

# AWARDS COMMITTEE

## Standard Operating Procedures

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COMMISSIONED OFFICERS ASSOCIATION  
OF THE U.S. PUBLIC HEALTH SERVICE



**COMMISSIONED OFFICERS ASSOCIATION**  
**OF THE U.S. PUBLIC HEALTH SERVICE**

## References

### COA Governing Documents

- Strategic Plan
- Bylaws

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## Article

### I. PURPOSE

The Commissioned Officers Association (COA) of United States Public Health Service (USPHS) Awards Committee Standard Operating Procedures (SOP) provides operational and procedural guidance for the COA's Awards Committee.

This SOP applies to all documents created that are related to all functions within the COA Awards Committee to establish policies, processes, records, and acceptance criteria under the auspices of the COA. This SOP does not apply to documents created by other organizations outside of the COA Awards Committee.

### II. MISSION

To facilitate the awards process and to recognize COA members and those with interests of the Commissioned Corps and its officers for their accomplishments and commitment to the mission of the COA and of the USPHS.

### III. COMMITTEE RESPONSIBILITIES & ORGANIZATION

#### Section 1. Committee Responsibility

The Awards Committee shall work with the COA Board of Directors and COA staff to facilitate the awards process and recognition of COA members and those with interests of the Commissioned Corps and its officers for their accomplishments and commitment to the mission of the COA and of the USPHS in accordance with the mission of the COA.

#### Section 2. Structure

The Awards Committee consists of one Committee Chair (and Vice Chair if applicable) and Committee members. The Awards Chair may form permanent or ad-hoc subcommittees within, as needed.

- A. Chair: The Awards Committee Chair (or Vice Chairs; for the remainder of the document Chair may refer to Vice Chairs) shall be currently serving on the COA Board of Directors and is to be appointed by the Chair of the COA Board of Directors. The Awards Chair acts as a liaison between the COA Board of Directors and the COA Awards Committee. The Awards Committee Chair facilitates, organizes, and maintains order in meetings; advises the Awards Committee on new and existing projects; and reviews and finalizes Committee-specific documents. The current Awards Committee Chair may have input on the selection of the next Awards Chair.
- B. Vice Chair: If a Vice Chair is selected, the Awards Committee Vice Chair shall be currently serving on the COA Board of Directors and is to be appointed by the Chair of the COA Board of Directors. The Awards Vice Chair assists the Committee Chair on any administrative committee work and acts for the Chair in case of deployment or any other leave of absence.

- C. Committee Members: Any COA member, in good standing, is encouraged to serve on the Awards Committee. The Awards Committee shall be diverse in the following: Agency/Operating Divisions, geographic location, rank, and active duty status. The size of the Awards Committee shall be adaptable to meet the Awards Committee's mission, as determined by the Awards Committee Chair.
  - i. Recruitment of Committee members: Wide, open call for committee members is conducted using a blast e-mail through COA and the Commissioned Officers Foundation (COF) of the USPHS, Frontline, and via COF Symposium recruitment, etc.

#### IV. COMMITTEE PROCEDURES

##### Section 1. Responsibilities

The Awards Committee Chair must keep the Committee viable and productive through aligning the meetings and projects to facilitate the mission of the annual Awards Committee.

- A. The Awards Committee Chair will have the following responsibilities:
  - i. Prepare written reports (to be included in the minutes) for Committee meetings to communicate project progress and Committee activities.  
Meeting minutes shall be archives on the Committee's designated page on the OnBoard webpage.
  - ii. Prepare written and verbal reports for the COA Board of Directors meetings.
  - iii. Review Committee SOP and other Committee documents (as listed in the Committee SOP) at least annually.
  - iv. Involve as many Committee members as possible in discussions by soliciting opinions and experiences.
  - v. Ensure Committee members understand expectations for assigned tasks and projects.
  - vi. Ensure individual project milestones are met, and if not, identify the cause and rectify the problem.
  - vii. Provide orientation to new Committee members to review the mission of the Committee, current projects, time, and frequency of meetings, etc.
  - viii. Prepare End-of-the-year Certificates of Appreciation (see Appendix A).
  - ix. Maintain accurate records of Committee attendance.
- B. The Awards Committee Secretary, if appointed, will have the following responsibilities. If a Committee Secretary is not appointed, the Committee Chair or Vice Chair will assume the following responsibilities:
  - i. Distribute agenda to Awards Committee members prior to meetings.
  - ii. Prepare and distribute Awards Committee meeting minutes.

- iii. Maintain accurate records of Committee attendance.

- iv. Ensure all Awards Committee members are members of COA in good standing.
  - v. Maintain contact information for all Committee members:
    - i. Name
    - ii. Rank
    - iii. Duty Station
    - iv. COA Member status
    - v. COA Local Branch
    - vi. Personal Email
    - vii. Work Email
    - viii. Phone Number
- C. Committee Members who wish to be involved with the Awards Committee are to fulfill the following expected roles and responsibilities:
- i. Be willing and able to give the necessary time to attend meetings and perform any assigned duties.
  - ii. Actively participate in discussion and be willing to listen to and respect others' viewpoints.
  - iii. Think in terms of the welfare of the group rather than personal interests.
  - iv. Accept and follow through on assignments.

## Section 2. Meetings

The Awards Committee shall hold at least quarterly meetings, although the Committee may meet more frequently, where all Committee members shall report their various activities. The meetings are scheduled at the discretion of the Committee Chair. The COA Awards Committee operational year is July 1 to June 30. Meeting minutes are archived by the Awards Committee Chair via the designated space on the OnBoard webpage.

## Section 3. Certificate of Appreciation Eligibility

Committee members who wish to receive a certificate of participation in the Awards Committee must meet the following criteria:

- Attend at least half of the scheduled Committee meetings and/or report they will not be in attendance prior to the meeting date/time.
- Participate in scoring of the annual awards.
- Actively participate in meetings and on any projects or roles requested by the Awards Committee leadership team.

## V. Annual Award Nominations

### Section 1. Nomination Procedures

An open, well-publicized, call for annual award nominations will be solicited between December – February of each year for the awards of Health Leader of the Year, Local

COA Branch (Small and Large) of the Year, Local Branch Leader of the Year, Local Branch Member of the Year, Civilian Outstanding Support of the USPHS, and Retiree of the Year. Nominations will be solicited through the following venues:

- Blast e-mail to all members (active duty officers, retirees, Ready Reserve officers, and associates) of COA through COA staff
- Frontline announcement through COA staff
- COA social media announcement (e.g., Twitter, Facebook) through COA staff
- Communications to USPHS Professional Advisory Committees through Board of Director Liaisons and Corps organizations (i.e., Junior Officer Advisory Group, Minority Officer Liaison Council, Sexual Orientation and Gender Diversity Advisory Group, and other organizations such as the Military Officers Association of America, etc.).
- NOTE: The Congressional Public Health Leader of the Year award will be advertised, processed, and awarded by the COA Legislative Affairs Committee.

## Section 2. [Awards Nomination Deadline](#)

All awards nominations for Health Leader of the Year, Local COA Branch (Small and Large) of the Year, Local Branch Leader of the Year, Local Branch Member of the Year, Civilian Outstanding Support of the USPHS, and Retiree of the Year will be due February 28<sup>th</sup> of each year.

If the Chair of the Awards Committee deems there is not sufficient nominations for said award category, the Awards Committee Chair will communicate with the COA Board of Director Chair to determine if the nomination deadline is to be extended for the award category. If the deadline is to be extended, an open and well-publicized call for award nominations in the said category will be solicited for an additional amount of time to be determined by the Chair of the Awards Committee and agreed upon by the COA Board of Director Chair.

## Section 3. [Receiving Annual Award Nominations](#)

Award nominations for Health Leader of the Year, Local COA Branch (Small and Large) of the Year, Local Branch Leader of the Year, Local Branch Member of the Year, Civilian Outstanding Support of the USPHS, and Retiree of the Year are to be submitted through the online survey link in correlation with the said nomination criteria for each award (See Appendix B, C, D, E, F, and G) available via the Awards tab on the COA website (coausphs.org). The online survey nomination package for each category will include:

- Nominee Information
- Nominator Information

- Narrative which clearly describes how the nominee(s) meet the criteria for the award. Narratives are limited to one page, 12-point Times New Roman font, and one-inch margins. Narratives longer than one page and any supplemental material and/or pictures will not be accepted.

The Chair of the Awards Committee will gain access to the COA's online survey site (SurveyMonkey) through a password provided by members of the COA staff. Only the Chair of the Awards Committee is to have access to the online survey site password. Members of the COA Awards Committee shall not have access to the online survey site.

The online survey site shall be set to automatically generate an acknowledge receipt of nominations received to each nominator.

#### Section 4. Reviewing and Scoring Annual Awards

The Chair, or designated Committee member of the Awards Committee will compile nominations for each award (Health Leader of the Year, Local COA [Small and Large] Branch of the Year, Local Branch Leader of the year, Local Branch Member of the Year, Civilian Outstanding Support of the USPHS, and Retiree of the Year) into a PDF review package to forward to committee members for review. The PDF review package includes:

- Instructions for what to review
- Reminder to avoid sharing review comments and ranking with other committee members (avoid collusion) or outside the committee (avoid privacy breaches)
- Deadline for review completion
- Instructions to complete online survey to input rankings
- Time and date of any meetings needed to complete committee deliberations
- Criteria for each award category
- Narratives for each award submission

The Chair of the Awards Committee will design the online survey to collate scores/rankings of each award. The online survey will request for the reviewer to rank their first choice to receive the award as #1 and subsequent choices as #2, #3, etc.

The nominee with the greatest amount of #1 votes (not the total collaborated score), will be selected as the recipient of the said award category.

Once the final scores are collated, the award nomination selection for each award will be sent to the COA Board of Director Chair for review and concurrence by the COA Board of Directors.

While nominations will be accepted each year for Health Leader of the Year, Local COA (Small and Large) Branch of the Year, Local Branch Leader of the Year, Local Branch Member of the Year, Civilian Outstanding Support of the USPHS, and Retiree of the Year, it is not necessary to select a recipient of the said award every year.

Once the selected recipient for each award is verified by the COA Board of Directors, the Chair of the Awards Committee will notify both the nominee and the recipient by email of the selection of the respective award and invite the recipient to attend the annual COF annual Scientific and Training Symposium. The COA Executive Director and COA Chair, shall be carbon copied (cc'd) on all email communication. Note: Given the February 28<sup>th</sup> submission deadline, the subsequent COA Board of Directors meetings available for award verification include March and May.

For nominations of said categories not selected as a recipient, the Chair of the Awards Committee will notify the nominator their nominee was not selected as a recipient. The COA Executive Director and COA Chair shall be cc'd on all email communication.

#### Section 5. Presentation of Annual Awards

The nomination process, scoring, verification, and notification of the awards must be done in time for physical awards to be made for the COF annual Symposium or its equivalent. The Chair of the Awards Committee is responsible of notifying the COA staff of the selection of each award, for the COA staff to have the said awards made.

The Health Leader of the Year, Local COA (Small and Large) Branch of the Year, Local Branch Leader of the year, Local Branch Member of the Year, Civilian Outstanding Support of the USPHS, and Retiree of the Year will be presented by the Awards Committee Chair, COA Board of Directors and/or members of COA staff at the COF's annual Symposium during the COA meeting, or its equivalent. The Awards Committee Chair will draft a short narrative for each of the recipients to be delivered during the award's ceremony.

Should the COF annual Symposium be cancelled for any reason, the recipients of the COA Awards shall be announced in May and/or June or at a time agreed upon by the COA Awards Committee Chair and the COA Board Chair of the respective awards cycle. An announcement will be made through any of the following avenues: virtual town hall meeting, blast email to members of the Association, and/or printed in Frontline. The award recipients shall be invited to attend the next scheduled COF Symposium, where they will be formally recognized in person, along with the current year's COA award recipients.

## VI. PROPOSAL OF A NEW COA AWARD

### Section 1. Proposing New Awards

COA welcomes suggestions for new awards. All suggestions will be considered by the COA Awards Committee. Proposals for new awards must be submitted to the Chair of the COA Awards Committee. The Chair of the COA Awards Committee will present the proposal for the new COA Award to the COA Board of Directors for concurrence of the said award.

### Section 2. Required Information for New Award Proposals

New COA award proposals are to include the following information:

- Proposed award name and purpose
- Proprietary considerations – Is the award named for a person or organization and has permission been received to use the name of the person or organization? If so, permission must be obtained for so naming the award in writing from the person, family of the person, or organization prior to submitting the new award for consideration by the COA Board of Directors
- Criteria for giving the award, including any restrictions on nominees for the award, such as organizational affiliation or rank
- Sustainable Nature of the Award – Is it enduring in scope and recipients
- Overlap with existing COA awards
- How the award supports the vision, mission, and strategic plan of COA
- Point of contact for award proposal

## Appendices

Appendix A. End-of-the year Certificate of Appreciation

Appendix B. Health Leader of the Year

Appendix C. Local COA Branch of the Year

Appendix D. Civilian Outstanding Support of the USPHS

Appendix E. Retiree of the Year

Appendix F. Local Branch Leader of the

Year Appendix G. Local Branch Member of  
the Year

Appendix A. End-of-the Year Certificate of Appreciation

This certificate can be found on OnBoard in the Resources folder.



## Appendix B. Health Leader of the Year Health Leader of the Year Award

### Background

The Commissioned Officer Association (COA) of the United States Public Health Service (USPHS) Health Leader of the Year Award was established in 1987 to recognize individuals who have made notable contributions to the health of the Nation. Contributions can be in research, administration, service delivery, or some other area of public health.

This award recognizes those who achieved prominence in public health. Persons who have demonstrated leadership and excellence in making notable contributions to the health of the Nation may be nominated for this award.

### Eligibility

- In general, nominees considered will include those who have been in public health practice for more than 15 years.
- Membership in COA is not a requirement for nomination; however, consideration will be given to the nominee's knowledge and support of the USPHS Commissioned Corps and COA.

### Nomination Criteria

Nominations are encouraged from all agencies (HHS and non-HHS), organizations and institutions and shall describe how the candidate has met one or more of the following criteria:

- **Scientific achievement and/or clinical research** – Achievements and/or research resulting in a significant advancement for human health, including but not limited to health promotion, nutrition, disease eradication, advances in diagnosis or treatment of illness, injury prevention, health policy, and advances in the acquisition and/or utilization of information significantly impacting the human condition.
- **Administration** – Conceiving and/or implementing a program of action that goes well beyond ordinary employment expectations and thereby significantly impacts public health in the United States.
- **Career** – Outstanding service, sustained contributions and productivity, over a career of noteworthy contributions to an organization or system.
- **Singular Action** – A singular noteworthy act of heroism, valor, or an extraordinary one- time contribution to public health of such prominence to receive national recognition.

### Nomination Deadline:

February 28<sup>th</sup> each year

## **Submission Criteria**

A narrative (limited to one page or less, Times New Roman 12-point font, and one-inch margins) shall be uploaded to the Survey Monkey link provided through <https://coausphs.org/page/Awards>. The narrative shall address the nomination criteria. If applicable, include background to provide perspective on the nominee's career contributions. Any narrative over one page or supplemental material and/or pictures will not be accepted.

When uploading the narrative through the SurveyMonkey link, the following information is required:

### **Nominator Contact Information**

Name  
Rank (if applicable)  
Agency/OPDIV  
Work Address  
City/Town  
State/Province  
Job Title  
Relationship to nominee  
Email Address  
Phone Number

### **Nominee Contact Information**

Name  
Rank (if applicable)  
Agency/OPDIV  
Work Address  
City/Town  
State/Province  
Job Title  
Email  
Address  
Phone Number

## Appendix C. Local COA Branch of the Year **Local Branch of the Year Award**

### **Background**

The Commissioned Officers Association (COA) Board of Directors recognizes the exceptional accomplishments of our Local Branches. Each year, a Large Local Branch (more than 60 members) and a Small Local Branch (fewer than 60 members) are recognized with Branch of the Year awards.

### **Eligibility**

Any COA Local Branch is eligible to submit for Local Branch of the Year Award. The nominee must not have received the award in the previous awards cycle.

### **Nomination Criteria**

COA Local Branches considered for Local (Small/Large) Branch of the Year Award must demonstrate how the Local Branch assisted in furthering the mission of the Association and members thereof. Nominations must address if the Local Branch address one or all the following criteria:

- Branch esprit de corps, enthusiasm, and the relative impact of branch activities/accomplishments (i.e., notable community or facility-based projects, successful collaborations with other branches, and effective local and/or national advocacy for commissioned officer interests. *Note: the emphasis should be on activities that are completed or substantially underway, rather than planned future activities. Special consideration will be given to Local Branches that have improved dramatically over past years in terms of increased membership, depth and breadth of meeting programs, extent of community activities, and overall impact).*
- The percentage of officers in the local area who are COA members.
- The frequency of Branch meetings (this may include other than face-to-face meetings) with adequate description. The degree of participation and scope of topics presented at general meetings of the Branch.
- The extent to which the Branch participates in activities (e.g., committees and programs) benefiting the national COA or Commissioned Officer Foundation.

### **Nomination Deadline**

February 28<sup>th</sup> each year

## **Submission Criteria**

A narrative (limited to one page or less, Times New Roman 12-point font, and one-inch margins) shall be uploaded to the Survey Monkey link provided through <https://coausphs.org/page/Awards>. The narrative shall address the nomination criteria. Any narrative over one page or supplemental material and/or pictures will not be accepted.

When uploading the narrative through the SurveyMonkey link, the following information is required:

### **Select the award for which your Local Branch is applying**

Small COA Local Branch of the Year (60 or fewer members)

Large COA Local Branch of the Year (more than 60 members)

### **Local Branch Name**

### **Number of COA members participating in the Local Branch**

### **Percentage of officers in the local area who are COA**

### **members**

### **List years Branch has won Local Branch of the Year Award (if applicable).**

### **Nominator Contact Information**

Name

Rank (if applicable)

Agency/OPDIV

Relationship to COA Local Branch (i.e., Branch Officer, COA Liaison, etc.)

City/Town

State

Personal Email Address

Phone Number

## Appendix D. Civilian Outstanding Support of the USPHS **Civilian Outstanding Support of the USPHS Award**

### **Background**

The Commissioned Officer Association (COA) of the United States Public Health Service (USPHS) Civilian Outstanding Support of the USPHS Award was established in 2016. This award recognizes civilians who have improved the performance and/or achievements of officers in the Corps. All active duty officers work alongside civilian colleagues. The success of the Corps, and the individual officers, is not possible without the effective support from their civilian colleagues. Together, they form teams which work to protect, promote, and advance the health and safety of our Nation. Those nominated for this award will be fully knowledgeable of this construct and have demonstrated their abilities in this area. The person(s) nominated for this award have demonstrated leadership and excellence and acted “above and beyond” the call of their profession. Their outstanding contributions can be made in any area of the Corps activity, including administration, science, policy, management, logistics, and response. Consideration depends on the nominee(s)’ knowledge and support of the Commissioned Corps.

### **Eligibility**

Nominee(s) considered will include federal civilian employees; however, that is not a requirement as there are many civilians not in federal government who interact daily with the Commissioned Corps.

### **Nomination Criteria**

Nominations are encouraged from all agencies (HHS and non-HHS), organizations and institutions and shall describe how the candidate has met one or more of the following criteria:

- Contributions must support achieving the mission of the Corps
- Contributions must demonstrate a benefit to their Corps colleagues or the USPHS as a whole
- Contributions should reflect exceptional devotion to duty and be significant in terms of increasing efficiency and excellence
- Contributions may be sustained over a career or represent a single noteworthy action.

### **Nomination Deadline**

February 28<sup>th</sup> each year

### **Submission Criteria**

A narrative (limited to one page or less, Times New Roman 12-point font, and one-inch margins) shall be uploaded to the Survey Monkey link provided through <https://coausphs.org/page/Awards>. The narrative shall address the nomination criteria.

If

applicable, include background to provide perspective on the nominee's career contributions.

Any narrative over one page or supplemental material and/or pictures will not be accepted.

When uploading the narrative through the SurveyMonkey link, the following information is required:

**Nominee Information**

Name  
Agency/OPDIV/ORG/Institution Work Address  
City/Town  
State/Province  
Job Title  
Email  
Address  
Phone  
Number

**Nominator Information**

Name  
Rank (if applicable) Job  
Title  
Agency/OPDIV/ORG/Institution Work Address  
City/Town  
State/Province  
Relationship to  
Nominee Email  
Address  
Phone Number

## Appendix E. Retiree of the Year **Retiree of the Year Award**

### **Background**

The Commission Officer Association (COA) Retiree of the Year Award recognizes excellence in continued service and contributions beyond active duty or government civilian service to the Association, United States Public Health Service (USPHS) Commissioned Officers Foundation (COF), and to the members thereof. This award was established to recognize outstanding individuals who have achieved notable actions through volunteer activities.

### **Eligibility**

Individuals considered will include those retired from the USPHS or government civilian service. Membership in COA is a requirement for nomination. Individuals who have demonstrated leadership and excellence through contributions to the COA and/or COF can be nominated for this award.

### **Nomination Criteria**

Consideration will be given to the nominee's knowledge and support of the USPHS Commissioned Corps. Individuals nominated for this award, must meet at least one of the following criteria:

- General Voluntary efforts – achievements resulting in a significant advancement of the mission of the COA and/or COF, or efforts that provide meaningful outcomes that strengthen the organizations and their memberships or constituencies.
- Committee or Board Administration – service in a leadership position of a COA Committee or leadership of the COA or COF Board, in which actions and initiatives have gone well beyond ordinary expectations of persons serving in such positions.
- Long term efforts – outstanding service, sustained contributions and productivity over a number of years that result in noteworthy contributions to COA, COF, and/or the Commissioned Corps.
- Outreach efforts – noteworthy efforts with other organizations, institutions, and/or the legislature that amplify the prominence of COA, COF, and/or the Commissioned Corps.

### **Submission Deadline**

February 28<sup>th</sup> each year

## **Submission Criteria**

A narrative (limited to one page or less, Times New Roman 12-point font, and one-inch margins) shall be uploaded to the Survey Monkey link provided through <https://coausphs.org/page/Awards>. The narrative shall address the nomination criteria. If applicable, include background to provide perspective on the nominee's career contributions. Any narrative over one page or supplemental material and/or pictures will not be accepted.

When uploading the narrative through the SurveyMonkey link, the following information is required:

### **Nominee Information**

- Name
- Rank (if applicable)
- Job Title (if applicable)
- Agency/OPDIV (if applicable)/ORG/Institution
- Personal Email Address
- Phone Number

### **Nominator Information**

- Name
- Rank (if applicable) Job Title
- Agency/OPDIV/ORG/Institution
- Relationship to Nominee
- Personal Email Address
- Phone Number

## Appendix F. Local Branch Leader of the Year **Local Branch Leader of the Year Award**

### **Background**

The Commissioned Officers Association (COA) Board of Directors recognizes the exceptional accomplishments of our Local Branches each year. The accomplishments of each branch are due in part to the dedication of leaders facilitating the work within their respective local branches. The Local Branch Leader of the Year recognizes excellence in leadership and contributions to the COA local branch, service to COA, and its membership that occurred in the previous operational year up until the award nomination deadline. This award will be presented at the annual COF conference (e.g., in-person or virtually). This award was established to recognize outstanding leadership within a COA local branch. One Local Branch Leader of the Year will be selected nationally from a pool of nominees; each COA Local Branch may submit one nominee for consideration.

### **Eligibility**

The nominee must be an active member of a COA Local Branch Executive Committee: Branch President, Vice President, Secretary, Treasurer, or other member of the Local Branch Executive Committee as defined by the branch charter and bylaws. The nominee must not have received the award in the previous awards cycle. Note: The nominee can include retired officers if they meet the eligibility and nomination criteria requirements. Membership in COA is a requirement for nomination.

### **Nomination Criteria**

COA Local Branch Leaders nominated for this award must demonstrate how they assisted in furthering the mission of COA through facilitating and/or promoting local branch activity.

Nominations must address how the nominee meets one or all the following criteria:

- Demonstrating impact of the overall COA Local Branch (e.g., by increasing and diversifying membership of the COA Local Branch, broadening the scope and breadth of branch activities within the communities served, etc.)
- Leads the COA Local Branch Executive Committee by showing good stewardship with funds, policies, practices and execution of the bylaws and charter. Serves as a mentor and coach to individuals within the branch and successfully represents the branch to outside organizations and senior leaders when requested.
- Distinguishes themselves as a leader by holding themselves to the highest standard, serving as an example within the local branch, and carrying out the mission of the COA and the U.S. Public Health Service.

The COA Local Branch will select one nominee for consideration for the Local Branch Leader of the Year.

**Nominator Requirements:**

Nominator must be a member in good standing of the same COA local branch as the nominee or of another COA local branch with strong affiliations to the nominee’s COA local branch. Self- nominations are accepted.

**Nomination Deadline for COA Local Branch nominee:**

February 28th of each year.

**Submission Criteria**

A narrative (limited to one-page or less, Times New Roman font, 12-point font size, and one- inch margins) shall be uploaded to the Survey Monkey link provided through <https://coausphs.org/page/Awards>. The narrative shall address the nomination criteria. If applicable, include background to provide perspective on the nominee’s career and COA contributions. Any narrative over one page or supplemental material and/or pictures will not be accepted. **Note:** Each COA Local Branch is eligible to submit one award nomination for the Local Branch Leader of the Year award for consideration to the National COA Board. In addition, each COA Local Branch may also submit one award nomination for the Local Branch Member of the Year award. Each COA Local Branch Executive Committee should decide if they will submit a nominated member for either of these awards annually using a sound and equitable process.

When uploading the narrative through the SurveyMonkey link, the following information is required:

**Nominee Contact Information**

- Name
- Rank (if applicable)
- Agency/OPDIV
- Name of COA Local Branch
- Executive Committee Position within COA Local Branch (e.g., President, Vice President, Secretary, Treasurer, etc.)
- City/Town
- State
- Personal Email Address
- Phone Number

**Nominator Contact Information**

Name

Rank (if applicable)

Agency/OPDIV/ORG/Institution

Name of COA Local Branch

Relationship to COA Local Branch (e.g., Branch Officer, COA Liaison, etc.)

City/Town

State

Personal Email Address

Phone Number

## Appendix G. Local Branch Member of the Year **Local Branch Member of the Year Award**

### **Background**

The Commissioned Officers Association (COA) Board of Directors recognizes the exceptional accomplishments of our local branches each year. The accomplishments of each branch are due in part to the dedication of members doing the work within their respective local branches. The Local Branch Member of the Year recognizes excellence in contributions to the COA local branch, service to COA, and its membership that occurred in the previous operational year prior to the award nomination deadline. This award will be presented at the annual COF conference (e.g., in-person or virtually). This award was established to recognize outstanding members within a COA local branch. One Local Branch Member of the Year will be selected nationally from a pool of nominees; each COA local branch may submit one nominee for consideration.

### **Eligibility**

The nominee must be an active member of a COA local branch as defined by the branch charter and bylaws. The nominee must NOT be a current member of the Executive Committee (e.g., President, Vice President, Secretary, or Treasurer) during the respective awards cycle. The nominee must not have received the award in the previous awards cycle. Note: The nominee can include retired officers if they meet the eligibility and nomination criteria requirements.

Membership in COA is a requirement for nomination.

### **Nomination Criteria**

Individuals considered will include any active member of a COA local branch who is NOT a current member of the local branch Executive Committee. COA local branch members nominated for this award must demonstrate how they assisted in furthering the mission of COA through facilitating and/or promoting local branch activities.

Nominations must address how the nominee encouraged one or all the following criteria:

- Fostered COA local branch membership, served in a leadership role within the branch (e.g., chaired or vice-chaired committees or workgroups), demonstrated excellent meeting attendance and participated in branch activities or spearheaded branch activities or community outreach/volunteer events, etc.).
- Promoted mentoring/career counseling (e.g., organized branch sponsored curriculum vitae review, assigned mentors & mentees to officers going to the promotion board, provided career guidance, facilitate mentoring workshops, etc.)
- Facilitated social and/or volunteer activities to promote esprit de corps and

foster relationships amongst local branch members (e.g., encouraged activities to promote

officers, retirees, and/or associated family members for the good of the community; facilitated meet & greets, promotion ceremonies, retirement ceremonies, community outreach activities, etc.)

The COA local branch will select one nominee for consideration for the Local Branch Member of the Year award.

**Nominator Requirements:**

Nominator must be a member in good standing of the same COA local branch as the nominee or of another COA local branch with strong affiliations to the nominee’s COA local branch. Self- nominations are accepted.

**Nomination deadline for COA Local Branch nominee:**

February 28th of each year.

**Submission Criteria**

A narrative (limited to one-page or less, Times New Roman font, 12-point font size), and one- inch margins) shall be uploaded to the Survey Monkey link provided through <https://coausphs.org/page/Awards>. The narrative shall address the nomination criteria. If applicable, include background to provide perspective on the nominee’s career and COA contributions. Any narrative over one page or supplemental material and/or pictures will not be accepted. **Note:** Each COA local branch is eligible to submit one award nomination for the Local Branch Member of the Year award for consideration to the National COA Board. In addition, each COA local branch may also submit one award nomination for the Local Branch Leader of the Year award. Each COA local branch Executive Committee should decide if they will submit a nominated member for either of these awards annually using a sound and equitable process.

When uploading the narrative through the SurveyMonkey link, the following information is required:

**Nominee Contact Information**

- Name
- Rank (if applicable)
- Agency/OPDIV
- Name of COA Local Branch
- Relationship to COA Local Branch (e.g., Branch Officer, COA Liaison, etc.)
- City/Town

State  
Personal Email Address  
Phone Number

**Nominator Contact Information**

Name  
Rank (if applicable)  
Agency/OPDIV/ORG/Institution Name of COA Local Branch  
Relationship to COA Local Branch (e.g., Branch Officer, COA Liaison, etc.)  
City/Town  
State  
Personal Email Address  
Phone Number