



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SCIPAC)**

**STANDARD OPERATION PROCEDURES OF THE
AWARDS SUBCOMMITTEE**

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I. PURPOSE

The goal of the SciPAC Awards Subcommittee is to recognize and to promote the recognition of Scientist officers and their notable accomplishments. This goal is accomplished by the following:

- Junior Scientist of the Year Award
- Senior Scientist of the Year Award
- Responder of the Year Award
- Retiring Scientist Distinguished Service Award
- any other award where one SciPAC nominee must be selected from amongst many

The purpose of this standard operation procedure (SOP) is to provide information on the duties and responsibilities for members of the SciPAC Awards Subcommittee and the operations and procedures currently employed by this subcommittee.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The Awards subcommittee consists of a chairperson and a group of award reviewers. If the option for a subcommittee co-chairperson is available, then the Subcommittee Chair may select Co-Chair(s) at his/her discretion.

ii. Size

The Awards subcommittee shall consist of 4-5 review officers, plus the Chair and/or Co-Chair.

iii. Representation

The Chief Scientist Officer (CSO) will recruit 4-5 Senior Scientists each year to serve as award reviewers. The diversity of award reviewers shall reflect the diversity of Scientists, their disciplines, and agencies. This may include the SciPAC Chair. Reviewers shall not review any award in which he/she is a nominee.

b. Officers – Roles & Responsibilities

The Awards Subcommittee shall evaluate scientist award nominees and advise the SciPAC on ways to pro-actively encourage supervisors to nominate Commissioned

Corps PHS scientists for awards. The subcommittee shall provide for distribution, notices and reminders of award schedules.

i. Chairperson/ Co-Chairperson(s)

The Chair shall:

- Prepare, guide, and schedule annual award nominations;
- Organize Review Committee nomination packet reviews;
- Forward the final selections and justifications to the SciPAC Chair for review, and subsequently to the CSO for review;
- Draft memoranda recognizing outgoing SciPAC Members, SciPAC Chairperson and CSO upon the expiration of appointments;
- Write Letters of Appreciation for all Appointed Review Committee members; and
- Develop draft example award write-ups for scientist supervisors to assist them in submitting award nominations – if requested.

ii. Awards Reviewers

Reviewers will rank all the nominees using a numeric scale based on the number of nominees, with 1 being their preferred award candidate, 2 their runner up and so on, with the highest number being the least qualified nominee. Reviewers will then discuss their evaluation, compare scores and determine a final selection. Any undecided award selection shall be determined by the Award Chair, SciPAC Chair, or the SciPAC CSO, unless the respective person is also an award nominee.

iii. Special Consideration

All nominations for the awards and subcommittee discussions and reviews are confidential and not to be discussed outside of the Awards Subcommittee nomination review meetings.

III. OPERATIONS AND PROCEDURES

a. Meetings

The review committee shall convene after each award nomination deadline and the Chair or Co-Chair has provided them at least ten business days to review the nomination packets.

b. Award Timelines

- i.** The Scientist Responder of the Year award process shall be completed by no later than 01 December of each year. This deadline is to ensure the CSO has time to submit the Scientist nominee’s package to the Director of OFRD in time for the USPHS Responder of the Year competition.

- ii. The Junior and Senior Scientist of the Year awards process shall be conducted in the spring of each year. The call for nominations should be announced in April, leaving sufficient time to make arrangements for the awards to be presented during the annual USPHS Scientific and Training Symposium.
- iii. A time period greater than three weeks and no more than one month shall be allowed between the initial call for award nominations and the deadline for receipt of nomination packets.

c. Award Eligibility, Nomination and Submission

i. Award Eligibility

1. The Scientist Responder of the Year: Active duty PHS Scientist Officers
2. Senior Scientist of the Year: Active duty PHS Scientist Officers at the rank of O-5 or higher
3. Junior Scientist of the Year: Active duty PHS Scientist Officers at the rank of O-4 or lower

ii. Award Nomination

Award candidates may be nominated by the following:

- Self (No current Executive Board member may self nominate)
- Supervisor (Either Civilian or Active Duty Officer)
- Other Officer
- Civilian

iii. Award Submission

Submission requirements differ for the individual awards. In general all competitive awards require a nomination form and a descriptive narrative.

d. Awards and Rating Criteria

i. Scientist Responder of the Year

The following criteria, occurring during the 12 months period for which the award covers, shall be used to rate the nominations:

- A one-time impact on public health preparedness and response;
- Career contributions to emergency preparedness and/or disaster response;
- Nominee's role in deployments and the impact thereof;
- Training and education applicable to preparedness and response;
- Publications and presentations in the public arena related to preparedness and response;
- The nominee's willingness to *give* credit to the U.S. Public Health Service for deployment activities (i.e., wearing the uniform while deployed, crediting the USPHS in presentations and publications);
- Application of the nominee's scientific background to the response; and
- Other factors as deemed appropriate by the SciPAC, which is the recommending body and the CSO, who serves as the selecting official.

ii. Derek Dunn Memorial (Senior) Scientist Officer of the Year

The Derek Dunn Memorial (Senior) Scientist of the Year award was named in memory of CAPT Derek Dunn for his dedicated service to the United States Public Health Service Scientist Category and the scientific community. CAPT Dunn, who passed away in 2002, was the Acting Associate Director of Science for the National Institute of Occupational Safety and Health and an adjunct professor at University of Cincinnati College and Miami University, and a mentor to many scientists.

The Senior Scientist of the Year award is evaluated for the following criteria.

1. Professional Achievement(s) (25 points)

The Officer has attained significant achievements in a professional field, which in turn have advanced the mission of the PHS or had a beneficial impact on the nation's health and health care services. Achievements and contributions may be judged on the basis of many factors, including publications, patents, designing and implementing public health programs. But more importantly a sustained commitment of time and/or outstanding skill in biomedical research as a Clinical Scientist Officer, an Environmental Health Scientist Officer, a Health Education Scientist Officer, a Research Scientist Officer, a Research Support Scientist Officer, a Regulatory Scientist Officer, or a Program Management Officer. The Officer's achievements have been acknowledged by awards and letters of recognition from colleagues, *supervisors*, and professional organizations.

2. Career Growth, Development and Leadership Skills (50 points)

The Officer has demonstrated professional growth and development as evidenced by engaging and contributing to more complex tasks and by assuming positions of increasing responsibility. Leadership positions held in any capacity are a demonstration of career growth and development and evidence that the Officer is regarded as a senior professional contributor to the field of expertise. The Officer serves as an exemplary role model for Junior Officers and others by balancing commitments of time and energy to their profession, the Commissioned Corps, civic and humanitarian activities.

3. PHS Involvement and Commitment (25 points)

The Officer promotes and supports the mission of the Commissioned Corps by sustained involvement in Commissioned Corps professional advisory groups or committees, Division of Commissioned Personnel Boards and Commissioned Corps related activities. For example, the Officer may be a member of the Commissioned Corps Readiness Force (CCRF), a Disaster

Medical Assistance Team (DMAT) or the Commissioned Corps Music Ensemble. Membership and participation in PHS professional organizations such as COA, ROA and AMSUS demonstrate commitment and dedication to the Commissioned Corps as well as a high level of Corps pride and honor. The Officer wears the uniform on a regular basis. The Officer continues to be a visible and active Scientist Category officer even after fulfilling more traditional roles such as SciPAC membership and leadership, leadership in local COA chapters, etc.

iii. Junior Scientist Officer of the Year

The Junior Scientist Officer of the Year award recognizes the contributions of a junior-level officer and is evaluated for the following criteria.

1. Professional Development (50 Points)

The Officer demonstrates professional development by participating in continuing education and professional training and by taking advantage of Officer Mentorship programs when available. Membership and/or offices held in professional organizations or participation in PHS task forces and workgroups demonstrate professional development. Work performance or presentations at professional meetings in a capacity mature for a person of similar education and experience are to be noted. The Officer's pride and dedication to the Commissioned Corps are demonstrated by activities such as completion of the Basic Officer Training Course (BOTC), membership and participation in COA or similar organizations, membership in CCRF, DMAT or the Commissioned Corps Music Ensemble and participation in Scientist PAC activities. The officer wears the uniform on a regular basis.

2. Achievements (50 Points)

The Officer's has job-related accomplishments or significant achievements in a professional field as evidenced by sustained or outstanding performance beyond that of the Officer's peers. Examples of achievements include skillful management of difficult, complex tasks or a heavy workload, development or improvement of service programs. These achievements should exceed job requirements. Evidence for achievements may include awards or letters of recognition from supervisors, the PHS, or professional associations.

iv. Retiring Scientist Award

Each year, the CSO, may recognize retiring Scientists in up to two different forms at his or her discretion:

- Retiring Scientist Appreciation Letter: a letter of appreciation sent to all retiring Scientists, or

- Retiring Scientist Distinguished Service Award: in the form of a plaque or other recognition commensurate with extraordinary service to the category. Such Scientists have made significant contributions during their years of service to the Scientist Category and the Public Health Service. Such professional contributions are unique and not otherwise demonstrated by peers. This retiring Officer may have demonstrated exemplary leadership and personal judgment in unusual circumstances leading to a successful outcome or proactive activities that significantly improve health conditions and save lives or resources.

The Retiring Scientist Distinguished Service Award is non-competitive and candidates will include Scientists who are retiring from the Public Health Service with 20 to 30 years of service and are selected at the discretion of the CSO.

v. Recognizing Retiring Scientists

Depending on the location, the CSO, or his/her designee, will attend and recognize retiring Scientists at their formal retirement ceremonies.

e. Award Presentations

An awards ceremony will be held during the Scientist Category Day Luncheon at the annual USPHS Scientific and Training Symposium. Recipients of the awards will receive a plaque signed by the Surgeon General and the CSO, and a letter of special recognition from the SciPAC.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

Subcommittee members must be full-time Commissioned Corps or Civil Service personnel and meet the eligibility requirements for initial appointment to the Scientist category and personnel systems. In addition, subcommittee members must have demonstrated significant involvement in SciPAC, such as current or past voting members.

b. Letter of Appreciation

All SciPAC Awards Subcommittee members will be formally recognized for their contribution to the subcommittee with a letter from the SciPAC CSO at the end of each SciPAC year which may be placed in the officer's OPF.

V. TRANSITIONING

a. Incoming Chairperson and Co-Chairperson Preparation

The out-going Awards Chair and Co-chair will assist the incoming Chair and Co-chair with any procedural concerns during their transitioning period and will continue to provide guidance throughout their term if requested.

VI. REFERENCES

None

VII. ATTACHMENTS

None