

SAMPLE FORMAT FOR A UNIT HONOR AWARD

You must use group name; do not use or list individual officer names or the nomination will be returned

NOMINATION FOR THE UNIT COMMENDATION FOR
(this must be in all CAPS, BOLD and CENTERED)
The Commissioned Corps Awards Committee
(must be Title Case; BOLD and CENTER the complete name)

ACCOMPLISHMENT (must be all CAPS and bold w/underline)

The Commissioned Corps (CC) Awards Committee is being nominated for the Unit Commendation for – begin with the “Citation” that will be used on the award certificate. The time period covered by the nomination must be stated in this paragraph giving both the month and year it began and the month and year that the accomplishment was completed. (These dates must match the dates on the PHS 6342-1 awards nomination.)

This paragraph **should briefly state the impact of the accomplishment** such as a major health impact or national impact on the health of the American people or International health impact, etc. You must also include the name of the group and **a sentence as to how many civilian members and Commissioned Corps Officers are in the group.**

BACKGROUND (must be all CAPS and bold w/underline)

This paragraph is designed to **give background information to the reviewers of the nominations.** The paragraph should state information about the group and the circumstances that existed prior to the accomplishment. This paragraph may also identify the group’s regular duties and how they differ from the accomplishment.

DO NOT state what was done in this paragraph

INTERVENTION (must be all CAPS and bold w/underline)

Describe what the group accomplished that resulted in the group meriting the award. State the specific action or accomplishment in bullet form for clarity. The narrative should identify exactly how the group meets the award criteria and the extent that the achievement is above and beyond the group’s normal expected performance of duty.

* Explain how this intervention/accomplishment impacted the Public Health

* Provide specific qualitative/quantitative data

* Describe the accomplishment that was above and beyond the line of duty/grade expectations? Show that this was not just something that was expected of the group or within their job description.

Provide specific details of what the group did to the fix the problem mentioned in the “Background” paragraph

You must use group name; do not use or list individual officer names or the nomination will be returned

OUTCOME (must be all CAPS and bold w/underline)

This is the summary of the accomplishments and the impact the group have had on FDA and Public Health issues. This paragraph should be strong, clear and definite. Whenever possible, support the impact paragraph with statistics, examples and other tangible data (i.e., saved resources, money, personnel, etc.). **Do not list unfinished tasks here, such as the study was so outstanding that it will be published in the New England Journal of Medicine soon.** This type of statement will result in the award being returned since the accomplishment has not been met.

After preparing the narrative, review it to make sure that it answers the following questions:

* What did the group do to warrant recognition?

* What is the group's scope of responsibility above their duty assignment?

Include as the last sentence of the narrative:

The civilian members of this group have been nominated/approved for the **(insert here the name of the CS companion award)**.

Provide specific details regarding the result of the accomplishment; give quantitative and qualitative information.

SAMPLE FORMAT FOR AN INDIVIDUAL HONOR AWARD

NOMINATION FOR THE COMMENDATION MEDAL FOR (this must be in all CAPS, BOLD and CENTERED)

CAPT John Doe

(rank must be all CAPS and the rest is to be Title Case; BOLD and CENTER the complete name)

ACCOMPLISHMENT (must be all CAPS and bold w/underline)

CAPT John E. Doe is being nominated for the Commendation Medal for – begin with the “Citation” that will be used on the award certificate. The time period covered by the nomination must be stated in this paragraph giving both the month and year it began and the month and year that the accomplishment was completed. (These dates must match the dates on the PHS 6342-2 awards nomination.)

This paragraph **should briefly state the impact of the accomplishment** such as a major health impact or national impact on the health of the American people or International health impact, etc.

BACKGROUND (must be all CAPS and bold w/underline)

This paragraph is designed to **give background information to the reviewers of the nominations**. The paragraph should state information about the nominee and the circumstances that existed prior to the accomplishment. This paragraph may also identify the nominee’s regular duties and how they differ from the accomplishment.

DO NOT state what was done in this paragraph

INTERVENTION (must be all CAPS and bold w/underline)

Describe what the nominee accomplished that resulted in the individual meriting the award. State the specific action or accomplishment in bullet form for clarity. The narrative should identify exactly how the officer meets the award criteria and the extent that the achievement is above and beyond the officer’s normal expected performance of duty.

- * Explain how this intervention/accomplishment impacted the Public Health
- * Provide specific qualitative/quantitative data
- * Describe the accomplishment that was above and beyond the line of duty/grade expectations? Show that this was not just something that was expected of the officer or within the job description.

Provide specific details of what the individual did to the fix the problem mentioned in the “Background” paragraph

OUTCOME (must be all CAPS and bold w/underline)

This is the summary of the accomplishments and the impact the individual have had on FDA and Public Health issues. This paragraph should be strong, clear and definite. Whenever possible, support the impact paragraph with statistics, examples and other tangible data (i.e., saved resources, money, personnel, etc.). **Do not list unfinished tasks here, such as the study was so outstanding that it will be published in the New England Journal of Medicine soon.** This type of statement will result in the award being returned since the accomplishment has not been met.

After preparing the narrative, review it to make sure that it answers the following questions:

- * What did the officer do to warrant recognition?
- * What is the officer's scope of responsibility above their duty assignment?

Provide specific details regarding the result of the accomplishment; give quantitative and qualitative information.

SAMPLE

NOMINATION FOR THE OUTSTANDING SERVICE MEDAL FOR CAPT XXXX

ACCOMPLISHMENT:

CAPT XXX is nominated for the Outstanding Service Medal for noteworthy contributions to the protection of the Public Health in support of XXX enforcement actions and outreach activities relating to decorative contact lenses. CAPT XXXX applied his scientific and clinical knowledge of contact lenses, and their affect on corneal metabolism, to support the XXXXXXXXXXXXXXXXXXXX (XXXX), XXXXXXXX and the XXX's XXXXXXXXXXXXX legal efforts to address the sale of decorative contact lenses over the counter without the involvement of an eye care provider. Following a legal determination in October 2002 by XXX regarding the regulatory status of decorative contact lenses, CAPT XXXXX provided the necessary scientific and technical assistance to the enforcement and legal staffs in XXX through May 2004 to support the issuance of a detention memo to block importation of decorative contact lenses. During this time period, CAPT XXXX diligently worked to develop the scientific basis to support and defend the Agency's legal action. He also provided the important and necessary outreach to the ophthalmic professional community to explain the basis of the Agency's action.

BACKGROUND:

CAPT XXXX serves as Chief, XXXXXXXXXXXXXXXXXXXX. He is responsible for the regulatory review of ophthalmic medical device marketing applications including those for contact lenses and care products. He also provides clinical care on a regular basis as a consultant to the XXXXXXXXXXXXXXXXXXXX.

By policy, XXXX had considered zero-powered (plano) contact lenses (i.e., contact lenses with no corrective power) to be medical devices subject to XXX regulation by XXXX under device laws since these lenses can physiologically affect the structure and function of the eye in the same manner as contact lenses that correct one's vision. However, a foreign firm challenged this regulatory policy since they only manufactured plano colored (decorative) contact lenses intended to alter the apparent eye color, not to correct vision. After much debate within the eye care profession and contact lens industry as well as within the Agency, XXX determined in October 2002 that decorative contact lenses did not meet the definition of a medical device as they are not intended to correct vision and, as such, could be positioned in the marketplace as cosmetics subject to XXX regulation by the XXXX under cosmetic laws.

Public health and safety concerns were raised by eye care professionals and the contact lens industry following this decision because these decorative contact lenses would no longer be subject to medical device laws and regulations including premarket review of safety and effectiveness information. In addition, these decorative contact lenses would no longer be subject to prescription device regulations requiring sale by or on the order of an eye care professional. XXX believed it was in the best interest of public health and safety to require the involvement of an eye care professional in the distribution of these products, but cosmetic laws had no provisions for this requirement. However, the lenses would be subject to the cosmetic adulteration and misbranding provision of the Federal Food, Drug and Cosmetic Act, which could preclude their ability to be marketed, if a case could be made by XXX under cosmetic laws that the products contained a potentially deleterious substance. An essential component of this legal strategy was to establish that the lens material itself was a "deleterious substance" that might be injurious to users under the customary or usual labeled conditions of use, namely over-the-counter (XXX) sale without the involvement of an eye care provider.

INTERVENTION:

CAPT XXXX established an extensive scientific basis for XXX to support the legal case that the lens material itself was potentially harmful. The critical information and scientific analysis provided by CAPT XXXX was used to support detention of imported decorative contact lenses. It can also be used to help defend the Agency in any future litigation relating to decorative contact lenses. CAPT XXXX also provided important and

necessary outreach to ophthalmic professionals to explain the scientific and legal basis for this precedent-setting regulatory decision.

- On October 22, 2002, XXX issued Import Alert 86-10, with respect to decorative contact lenses. CAPT XXXX represented XXXX as the scientific and technical expert at meetings with XXX staff and the American Academy of Ophthalmology, which were held to listen to the concerns of eye care professionals and explain the Agency's legal basis for our actions. He represented XXXX in January 2003 in a meeting held with XXXX and a foreign firm to communicate scientific and regulatory issues related to decorative contact lenses.
- CAPT XXXX researched the ophthalmic literature and developed the scientific basis in a memorandum containing 110 citations to support the issuance of an April 2003 Federal Register notice of availability for "Guidance for XXX Staff on Sampling or Detention without Physical Examination of Decorative Contact Lenses (Import Alert 86-10)." The document included XXX's guidance to XXX district offices for sampling or detention without physical examination of plano contact lenses intended solely to change the appearance of the normal eye in decorative fashion, when presented for importation into the United States.
- CAPT XXXX published an April 2003 article in the Review of Contact Lenses, "Soft Plano Contact Lenses: Medical Devices or Not?" to explain the background and legal reasoning for the Agency's change in our regulatory policy for decorative contact lenses, which many eye care providers did not support.
- CAPT XXXX presented a lecture, "XXX's Regulation of Contact Lenses and Medical Devices", and participated in a panel discussion at the June 2003 Association of Regulatory Boards of Optometry (ARBO) annual meeting. ARBO includes representatives from each States regulatory authority that licenses optometrists. These representatives interact with their respective State legislators and enforcement officials. By presenting and explaining XXX's legal position, CAPT XXXX provided necessary outreach to help the State's better understand the implications of the Agency's decorative lens designation.
- A foreign firm sent a preliminary shipment of decorative lenses that was sampled by field officers in June 2003. CAPT XXXX again provided XXX with the scientific and technical information, supported by over 120 literature citations, that the materials used to manufacture contact lenses can be harmful to the eye due to their physiological affects to the cornea. He reviewed the MedWatch database to identify injuries associated with decorative contact lenses obtained without eye care provider involvement. These actions provided the scientific support necessary to issue the May 2004 notice for detention of the sampled decorative contact lenses thus preventing their sale without eye care professional involvement.

OUTCOME:

By contributing technical, scientific support to the Agency's legal staff, CAPT XXXX demonstrated the highest level of professionalism. He provided the scientific basis and critical analysis necessary to support XXX's decision that a product could be safely marketed as a prescription medical device, but still be considered adulterated as an XXX cosmetic since it was not intended to be fitted by an eye care professional. He reached out to the professional community through articles and lectures to better explain what many viewed as an apparent contradiction in XXX policy.

CAPT XXXX unique contributions are most noteworthy in the precedent-setting regulatory enforcement efforts relating to decorative contact lenses. His outstanding efforts in support of the Agency's enforcement actions to eliminate unlawful distribution of these products and thereby protect the public health, are in the highest traditions of the Public Health Service. CAPT XXXX is particularly worthy of recognition for his critical contributions to the protection of public health and safety in the regulation of a potentially harmful product, namely decorative contact lenses. Therefore, CAPT XXXX is proudly being nominated for the Outstanding Service Medal.

**NOMINATION FOR THE Meritorious Service Medal
for CAPT XXXX XXXXX**

Accomplishment: CAPT XXXX X. XXXXX is nominated for the Public Health Service (PHS) Meritorious Service Medal in recognition of his career achievements in the field of occupational health/industrial hygiene and safety from 8/1975 to 6/2004.

Background: CAPT XXXX is a nationally credentialed XXXXXX and Registered XXXXXX. His uniformed service career spans 30 years beginning in 1971 as a U.S. Army XXXXX Officer serving in South Vietnam (Long Binh Post), Washington, DC (Walter Reed) and Georgia (Ft. McPherson). He attended graduate school earning a Master of Public Health in environmental health and industrial hygiene (double major) from the University of Minnesota. In 1975, he transferred his commission to the PHS Commissioned Corps with his first assignment in the Indian Health Service at Winnebago, Nebraska (PHS Isolated Hardship award-1980). In 1979, CAPT XXXXXX accepted a position with the National Institutes of Health (XXX) as a Safety and Occupational Health Consultant. In 1992, CAPT XXXXXX began working with the Food and Drug Administration (FDA), Center for XXXXXX XXXX (XXXX) as a Safety Director.

Intervention: Listed below are some of CAPT XXXXXX's XXX career highlights:

- Selected in 1984 as a special consultant/advisor to the Department of Justice's trial team in preparation of "Agent Orange" Product Liability Litigation Case (Achievement Medal (AM) and Special Assignment Award-1984).
- Made significant contributions in the indoor air quality area by identifying a building ventilation design flaw and the lack of adequate fresh air being supplied as the source of occupant health issues. His assessment and redesign corrected the problem (Commendation Medal (CM)-1989).
- Identified serious food sanitation deficiencies at XXX cafeterias, e.g., potentially hazardous food that was not being maintained at a safe temperature. His intervention helped prevent a potential food borne disease outbreak.
- Developed an indoor air quality manual to guide division safety professionals in the assessment of "sick building" (indoor air quality) issues.

Since joining FDA/XXXX, CAPT XXXXXX has provided safety guidance to managers, researchers, and regulatory staff, and he has coordinated health, safety, and environmental services provided to XXXX through the XXX including occupational medical services, lab safety training, human pathogen registration, and chemical, radiological, and medical pathological waste disposal. Listed below are some of CAPT XXXXXX's career highlights at FDA/XXXX:

- He served as a primary liaison to the FDA Safety Staff and as the XXXX's alternate to the FDA Safety Advisory Board — the agency's governing body for safety policy.
- He rejuvenated the previously non-functioning XXXX safety and health program by organizing an exemplary formal committee with representation from each organizational, lab-based component (CM-1994).

- He became the first FDA Safety Director to serve on the XXX Occupational Safety and Health Committee.
- He discovered and resolved a potentially serious and life threatening problem with the presence of undetermined quantities of hydrogen cyanide in the tanks used for storage and distribution of carbon dioxide.
- He discovered and led Center efforts in 1994 to resolve a serious building indoor air quality problem involving black particulates emitted from the air supply diffusers. The particulates contaminated research laboratories and generated employee health complaints. CAPT XXXXX intervention over a one-year period resulted in an agreement that the building owner (XXX) would fund the cleaning of the entire ventilation system.
- In 2000-2001, he played a vital role on the planning/construction of new Biosafety Level 3 laboratories for HIV, influenza, and tuberculosis research. He led efforts to correct numerous facility containment deficiencies and ensure that all biosafety standards were met.
- He served as the resident expert on the new XXX Select Agency Rule “Anti-terrorism and Effective Death Penalty Act of 1996” that regulates the transfer and receipt of certain biological agents.
- He advised and guided researchers in the registration of Center Select Agents (SA) with the XXX through the XXX Registration SA program. He led efforts at XXXX to meet all XXX lab requirements for approved use of SAs and had oversight of the security program for all SA biological materials.
- He prepared an exemption justification (based on the “toxins for medical use” clause) to XXX for FDA licensed medical products classified as Select Agents.
- He planned and directed the safe transfer of a significant quantity of SA licensed biological products from satellite laboratories to the XXX to ensure Center compliance with the “Anti-terrorism and Effective Death Penalty Act of 1996.”
- He helped implement the U.S. Patriot Act for XXXX’s SA users.
- In addition to his safety responsibilities, CAPT XXXXXX has been active in his PHS career with numerous special and volunteer assignments. He served as XXXX’s Commissioned Corps Liaison Representative for 10 years and selected other assignment are listed:
 - He served as a volunteer member of the first U.S. PHS Disaster Medical Assistance Team for 18+ years (since first Demonstration Team in 1984).
 - He deployed in 1999 to provide assistance to Kosovar refugees (Outstanding Unit Citation (OUC)-1984).
 - He pre-deployed in 1988 to Puerto Rico for Hurricane Georges.
 - He deployed to St. Croix in 1989 after Hurricane Hugo (PHS Citation & PHS Special Assignment Award).

He also received the following awards: AM & PHS Crisis Response Service Award (1993); PHS Citation and a Crisis Response Award (1995); *the XXXX Director’s Award (Walter Browne Memorial)* 1998); CM-2003 acknowledged his outstanding contributions to the Center’s counter-Bioterrorism Research Initiative.

Outcome: CAPT XXXXXX has been a cohesive force within the FDA in establishing a comprehensive safety and health program. His leadership in carrying out these programs is exemplary and therefore most deserving of the Meritorious Service Medal award.