**DEPARTMENT OF HEALTH & HUMAN SERVICES**

**OFFICE OF THE SURGEON GENERAL**

**CHIEF DIETITIAN OFFICER**

**U.S. PUBLIC HEALTH SERVICE**
**NATIONAL INSTITUTES OF HEALTH**
**CLINICAL CENTER**
**10 CENTER DRIVE, MSC 1078**
**Bldg. 10, Room B1S-234**
**Bethesda, Maryland 20892-1078**

DATE: April 13, 2000

FROM: Chief Professional Officer
Dietitian Category

SUBJECT: Call for Nominations for PHS Dietitian of the Year Award
(Civil Service and Commissioned Corps)

TO: OPDIV Heads
SGPACs
Regional Health Administrators
Public Health Service Dietitians/Nutritionists

The Dietitian/Nutritionist Professional Advisory Committee, (D/NPAC) of the Office of the Surgeon General of the U.S. Public Health Service is seeking your assistance to obtain nominations for the Dietitian of the Year Award. The Dietitian of the Year Award recognizes the achievements of dietitians/nutritionists in the Public health Service (PHS). It was established in 1991 by the D/NPAC and the Chief Professional Officer of the Dietitian category. The award is designed to allow consideration of junior and senior dietitians/nutritionists in both the Civil Service and Commissioned Corps personnel systems.

The Award will be presented at the D/NPAC meeting held in conjunction with either the American Dietetic Association Meeting which will be held in Denver, Colorado, October, 2000 or at another appropriate professional meeting. All nominations must be received by the Chairperson, D/NPAC, by close of business July 14, 2000. Nominations should be marked CONFIDENTIAL: TO BE OPENED BY CHAIRPERSON, D/NPAC on the envelope, and mailed to the following address:

CDR Marilyn Wilschenbach
Chairperson, D/NPAC
FDA/CDER/HFD 358
Woodmont II, Room 3009
5600 Fishers Lane
Rockville, Maryland 20857

Each nomination must include:

1.) Cover Sheet per attached format (no others will be accepted) and

2.) Justification per attached criteria and format

Please share this Call for Nomination with other interested parties in PHS who may not have received the information. If I can be of assistance or answer any questions, please do not hesitate to contact me at 301-402-1712.

CAPT Pamela Brye, M.P.H., R.D.
Chief Dietitian Officer

Enclosure

**U.S. Public Health Service**
**Dietitian/Nutritionist Professional Advisory Committee**

## DIETITIAN OF THE YEAR NOMINATION

PURPOSE: The purpose of this award is to recognize a Public Health Service ( PHS ) Dietitian/Nutritionist whose commitment to the mission of the Public Health Service is exemplified by outstanding performance over time. The award will be presented annually and award consists of a framed certificate or plaque. In addition, it is recommended that the selected individual's nomination be forwarded for either a Civil Service or Commissioned Corps award as appropriate.

ELIGIBILITY REQUIREMENTS: The nominee must be a PHS dietitian/nutritionist (both civil Service and Commissioned Officer) who has been employed by the Federal government for a minimum of 3 years during their current tour. For a Commissioned Officer to be considered, the individual must be in the Dietitian category. Both Civil Service and Commissioned Corps dietitians/nutritionists must be listed as Registered Dietitians with the American Dietetic Association's Commission on Dietetic Registration to be eligible. The Chief Professional Officer of the U. S. PHS Dietitian Category is not eligible during his/her term of office.

SPONSOR: This award was established by the Dietitian/Nutritionist Professional Advisory Committee, (D/NPAC) and the Chief Professional Officer of the Dietitian Category. Award nominations will be prioritized by the D/NPAC and recommendations for selection will be forwarded to the Chief Professional Officer for the Dietitian category.

## NOMINATION INSTRUCTIONS

All nominations for the Dietitian of the Year Award must adhere to the following instructions:

1. Nomination must contain a completed Cover Sheet ( *Attachment I* )

GRADE/RANK, NAME, TITLE, AMERICAN DIETETIC ASSOCIATION REGISTRATION NUMBER, ADDRESS: Self -explanatory.

PROPOSED CITATION: A proposed Citation for the award shall not exceed 25 words. The citation is a summary of the justification for the award, and would be suitable for the actual presentation of the award in a ceremony.

JUSTIFICATION: The justification will speak specifically to the criteria ( attachment 2 ) and will contain sufficient background information to enable a judgment to be made concerning outcomes achieved, difficulties overcome, effort expended, dedication, demonstrated adherence to the principle and the pursuit of excellence by the nominee. The justification should be typed on a 8 1/2 x 11 inch paper, not to exceed 1 page ( single side ) in length.

NOMINATION BY : The name, address and phone number of the person nominating a candidate for the award must appear on the Cover Sheet.

NAME AND PHONE NUMBER OF IMMEDIATE SUPERVISOR: A designated representative of the D/N PAC may contact the nominated individual's supervisor ( if not the person initiating the nomination ) to obtain acknowledgment that the basic facts, as presented in the nomination are correct. In addition, the D/N PAC representative may obtain information from the candidate's supervisor on the merit of the nomination.

No other information is to be submitted on the individual nominated for the award, as it will not be considered. Examples of materials not requested are curriculum vitae, COERS, and recommendations of support of any type, etc.

There shall be no restrictions upon the number of nominations that an agency or dietitian/nutritionist can submit, however, discretion and judgment should be used. Nominations may originate at any level within the PHS (except the individuals themselves).

The Chairperson, D/N PAC, must receive all nominations, including the cover sheet and justification by the indicated due date .

The award shall consist of an engraved Plaque or certificate given to the individual ( or their designee ) at the D/N PAC meeting held in conjunction with the Annual Meeting of the American Dietetic Association or another appropriate professional meeting. It is recommended that the nomination of the selected individual be forwarded for either a Civil Service or Commissioned Corps award as appropriate.

Attachment 1

**U.S. Public Health Service**
**Dietitian Professional Advisory Committee**
**Dietitian of the Year Nomination**

Cover Sheet

**CANDIDATE'S NAME** _____
**CANDIDATE'S GRADE/RANK** _____
**POSITION TITLE:** _____
**AMER. DIETETIC ASSOC. REGISTRATION#** _____
**WORK ADDRESS:** _____
_____
_____
_____

**PROPOSED CITATION:** _____
_____
_____
_____
_____
_____
_____

**PROPOSED JUSTIFICATION:** Please attach a single sheet justification to this form. The justification should address the criteria (attachment 2) for selection.

**NOMINATED BY :** _____ **DATE:** _____
**ADDRESS:** _____
_____
_____

**PHONE NUMBER:** _____

**PRINT NAME OF IMMEDIATE SUPERVISOR:** _____
**TELEPHONE #** _____

Attachment 2

## CRITERIA FOR SELECTION OF DIETITIAN OF THE YEAR AWARD

The Public Health Service (PHS) Dietitian of the Year Award is presented annually to a PHS Dietitian (Civil Service or Commissioned Corps) who has made a superior contribution to the field of dietetics. The emphasis should be on sustained, outstanding performance. The individual should have evidence of dedication to the principles of the PHS mission. The nominee must be listed as a Registered Dietitian with the American Dietetic Association's Commission on Registration to be eligible.

The D/N PAC ranks the nominees and provides the top three nominees to the Chief Dietitian Officer, who makes the final selection. The ranking of nominees is accomplished by using the following criteria:

- **Outstanding accomplishments** in the areas of public health nutrition in past and present Federal jobs as evidenced by description of outcomes, documentation in efficiency and progress reports, letters of appreciation/recognition/or citations of accomplishments, or developing or improving delivery of nutrition-related services and care. **(WEIGHT - 30 POINTS).**

- ***Contributions*** *to the filed of public health nutrition, nutrition research or applied nutrition as* evidenced by professional publications, presentations at professional meetings, development and implementation of effective nutrition-related programs, and offices held in professional organizations. **(WEIGHT 30 POINTS)**

- **Career attainments or career potential** as evidenced by scholastic attainment, valuable contributions to current and past public health service positions which were career-enhancing. For example, the individual demonstrated expertise in specific areas of nutrition and/or program development or management. **(WEIGHT 25 POINTS).**

- ***Outstanding leadership*** as a dietitian/nutritionists in the Public Health Service; displaying skills and abilities deemed exceptional to assist others in maximizing their outcomes / potential. For example, developing programs or organizational innovations which will streamline and improve efficiency and effectiveness of healthcare delivery. **(WEIGHT 15 POINTS).**