

Instructions for requesting DC COA Certificate of Appreciations

Thank you for your esprit de corps! Please review the information below to help guide you along the submission process for requesting DC COA Certifications of Appreciations from the Awards Committee.

Please note:

- All requests must be submitted within 30 days from the completion date of the event
- DC COA Certificates of Appreciations are only issued to Officers with a currently active DC COA membership
- DC COA Awards Committee will aim to issue the requested Certificates of Appreciation within 30 days from the date of submission, depending on workgroup's ability.
- Completed COAs will be emailed back to the event lead or requestor to be distributed further to the participants.
- Accuracy in completing the DC COA Certificate of Appreciation Request Form (see attached Excel to use) can significantly speed up the turnaround time
 - o Please submit the completed request form to the current DC COA Awards Committee Co-chairs
 - CDR Maggie Kemp Margaret.Kemp@fda.hhs.gov
 - LCDR Keisha Bryan Keisha.Bryan@ice.hhs.gov

Request Form guide:

- "Requestor Name" – Name of the individual who is filling out the form
- "Requestor Email" – Email address of the individual who is filling out the form
- "DC COA Event" – Title of the Event
- "Date of Event" – The date that the Event took place
- Column A – Do not modify
- Column B – PHS Rank to appear on the Certificate of Appreciation
- Column C – First Name of the participant
- Column D – Last Name of the participant
- Column E – Indicate the position the participant held at the Event; this title will appear on the Certification of Appreciation (Lead, Co-lead, Participant)
- Column F – Email address of the participant
- Column G-DCCOA membership status. Awards Committee will verify this with a roster received from COA.
- Column H – Please insert a short citation that should appear on the Certificate of Appreciation for the volunteer.