

JOAG VADM RICHARD H. CARMONA INSPIRATION AWARD

2016 Call for Award Nominations

Nomination Deadline: Friday, November 20, 2015

The Junior Officer Advisory Group (JOAG) is requesting nominations for the VADM Richard H. Carmona Inspiration award to be presented at the annual USPHS Scientific and Training Symposium to be held in Oklahoma City, Oklahoma, from May 16-19, 2016.

The **JOAG VADM Richard H. Carmona Inspiration Award** recognizes an active duty or retired senior officer at the rank of O-5 or above in the USPHS Commissioned Corps who exemplifies outstanding leadership by example, mentorship and empowerment of junior officers, unwavering support of the Commissioned Corps and its mission, and overall inspiration and motivation to the PHS community. *Nominations are only accepted from junior officers (at the rank of O-4 or below in the USPHS Commissioned Corps).*

If you know any outstanding senior officers deserving the recognition of these awards, please see the JOAG Awards page for details here: <http://www.usphs.gov/corpslinks/JOAG/awards.aspx>. You can also contact the JOAG Awards Committee Co-Chairs LCDR Abraham Marrero (ymg6@cdc.gov) or LCDR Jonathan Whitehart (Jonathan.Whitehart@hhs.gov) as well as the JOAG Award Lead listed below for nomination details. Nominations are due to the appropriate JOAG Award Lead listed below no later than COB on **November 20, 2015**.

Send nominations or questions for the **VADM Richard H. Carmona Inspiration Award** to:

LCDR Scott Steffen

Email: scott.steffen@fda.hhs.gov; **Phone:** 240-276-8795

JOAG VADM RICHARD H. CARMONA INSPIRATION AWARD 2016 AWARD REQUIREMENTS

Purpose

During his tenure as Surgeon General, VADM Richard H. Carmona exemplified qualities that junior officers throughout the Commissioned Corps admire. These qualities include outstanding mentorship and empowerment of junior officers, unwavering support of the Commissioned Corps and its mission, overall inspiration, leadership, and motivation to the PHS community. This award recognizes a senior officer in or retired from the Commissioned Corps who strives to exhibit the qualities above ascribed to VADM Carmona.

Criteria

- Nominee must be an active duty or retired USPHS Commissioned Corps officer at the rank of O-5 or above.
- If on active duty, nominee must meet basic readiness standards and have no adverse actions in their eOPF.
- Only the nominee's accomplishments as a senior officer should be included in the nomination. Nomination criteria are described in the narrative instructions below and *Companion Document* attached.

Nomination Package

- Only junior officers (at the rank of O-4 or below) may submit nominations for the VADM Richard H. Carmona Inspiration Award.
- The senior officer nominee may or may not be the direct supervisor of the junior officer nominator, but the nomination should be based upon personal knowledge of the nominee.
- Multiple junior officers may jointly nominate a senior officer, or may choose to submit separate nominations. Individuals who are not active duty Commissioned Corps junior officers may not submit a nomination.
- A complete nomination package includes a nomination form and narrative.

Narrative Instructions

- Answer each question on a separate page; limit responses to **one page** per question.
- Use **12 point Times New Roman font** and **one inch margins**.
- **Do not** submit the nominee's CV or resume.
- Submit the narrative as an Adobe PDF file. If electronic submission is not possible, please contact the Award Lead for the VADM Richard H. Carmona Inspiration Award to make alternate arrangements.
- Narratives not submitted in the correct format will be returned to the nominator for reformatting. The nominator will have no more than two business days to reformat and resubmit.

Narrative Questions

Using the VADM Richard H. Carmona Inspiration Award *Companion Document* as a guide, please provide a supportive narrative that answers the following three questions: *(Note- Only accomplishments as a senior officer shall be considered.)*

1. What are the nominee's contributions and accomplishments as a senior officer, in terms of officership and leadership, and how have the contributions impacted junior officers?
2. What specific support did the nominee provide as a senior officer to you or other junior officers to help you gain understanding of, and develop within the Commissioned Corps?
3. How has the nominee inspired you and/or other officers regarding career development?

Selection and Award

- **Note:** The VADM Richard H. Carmona Inspiration Award is a prestigious award that will only be awarded in the event that a highly qualified recipient is identified.
- The JOAG Awards Committee will score the award nominations based on the narrative responses to the questions, with each narrative response receiving equal weight. In order to ensure that the strongest nominations are considered for this award, the top five nomination packages selected by the JOAG Awards Committee will be sent back to the nominators with requests to strengthen their package, and general tips/direction on how to make their package stronger.
- After the top five nomination packages have been strengthened, they will go onto a second review by the JOAG Voting Members, who will select a final candidate to recommend for concurrence by the Office of the Surgeon General.
- Once the awardee is selected and confirmed, the awardee and nominator will be notified, and the award will be presented at the annual USPHS Scientific and Training Symposium.
- The award will consist of a plaque.

Nomination Submission

- Nominations are due via email by COB on **November 20, 2015**.
- Send complete nomination package as a combined attachment or questions for the VADM Richard H. Carmona Inspiration Award to:

LCDR Scott Steffen

Email: scott.steffen@fda.hhs.gov; **Phone:** 240-402-8795

**JOAG VADM Richard H. Carmona Inspiration Award
2016 Nomination Form**

This award recognizes an active duty or retired senior officer at rank of O-5 or above in the USPHS Commissioned Corps who exemplifies mentorship and empowerment of junior officers, unwavering support of the Commissioned Corps and its mission, overall inspiration, leadership, and motivation to the PHS community. *Nominations are only accepted from junior officers (rank of O-4 or below in the USPHS Commissioned Corps).*

Please note that this nomination form is required for administrative purposes and will not be forwarded to award reviewers.

About Nominee:

Name of Nominee: _____ Rank: _____

Years in Rank: _____ PHS#: _____ Category: _____

Agency/OPDIV: _____ Job Title: _____

Work Address: _____

Work Phone: _____ Email: _____

About Nominator:

Name of Nominator (include rank if applicable): _____

E-mail Address of Nominator: _____

Relationship to Nominee: _____

***Failure to follow award requirements and deadline
may result in your nomination not being accepted.***

JOAG VADM Richard H. Carmona Inspiration Award 2016 Companion Document

The purpose of this companion document is to clarify the expectations for the supportive narrative responses. Specific examples are requested, as scoring of responses will be based on the set criteria below to the highest extent possible. Each question below will be worth 10 points.

The bullets/examples should NOT limit your response but should rather act as a guide to assist you in writing your nomination.

The VADM Richard H. Carmona Inspiration Award is a prestigious award that will only be awarded in the event that a highly qualified recipient is identified.

Question 1: What are the nominee's contributions and accomplishments as a senior officer, in terms of officership and leadership, and how have the contributions impacted junior officers?

Responses to this question should refer to the nominee's officership and leadership **as a senior officer** and how he or she has set an example for you and other junior officers through outstanding officership and leadership. Responses to this question should provide other specific examples of the nominee's officership and leadership. It may be wise to review the nominee's 'Public Health Service Support Activities' section as taken from their CV/resume. The vision of the Carmona awardee is one who exemplifies officership and leadership **as a senior officer** over an extended duration/timeframe. The nominee's accomplishments as a junior officer will not be considered for this award.

Officership can be defined as the commitment to the profession of being an officer in the Commissioned Corps and knowledge and skill expertise gained by education and long term experience in the officer profession. Officership encompasses all activities that contribute to the advancement, well-being, and positive image of the Commissioned Corps. Such activities display the highest values of public service and professionalism and as such give credit to the Commissioned Corps.

Here are some example activities or other measures of officership:

- Involvement in Commissioned Corps organizations (e.g. PACs, JOAG, national/local COA chapter)
- Involvement in other professional organizations (e.g. ROA, AMSUS, category-related associations)
- Teaching/publishing (e.g. clinics, lectures/education seminars, journal articles)
- Involvement in recruitment activities
- Maintaining readiness/deploying with DCCPR Readiness & Deployment Operations
- Wearing the uniform properly and observing military bearing and courtesy

Leadership can be defined as an act of inspiring or motivating junior officers so they can achieve success. This may refer to the officer's leadership on a departmental issue, leadership of a larger group of officers, leadership within or outside of Commissioned Corps activities, or any other aspects of the nominee's leadership you feel will not be adequately covered with the subsequent questions. Examples include providing standard or above and beyond guidance toward a junior officer's career success (e.g., career development), and passively or actively inspiring the junior officer by example or otherwise towards success in one or more measures of leadership (e.g., training).

The senior officer's leadership impact shall ultimately contribute toward the effectiveness and success of a junior officer. Outstanding leaders display a high degree of faith in themselves and in the attainment of the USPHS vision they articulate.

Question 2: What specific support did the nominee provide as a senior officer to you or other junior officers to help you gain understanding of, and develop within the Commissioned Corps?

Responses to this question should refer to how the nominee helped you gain understanding of and develop within the Commissioned Corps. The nominee's support activities as a junior officer will not be considered for this award, only as a senior officer. The criteria below are provided as some examples of this type of support.

- COER evaluation (understanding its purpose and active help in improvement)
- Uniform wear and military bearing and courtesy
- Readiness (e.g., support of meeting readiness standards, support of deployments)
- Training support (regarding both professional and personal development)
- Promotion assistance (e.g., promotion benchmarks, award information, correct format for the CV/resume, geographic mobility, continued education, etc.)
- Billet information
- Benefits (e.g., military base privileges, retirement, leave, health care, USAA, etc.)
- Commissioned Corps structure (e.g., DCCPR, eOPF, awards nomination process, etc.)
- Promotion of Corps organizations (e.g., JOAG, category PAC, and local COA)

Responses to this question should refer to the nominee's mentorship to the junior officer in regards to duties, professional conduct, and career development. Furthermore, if a nominee provided mentorship to other officers, at a minimum, the scope of nominee's mentorship (i.e., how many officers are impacted by the nominee) be conveyed in the narrative if you would like this to be considered. Responses should indicate how the nominee's actions were characterized as providing mentorship that was above and beyond what would be expected of a standard formal mentorship program and/or doing more than is expected of their rank and/or billet.

A mentor is a more experienced individual who helps and guides another individual's development. This guidance is not done for personal gain. The individual is a trusted counselor or guide, or a wise, loyal advisor. Mentors set high expectations for performance, offer challenging ideas, help build self-confidence, encourage professional behavior, teach by example, provide growth experiences, trigger self-awareness, share critical knowledge, and offer encouragement. Mentors have strong interpersonal and supervisory skills and are knowledgeable of the agency. Ultimately, the object of mentoring is to encourage the total growth of the protégé.

Question 3: How has the nominee inspired you and/or other officers regarding career development?

Inspiration should be an extension of mentorship and should correlate with responses to question. While mentorship should provide a solid foundation for the nominator, it is important for officers to utilize that foundation to progress not only their own development, but also the development of others. Inspiration can be encompassed by active participation in personal career development opportunities or participation in or initiation by the nominee in career development activities for other officers. Only the nominee's accomplishments as a senior officer will be considered for this award.

Responses to this question provide you with an opportunity to explain how the nominee has inspired you. Although inspiration is not solely measurable or objective, we will be evaluating your narrative against others. Please be specific and include new roles/activities engaged in since being mentored by the nominee as well as the nominee's qualities and attributes that inspire you.

This can include examples where the mentor was directly involved in your participation in the new role/activity, or new roles/activities you participated in because of their encouragement/direction.

Areas that a nominator may wish to address:

- Joining extracurricular PHS activities (JOAG, PACs, COAs)
 - Becoming involved in new committees, workgroups or roles
- Assuming additional responsibilities at your duty station
 - New position with greater responsibility, volunteering for additional duties, etc.
- The nominee's impact on other junior officers
 - Has the nominee been an inspiration to multiple officers? How?