

Standardized Opening and Closing Remarks for the Narrative

In narratives for “retirement decorations” use the words “long and” (closing sentence) only for 30 years or more of service.

If the award is for an officer being detailed, replace “assigned” with “detailed.”

Distinguished Service Medal

Opening Sentence: The Distinguished Service Medal is awarded to Rear Admiral Aurora Rose for exceptionally distinguished service. Rear Admiral Rose distinguished herself as (duty title) assigned to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Closing Sentence: The singularly distinctive accomplishments of Rear Admiral Rose reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of Rear Admiral Rose culminate a (long and) distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of Rear Admiral Rose in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

With Valor Device: By her/his heroic actions and unselfish dedication to duty, Rear Admiral Rose has reflected great credit upon herself and the United States Public Health Service.

Meritorious Service Medal

Opening Sentence: The Meritorious Service Medal is awarded to Rear Admiral Aurora Rose for exceptionally meritorious service. Rear Admiral Rose distinguished herself as (duty title) assigned to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Closing Sentence: The singularly distinctive accomplishments of Rear Admiral Rose reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of Rear Admiral Rose culminate a (long and) distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of Rear Admiral Rose in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

With Valor Device: By her/his heroic actions and unselfish dedication to duty, Rear Admiral Rose has reflected great credit upon herself and the United States Public Health Service.

Outstanding Service Medal

Opening Sentence: The Outstanding Service Medal is awarded to Rear Admiral Aurora Rose for continuous outstanding service. Rear Admiral Rose distinguished herself as (duty title) assigned to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Closing Sentence: The singularly distinctive accomplishments of Rear Admiral Rose reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of Rear Admiral Rose culminate a (long and) distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of Rear Admiral Rose in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

With Valor Device: By her/his heroic actions and unselfish dedication to duty, Rear Admiral Rose has reflected great credit upon herself and the United States Public Health Service.

Commendation Medal

Opening Sentence: The Commendation Medal is awarded to Rear Admiral Aurora Rose for continuous exceptional service. Rear Admiral Rose distinguished herself as (duty title) assigned to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Closing Sentence: The singularly distinctive accomplishments of Rear Admiral Rose reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of Rear Admiral Rose culminate a (long and) distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of Rear Admiral Rose in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

Achievement Medal

Opening Sentence: The Achievement Medal is awarded to Rear Admiral Aurora Rose for continuous superior advancements of programs. Rear Admiral Rose distinguished herself as (duty title) assigned to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Closing Sentence: The singularly distinctive accomplishments of Rear Admiral Rose reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of Rear Admiral Rose culminate a (long and) distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of Rear Admiral Rose in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

PHS Citation

Opening Sentence: The Public Health Service Citation is awarded to Rear Admiral Aurora Rose for continuous advancements of programs. Rear Admiral Rose distinguished herself as (duty title) assigned to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Closing Sentence: The singularly distinctive accomplishments of Rear Admiral Rose reflect the highest credit upon herself and the United States Public Health Service.

Retirement Award: The singularly distinctive accomplishments of Rear Admiral Rose culminate a (long and) distinguished career in the service of her country and reflect the highest credit upon herself and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of Rear Admiral Rose in the dedication of her service to her country reflect the highest credit upon herself and the United States Public Health Service.

Unit Commendation

Opening Sentence: The Public Health Service Unit Commendation is being awarded to the (Name of Unit) assigned to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Closing Sentence: The singularly distinctive accomplishments of (group name) reflect the highest credit upon themselves and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of (group name) reflect the highest credit upon themselves and the United States Public Health Service.

Outstanding Unit Citation

Opening Sentence: The Public Health Service Outstanding Unit Citation is being awarded to the (Name of Unit) assigned to (HHS/Non-HHS Agency), (OP/DIV), (SERVICE UNIT) from dd-mmm-yyyy to dd-mmm-yyyy.

Closing Sentence: The singularly distinctive accomplishments of (group name) reflect the highest credit upon themselves and the United States Public Health Service.

Posthumous Award: The singularly distinctive accomplishments of (group name) reflect the highest credit upon themselves and the United States Public Health Service.