

The Signal Newsletter

Atlanta Branch, Commissioned Officers Association of the
U.S. Public Health Service
(representing members assigned to Atlanta area federal agencies)

Vol 15 Issue 1

March/April, 2004

Calendar of Events

March 20 (Saturday)

ACOA "Crunch and Run" (CCRF Annual Physical Fitness Test)

St. Pius High School Track. 9:30 a.m.
Contact: LCDR Tina Lankford (770) 488-5171 or
TLankford@cdc.gov

March 22 (Monday)

ACOA Seminar: Uniform Basic Wear & Customs and Courtesies

This will be envisioned. Koger Center/Columbia Building, Room 1064 12:30 p.m. – 3:00 p.m.
Contact: LCDR Linda West (770) 488-5923 or
LWest@cdc.gov

March 26 (Friday)

CCRF Training Modules Self-Study Session

Koger Center/Stanford Bldg., Sencer Computer Room 8:00 a.m. - 4:30 p.m. Contact: CAPT Arnold Manangan (770) 488-1869 or AManangan@cdc.gov

April 17 (Saturday)

ACOA "Crunch and Run" (CCRF Annual Physical Fitness Test)

St. Pius High School Track. 9 a.m. Contact: CAPT Arnold Manangan (770) 488-1869 or
AManangan@cdc.gov

April 20 (Tuesday) – in conjunction with the EIS

Conf. Prediction Run

ACOA "Crunch and Run" (CCRF Annual Physical Fitness Test)

Lullwater Park (Clifton Rd., between CDC and Emory Hospital). 6 p.m. Contact: CAPT Ralph O'Connor (404) 498-0322 or ROConnor@cdc.gov

Must register for the Prediction Run:

http://www.cdc.gov/eis/conference/register_OPEN.htm

April 30 (Friday)

CCRF Training Modules Self-Study Session

Koger Center/Stanford Bldg., Sencer Computer Room. 8:00 a.m. - 4:30 p.m.
Contact: CAPT Arnold Manangan (770) 488-1869 or
AManangan@cdc.gov

May 15 (Saturday)

ACOA "Crunch and Run" (CCRF Annual Physical Fitness Test)

St. Pius High School Track. 9 a.m.
Contact: LCDR Tina Lankford (770) 488-5171 or
TLankford@cdc.gov

May 21 (Friday)

CCRF Training Modules Self-Study Session

Koger Center/Stanford Bldg., Sencer Computer Room. 8:00 a.m. - 4:30 p.m.
Contact: CAPT Arnold Manangan (770) 488-1869 or
AManangan@cdc.gov

Please see the ACOA website for additional background information:

www.atlantacoa.com

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Skating Success

In January 2004, Atlanta hosted the US National Figure Skating Championships at which PHS officers and CDC staff served as high-level security volunteers. Through several days experience, volunteers had the opportunity to provide a safe arena for current and future Olympic and World champions, but also to meet professional skaters. The sponsors commend CDC employees for their contributions to both the local community and the national event. Below is an excerpt of the thank you letter received:

"By bringing to Atlanta the premier event conducted by U.S. Figure Skating, we gain an opportunity to renew the spirit of volunteerism within the skating community and to inspire young people to be active in an athletic sport. On behalf of the Atlanta Local Organizing Committee, 1,500 professional skating athletes, coaches and officials, and the thousands of attendees to the event, we thank you for a superlative job and contribution to this community service that exceeded the expectations of the figure skating world and the city of Atlanta in 2004."

Thank you to our volunteers:

CAPT Pamela Ching	CDR Dorothy Stephens
CAPT Susan Lockhart	CDR Maria Teran-Maclver
CAPT Monique Petrofsky	CDR Stephanie Zaza
CAPT Nancy Williams	LCDR Diana Bensyl
CDR Richard Garfein	LCDR Michael Greenberg
CDR Jean Gaunce	LCDR Catherine McLean
CDR Rob Lyerla	Julie Margi
Debra Mosure	



Photo CAPT Monique Petrofsky, skater Sasha Cohen, Coach Robin Wagner, LCDR Catherine McLean, and Dr. Debra Mosure

PHS Activities in the Community

Below are some wonderful opportunities to show your efforts to promote the Corps (this service can contribute to the promotion benchmark "Characteristics of a career officer and service to the Corps).



The USO serves American men and women of the Uniformed Services in all parts of the world, and has done so since 1940. USO provides a warm meal and a place to relax for service members who are in transit or are far from home. The Atlanta USO is located on the 2nd floor of Hartsfield-Jackson International Airport and offers a TV room, kitchen, computer room, and lounge.

Traditionally, ACOA members have donated food, money, and time during one day in December. In 2003, PHS officers collected donated and purchased food/supplies and served approximately 3000 meals over the holidays. The USO program was so successful that they have asked ACOA to expand our efforts to serve. The need is great during this time of war, which did not end with the holidays. Therefore, ACOA would like to call on its members to volunteer to help in the following ways:

ACOA is organizing an opportunity for PHS officers to volunteer at the USO, the third Saturday of every month through November. Service times are 1700–2100 in 2 hour shifts. Officers are requested to wear the PHS uniform and bring at least some kind of food, groceries, or other supplies with them to supplement the USO supplies. To sign up for specific dates or have questions, contact LCDR Ross Spears at (404) 498-2269 (rspears@cdc.gov). We need volunteers for this program, so please contribute your time and service.

Rocking Chair Readers

Dionne Mason oversees CDC participation in the April "Rocking Chair Readers" program at Tilson Elementary School, DeKalb County. PHS officers have volunteered and the children were as excited to have a reading session as seeing an officer in

uniform. It was a wonderful experience that made one proud to wear the uniform.

Officers will read for half-an-hour to at least one class in grades K-6. Reading material may be provided by the officer or books are available from LCDR Spears or the Tilson School librarian. The preferred uniform is Service Dress Blue. Volunteer your service by March 31 to LCDR Ross Spears at (404) 498-2269 (rspears@cdc.gov). A more rewarding opportunity as a PHS officer is harder to find than inspiring these young children.

Time for a Great Tax Deduction!

Commissioned Officers Foundation Scholarship 2004

It's that time again! The PHS Commissioned Officers Foundation for the Advancement of Public Health (COF) will, again, be accepting tax-deductible financial donations to sponsor COF Scholarships to assist dependent children or dependent spouses of active duty, retired, or deceased officers of the USPHS Commissioned Corps, who are members of COA. The scholarship awards range from \$250 to \$2000 depending on the donated amount and the applicants qualification including the financial need (<http://www.coausphs.org/scholarshipinfo.htm>).

ACOA is donating \$300 and one lucky scholarship recipient will receive this donation. Some donations sent to COF are as much as \$2000. **We welcome any additional donations to increase the award for this individual scholar.** Please send your check made payable to: COF (Commissioned Officers Foundation) and write "ACOA/COF scholarship" in the memo section. Checks can be mailed to: COF, 8201 Corporate Drive, Suite 200, Landover, MD. 20785

Donations should be received by April 20, 2004. The individual with the highest donation will not only receive great satisfaction, but will receive a free Atlanta COA T-shirt. (Bring the T-shirt to the COA conference and maybe get it signed by Jerry Farrell).

To apply for the scholarship award:

1. Fully complete the application. (Can be found at www.coausphs.org.)
2. Mail applications, along with a complete transcript of grades, to COF postmarked no later than May 1st.

Scholarship recipients will be evaluated on the following standards: academic record, potential to

succeed, leadership and participation in school and community activities, work experience, and educational/career goals. Selection of recipients is made by a volunteer committee. In no instance does any officer or employee of COA take part in the selection.

Additional information is available online at www.coausphs.org. Please direct any questions regarding the scholarship program to:

Matthew Sigafosse, COA, 301-731-9080
COF, 8201 Corporate Drive, Suite 200,
Landover, MD. 20785

Visit the COA national web site at www.coausphs.org for timely and important benefits and legislation information!

Atlanta Branch Buzz

Introducing election results for the 2004 Atlanta Branch Executive Members...working for you.

President: LCDR Tina Lankford, CDC
Past President: CDR Amy Collins, CDC
VP/Pres Elect: LCDR Linda West, CDC
Secretary: LTJG Jennifer di Pietra, CDC
Treasurer: LT Dave Shoffner, CDC
National COA: CDR Hugh Mainzer, ATSDR
Member-at-Large: CAPT Annie Fair, OS
CAPT Lester Sharpton, Ret
CAPT Ralph O'Connor, ATSDR
LCDR Patti Pettis, CDC
CAPT Constance Overby, HRSA
CDR Larry Cseh, ATSDR
CDR Dexter (Bo) Kimsey, CDC
LCDR Edecia Richards, FDA
LCDR Ross Spears, CDC

Be sure to give them an earful of suggestions!

ACOA Uniform Shop

Don't forget that ACOA has a uniform swap!! If you have uniforms to donate, wish to purchase uniform components (at very reduced rates), or if you would like to swap gently used uniforms /shoulder boards, contact LCDR Tina Lankford, tlinkford@cdc.gov.

Items in surplus now include:
LT (O-3) hard boards (\$10),
soft boards and collar device sets (\$5);
4 men's service dress blues (\$65 set);

O-5/O-6 female combination cover (\$45). For a complete inventory list, please see the ACOA web site: (<http://www.atlantacoa.com>).

T-Shirts for Sale!

100% cotton short-sleeved t-shirts have the COA seal on the front and Atlanta skyline on the back. Cost is \$8.00 each. To purchase, contact Tina Lankford at: tlankford@cdc.gov or 770-488-1886.



ACOA Membership Update

The Atlanta Branch of the Commissioned Officers Association (ACOA) is encouraging PHS officers to support membership with the COA. Although approximately 900 PHS officers are assigned to Atlanta, only half are currently COA members. COA can effectively lobby for our interests only if supported by PHS officers. The Atlanta Branch COA additionally provides specific benefits to you including:

- Atlanta specific updates through *The Signal* Newsletter
- Affordable dues (only \$5 per year)
- Presentations on Commissioned Corps issues
- Local used uniform “shop”
- Volunteer service opportunities
- American Heart Association BLS Training to meet CCRF requirements
- Local representation on Commissioned Corps issues
- Information about USPHS service benefits
- Quarterly General Meetings and frequent “Lunch and Learn” educational opportunities
- Social events to relax and network with other PHS Officers

To join COA and ACOA, go to <http://www.coausphs.org/memberapp.html>. When prompted, insert “Atlanta” as the name of the local branch you wish to join. The dues for the Atlanta branch membership are \$5.00 per year. The dues for National COA membership vary depending on your rank and PHS status, ranging from \$25 to \$205 annually. Follow directions for submission. EASY! If you prefer not to register for membership on-line, contact LT Dave Shoffner (404-498-2687, dshoffner@cdc.gov) to receive membership forms.

The CDC Can Issue IDs Again!

The CDC’s Office of Commissioned Corps Personnel is please to announce that the RAPIDS ID card system at our office is now fully operational. They will be able to issue active duty, dependent, and retiree cards.

Cards are issued by appointment from 9:00-11:00 a.m. and 1:00-3:00 p.m. Monday through Friday. Please call Mr. Aaron Arnold at (770) 488-1743 to schedule an appointment when you or your dependents need new ID cards. Officers must accompany dependents and sign for the cards, or send a notarized DD1172 with the dependents. Electronic PHS forms can be founds at <http://dcp.psc.gov/DCPForms.asp>

Remember that active duty officers must be in uniform and must meet grooming standards for cards to be issued.

The Hatch Act

As the 2004 election campaign season progresses, officers are reminded of political activity restrictions. Career Senior Executive Service (SES) and Commissioned Corps employees are still subject to the restrictions in the original version of the Hatch Act (March 1989 HHS Standards of Conduct, Subpart F). A summary of restrictions can be found at the ACOA website <http://www.atlantacoa.com>

Tricare Medical Tips

By now all active duty Commissioned Corps Officers residing in the Atlanta area should be enrolled in TRICARE Prime through the Lawrence Joel Army Health Clinic–Fort McPherson or TRICARE Prime Remote through Emory Healthcare. If you have not yet enrolled please do so immediately–procrastinating with this particular project could pinch a pretty penny from your pocketbook when you get penalized with pricey point-of-service charges. Your enrollment is effective immediately after Humana Military inputs your enrollment information into the TRICARE system–there is no waiting period for active duty officers. The TRICARE Prime Enrollment form and instruction page along with the most recent Emory Primary Care Manager (PCM) list will be posted on the Atlanta COA website for your convenience.

Humana Military Healthcare Services is the contracted entity that manages your TRICARE entitlements in this area (Region 3). Humana Military has agreed to open enrollment into

TRICARE Prime Remote to all Commissioned Corps Officers residing in the Atlanta area, not just officers assigned to the CDC. Unfortunately, Humana has also determined that this benefit does not extend to dependents or retirees. The one exception would be a referral to Emory for specific specialty care available at Emory that a regional Military Treatment facility (MTF) would be unable to provide.

Beginning with this newsletter, CDC's Office of Commissioned Corps Personnel will be a regular contributor regarding pertinent healthcare issues affecting Atlanta based officers. If you have any questions related to enrollment into TRICARE or your healthcare entitlements in general, please call CDR Daniel Cline at (770) 488-1883 and remember "Happiness is nothing more than good health and a bad memory"—Albert Schweitzer (1875-1965).

Instructions and electronic Tricare forms are at the ACOA website <http://www.atlantacoa.com> under Resources.



Photo of 2003 National COA Performance Atlanta, GA

The U.S. Public Health Service Choral Ensemble, Atlanta, GA

In 1999, all of the uniformed services in the United States except the PHS Commissioned Corps had musical groups staffed by members of the given uniformed service. As a consequence, the PHS had to request musical support for special occasions from other organizations. To address the need for musical units within the PHS Commission Corps, a group of dedicated officers, with the support of the Office of the Surgeon General, organized talented musicians within the PHS into a group call the Commissioned Corps Ensemble. The purpose of the Commissioned Corps Ensemble is to provide musical support for formal and informal Public Health Service and Commissioned Corps events. The origins of the Commission Corps Choral Ensemble in Atlanta

can be traced to the 2002 National Commissioned Officers' Association Conference held in Atlanta, GA, April 2002. A group of Atlanta-based officers performed the National Anthem and the PHS March with members from the DC-based Commission Corps Choral Ensemble at the opening ceremony. The experience solidified a desire among these individual officers to have a high-quality PHS Commissioned Corps Choral Ensemble in Atlanta. Under the leadership of the Commissioned Corps Musical Ensembles' Co-Founders, CAPT Derek E. Dunn, (deceased) and CAPT John Bartko, (ret), the Commissioned Corps Choral Ensemble in Atlanta began. It has become a robust group with officers whose dedication to PHS service includes collateral voluntary duties providing musical performances at numerous ceremonies throughout the Atlanta area and nationally.

The Ensemble's Lead Officer is CDR Sally Brown. Other officer vocalists include CAPT Cristino Rodriguez, bass; CDR Arlene Lester, alto; CDR Charlene Sanders, alto; LCDR Nita Sood, soprano; LCDR Linda West, soprano; CDR Hugh Mainzer, tenor; LCDR Ross Spears, bass; and LCDR Kathleen McDuffie, alto. The Ensemble has just attained its first Musical Director, Dr. Shaun Amos from Clayton College and is excited about future performances in numerous venues. Ensemble officers are also committed to bringing positive visibility to PHS through their music.

The Atlanta USPHS Choral Ensemble is interested in recruiting additional dedicated officer vocalists in our area. Any officer interested in joining the Atlanta Ensemble may contact CDR Brown at SBrown@cdc.gov. Requests for Ensemble performances are also coordinated by CDR Brown.

In Remembrance of RADM Joseph, Chief Scientist



RADM LIREKA P. JOSEPH, D.P.H.
Chief Scientist, USPHS (2000-2004) and
Director, Office of Health and Industry Programs

RADM Lireka P. Joseph served as the Chief Professional Officer for the Scientist Category of the USPHS from October 1, 2002 until her untimely death on February 17, 2004. As the Chief Scientist Officer (CSO), RADM Joseph ceaselessly promoted esprit de corps, a positive approach to the challenges of Corps service, and the ability of individual officers to "make a difference" in their jobs and in the Corps. She was forward-thinking at all times and a strong proponent of the USPHS and its officers. RADM Joseph worked hard to increase the stature of the Scientist Category in the USPHS and the effectiveness of the Scientist Professional Advisory Committee (SciPAC) in representing all Scientist Officers and supporting their needs and concerns throughout her tenure as CSO. We offer this tribute to her as a memorial and testament to her life and career with the USPHS and will miss her dearly!

The above is an excerpt from the complete SciPACs memorial. To read the full memorial for RADM Lireka P. Joseph, see

(http://www.atlantacoa.com/newsletter_archive.htm)

CHIEMSEE RESORT CLOSES

One of the jewels of the world-wide Armed Forces Recreation Center (AFRC) has closed. Operated by the US Army following World War II, AFRC Chiemsee was located on the shore of Germany's largest natural lake and at the edge of the Bavarian Alps. Chiemsee and the Von Steuben Hotel in the Olympic city of Garmish, Germany closed a year earlier than planned. It joins the closure of my all-time favorite ARFC resort at Berchtesgaden, Germany. For more information read the ACOA website

(http://www.atlantacoa.com/newsletter_archive.htm)

Article submitted by CAPT Lester Sharpton, Ret.

WITH A PURPOSE



Photo by CDR Sally Brown

L-R Front: Margie Scott-Cseh, CDR Cseh, Ashleigh Cseh, Allison Lankford, Max Kiefer, CAPT Sharpton (Ret), CDR Brown

L-R Middle: Melvin Richards, LCDR Richards, Mark Roberts, Vicki Roberts, Christine Collins, CDR Collins, CDR Miller

L-R Back: LCDR Little, LCDR Lankford, LCDR Kilgus, CDR Campsmith, CAPT O'Connor, LCDR Cruz.

One of the community service projects that our COA Atlanta Branch has accepted and sustained over the years is the Georgia Adopt-a-Highway program. We have contractually agreed to clean up a section of roadway every quarter, four times a year. We have never failed to meet this obligation, though sometimes we've operated with a minimum amount of volunteers. Thanks in large part to CDR Larry Cseh and LTJG Jennifer di Pietra, recruitment (and fun!) are vastly enhanced.

We "environmentally improve" two-miles along Ponce de Leon Avenue between Briarcliff and Clifton Roads. It is and has been a major transportation artery to and from the city of Atlanta. We are cleaning up part of co-joined park lands, neighborhoods, including three churches. The GA Department of Transportation has erected signs noting our sponsorship; these signs are seen by tens of thousands of motorists and passengers throughout the year. It takes many hours for a single person to clean this section, however eight or more people reduces the time down to approximately an hour. You are encouraged to wear sturdy gloves and appropriate clothing/sun protection. An orange vest is provided for your safety as your group walks along sidewalks or through parks.

Meeting Place: The Church of Jesus Christ of Latter-Day Saints; 1450 Ponce de Leon Avenue, NE, Atlanta, GA. (near the Virginia Highlands).

At the first clean up for 2004 over 20 volunteers participated. Participants included Commissioned Officers, family members and friends, completed the task by 11:00.

For your volunteer service, we generally provide morning treats, such as: hot beverages, orange juice, and pastries/bagels. This is an ideal family activity as you can all have fun together and contribute to helping keep the environment clean. Anyone is welcome, it is a neat way to network, and there is a unique fellowship aspect.

Our scheduled dates for ACOA 2004 road clean up are:

Saturday 13 March 2004, 0930 am completed
Saturday 24 April 2004, 0930 am (Great

American Clean-Up)
Saturday 28 August 2004, 0930 am
4th Quarter TBA

We encourage you to volunteer once a year. To volunteer, or for additional information, contact: CAPT Ralph O'Connor (rao1@cdc.gov) (404) 498-0322 or "CAPT Lester" (770) 531-0815.

Written by Lester M. Sharpton (CAPT, retired)

PAC Corner: Scientist Category

The Scientist Professional Advisory Committee (SciPAC) provides advice and consultation to the Surgeon General on issues relating to the professional practice and personnel activities, both civil service (CS) and commissioned corps (CC), of scientists in the U.S. Public Health Service. The SciPAC is comprised of 20 officers representing doctoral level scientist officers of several agencies across DHHS, BOP and EPA and who cover a wide range of scientific disciplines including toxicology, epidemiology, microbiology, psychology and 41 other disciplines, presently.

The SciPAC has been involved in many important activities this past year, including holding its first planning retreat, in Fall, 2003. SciPAC members gathered with the CPO to chart the course for scientist officers in the face of Transformation and changing public health service needs. As with other PACs, the SciPAC was earnestly engaged in developing benchmarks for scientist officers over the past several months and even more so in responding to the new promotion and response readiness policies. The SciPAC offered comprehensive reviews of these policies by the review deadlines (August and December, 2003), despite the extremely short periods of time available for both reviews. Throughout the recent promotion and readiness standard policy reviews, the ongoing evolution of the 'Transformation,' and the swift implementation of new promotion standards for officers this cycle, the SciPAC has striven to provide up-to-date information to Scientist officers, keeping them informed and hopefully making it a little easier to keep up with all the changes. The SciPAC has also worked to develop CCRF deployment roles appropriate for tapping scientist skills, and plans to offer the OSG its services in tracking the impact of the new transformation and promotion policies on retention and recruitment of PHS Commissioned Corps officers.

The recent loss of our CPO, RADM Lireka P. Joseph has been a difficult blow to the SciPAC and Scientist Officers across the Corps (not to mention

all the others who knew and worked with RADM Joseph). She was an inspiration to SciPAC members and worked hard to advance the causes and needs of all scientists in the USPHS. The SciPAC took responsibility for the Memorial Service held for RADM Joseph, as it did last year for our previous CPO, Derek Dunn, upon his untimely death—the personal impact of these two fine CPOs has left an indelible mark on our PAC members and many of the officers that they worked with and knew.

The SciPAC maintains a website to keep PHS scientists informed of activities and events that may impact them. The website includes news and information of interest to scientists in the Public Health Service and also has information on careers in the USPHS, CV preparation, recruitment, SciPAC membership, and other news of interest. Our Scientist Officer Handbook is also available on the website. The website can be accessed at: <http://usphs-scientist.org/>.

The SciPAC also maintains a listserv which is a direct vehicle for the CPO, PAC Chair and other contributors to get information to all Scientist Officers quickly. The listserv is open to any officer who wishes to receive email messages specific to scientists in the USPHS and can be subscribed to via email, by addressing a message to LISTSERV@LIST.NIH.GOV with the following text in the message body: **subscribe usphs-scientist your name**.

Commissioned Corps Honor Award Nominations

Commissioned Corps Honor awards are intended to recognize performance and service among officers. Awards play a role in an officer's career progression in that it is one of the elements considered in the benchmarks for promotion. There are six individual honor award levels and two unit award levels. Three of the individual award levels are considered high level awards: Distinguished Service Medal (DSM), Meritorious Service Medal (MSM), and Outstanding Service Medal (OSM) and three "lower level": Commendation Medal (CM), Achievement Medal (AM), and Citation (CIT). The Outstanding Unit Citation (OUC) is the "high level" unit award and the Unit Commendation (UC) is the lower level unit award.

The CDC/ATSDR Awards Board is chaired by RADM Stephen Thacker, Director, EPO and has a representative from each CIO on that Board that reviews all honor awards. The CDC/ATSDR Awards Board has local approving authority for all lower level award nominations. High level award nominations must be approved by the PHS

Commissioned Corps Awards Board in DC after approval by the CDC/ATSDR Board and thus take much longer before being awarded.

Awards are judged on scope of impact, level of achievement, leadership, and length of time involved. There are two key reasons that individual awards are returned: the specific role of the officer is not shown and the impact of the activity is not well defined. The specific role of the officer in the project or activity must be clearly explained. Include the time frame of the officer's role in the project to add clarity. It is not sufficient to say an officer led a project and then provide no further detail on what actually was involved in leading the project. Be sure to address any obstacles or difficulties the officer had to overcome and how the officer used his/her unique skills to address those barriers successfully. Use active verbs to describe what a person did.

The impact of the activity is important in judging the level of award. A common mistake is to restate accomplishments as impacts. Impact statements answer the question, "So what?" Emphasize the public health impact of the activity. Consider including changes in morbidity/mortality, changes in transmission of disease, protection of workers, and examples of how better data influenced policy, etc. It greatly strengthens an award if the nominator includes specific information, especially quantitative information, whenever possible and avoids terms like some, many, etc. Avoid the use of future tenses (e.g., "will") for impacts, as the Board will often suggest resubmitting the award after the impacts are realized.

Submitting the nomination

Each nomination must contain a correctly completed PHS 6342-1 (for individual awards) or PHS 6342-2 (for group awards) and a correctly formatted narrative of no more than two pages.

The forms with the CDC sign-offs included are at <http://basis1.cdc.gov/BASIS/masompb/forms/eforms/DDD/1368>.

Generic versions of the forms can be found at <http://dcp.psc.gov/DCPForms.asp>.

Completing form 6342:

Be sure the "period covered" includes month and year and that the nominator's signature was not more than 13 months after the period ended. Make sure the text in the "cited for" box is 25 words or less.

Be sure all awards granted during the three years prior to the start date for this nomination, and any other awards that might be considered to overlap with this nomination are listed on page 2.

If civilians are included in a group award with commissioned officers, their names need to be listed on a separate sheet of paper (not as part of the narrative). After the names are listed, make a general statement of the type of award they have already received for this work (if applicable). For example, "the civilian members of this group received the _____ award for their participation in the group/team/unit (which ever)."

Formatting the narrative:

- 2 page maximum; 1" margins
- No less than a 10 point font will be accepted, though 12 point is easier to read; preferred fonts are Courier, Prestige Elite, Arial, or Times New Roman.
- Use rank throughout (CAPT, CDR, LCDR)—do not use "Dr.", "Ms.", "Mr." etc.
- Use of bullets is strongly recommended, but not required.
- Make sure the citation in the narrative matches the "cited for" section of the form.

The CDC/ATSDR List of Award Board Representatives for Commissioned Officer awards.

<u>BOARD REPRESENTATIVES</u>	<u>CIO</u>
RADM Stephen Thacker	EPO
CAPT Virginia Lee	ATSDR
CAPT Ronald Moolenaar	EPO
CAPT Barbara Kilbourne	NCBDDD
CAPT Jeffery Sacks	NCCDPPH
CAPT Paul Garbe	NCEH
CAPT Mark Eberhardt	NCHS
CDR Mark Safran	NCHSTP
CAPT Joanna Buffington	NCID
CAPT Ruth Shults	NCIPC
CAPT Janet Saul	NCIPC
CAPT Douglas Sharpnack	NIOSH
CAPT Pamela Ching	NIP
LCDR David Ausdemore	OD
Scott Drexler	PHPPPO

For additional notes on writing a Commissioned Officers Award check out Award Notes at (http://www.atlantacoa.com/newsletter_archive.htm)

To submit information, articles, and op/ed pieces to the ACOA newsletter, please contact the Editor, CDR Amy Collins, at ACollins@cdc.gov or 770-488-5808 or CDR Larry Cseh at loc3@cdc.gov or 770-488-3335.
