

Call for Nominations
The Public Health Service (PHS) Commissioned Officers Foundation (COF) is seeking
Nominations for the 2012 Carruth Wagner and Mabel May Wagner Awards
Deadline for Submission of Nominations: March 16, 2012

The PHS Commissioned Officers Foundation (COF) is pleased to announce a call for nominations for the **2012 Carruth Wagner and Mabel May Wagner Awards**. The five *Carruth Wagner* awards are named in honor of Dr. Carruth Wagner who dedicated his life to improving the health of the Nation. During his 30-year service to the U.S. Government and later contributions to the California Department of Health, he championed the development of medical professionals, future leaders, health policy and innovative public health improvements. He recognized that all levels of health professionals have the capacity to influence, and improve, the health of communities. Dr. Wagner served as the second Director of the Indian Health Service (1962 – 1965), and is credited as a pioneer in developing innovative education and training techniques designed to enhance quality health care providers and proficient management systems to improve health care delivery systems. The *Mabel May Wagner* award was established in 1979 and is open to all professional nurses in the USPHS who are engaged in clinical nursing practice.

Each of the Carruth Wagner and Mabel May Wagner Awards will include a \$1,000 cash award and will require the awardee to complete an Ethics Review Form to be endorsed by their respective agency's Ethics Officer before the cash award can be received.

Carruth Wagner Awards

The five Carruth Wagner Awards will be presented to each award recipient by a representative of the COF at the Annual PHS COF Scientific and Training Symposium on Nurse Category Day.

Eligibility

These awards are open to Department of Health and Human Services (HHS) nurses (Civil Service, Commissioned Corps of the U.S. Public Health Service, or Tribal I/T/U) as well as nurses nominated from non-HHS agencies that are supported by blanket memorandum of agreements (MOA) with the U.S. Public Health Service. Additionally, ancillary support staff/clinical support staff of said agencies may also apply for the *Clinical Nursing Support Award* further described in this document.

Criteria

Nominee(s) must demonstrate through innovation and creativity, outstanding nursing contributions with measurable benefits to the health and wellness of the public. The exceptional contributions must be “above and beyond” normally expected performance of duty. Nurses meeting the individual award criteria may be nominated for the any of the following Carruth Wagner Awards:

Nurse of the Year Award

This award honors the legacy of Dr. Carruth Wagner who valued the importance of nurses in public health. The award acknowledges the nominees successful leadership and contributions to education, training, career development, and mentoring, all of which contribute to building a strong nursing workforce and a strong public health infrastructure. The nominee should demonstrate one or more of the following criteria:

- Demonstrates strong public health service, leadership and excellence in developing and implementing career development programs to enhance the public health nursing workforce and the retention of nurses.
- Demonstrates strong mentorship which illustrates the nominee's assistance to help others not only to pursue but to develop competencies to build their educational and professional goals in developing a strong career in public health.
- Engages in multiple and creative recruitment services which results in successful recruitment initiatives for the selection and placement of highly qualified health care professionals in areas of need.
- Directly/indirectly develops and/or improves programs supporting the education and training of health care workers and nurses who may serve in a variety of locations including remote areas and underserved locations.

This award is open to Department of Health and Human Services (HHS) nurses (Civil Service, Commissioned Corps of the U.S. Public Health Service, or Tribal I/T/U) as well as nurses nominated from non-HHS agencies that are supported by blanket memorandum of agreements (MOA) with the U.S. Public Health Service.

Clinical Nursing Support Award

The Clinical Nursing Support award was developed to recognize the ability of ancillary support staff/clinical support staff that offer significant contributions to the public health of the Nation using innovative delivery concepts or health initiatives/policies which directly support and impact the health of a population.

The Clinical Nursing Support award nominee should demonstrate one or more of the following characteristics:

- Outstanding activities or accomplishments within job duties or collateral responsibilities that exemplify devotion, influence, and significant support to and impact on a group, population or community which has resulted in the improvement, development and implementation of a program, delivery system or health of a population.
- Excellence in demonstrating professional leadership and growth in their role by expanding their expertise, reflecting the development of themselves as future leaders.
- Extraordinary leadership in public health practice outside of job duties or collateral responsibilities that demonstrates commitment to public service.
- Innovative or unique way of accomplishing the collaborative effort of the health project, program, or activity.

This award is open to all ancillary support staff/clinical support staff (e.g. LPN, LVN, CNA, Medical Secretary and others) of eligible Department of Health and Human Services (HHS) agencies (Civil Service, Commissioned Corps of the U.S. Public Health Service, or Tribal I/T/U) as well as non-HHS agencies that are supported by blanket memorandum of agreements (MOA) with the U.S. Public Health Service.

Advanced Practice Nurse Award

This award was established to recognize Advanced Practice Nurses who have utilized their advanced degree to contribute to an innovation or program that significantly impacted the health of a community or population. This award is open to all Advanced Practice Nurses. For the purpose of this award, an Advanced Practice Nurse is defined as a nurse who has a post-baccalaureate degree in his/her clinical specialty and is board certified in a nursing specialty (i.e., Nurse Anesthetist, Nurse Practitioner, Nurse Midwife, or Clinical Nurse Specialist (CNS)).

The nominee should demonstrate one or more of the following characteristics:

- The advanced practice nurse should have had a substantial impact on clinical care for an entire community of patients.
- The nominee has worked with an organized national disease prevention and health promotion program that has made a substantial impact on disease rates, health disparities, and individual patients' lives.
- The advanced practice nurse nominee has made substantial impact in his/her program area of expertise in one of the following areas: practice, research, education, program management or policy development.

This award is open to Department of Health and Human Services (HHS) nurses (Civil Service, Commissioned Corps of the U.S. Public Health Service, or Tribal I/T/U) as well as nurses nominated from non-HHS agencies that are supported by blanket memorandum of agreements (MOA) with the U.S. Public Health Service.

Innovative Collaboration in Public Health Award

This award was established to recognize professional nurses who have innovatively contributed to successful partnerships or collaborations between countries, programs, agencies, projects or initiatives. This award recognizes the nominee's successful contributions to building health partnerships and collaborations that foster the development of innovative health delivery systems and healthy populations.

The nominee should demonstrate one or more of the following characteristics:

- Demonstrated excellence in managing or developing a comprehensive program, health project or activity with successful collaborations that affect health and healthcare delivery. Collaborations can be between tribal, local government, nongovernmental organizations and national/global programs, within or outside of HHS.

- Exemplify clinical or project management expertise that results in a significant impact to health, health diplomacy, improved care delivery or an enhanced public health infrastructure.
- Demonstrated leadership in developing or implementing innovative strategies to enhance collaboration and partnerships in clinical, administrative, educational, policy or program management initiatives.

This award is open to Department of Health and Human Services (HHS) nurses (Civil Service, Commissioned Corps of the U.S. Public Health Service, or Tribal I/T/U) as well as nurses nominated from non-HHS agencies that are supported by blanket memorandum of agreements (MOA) with the U.S. Public Health Service.

Nursing Leadership Award

This award recognizes professional nurses who have significantly contributed to the retention and recruitment of nurses. This award honors the legacy of Dr. Carruth Wagner who valued the importance of nurses in public health. The award acknowledges the nominees successful leadership and contributions to education, training, career development, and mentoring, all of which contribute to building a strong nursing workforce and a strong public health infrastructure.

The nominee should demonstrate one or more of the following criteria:

- Demonstrates strong public health service, leadership and excellence in developing and implementing career development programs to enhance the public health nursing workforce and the retention of nurses.
- Demonstrates strong mentorship which illustrates the nominee's assistance to help others not only to pursue but to develop competencies to build their educational and professional goals in developing a strong career in public health.
- Engages in multiple and creative recruitment services which results in successful recruitment initiatives for the selection and placement of highly qualified health care professionals in areas of need.
- Directly/indirectly develops and/or improves programs supporting the education and training of health care workers and nurses who may serve in a variety of locations including remote areas and underserved locations.

This award is open to Department of Health and Human Services (HHS) nurses (Civil Service, Commissioned Corps of the U.S. Public Health Service, or Tribal I/T/U) as well as nurses nominated from non-HHS agencies that are supported by blanket memorandum of agreements (MOA) with the U.S. Public Health Service.

Mabel May Wagner Award

Eligibility

This award is open to Department of Health and Human Services (HHS) nurses (Civil Service, Commissioned Corps of the U.S. Public Health Service, or Tribal I/T/U) as well as nurses nominated from non-HHS agencies that are supported by blanket memorandum of agreements (MOA) with the U.S. Public Health Service.

The nominee should demonstrate at least one of the following criteria:

- Exemplifies resourcefulness and dedication in helping to accomplish the mission of the Public Health Service;
- Demonstrates professional and technical skills and competence raising the quality of nursing;
- Displays evidence of exceptional ability to apply nursing standards of practice;
- Remains involved in continuing education as a participant, organizer or sponsor of it; and
- Is of such excellence as to merit Public Health Service recognition.

Nomination Procedure for all the listed Awards

Anyone may nominate an eligible nurse for service that meets the purpose for which these awards have been established. Each *Carruth Wagner* and *Mabel May Wagner* Award will include a \$1,000 cash award and will require the awardee to complete an Ethics Review Form (HHS and/or Non-HHS) to be endorsed by their respective agency's Ethics Officer (An HHS Ethics form is attached as part of nomination packet) and any additional forms required by your agency.

Any employer or employee of all agencies that hire PHS Civil Service Nurses, PHS Commissioned Corps Nurses, and/or Indian Health Service Nurses (I/T/U) may nominate a nurse (see specific award eligibility criteria) for which this award has been established in the form of a letter containing:

- name, title and grade or rank of the nominee;
- work experience and educational background of the nominee;
- a brief description of the nominee's present duties and responsibilities including the scope of work;
- a narrative statement of how the person meets the criteria for the award including a description of the specific accomplishments and/or contributions on which the nomination is based; (**limited to two pages**)
- must state, in writing, that the individual is in good standing and has an active RN license on file (for Commissioned Corps officers it must be on file with the Office of Commissioned Corps Operations (OCCO));
- an endorsement by the nominee's supervisor (responsible for ensuring the candidate's good standing and work performance);
- one blinded copy (i.e. delete the nominees and nominators name and other identifying information from all pages of pages of the submitted nomination write up).

Nomination Process

All nominations will be reviewed by a committee established by the PHS Commissioned Officers Foundation and chaired by a Foundation Trustee.

For Commissioned Corps Officers, the final OCCO verification will be completed to ensure that there are no outstanding, adverse actions and that an active nursing license is on file; all commissioned corps officers must be classified as OFRD basic ready.

One award may be given in each category, but an award in every category may not be given every year. Selection will be based solely on the submitted nominations. Final selection and presentation will be made by COF.

Nominations **must be received electronically by close of business on March 16, 2012**, and should be sent directly to Teresa Hayden Foley at the PHS COF at Thayden@coausphs.org. Submissions received after March 16, 2012 will not be accepted. If you require additional information, Mrs. Foley can be reached by email above or at 301.731.9080.

Contact information for the *nominator and nominee* must be included with the nomination. Please provide current e-mail addresses, a physical mailing address for the nominee, PHS# (if nominee is a Commissioned Officer), and current telephone numbers for both the nominator and nominee.

**Commissioned Officers Foundation (COF)-Carruth Wagner and Mabel May
Wagner Nursing Awards Subcommittee Monetary Award processing Form**

Version 0.9

You have been selected to receive a cash nursing award sponsored by the Commissioned Officer Foundation, a private nonprofit organization that is outside of the Department of Health and Human Services (HHS). You, as the nominee, must obtain the appropriate ethic office approval(s) through your Ethics office and submit signed documentation. The Ethics office endorsement is mandated for all HHS employees (including Commissioned Corps officers). Therefore, you must complete the *Form for Review/Approval for Awards* form. Please contact your department or agency's Ethics office to ensure that the proper forms are completed and any concerns are addressed at that time. (Ethics office references are listed on page 2 of this document).

After you have obtained approval through your Ethics office (as indicated above), **submit the signed Form for Review/Approval for Awards form along with this COF Monetary Award processing form.** Please submit these forms electronically to: Ms. Teresa Hayden Foley, Director of Administration at COF at [THayden@coausphs.org] Tel. 301-731-9080.

All below sections must be completed.

Your Rank/Name: _____ PHS SERNO: _____
Job Title: _____ Agency: _____
Work address: _____ Email address: _____

Work Phone: _____

Supervisors please complete the following:

- a) Will the officer be able to attend the COF Scientific and Training Symposium? YES / NO
b) Will the officer receive agency funding for travel? YES / NO

Recommendation of Supervisor:

_____ Approved

_____ Disapproved

Supervisor's Name [print]

[signature]

Date

Nominee, please complete the following:

Have you obtained the appropriate ethics form with recommendation signature of Deputy Ethics Counselor or Other Approving Authority: YES / NO

You as the undersigned NOMINEE certifies that the statements made and information provided on this form are true, complete, and correct to the best of your knowledge.

Nominee's Name [print]

[signature]

Date

Ethics Office References

Agency Deputy Ethics Counselors and Ethics Coordinators – contact information can be found at <http://www.hhs.gov/ogc/contact/contacts.html>

Federal Bureau of Prisons (BOP)

BOP Ethics Office

L. Christina Griffiths

(202) 514-6165; Fax (202) 616-2080

United States Marshall Service (USMS)

Robert Marcovici

(202) 307-9728

robert.marcovici@usdoj.gov

For agencies not listed above, please contact the respective agency's PHS Commissioned Corps Liaison for assistance in identifying the Ethics Office point of contact.

Form for Review/Approval of Awards

Office of the General Counsel, Ethics Division
Department of Health and Human Services

I. Employee Information	Agency Use Only
	Applicant's Name, Title, and Agency Address (please print)
	Date
	Office Telephone Number () - Ext.

II. Award Information	
Name of the Award and Organization	Date of Award/Event

If the award is offered by a private foundation, check this box and state your grade and annual salary :

Identify all cash, stipends, cash equivalents, tangible items, reimbursements, meals, lodging, transportation, entertainment, free attendance, or other benefits to be provided personally to the applicant and/or members of the applicant's family to be received at or in conjunction with the award/event. Indicate the market value of each item.

	Applicant	Applicant's Family
<input type="checkbox"/> Plaque, certificate, or trophy of little intrinsic value, and intended solely for presentation	\$ N/A	\$ N/A
<input type="checkbox"/> Cash/stipend/cash equivalent	\$ _____	\$ _____
<input type="checkbox"/> Award medallion, trophy, sculpture, or other tangible memento of the occasion that has utility and/or artistic merit and a commercial value in excess of \$20	\$ _____	\$ _____
<input type="checkbox"/> Awards ceremony dinner, reception, and/or entertainment	\$ _____	\$ _____
<input type="checkbox"/> Travel expenses for meals, lodging, and/or transportation provided in-kind or through cost reimbursement	\$ _____	\$ _____
<input type="checkbox"/> Other items or benefits provided (describe in the space below)	\$ _____	\$ _____
	TOTAL \$ _____	\$ _____

Additional Award Descriptions (if any)

Check the statements that apply in the sequence indicated. Append as attachments any documentation supporting the application for approval. Review the notices in Part IV of this form. Sign and date the form in the space provided.

- The gift(s) described above, that/is are being offered to the employee and/or family members, constitute(s) a bona fide award or is/are incident to a bona fide award that is given to the employee for meritorious public service or achievement.
 - If this statement is correct, describe in the space provided the citation or other basis for the award, then go to Statement 2.
 - If this statement is not correct, the award may not be approved.

Award Citation

2. This award is not being offered by an entity that has interests, or an association or organization the majority of whose members have interests, that may be substantially affected by the performance or nonperformance of the employee's official duties.

If this statement is correct, go to Statement 3.

If this statement is not correct, the award may not be approved.

3. This award is not a cash award and has a market value of less than or equal to \$200.

If this statement is correct, the award may be accepted without a written determination made by an agency ethics official, provided that Statements 5 and 6 are correct. Skip Statement 4.

If this statement is not correct, go to Statement 4.

4. This award has a market value of more than \$200 or is an award of cash or investment interests.

If this statement is correct, the award may be approved only upon a written determination by an agency ethics official that the award is a part of an established program of recognition under which:

a. The award has been made on a regular basis or is funded to ensure its continuity.

b. The award recipients have been chosen pursuant to written guidelines or by a selection committee.

Check the statements that apply. If **both** Statements 4.a. and 4.b. are correct, go to Statement 5. If neither statement or only one statement is correct, the award may not be approved.

5. The employee has not solicited the award or accepted the gifts incident thereto in return for being influenced in the performance of an official act.

If this statement is correct, then go to Statement 6.

If this statement is not correct, the award may not be approved.

6. The employee has not accepted gifts, including awards, from the same or different sources on a basis so frequent that a reasonable person would be led to believe that the employee is using the employee's official position for private gain.

If this statement is correct, the award may be approved.

If this statement is not correct, the award may not be approved.

Employee/Authorized Representative Signature	Date
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III. Official Determination

Based on the foregoing statements and supporting documentation supplied by or on behalf of the applicant, this form constitutes my written determination, pursuant to 5 C.F.R. § 2635.204(d), that:

The award is approved, subject to the following conditions: None Conditions (if any)

The award is disapproved.

Specified Conditions (if any)

Agency Ethics Official Signature	Date
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IV. Notices

FINANCIAL DISCLOSURE

Awards, including cash, cash equivalents, meals, lodging, transportation, reimbursements, entertainment, free attendance, or other benefits incident thereto, received for the personal use, disposition, or retention by the employee that aggregate \$250 or more must be disclosed by incumbent and termination filers of the SF 278 Public Financial Disclosure Report on Schedule B, Part II, of the form.

TAX CONSEQUENCES

Award recipients should consult their personal attorney, accountant, or other financial advisor concerning the treatment of awards and the benefits incident thereto for tax purposes. Ethics officials and government attorneys do not provide tax or other personal financial advice to government employees. Note that, pursuant to Sections 4941 and 4946 of Title 26 of the U.S. Code, awards and other payments received from private foundations, as defined under Section 509 of the Internal Revenue Code, may be prohibited for Presential appointees, Schedule C employees, or other individuals compensated at pay levels at or above 120% of the rate of basic pay for Grade 15, Step 1, of the General Schedule, unless the recipients of the award are selected from the general public and consideration is not confined to government employees.

AGENCY GIFT ACCEPTANCE

If approval is obtained in advance, tangible items intended for display at and retention by the Department that are accepted on behalf of the employee's component pursuant to an applicable agency gift acceptance authority statute are not reportable as personal gifts on the SF 278. Because no agency gift acceptance statute applies Department-wide, employees should consult their employing office, ascertain the availability of this option, and comply with applicable procedures. Travel reimbursement authorities contained in Section 1353 of Title 31 of the U.S. Code, as implemented by Part 304-1 of Title 41 of the Code of Federal Regulations, permit the Department to accept, where appropriate, travel costs tendered by non-federal sources in connection with the recognition of federal employees for meritorious public service that is related to official duties. Travel funds accepted by the agency, rather than by the individual, are reported on HHS Form 348 and are not reported as personal gifts on the SF 278.

PRIVACY ACT STATEMENT

Section 7301 of Title 5 of the U.S. Code and Executive Order 12674, as implemented by Section 2635.204(d) of Title 5 of the Code of Federal Regulations, authorize the collection of this information. Disclosure of this information is mandatory for employees seeking authorization from an agency ethics official to accept awards, pursuant to Section 2635.204(d)(1)(i & ii) of Title 5 of the Code of Federal Regulations. The primary use of this information is to allow HHS ethics officials to make necessary determinations concerning employee requests to receive awards. Additionally, this information may be used: (1) by the Office of Personnel Management, Office of Government Ethics, Merit Systems Protection Board, Office of the Special Counsel, Equal Employment Opportunity Commission, Federal Labor Relations Authority, Federal Service Impasses Panel, Federal Mediation and Conciliation Service, and an arbitrator, in carrying out their functions; (2) by an appropriate federal or foreign agency charged with investigating or prosecuting violations of, or implementing, the law, in the event there is an indication of a violation or potential violation of civil, criminal or regulatory law; (3) by a federal, state, or local agency maintaining enforcement records or other pertinent records, such as current licenses, if necessary to obtain a record relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (4) by a state or local agency charged with investigating or prosecuting violations of, or implementing, the law, in the event there is an indication of a violation or potential violation of civil, criminal or regulatory law; (5) by federal agencies with power to subpoena other federal agencies' records; (6) by private firms with which the Department may contract for the purpose of collating, analyzing, aggregating or otherwise refining records; (7) by a Congressional office, pursuant to an inquiry made at the request of the individual who is a subject of the record; (8) and by the Department of Justice in defense of litigation.

CERTIFICATION

The signature of the employee/authorized representative in Part II of this form certifies that the statements made and information provided on this form are true, complete, and correct to the best of the individual's knowledge. Failure to provide the requested information will result in the denial of the request for approval. Falsification of information required to be reported for this purpose may subject the employee to disciplinary action by the employing agency or other appropriate authority. Knowing and wilful falsification of information required to be reported may also subject the employee to criminal prosecution.