



U.S. Public Health Service

Nursing TIP of the Month April 2014

Awards Writing



Select Appropriate Award Type and Level

There are three Commissioned Corps Awards with established criteria based on the achievement or level of performance including: Honor Awards, Unit Awards and Service Awards. Scope of impact; magnitude of achievement; leadership; length of time and valor are factors for consideration when selecting an award level. PHS Award definitions can be found on page 2 at: http://dcp.psc.gov/PDF_docs/CCPM_P67.pdf.

Start Awards Process

Nomination may be initiated by a fellow officer, co-worker, superior/others with knowledge of the accomplishment deserving recognition. You may also write your own and then ask for someone to endorse the nomination.

Write the Narrative: An award must contain a narrative with the following headings: award information/cited for, background, accomplishments/interventions, impacts/outcomes, and conclusion. To begin, identify an activity, which can be part of the officer's regular duties or an additional activity. Show the impact, demonstrated with data: lives saved, time and money saved. Articulate going above and beyond the call of duty: provide examples of actions. Highlight the level of achievement: above and beyond what is normally expected.

Avoid common narrative pitfalls: Make sure the narrative is grammatically correct, clear and focused and met the criteria for award. The narrative should answer what, how, why and who did it impact.

More Award Write-ups Hints and Tips can be found on page 1 at http://dcp.psc.gov/PDF_docs/CCPM_P67.pdf; <http://dcp.psc.gov/CCMIS/hints.aspx>; and <http://usphs-hso.org/?q=pac/sub/awards/guide>

Complete the Nomination Form

Select the appropriate form: Form PHS-6342-1 for a unit award or 6342-2 for an individual/ honor award. Nomination forms must be typed and formally initiated within 13 months after the specific period of service to be recognized. Be sure the citation is limited to 25 words, matched award level and narrative justification. Complete the form and forward it through to your local organizational chain of command for review and signatures. The complete nomination package is then mailed to the Agency Liaison/Awards Coordinator, whose approval is needed before forwarding the nomination to the Agency PHS Awards Board.

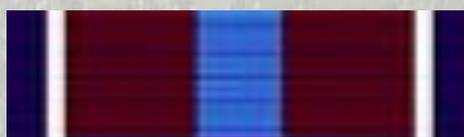
Available forms: http://dcp.psc.gov/CCMIS/COAP_Nom.aspx; http://dcp.psc.gov/CCMIS/PDF_docs/PHS-6342-1.PDF (PHS-6342-1), http://dcp.psc.gov/CCMIS/PDF_docs/PHS-6342-2.pdf (PHS-6342-2)

Awards Coordinators: http://dcp.psc.gov/CCMIS/PDF_docs/OPDIV%20Coordinators%20List%20-%20landscape.pdf

Background: Historic USPHS building, 1951 Constitution Avenue, Washington D.C. It was completed in 1932 and PHS occupied 1933-1942.

SUBSCRIBE TO THE PHS-NURSING LIST SERVE

<http://list.nih.gov/archives/phsnursing-l.html>



Created by: CAPT Deborah Schneider, LCDR Jonathan Paulsel, and CDR Lori Luu for the Mentoring Workgroup. A Career Development Subcommittee of the N-PAC.