

2010 DEPAC Awards Workgroup White Paper



DENTAL CATEGORY
OF THE UNITED STATES PUBLIC HEALTH SERVICE
USPHS Dental Category

White Paper

2010 DePAC Awards Work Group

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The purpose of the Dental Professional Advisory Committee (DePAC) Awards Workgroup is to evaluate award nominations and make recommendations to the DePAC. Secondly, the DePAC Awards Workgroup will advise the DePAC and dental category on ways to encourage award nomination submissions of top Commissioned Corps and Civil Service dental researchers, clinicians, and administrators for the various DePAC Awards. The Awards Workgroup also works with the DePAC leadership to nominate dentists for awards solicited from other USPHS committees and groups.

BENEFITS OF AWARDS

- Tangible way to show dentists their contributions are recognized, valued, and appreciated.
- Contributes to higher morale, increases productivity, and aids in recruitment and retention.
- Powerful motivator -- serves to reinforce enthusiasm, commitment, and pride.
- Vehicle for engaging dentists in the USPHS mission and goals.

DePAC AWARD HISTORY

Since 1982, over 70 USPHS Dentists have received DePAC Awards.

- **Ernest Eugene Buell Award** was established in 1989, in commemoration of the Commissioned Corps Centennial Year. CAPT Buell was the first USPHS Commissioned Corps dental officer. He was commissioned in June 1919 and assigned to the Division of Marine Hospitals and Relief. This award is presented annually to a junior dental officer/dentist (O-4/GS-13 or below with less than 5 years of USPHS service) who has made a significant contribution in oral health education, research or service.
- **Ruth Lashley USPHS Dental Award** was established in 2005 by the USPHS CDO and is presented to a mid career dentist. CAPT Lashley had a stellar career during her assignment to the Federal Bureau of Prisons. The award is presented to a PHS dentist with at least 5 but not yet 15 years of USPHS service
- **Senior Clinician Dental Award** was established in 2001 by the USPHS CDO to recognize a senior dentist (15 or more years of USPHS service) who has chosen a clinical career track and excels in clinical skills.
- **Jack D. Robertson Award** was established in 1982 by the USPHS Chief Dental Officer (CDO) and is awarded to a senior dental officer/dentist (O-5 or GS-14 and above with 15 or

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more years of USPHS service) whose professional performance best exemplifies the dedication, service, and commitment to the PHS demonstrated by CAPT Robertson during his career.

- **Herschel S. Horowitz Oral Health Research and Policy Award** was established in 2005 by the USPHS CDO. CAPT Herschel S. Horowitz was a researcher, educator and Dental Public Health specialist. He played a major role in leading and stimulating scientific investigations whose results extended the use of fluoride for professional, public health and self-care applications. This award is presented to a USPHS dentist whose performance contributes to improving the oral health of the public through: 1) Clinical or basic research or 2) The application of research findings to: the development of oral health policy or the management of federal programs.
- **Dental Responder of the Year Award** was established in 2006 by the USPHS Chief Dental Officer to recognize a dentist's impact on emergency preparedness, disaster response and contributions to local, national or international public health threats.

GROUPS SOLICITING AWARD NOMINATIONS AVAILABLE TO USPHS DENTISTS

- Commissioned Corps Responder of the Year Award
 - *A dental officer received Commissioned Corps Responder of the Year Award in 2010*
- Junior Officer Advisory Group (Junior Officer of the Year Award)
- Asia Pacific American Officer Committee (APAOC) Awards
 - *Dental officers received APAOC Awards in 2005, 2007, 2008, 2009*
- Hispanic Officer Advisory Committee (HOAC) Juan Carlos Finlay Award
 - *Dental officers received the Juan Carlos Finlay award in 2007, 2009, 2010*
- America Indian Alaska Native Commissioned Officer Advisory Committee Award
- Black Commissioned Officer Advisory Group Awards (BCOAG)
- Association of Military Surgeons of the United States (AMSUS)
- *Mentor of the Year Award - currently under development; category bylaw change is required for creation of this award*

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AWARDS WORKGROUP BEST PRACTICES

Membership:

- Minimum size of workgroup: 6 members plus the chair (one member in charge of each DePAC Award).
- Retain workgroup members from previous years for historical knowledge of process.
- When new workgroup members are needed, try to recruit from diverse agencies.
- Use previous Awards Workgroup chairs as consultants.
- Ensure workgroup is recognized with letter of appreciation from DePAC Chair or CDO.

Awards Solicitation:

- Start early contacting agency directors, potential nominees, supervisors.
- Use category wide resources: list serves, DePAC newsletter, USPHS newsletter, website.
- Work closely with Communications Workgroup for wide distribution of announcement
- Encourage nominees who were not selected to submit nomination package again.
- Make personal contacts: call and e-mail dentists personally. It does make a difference.
- Maintain a list of potential nominees and document contacts and follow up.
- Follow timelines and deadlines in bylaws and on DePAC calendar.
- Engage dentists in the process. Offer to review and edit their materials.
- Listen to feedback about the process for improvement each year.

Process:

- Review all resources available to better understand process (DePAC Bylaws, DePAC Calendar, and previous DePAC Awards Workgroup Reports).
- DePAC Award nominations should be submitted to two people (typically Awards Workgroup Chair and a Workgroup Member or DePAC Secretary). This ensures nominations are not lost due to e-mail malfunctions. The officers receiving the nominations should be from different agencies since e-mail blocks are typically agency specific.

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- Immediately after a nomination is submitted, it should be reviewed to ensure the nominee meets the award criteria (especially, years of USPHS service). If nominee does not meet the criteria, see which award they are eligible for based on years of service and ask them to re-submit prior to the deadline.
- Two people should tabulate scores separately (typically Awards Workgroup Chair and Workgroup Member) to ensure no errors in calculations.
- De-identify Award Narratives and CVs prior to sending to Voting DePAC members. Names and gender are removed to ensure process is fair.

Notifications:

- Chief Dental Professional Officer (CPO) notifies award recipients of their selection by phone within two weeks of the March DePAC meeting, as noted in bylaws.
- Awards Workgroup (typically the Chair) should draft letters of congratulation for the recipients OPF. Draft letters should be sent to the CPO for his signature and mailed either shortly before or after the USPHS Scientific and Training Symposium.
- Awards Workgroup (typically the Chair or designee) should notify all dentists not selected and their nominators by e-mail no later than two weeks after CPO notifies the recipients. Ask dentists to re-submit the following cycle. Thank nominators for recognizing the dentist.
- Awards Workgroup (typically the Chair or designee) should notify by e-mail the supervisors and nominators for the officers who were selected. Thank nominators and supervisors for recognizing the dentist. Clarify that the DePAC does not have travel funds. Suggest the recipient's agency support travel to the USPHS Scientific and Training Symposium, if possible.

Preparation for USPHS Scientific and Training Symposium:

- At least 4 weeks prior to the USPHS Scientific and Training Symposium, need photos from all DePAC award recipients, also from all Special Assignment Award recipients. Awards Workgroup Chair should request photos and forward to the DePAC Chair and the Dental Category Day Coordinator.

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- Awards Workgroup Chair should summarize DePAC award recipients' narratives for the CPO to use in the awards presentation during Dental Category Day. Ideally complete this 8 or more weeks prior to Dental Category Day so the CPO will have time to review the draft. Send the CPO the complete narrative as well as the summary.
- Plaques should be ordered for DePAC award recipients at least 8 weeks prior to the USPHS Scientific and Training Symposium. This is typically done by the office of the CPO or their designee.

AWARDS WORKGROUP RECOMMENDED CHANGES TO CURRENT BYLAWS

- Bylaws should reflect change approved in 2009. At the 7-24-09 DePAC teleconference a unanimous vote was made in favor of adding the following to the awards criteria: *"Nominee must not have history of adverse or disciplinary actions."*
- Awards Workgroup has recommended changing the deadline to announce the DePAC Awards nomination cycle to July 15 (from June 15). This provides nominees two months to complete their nominations. The July 15 deadline allows time after the annual COF conference for announcement of the current year award recipients, prior to starting the next year's nomination cycle. *A Bylaw change to July 15 deadline for announcement of the DePAC awards nomination cycle was approved during the 5-21-10 DePAC teleconference by unanimous vote.*
- *Mentor of the Year Award - currently under development within Dental Category*

CONCLUSION

Awards provide an opportunity for an officer's work to be acknowledged and appreciated by both colleagues and supervisors. Awards enhance esprit de corps, encourage future contributions, and increase visibility of the Dental Category. As we look to the future, the DePAC Awards work group anticipates continued success, serving as an integral part of ensuring continued recognition of USPHS Dentists on as many levels as possible.