

**INDIVIDUAL HONOR AWARD NOMINATION RECORD  
PART I**

OFFICER'S NAME (Last, First, Middle)		ENTRY ON DUTY DATE
PHS RANK (0 - 1 through 0 - 10)	PHS PROFESSIONAL CATEGORY	PHS SERIAL NO.
CURRENT ORGANIZATION	ORGANIZATIONAL TITLE OR POSITION	
PROPOSED AWARD	PERIOD COVERED (From)	(To)
<b>NOTE:</b> (Synopsis of specific achievement for which the unit is being nominated must be limited to 25 words.)		
CITED FOR		

*The nominator certifies that the officer is deserving of the proposed award, and that the accompanying documentation accurately and completely reflects the relevant information. Additionally, the nominator certifies that the officer has not received nor is being nominated for another award for which the basis overlaps this nomination (except as specifically cited).*

NOMINATOR (SIGNATURE)	NAME AND TITLE (TYPED)	DATE

**ENDORSEMENTS:**

Supervisory / Line Authority			
SIGNATURES	NAME AND TITLE (TYPED)	AWARD ENDORSED	DATE
Operating Division (OPDIV) Awards Board Chairperson			
	CAPT Melinda Wharton, M.D., M.P.H, Deputy Director, NCIRD		
Approving Authority			
	Julie Louise Gerberding, M.D., M.P.H., Director, CDC		
OPDIV Awards Coordinator			
	Janette Chaney, Staff Specialist, OCCP		

**NOTE:** Use abbreviation (i.e., DSM, MSM, OSM, CM, AM, CIT). If no award or a different award is endorsed, give reason in "comment" below. (Use extra sheet if needed.)

COMMENT			
	DATE	ACTION	COMMENTS
CCAB		<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
SURGEON GENERAL		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	

**INDIVIDUAL HONOR AWARD NOMINATION RECORD  
PART II**

**A. CHRONOLOGY OF PERTINENT SERVICE:**

List all positions held as a commissioned officer during the time period covered by award nomination.

OPDIV/PROGRAM/ORGANIZATION	POSITION TITLE	TIME PERIOD

**B. PREVIOUS PHS COMMISSIONED CORPS HONOR AWARDS:**

Provide a list of all PHS honor awards for the 3 years prior to the beginning date cited in the "Period Covered" section of Part I and for any that would overlap with this nomination (e.g., a career award nomination would include a list of all PHS honor awards). If the period cited overlaps with the current nomination dates, the nomination narrative should clarify the basis for the prior award and its relevance or nonrelevance to the present nomination. The specific achievement for which the officer was recognized and the period covered (mm/yyyy) must be included. Use abbreviation (i.e., DSM, MSM, OSM, CM, AM, CIT, OUC, UC).

Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		

**INSTRUCTIONS FOR COMPLETING THE COMMISSIONED CORPS  
INDIVIDUAL HONOR AWARD NOMINATION RECORD**

**PART I -**

**PART II -**

OFFICER'S NAME:	Officer's full name.	CHRONOLOGY OF PERTINENT SERVICE:	May be obtained from your Commissioned Corps Liaison.
ENTRY ON DUTY DATE:	Include only service as a commissioned officer.	PREVIOUS PHS COMMISSIONED CORPS HONOR AWARDS:	May be obtained from your OPDIV Awards Coordinator.
PHS RANK:	Rank as a pay grade (i.e., 0-1 through 0-10).	NARRATIVE:	The narrative should focus on the officer's contributions, their significance, and how the officer's actions have compared to or exceeded what is expected of an officer of this grade and experience. Routine responsibilities and career progression should be included only to establish the context for the actions cited. The cited actions, their impact and significance are important and should be stated clearly. If the use of technical terms is required, the nomination should contain clarifying statements that are understandable to a multidisciplinary Board. The actions cited should fall within the period covered by the nomination. If the officer has received an honor award in the period cited or for earlier actions that may seem similar or overlapping with those in the current nomination, the nomination should clarify the basis for the prior award(s) and the relevance or nonrelevance to the present nomination. The narrative shall not exceed two single spaced typed pages. Courier 12pt type style is preferred, but a comparable font that would provide no less than 12pt and no more than 12 characters per inch can be used. Ask your OPDIV AwardsCoordinator for guidance in preparing award nominations.
PROFESSIONAL CATEGORY:	Medical, Dental, Nurse, Engineer, Scientist, Sanitarian, Veterinary, Pharmacy, Dietetics, Therapy, Health Services.		
PHS SERIAL NUMBER:	List serial number; not social security number.		
CURRENT ORGANIZATION:	Self-explanatory.		
ORGANIZATIONAL TITLE OR POSITION:	Self-explanatory.		
PROPOSED AWARD:	Award Recommended: Distinguished Service Medal With Valor (DSMV) Distinguished Service Medal (DSM) Meritorious Service Medal With Valor (MSMV) Meritorious Service Medal (MSM) Outstanding Service Medal With Valor (OSMV) Outstanding Service Medal (OSM) Commendation Medal (CM) Achievement Medal (AM) PHS Citation (CIT)		
PERIOD COVERED:	The beginning and ending dates (month and year) covering the period of the accomplishment. Do not put "present" as an ending date, this part must have a month and year (e.g., 05/1996).		
CITED FOR:	<i>Specific</i> achievement for which the officer is being nominated ( <b>25 word limit</b> ).		
CERTIFICATION:	Self-explanatory.		
ENDORSEMENTS:	Endorsers must provide their signatures, titles, and dates. In the space provided for AWARD ENDORSED, enter the award recommended (i.e., the proposed award, "NO AWARD" or a different award than proposed). Nominations that have "NO AWARD" or a lower level award endorsed than the "Proposed Award" should be forwarded to the next level of review until there is concurrence at a level that oversees at least 25 officers. NOTE: This may require the submission of the nomination to a higher level for review than would have originally been necessary for approval of the award.		
COMMENT:	For nominations that have "NO AWARD" or a lower level award endorsed, provide relevant useful comments.		
CCAG & SG:	Commissioned Corps Awards Board and the Surgeon General.		

[See Next Page ↓](#)

**Instructions for adding the 2-page narrative to the 6342 (Read all instructions before executing):**

1. The 2-page narrative should be written, properly formatted, and saved as a separate file.
  2. See the area just below instruction 6 - that is the place to insert the narrative file.
  3. Go to that area and select the "Insert" option from the menu at the top of the screen, select the "File" option (If it is not displayed, point to the "Expand" double-arrow at the bottom of the drop-down menu.), and then select the file name of the Word document to insert.
  4. After the text appears, delete the instructions on page 3 and page 4 by highlighting the entire page 3 and these instructions and by pressing the <Delete> key.
  5. Save the combined document as: officer last name initials\_ award level\_ date, e.g., Kirk JT\_OSM\_August 2005.doc.
  6. ↓ ↓ Insert 2 page nomination text file just below the line here. ↓ ↓
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