



# THE COMMISSIONED CORPS OFFICERS' AWARDS PROGRAM (COAP)

Commissioned Corps Headquarters (CCHQ)  
Personnel and Career Management Branch (PCMB)

## WHAT IS THE COAP?

- The COAP provides a means to give **formal recognition to deserving officers** in the USPHS Commissioned Corps (Corps) and to members of the other uniformed services whose accomplishments or achievements are of outstanding or unique significance to the missions of the Corps, or to the HHS and non-HHS organizations to which officers are detailed.
- The COAP is managed by a **designee appointed by the CCHQ Director**.
- The COAP is normally limited to **accomplishments or achievements** that are within the scope of an officer's employment with the Corps; however, **extraordinary acts of heroism and valor** outside an officer's employment with the Corps may be recognized through the COAP. This includes official activities sanctioned by SG-appointed groups according to their respective charters.

## WHO DOES IT APPLY TO?

- ALL members of the **Regular Corps** and the **Ready Reserve Corps**.
- Officers called to **active duty in the COSTEP** may receive awards for achievements that occur during their tours of active duty
- Consistent with the policies and procedures of their respective services, **members of other uniformed services** (officers or enlisted personnel) may receive awards for documented contributions to the missions of the HHS, the Corps, or non-HHS organizations to which officers are detailed.

## THE 3 AWARDS BOARDS

### ▶ AGENCY AWARDS BOARDS (AAB)

- Each HHS Operating Division (OPDIV)/Staff Division (STAFFDIV)/non-HHS organization with delegated authority from the ASH establishes an AAB to **review award nominations** as required under Commissioned Corps Instruction 511.01, Section 8-2.

### ▶ PHS COMMISSIONED CORPS AWARDS BOARD (PHS-CCAB)

- The PHS-CCAB is the required **second board review for all DSM, MSM, and OUC nominations**, as well as awards **nominated with Valor** under Commissioned Corps Instruction 511.01, Section 8-2.a.

### ▶ COMMISSIONED CORPS INTERAGENCY AWARDS BOARD (CCIAB)

- The purpose of the CCIAB is to **review award submissions from agencies without a delegated awards authority**, deployment awards, and awards submitted from PACs and SG-appointed groups.

#### ACRONYMS

**ARB** = Associate Recruiter Badge  
**ASH** = Assistant Secretary for Health  
**COSTEP** = Commissioned Officer Student  
Training and Extern Program  
**DSM** = Distinguished Service Medal

**HHS** = Department of Health and Human Services  
**MSM** = Meritorious Service Medal  
**OUC** = Outstanding Unit Citation  
**PAC** = Professional Advisory Committee  
**SG** = Surgeon General



# AWARDS PROCESS FOR AGENCIES WITH APPROVING AUTHORITY

Commissioned Corps Headquarters (CCHQ)  
Personnel and Career Management Branch (PCMB)

PHS Commissioned Corps Awards Board (**PHS-CCAB**) | Commissioned Officers Awards Program (**COAP**)

**NOTE:** The award nominations must be **submitted 90 days prior** to an officer's separation or retirement from active duty. The nomination date cannot exceed 13 months from the end of the "Period Covered" for officers on active duty.

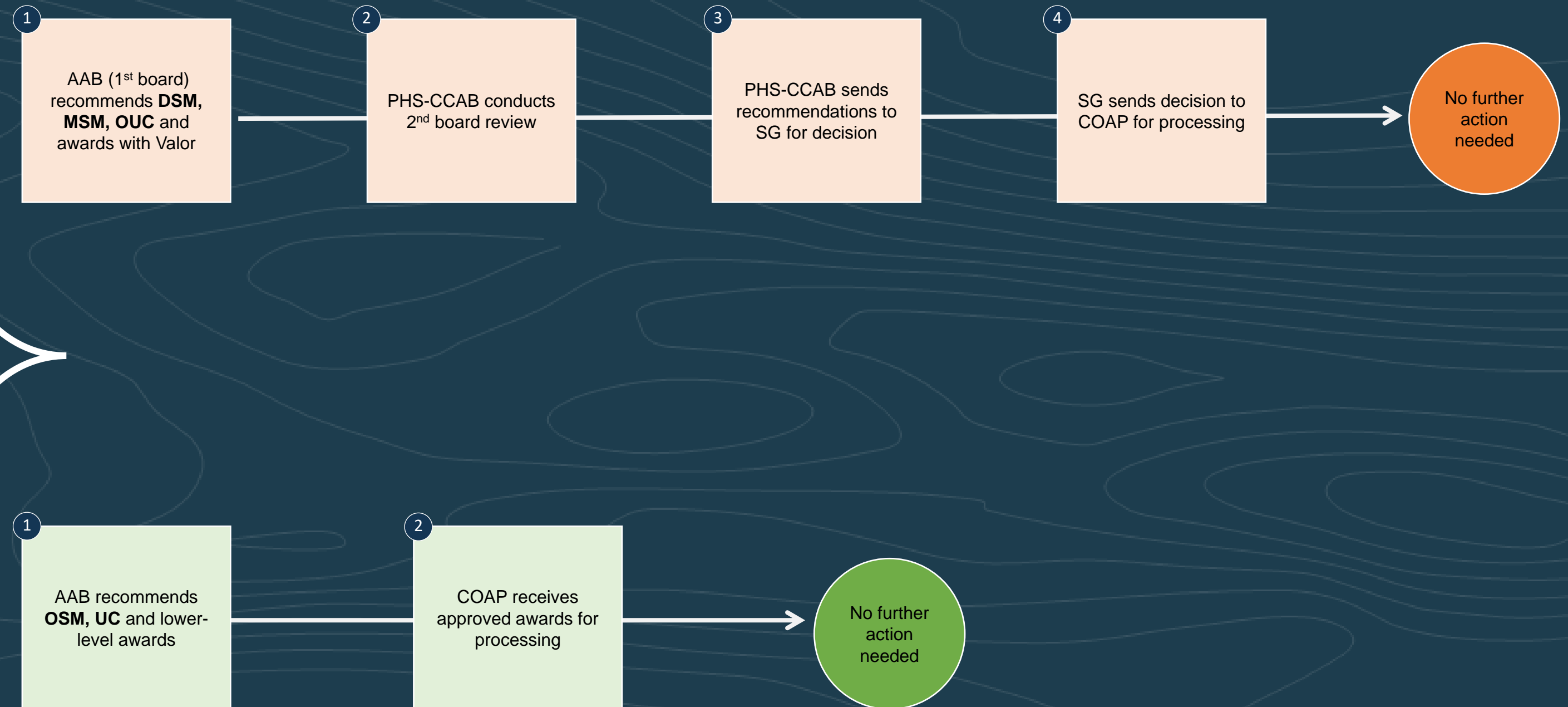
## AGENCIES WITH APPROVING AUTHORITY

All endorsements are completed within 90 days of the nomination date.

Nominations are reviewed by the AAB within 180 days of the nomination date.

Final approval by the delegated authority is completed within 60 days of AAB's recommendation or the date the AAB is convened.

Nominations are submitted to COAP by the AAC within 30 days of final approval.



### ACRONYMS

AAB = Agency Awards Boards  
AAC = Agency Awards Coordinator  
DSM = Distinguished Service Medal  
MSM = Meritorious Service Medal

OUC = Outstanding Unit Citation  
PAC = Professional Advisory Committee  
SG = Surgeon General





# AWARDS PROCESS FOR AGENCIES WITHOUT APPROVING AUTHORITY

Commissioned Corps Headquarters (CCHQ)  
Personnel and Career Management Branch (PCMB)

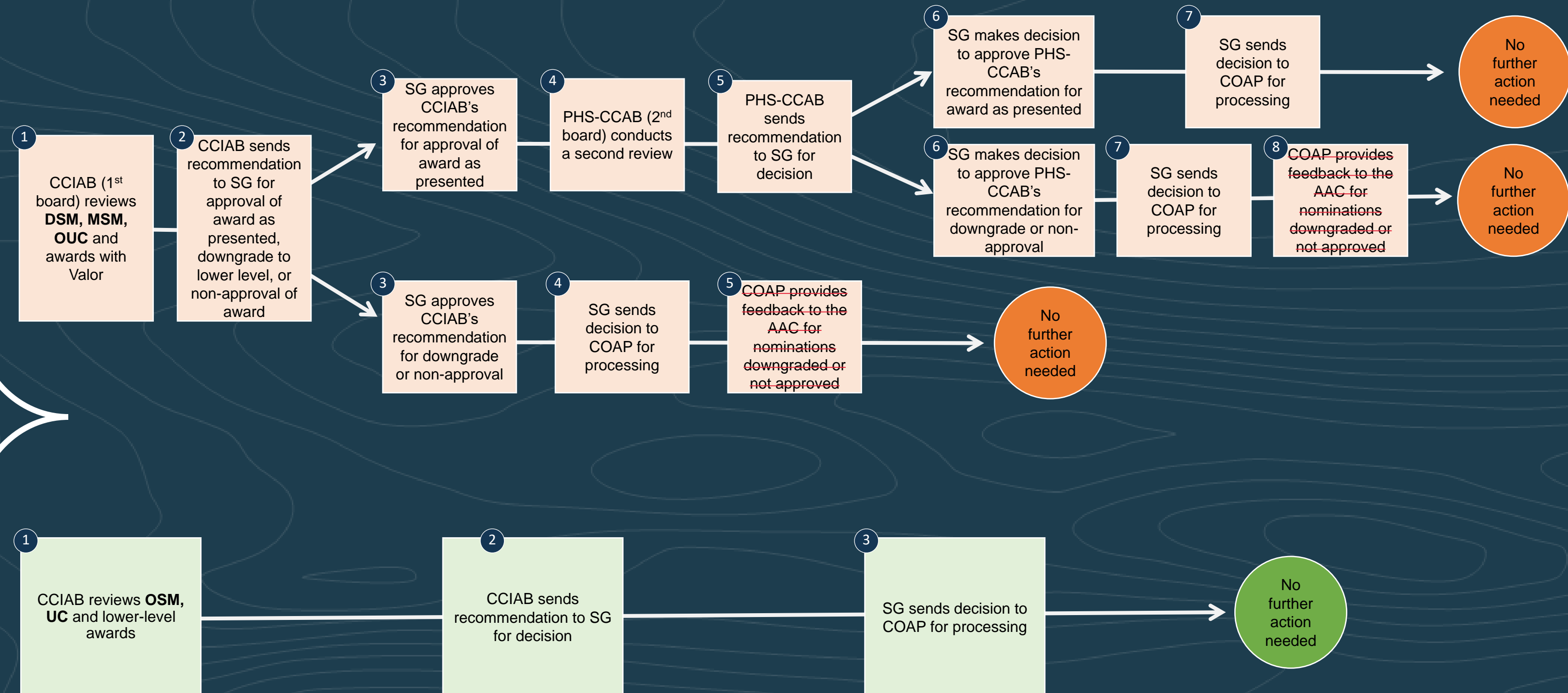
PHS Commissioned Corps Awards Board (PHS-CCAB) | Commissioned Officers Awards Program (COAP) | Commissioned Corps Interagency Awards Board (CCIAB)

**NOTE:** ~~The award nominations must be submitted 90 days prior to an officer's separation or retirement from active duty.~~ The nomination date cannot exceed 13 months from the end of the "Period Covered" for officers on active duty.

AGENCIES,  
PACs,  
DEPLOYMENT  
AND OTHER  
SUBMISSIONS  
WITHOUT  
APPROVING  
AUTHORITY

All Agency **endorsements**, including those from the AAC are **completed within 180 days** of the date the nominations are received, and **forwarded to COAP within 10 days** of the final endorsement date.

All deployment **endorsements** are **completed by the RDB within 90 days** of the nomination date and **forwarded to COAP within 10 days** of the final endorsement date.



## ACRONYMS

AAC = Agency Awards Coordinator  
DSM = Distinguished Service Medal  
MSM = Meritorious Service Medal  
OUC = Outstanding Unit Citation

PAC = Professional Advisory Committee  
RDB = Readiness and Deployment Branch  
SG = Surgeon General