award (CRSA), Global Response Service Award (GRSA), Response Service Award (RSA), and Bicentennial Unit Commendation (BUC) are granted for specific activities and/or timeframes.

- b. Hazardous Duty Award (HDA). An officer, who served in a position requiring frequent and significant risk to his/her safety, qualifies for this award. For full-time assignments, this incorporates a minimum of 6 months exposure to the risk factors.

Additionally, the Director, OCCO, may consider other assignments for this award on a case-by-case basis if the assignment exposes the officer to sufficient risk to his/her safety. Assignments associated with the treatment of Hansen's disease or assignments where the professional knowledge of the officer should significantly reduce or remove the risk do not qualify an officer to receive this award.

The officer's supervisor must certify that the officer has met the designated criterion before forwarding the award nomination through appropriate channels for submission to OCCO. An officer qualifies only once for a particular type of duty. Specific duty assignments that qualify for the HDA include the following:

- (1) Frequent Light Aircraft Flights. An officer completing 8 round trips or 16 duty site destinations, qualifies for this award. One round trip is considered 2 duty site destinations. As an additional example, a circuit trip, visiting 3 sites, and requiring a fourth leg to return home, would count as 4 duty site destinations. A light aircraft is defined as an airplane or helicopter that seats 10 or fewer passengers;
- (2) Contact with inmates and/or detainees. An officer completing 6 months full-time contact hours with inmates and/or detainees qualifies for the HDA. An officer not assigned to full-time contact with inmates and/or detainees (such as officers who occupy Central Office or Regional Office positions), but who serves a total of at least 1,000 non full-time duty contact hours (portal to portal), also qualifies. Specific assignments that qualify for the HDA include the BOP, Forensic Hospital at St. Elizabeths, Immigration and Customs Enforcement (ICE), and USMS.
- (3) Industrial Hygiene Surveys of Mine Sites. An officer completing a total of at least 200 non full-time exposure hours while conducting mine site surveys, qualifies for the HDA.
- (4) Officers who receive hazard duty pay or imminent danger pay qualify for the HDA

- c. Foreign Duty Award (FDA).

- (1) An officer who has served outside the United States at least 30 consecutive days or 90 non-consecutive days in foreign posts while on temporary or permanent assignment (other than while in training), qualifies for the FDA. Any period of 30 or more consecutive days is not included in the computation of the 90 non-consecutive days.
- (2) Qualification for this award does not include service in any State of the United States. As defined in [42 USC 201](#), the term "State" includes the 50 States and the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, and all other areas formerly encompassed in the Trust Territories of the Pacific Islands.

- (3) An officer may qualify for one FDA for each tour of 30 or more consecutive days provided the officer returns to the United States (as defined in Section 6-3. c.(2)), at the conclusion of a Temporary Duty or Permanent Change of Station (PCS) assignment between overseas tours.
- (4) An officer assigned for 30 or more consecutive days on a ship that transits through international waters with stops in international ports, qualifies for the FDA.
- (5) Each period of a foreign assignment (i.e., consecutive days in foreign posts) is considered as a unit and “extra” days are not used in calculating the number of days for a subsequent FDA.

d. Special Assignment Award (SAA).

- (1) An officer detailed via official personnel orders (as set forth in [CC23.5.5](#), “Intergovernmental Personnel Act,” [CC23.5.6](#), “Detail to Faculty Positions,” [CC23.5.7](#), “Detail to Congressional Committees,” or [CC23.5.8](#)), “Detail to Federal Agencies,” for a minimum of 30 consecutive days to a special program initiative of a Federal or State Agency, or to other organizations, qualifies for the SAA. An assignment effected via memorandum or other official mechanism as set forth in the above Instructions is eligible, unless the assignment is a routine function of the officer's position, or is specifically included in the officer's billet description.

Qualifying periods do not include the following:

- (a) Assignments or activities between components of HHS, or details to organizations with which the Corps has a “blanket” detail agreement (e.g., BOP, USCG, EPA, NOAA, National Park Service (NPS), the Uniformed Services University of the Health Sciences (USUHS), Native American Governments/Tribal Organizations, and USMS), or
  - (b) Assignments or details, for the purpose of training the officer.
- (2) Assignments of 30 or more non-consecutive days may be considered for the SAA. In addition to the criteria and restrictions stated in Section 6-3.d. the non-consecutive assignment must be in the same organizational entity, and must be a part of an ongoing activity with a clearly defined objective.
  - (3) Assignments to special initiatives or activities of the Secretary, ASH, and/or SG qualify for this award. These include functioning as CPO or an appointed member of the Surgeon General's Policy Advisory Council, a Professional Advisory Committee (PAC), the Junior Officer Advisory Group, the Minority Officers Liaison Council, the Black Commissioned Officers Advisory Group, American Indian/Alaskan Native Commissioned Officers Advisory Committee, Asian Pacific American Officers Committee, and the Hispanic Officers Advisory Committee. Membership on a subcommittee or subgroup of these groups does not qualify for the SAA. The SG validates special initiatives and activities, as well as required timeframes, under this paragraph.

- e. Isolated/Hardship Award (ISOHAR). An officer who has served a minimum of 180 consecutive days in an area designated as isolated, remote, insular, or constituting a hardship duty assignment, qualifies for the ISOHAR. [PPM 06-006](#), "Service Awards - Isolated/Hardship Sites," lists currently qualifying sites.
- (1) An officer qualifies for an ISOHAR for service at the same designated site for each separate tour of a minimum of 180 consecutive days under a PCS order. Tours must have at least one intervening PCS, of at least 180 consecutive days at a separate duty station.
  - (2) An officer in the IRC qualifies for the ISOHAR if he/she serves a total of 180 days in a designated area.
  - (3) In addition to the locations listed in PPM 06-006, "Service Awards - Isolated/Hardship Sites," the Corps has adopted the U.S. State Department "post differential" designation for purposes of designating foreign duty posts as qualifying sites for the ISOHAR.
  - (4) An officer permanently assigned to a ship classified as "Unusually Arduous Sea Duty (UASD)," i.e., absence from its home port for at least 180 consecutive days, qualifies for the ISOHAR.
  - (5) The Director, OCCO, may consider other assignments for this award on a case-by-case basis if the assignment meets the minimum 180 consecutive day requirement. Examples of such assignments may include unaccompanied tours and receipt of hardship duty pay.
- f. Crisis Response Service Award (CRSA). The CRSA recognizes an officer's direct participation in a Corps deployment to a designated domestic response. An officer must meet the force readiness standards to be eligible for the CRSA (See [Manual Circular 377](#), "Force Readiness Standards," [PPM 06-004](#), "Extension of Manual Circular 377", [PPM 07-001](#), "Extension of Manual Circular 377," and [PPM 07-007](#), "Extension of PPM 07-001"). An officer may receive only one award of the CRSA for participation in the same crisis response.
- (1) Officer must participate in a domestic Corps deployment, that is:
    - (a) A natural or man-made disaster that is determined to be a crisis response with eligibility for the CRSA by the SG; and
    - (b) Away from the officer's regular duty assignment.
  - (2) Officer must be deployed for not less than 7 days.
  - (3) Officer must be deployed in the designated PHS uniform, unless exempted by the SG.
- g. Global Response Service Award (GRSA). The GRSA recognizes an officer's direct participation in a Corps deployment to a designated non-domestic or international response. An officer must meet the force readiness standards to be eligible for the GRSA (See [Manual Circular 377](#), "Force Readiness Standards," [PPM 06-004](#), "Extension of Manual Circular 377", [PPM 07-001](#), "Extension of Manual Circular 377," and [PPM 07-007](#), "Extension of PPM 07-001"). An officer may receive only one award of the GRSA for participation in the same response.

- (1) Officer must participate in a non-domestic Corps deployment that is:
    - (a) A natural or man-made disaster that is determined to be a crisis response with eligibility for the GRSA by the SG;
    - (b) Away from the officer's regular duty assignment.
  - (2) Officer must be deployed for not less than 7 days.
  - (3) Eligibility for the GRSA is retroactive to 1 October 2004.
  - (4) Officer must be deployed in the designated PHS uniform, unless exempted by the SG.
- h. Response Service Award (RSA). The RSA recognizes an officer's direct participation in a Corps deployment to a designated public health need or National Special Security Event. An officer must meet the force readiness standards to be eligible for the RSA (See Manual Circular 377, "Force Readiness Standards," PPM 06-004, "Extension of Manual Circular 377", PPM 07-001, "Extension of Manual Circular 377," and PPM 07-007, "Extension of PPM 07-001"). An officer may receive only one award of the RSA for participation in the same response.
- (1) Officer must participate in a Corps deployment that is classified as one of the following:
    - (a) An all-hazards public health emergency as declared by the President or Secretary;
    - (b) An urgent public health need as determined by the Secretary or the ASH; or,
    - (c) A National Special Security Event (e.g., Winter Olympics).
  - (2) To meet this service award criterion the event must:
    - (a) Not be designated as a CRSA or GRSA response; and,
    - (b) Be designated a Corps deployment with eligibility for the RSA by the Secretary, ASH, or SG;
  - (3) Officer must be deployed for not less than 7 days.
  - (4) Officer must be deployed in the designated PHS uniform, unless exempted by the SG.
- i. Recruitment Service Ribbon (RSR). The RSR recognizes an officer's continued service to the ongoing recruitment efforts of the Corps.
- (1) An officer is eligible for the RSR upon completion of 3 consecutive years:
    - (a) In a billet in which recruitment is a primary duty and responsibility. Duties may include policy development, establishment of goals and strategies, and coordination of recruitment programs and initiatives; or,

- (b) Of maintaining a current status in the Associate Recruiter Program (ARP) as set forth in CC23.1.6, "Associate Recruiter Program."
    - (2) An officer may earn an additional award for meeting the criteria in Section 6-3.j.(1) for each additional 3-year period.
    - (3) The RSR is awarded for recruitment service completed after 3 April 2006.
  - j. Bicentennial Unit Commendation (BUC). All Corps officers who served satisfactorily on active duty for any period between 1 January 1998 and 16 July 1999, qualify for the BUC.
- 6-4. Campaign Medals.
- a. General.
    - (1) Campaign medals recognize a formal Corps operation that has a specific and stated objective. Campaigns are specific Departmental objectives aimed at eradicating specific health crisis or diseases and/or significantly improving the health and well-being of a targeted population.
    - (2) Campaign medals are approved by the ASH.
    - (3) Campaign medals are granted in recognition of an officer's substantial contribution to an approved campaign for a specific type of service or activity, or for service during a specific time period.
  - b. Smallpox Eradication Campaign Ribbon (SPEC). An officer who has served 90 days or more cumulative service in the Centers for Disease Control and Prevention's (CDC) Bureau of Smallpox Eradication or Smallpox Laboratory, in the World Health Organization's (WHO) Smallpox Eradication Program, or in a temporary duty assignment in a smallpox effort abroad, qualifies for the SPEC. The service must have occurred between 1 January 1966 and 26 October 1977.
- 6-5. Training Ribbons.
- a. General. Training awards are granted in recognition of satisfactory completion of a specified course of study.
  - b. Commissioned Corps Training Ribbon (CCTR). The CCTR is awarded to officers upon satisfactory completion of both the Officer Basic Course and the Independent Officer Training Course.
- 6-6. Regular Corps Ribbon.
- An officer who has been assimilated into the Regular Corps qualifies for the Regular Corps Ribbon and appointment certificate. For information on requirements and application procedures, see [CC23.3.7](#), "Regular Corps Assimilation Program."
- 6-7. Badges and Insignia.
- a. Surgeon General Insignia (SGI). The SGI is a badge of office. Wearing of the SGI is restricted to the SG. An officer permanently assigned as the SG shall

wear the SGI. Once an officer has been duly authorized to wear the SGI, he/she may wear the miniature SGI during all subsequent assignments of his/her career as a Corps officer.

- b. Deputy Surgeon General Insignia (DSGI). The DSGI is a badge of office. Wearing of the DSGI is restricted to the Deputy Surgeon General (DSG). An officer permanently assigned as the DSG shall wear the DSGI. Once an officer has been duly authorized to wear the DSGI, he/she may wear the miniature DSGI during all subsequent assignments of his/her career as a Corps officer.
- c. Officer-In-Charge Insignia (OICI).
  - (1) The OICI identifies a Corps officer who is assigned by personnel orders to the highest level of leadership within the Office of the Secretary; a specific position that is the highest level of authority over an HHS OPDIV; or a specific position in a non-HHS organization for which there is a statutory basis for the relationship, which is the highest level of authority over an organizational component which contains Corps officers. Eligibility for the OICI is restricted to incumbents of the following designated positions, when filled by a Corps officer:
    - (a) Secretary, Deputy Secretary, Chief of Staff, Immediate Office of the Secretary (IOS), HHS;
    - (b) Associate Deputy Secretaries and Heads of OS operational offices, OS, HHS;
    - (c) Assistant Secretaries, Deputy Assistant Secretaries, OS, HHS;
    - (d) Chief officials and deputies in assistant secretarial level STAFFDIVS, OS, HHS;
    - (e) HHS OPDIV Heads;
    - (f) Chief Medical Officer and Director of Health and Safety, USCG; and
    - (g) Medical Director and Assistant Director, Health Services, BOP.
  - (2) Once an officer has been duly authorized to wear the OICI, he/she may wear the miniature OICI during all subsequent assignments of his/her career as an officer. No more than one OICI shall be worn on the uniform, regardless of the number of times an officer may have qualified for the insignia.
  - (3) An officer who occupies an eligible position in an "acting" or temporary capacity is not authorized to wear the OICI.
- d. Chief Professional Officer Insignia (CPOI). The CPOI is a badge of office. Wearing of the CPOI is restricted to officers who are assigned by personnel orders to be the Chief Professional Officer (CPO) of one of the eleven professional categories. (i.e., Medical, Dental, Nurse, Engineer, Scientist, Environmental Health, Veterinary, Pharmacy, Dietitian, Therapy, and Health Services). An officer who is assigned as an Acting CPO is not authorized to wear the CPOI. Once an officer has been duly authorized to wear the CPOI, he/she may wear the miniature CPOI during all subsequent assignments of

his/her career as a Corps officer. Officers on active duty as of the date of this Instruction who previously were assigned as a CPO are authorized to wear the miniature CPOI.

- e. Office of the Secretary of HHS Identification Badge (OSIB). Officers assigned on a permanent basis to a billet located within any of the organizational components of the OS, HHS, including STAFFDIVs, qualify to wear the OSIB. Authorization to wear this badge is effective with assignments beginning on 22 June 1999 and is not retroactive to any assignment to any element of OS prior to this date.
  - (1) An officer may temporarily wear the badge upon initial assignment to a billet within the OS.
  - (2) Upon completion of one continuous year of duty in a billet within the OS, an officer may permanently wear the badge. Time spent on a detail or temporary duty outside the OS does not count in this computation.
  - (3) An officer detailed or on temporary duty from the OS, to activities located in other OPDIVs or non-HHS organizations located outside the OS, is not eligible to wear this badge during the period of detail or temporary duty, unless he/she has previously met the criteria for permanent authorization.
  - (4) Individuals authorized only for temporary wear of this badge shall return the badge to OCCO upon completion of the tour of duty in the OS.
- f. Recruiter Badge (RB). An officer who is assigned to a billet in which the primary duties and responsibilities relate to recruitment will wear the RB as recognition of his/her standing as a recruiter. The RB may be worn only while assigned to a recruitment billet.
- g. Associate Recruiter Lead Badge (ARLB). Upon meeting the eligibility criteria as set forth in CC23.1.6, "Associate Recruiter Program," to serve as an Associate Recruiter Lead (ARL) and approval by the respective CPO, an ARL will be issued a certificate and corresponding badge to signifying his/her standing as a volunteer in the ARP. The ARLB may be worn only while an individual maintains current status in the ARP in his/her respective role as set forth in CC23.1.6, "Associate Recruiter Program."
- h. Associate Recruiter Badge (ARB). Upon meeting the eligibility criteria as set forth in CC23.1.6, "Associate Recruiter Program," to serve as an Associate Recruiter (AR) and approval by the respective CPO, an AR will be issued a certificate and corresponding badge to signifying his/her standing as a volunteer in the ARP. The ARB may be worn only while an individual maintains current status in the ARP in his/her respective role as set forth in CC23.1.6, "Associate Recruiter Program."
- i. Field Medical Readiness Badge (FMRB). The FMRB recognizes officers who have met criteria beyond the required basic force readiness standards. It is awarded on the basis of proven knowledge and skill related to force readiness and performance while engaged in Corps deployment(s). To qualify for the FMRB, an officer must meet the force readiness standards (See Manual Circular 377, "Force Readiness Standards," PPM 06-004, "Extension of Manual Circular 377," PPM 07-001, "Extension of Manual Circular 377," and PPM 07-007, "Extension of PPM 07-001") in addition to the following eligibility criteria:

- (1) Physical Readiness Requirement. Must pass the Annual Physical Fitness Test (APFT) Level II as the minimum fitness standard (See Manual Circular 377, "Force Readiness Standards," and [PPM 04-003](#), "Revisions of Manual Circular 377").
- (2) Training Requirement. Complete the compulsory modules Web-based training for FMRB as defined by the SG. These may include required modules from the 'core', 'clinical' (if applicable), and 'optional' curricula of the Web-based OFRD modules. The Web site <http://ccrf.hhs.gov/ccrf/training.htm> contains the details of the FMRB Web-based training requirements.
- (3) Deployment Requirement. Participate in one or more Corps deployments consisting of a minimum of 7 days. Deployment days may be accumulated from multiple deployments performed within the last 3 years prior to the date of an officer's application for the FMRB.
- (4) Once an officer has been duly authorized to wear the FMRB, he/she may continue to wear the FMRB throughout his/her career as an officer.

6-8. Limitations on Awards.

- a. An award shall be based on documentation of actions and achievements. No award shall be based solely upon achievements recognized through a prior Corps honor award, however, in accordance with Section 6-2.a.3., an officer may be nominated for an individual honor award in addition to a unit award, if the officer's achievement is significant and can be differentiated from the efforts of the group as a team and the other efforts of members of the unit.
- b. Each recommendation for an individual or unit honor award must be formally initiated within 13 months after the noteworthy act or specific period of service to be recognized. Service awards may be initiated at any time after the criteria for the award has been met. The OPDIV, STAFFDIV, or non-HHS organization Awards Coordinator is responsible for assuring that nominations are processed within the OPDIV, STAFFDIV, or non-HHS organization, and submitted to OCCO in a timely manner.

6-9. Each officer nominated for recognition under the COAP must:

- a. Be in compliance with the Corps licensure policy as outlined in [CC26.1.4](#), "Professional Licensure/Certification," of the eCCIS;
- b. Have satisfactory Commissioned Officers' Effectiveness Reports (COER) on file in OCCO for each year covered by the recognition. All COERs on file for the period covered by the recognition must have an average rating of 'C' or higher (or a satisfactory narrative if appropriate). In addition, the most recent COER must be on file and must have a satisfactory rating; and
- c. Not have any suspension of favorable personnel actions or pending or ongoing adverse actions.
  - (1) An officer is not eligible to receive recognition under the COAP during periods of misconduct or other actions that lead to an adverse action or while an adverse action is actively managed by OCCO.

- (2) An officer is ineligible to receive honor or service awards if the period of the award overlaps the period of misconduct or active adverse actions.
  - (3) If subject to a suspension of favorable personnel actions or an adverse action, the nomination shall be returned to the OPDIV/STAFFDIV/non-HHS organization without action. However, an explanation will be provided.
- d. The Director, OCCO, may rescind recognition inadvertently processed without regard to Sections 6-9.a. b. or c. The Director, OCCO, shall inform the officer, OPDIV, STAFFDIV, or non-HHS organization which initially approved or nominated the recognition of the rescission and shall include the reason(s).
- 6-10. Corps officers may not participate in the civil service cash awards programs, pursuant to [5 USC Chapter 45](#).
- 6-11. Upon review and recommendation by the CCAB, the Director, OCCO, with the concurrence of the SG may revoke an award, badge, or other recognition under this program if it is determined that facts pertaining to the rationale(s) for the recognition were inaccurate or suppressed, and that a reasonable assessment concludes that the original approval of the recognition would not have occurred. The Director, OCCO, shall inform the officer, OPDIV, STAFFDIV, or non-HHS organization which initially approved or nominated the recognition of the revocation and shall include the reason(s) for the revocation.

## 7. RESPONSIBILITIES:

- 7-1. Surgeon General. The SG is responsible for the day-to-day management of Corps operations, force readiness, and field command of deployments. The SG shall:
- a. Establish benchmarks for the timely processing and presentation of individual and unit honor award nominations.
  - b. Establish guidelines for referral of nominations that are not acted upon within the established benchmarks.
  - c. Publish the established benchmarks and guidelines in a Personnel Operations Memorandum.
  - d. Approve all awards referred to the OSG in accordance with the published benchmarks and guidelines.
- 7-2. Office of Force Readiness and Deployment. The Director, OFRD, within the OSG, is responsible for force readiness activities for the Corps and will review and determine those officers who meet the eligibility criteria for the CRSA, GRSA, and RSA, and will forward to OCCO for processing of the appropriate deployment service award.
- 7-3. Office of Commissioned Corps Operations. The authority for daily administration of the Corps personnel system is delegated to the Director, OCCO. The Director, OCCO, is responsible for the daily management and administration of the COAP.
- 7-4. Office of Commissioned Corps Force Management (OCCFM). Conducts periodic program reviews of all aspects of the management and utilization of the Corps. Develops and oversees information technology and systems to support Corps management functions. In collaboration with the OSG and OCCO, OCCFM implements Web-based systems to support the COAP, including an automation of the award process.

- 7-5. Commissioned Corps Award Board (CCAB).
- a. The CCAB is appointed by the SG.
  - b. The CCAB is responsible for periodic evaluation of the awards program including written assessment of the process and outcomes. The CCAB identifies issues and submits recommendations for improvement of the program to the SG and OCCFM.
  - c. The CCAB reviews nominations for the DSM, MSM, OUC, and all awards "With Valor."
  - d. The CCAB submits recommendations for the awards it reviews to the SG, who will make the final decision on each award so recommended.
8. PROCEDURES:
- 8-1. Nomination Procedures.
- a. Delegated Approval Authorities will develop written procedures for processing nominations for individual and unit honor awards within their respective jurisdictions. Procedures will adhere to this Instruction and the benchmarks and guidelines established by the SG (Section 7-1.). Copies of the written procedures are provided to OSG.
  - b. A fellow officer, co-worker, superior, or someone outside the Corps 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 honor award.
  - c. The following forms are used for nominating officers for each level of individual and unit honor awards. Examples of exemplary nominations for each award will be published on the Commissioned Corps Management Information System Web site.
    - (1) DSM – [Form PHS 6342-2 \(1\)](#)
    - (2) MSM – [Form PHS 6342-2 \(2\)](#)
    - (3) OSM – [Form PHS 6342-2 \(3\)](#)
    - (4) CM – [Form PHS 6342-2 \(4\)](#)
    - (5) AM – [Form PHS 6342-2 \(5\)](#)
    - (6) CIT – [Form PHS 6342-2 \(6\)](#)
    - (7) OUC – [Form PHS 6342-1 \(1\)](#)
    - (8) UC – [Form PHS 6342-1 \(2\)](#)
  - d. A nomination shall be submitted through the officer's routine administrative review channels until either:
    - (1) It is non-endorsed by any two levels of review; or

- (2) It is approved or disapproved by the delegated approval authority.
  - e. If an officer is being nominated for an award by a program other than his/her parent organization, the nomination is reviewed for recommendation or approval by the program whose mission is impacted by the achievement or accomplishment being recognized. Note: concurrence from the officer's host organization must be obtained prior to submission of the award to OCCO.
  - f. Nominations for officers assigned to organizations where the approval authority is not clear; detailed to an organization that does not have delegated approval authority; or where there may be a potential conflict of interest for the delegated authority to approve, are directed to OSG for approval by the SG or review by the CCAB, as dictated by the level of award nominated, in accordance with OSG procedures (Section 8-1.a.). The SG serves as the approving authority of these awards.
- 8-2. Required Board Review.
- a. DSM, MSM, OUC, and award nominations "With Valor." The CCAB shall serve as the only required board review for these awards prior to a decision by the SG. Although concurrence of the OPDIV/STAFFDIV or non-HHS organization head is required, a board review at that level is not mandated.
  - b. OSM, CM, and UC. Only one board review for these awards is required within an OPDIV/STAFFDIV or non-HHS organization prior to the delegated approving authority rendering a decision.
  - c. AM and CIT. No board review for these awards is required prior to the delegated authority rendering a decision.
- 8-3. Timely Action on Awards Nominations.
- a. Awards will be processed within an OPDIV/STAFFDIV or non-HHS organization in a timely manner in accordance with the benchmarks and guidelines established by the SG (Section 7-1.). The delegated approval authority will render a decision to either approve or disapprove an award nomination within the timeframes established by the CCAB benchmarks.
  - b. If a decision to approve or disapprove an AM or CIT, is not made within an OPDIV/STAFFDIV or non-HHS organization within the timeframe established by the CCAB benchmarks, the award will be forwarded to the OPDIV Head or non-HHS organization approval authority in accordance with the SG prescribed guidelines. These awards will be processed within the OPDIV or non-HHS organization in accordance with their established procedures (Section 8-2.a.) and the OPDIV Head or non-HHS organization approval authority will render a decision to approve or disapprove the nomination.
  - c. If a decision to approve or disapprove an honor award nomination (i.e., DSM, MSM, OSM, CM, AM, CIT, OUC, or UC) is not made within an OPDIV/STAFFDIV or non-HHS organization within the timeframe established by the SG benchmarks, the award will be forwarded to the OSG in accordance with the SG prescribed guidelines. These awards will be processed within OSG in accordance with OSG established procedures (Section 8-2.a.) and the SG will render a final decision to approve or disapprove the nomination.

- d. Awards will be processed within OCCO in a timely manner in accordance with the benchmarks and guidelines established by the SG (Section 7-4.b.).
- 8-4. Certificates and Medals.
- a. OCCO supplies a certificate and ribbon for the OUC, UC, and Service Awards. Medal sets for the Service Awards may be purchased at the officer's expense (see Section 8-6.)
  - b. OCCO supplies a certificate and medal set (large medal, miniature medal, and ribbon) for the DSM, MSM, SGESM, OSM, CM, AM, and CIT. (Note: Medal set for CIT is provided only for awards approved after 1 July 1998).
  - c. OCCO supplies a medal and rosette and OSG supplies a certificate for the SGM.
  - d. OCCO does not provide certificates for the BUC, or insignia and badges, except for the FMRB and the OSIB.
- 8-5. Documentation of Approved Award. OCCO ensures that a copy of all pertinent documents pertaining to an officer's approved award or badge is placed in the officer's Official Personnel File (OPF).
- 8-6. Presentation of Awards. An officer is authorized to wear the appropriate ribbon, medal, badge, or insignia approved under this program after the recognition is processed by OCCO and entered into the officer's record. Awards will be formally presented to an officer within the guidelines established by the SG (Section 7-1.).
- 8-7. Publication of Awards. Approved honor and service awards will be published in the Commissioned Corps electronic Bulletin. Published information will include the award recipient, level of award, approval date, and award citation.
- 8-8. Supply of Medals, Ribbons, and Appurtenances.
- a. Supply. OCCO maintains medals, ribbons, and certificates for original issue. Military uniform shops maintain a supply of appurtenances for medal sets and ribbons.
  - b. Requisition. Programs and officers may procure, at their expense, replacement award devices from the activity below, which is designated as the official source for replacing PHS award items:
    - National Hansen's Disease Programs
    - PHS Officers Device Supply Center
    - 1770 Physicians Park Drive
    - Baton Rouge, LA 70816-3222
    - Phone: 225-756-3793
    - Fax: 225-756-3810
    - [http://bphc.hrsa.gov/nhdp/odsc\\_catalog\\_main\\_page.htm](http://bphc.hrsa.gov/nhdp/odsc_catalog_main_page.htm)
9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS and replaces CC27.1.1, "Awards Program," dated 12 September 2000. This issuance replaces the information from the previous INSTRUCTION of the CCIS, and creates a stand alone Instruction within the eCCIS.