

UNOFFICIAL GUIDANCE FOR PROMOTION
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****DISCLAIMER:** This is intended to serve merely as a reference to help guide officers to prepare for promotion. Please check with the Office of Commissioned Corps Operations (OCCO) and your Category for specific and up-to-date information, requirements, and standards related to promotion.

GENERAL INFORMATION

1. Review your information as shown on the secured area when you first log on to the OCCO website <https://dcp.psc.gov/cclogin/ccmislogin.aspx> and take action as needed.
2. Be educated of all CURRENT requirements for promotion.
3. Learn from your mentor(s), senior officer(s), Category Chief Professional Officer (CPO), agency liaisons, etc., on how to best prepare yourself and to educate your supervisor(s) in supporting your endeavors.
4. The year BEFORE you are eligible for promotion, make sure you meet ALL requirements for promotion, submit ALL required documents in a timely manner. Confirm they are in perfect order where they are kept, e.g., your Official Personnel Folder (OPF), Medical Affairs Branch (MAB).
5. Have complete Commissioned Officers' Effective Reports (COERs) on file; take care of any missing COER from previous years as needed.
6. Have a current Curriculum Vitae (CV) in your Category format in your OPF.
7. Check additional hints at the end of this document.

Preposition yourself to be ready for promotion, **DO**:

I. KNOW THE BENCHMARKS FOR PROMOTION IN YOUR SPECIFIC CATEGORY

* Check your Category website, talk to your mentor(s), senior officers (especially those in your category), Professional Advisory Committee (PAC) members and/or your CPO.

* Check off as many benchmark items as possible.

* No one is expected to meet every benchmark. It is a goal/ideal for the "best qualified officer". Officers should work on being well rounded, but balanced in their attention to Agency vs. Corps activities.

PROMOTION PRECEPTS	CURRENT RECOMMENDED WEIGHTS
(1) Performance	40*
(2) Professional Qualifications	15
(3) Career Progression/Potential	25
(4) Officership	15
(5) Readiness	5

(1) Performance - * most weighted among all 5 precepts, do WELL at your office.

- a) COER - * most important aspect of this precept.
 - (i) Focus on the 5 years prior to being promotion eligible; the Promotion Board will probably weight the past 3 years more strongly, but the past 5 years will be available in your PIR.
 - (ii) Normally include two one page attachments: Officer's Duties, Accomplishments, and Goals and Rater's Comments.
 - (iii) Focus on narratives, indicates progression of responsibility, achievement and contributions to the agency mission.
 - (iv) Score – performance trends should be up, i.e., progressive improvement in scores over time.
 - (v) Get this done and submit by suggested deadline.

* Two ADDITIONAL documents (b) & (c) required when up for promotion:

- b) *Officer Statement (OS)
 - (i) Your support of PHS Commissioned Corps (CC) activities.
 - (ii) Your commitment to visibility as an officer (including frequency and occasion of wearing the uniform).
 - (iii) Your vision and expectations of a career in the PHS CC, including commitment to the USPHS mission.
 - (iv) Fax to your OPF using the Material Fax Lines of 301-480-1407 or 301-480-1436. Use the same number for all pertinent officer documentation EXCEPT for licensure (240-453-6142).
- c) *Reviewing Official's Assessment (ROS)
 - (i) Promotion readiness.
 - (ii) Leadership attributes.
 - (iii) Mission contribution.
 - (iv) Submit to OCCO via your CC Agency Liaison.
- d) Curriculum Vitae (CV)
 - (i) Update your CV annually and fax to your OPF PRIOR to December 31 of the year.
 - (ii) Use your specific Category format.
 - (iii) Should begin with an up to two page summary addressing the scored promotion board precepts to provide a quick overview of your accomplishments.
 - (iv) Present the entire YOU through the content as well as the appearance of this document: informative but concise, clean and attentive to details.
 - (v) Do not include personal or medical information.
 - (vi) Have other officer(s) review and comment on it.
- e) Award History – Commissioned Corps and non-corps (other services, civilian).

(2) Professional Qualifications

* Show your continued efforts to better yourself.

- a) Degrees (e.g., advanced degree for 05 and up).
- b) Certification/Credentialing, Licensure (beyond that required for appointment, e.g. Emergency Medical Technician, Diplomat status, fellow).
- c) Continuing education (CE)
 - (i) e.g., >32 CE hours a year, depending on rank.
 - (ii) Fax to OPF under “Continuing Education Documents” a precise list of CE courses taken, with dates and outcome (e.g., attended, 10 CE, certificate), together with certificates received.
- d) Public Health Training/Experience beyond initial degree (advanced course work such as for Master of Public Health, can be counted in CEs).

(3) Career Progression and Potential

*Numbers stated are merely suggestion; varying because of your Category and the rank you are up for.

- a) Billet level – progressively higher; preferably in 1 or 2 billet levels higher than your current rank.
- b) Assignments – 2-5, show progressively more responsibility/ability/independence.
- c) Mobility – >1-5, geographic and/or programmatic including isolated/hardship tours & details (possible 6th precept for promotion).
- d) Assimilation – applied, awaiting Congressional confirmation, or Regular Corps: <http://dcp.psc.gov/assimilation.asp>.
- e) Collateral Duties – participation in >1-3 organizational collateral duties/activities with increasing responsibility and/or leadership role.

(4) Officership

- a) Membership/Involvement in PAC/Advisory Groups. For competitive promotion, show your leadership skills/potential by Chairing committees, subcommittees, etc.
- b) Associate Recruiter/Mentoring.
- c) Basic Officer Training Course (BOTC)/Independent Officer Training Course (IOTC).
- d) Professional Organizations – serves as Chair, Vice-Chair or other leadership roles.
- e) Service Awards/Special Assignment Award/Isolated Hardship Award/Hazardous Duty/National Emergency Preparedness Service Award (NEPA)/Crisis Response

Service Award (CRSA)/Foreign Duty - >1-3.

- f) Daily wearing of Uniform – Daily.
- g) Show added value by participating in official CC/PHS Activities – Honor Guard, Color Guard, Ensemble, Aide-de-Camp, etc.
- h) Earn progressively higher level awards that reflects your exceptional accomplishment and impact.

(5) Response Readiness – 5 points if basic level of readiness met, 0 point if not (see II. as follows). Be aware that 5 points is a very significant number of points towards promotion. Often officers who are and are not promoted are separated by less than 1 point.

II. MEET BASIC READINESS STANDARD

* Officers are expected to meet these standards by December 31 of the year prior to their promotion year to earn 5 points towards their promotion score. Officers who do not meet basic force readiness will be denied permanent and/or temporary grade promotions (Manual Circular 377 <http://dcp.psc.gov/navigati.asp>) as well as awards and other career development opportunities.

* It is critical for promotable officers who met these standards and earned the 5 points to MAINTAIN these standards because you will be pulled from the promotion list, even if you make the “cut” for promotion, if OFRD checked your readiness standard and you lapse on any one of the standards, e.g., BLS, PPD, licensing. After the promotion board meets, normally OFRD tries to announce the date they’ll check on the readiness status of the promotable officers but it is YOUR responsibility to be promotion ready.

(1) Health and Safety Standards

- a) Physical Exam (PE) (EVERY 5 YEARS) and medical history
 - (i) Have a current PE and Medical History on file.
 - (ii) Mail or hand carry (DO NOT fax) required completed forms to the Office of Commissioned Corps Support Services (OCCSS)/Medical Affairs Branch (MAB): Attn: Medical Evaluations Section, 5600 Fishers Lane, Room 4C-04, Rockville, MD 20857-0001. <http://dcp.psc.gov/mab.asp>.
 - * Two ADDITIONAL Forms required for permanent promotion: follow the general instructions at https://dcp.psc.gov/PDF_docs/GENERAL_INSTRUCTIONSV7.pdf) for completion of these forms and submit them within 1 year prior to the expected permanent promotion effective date.
 - (iii)* Report of Medical History, DD-2807-1. <http://www.dior.whs.mil/FORMS/DD2807-1.pdf>
 - (iv)* Report of Medical Examination, DD2808. <http://www.dior.whs.mil/FORMS/DD2808.pdf>
 - (v) Log-on to DCP website (<http://dcp.psc.gov/SecureArea.asp/> “Officer & Liaison

Activities”) to check that documents are logged in as received.

b) Immunizations

- (i) Check <http://ccrf.hhs.gov/ccrf/immuniza.htm> for required immunizations and/or boosters, or positive titers on some; annual PPD (if positive, provide chest X-ray, etc., to rule out active Tuberculosis) and flu shots unless waived.
- (ii) Record above information after log in the OFRD website <http://ccrf.hhs.gov/ccrf/> and submit proof to OCCSS/MAB.
- (iii) DON'T wait until the last minute. Some immunizations may require antibody titer done before or after given, or can't be given under certain medical conditions. Waiver may be needed.

c) Height/Weight reporting (complete form from below in (2)(a)(v) to MAB).

(2) Physical Readiness Standards

a) Physical Fitness

* Within past 12 months and yearly:

- (i) Participate in the President's Challenge <http://www.presidentschallenge.org/> (group ID 13537, mail certificate to MAB) OR,
- (ii) Pass the Annual Physical Fitness Test (APFT), can be tested by a fellow active duty officer or at special events such as Commissioned Officers Association annual meeting.
- (iii) <http://ccrf.hhs.gov/ccrf/physical.htm> (instructions and qualifying standards)
- (iv) http://ccrf.hhs.gov/ccrf/Forms/PHS_7044.pdf (test form including height/weight information)
- (v) Enter APFT results in OFRD website, AND mail PHS-7044 with results to MAB.

(3) Training and Professional Competency

a) PHS Commissioned Corps Readiness Training Modules

http://ccrf.hhs.gov/ccrf/Training_Page_Roll_Out.htm (12 basic on-line modules)
<http://ccrf.hhs.gov/ccrf/web-base1.htm> (instructions and actual training/testing)
http://ccrf.hhs.gov/ccrf/NIMS_training.htm (New for 2006, FEMA Emergency Management Institute courses)

b) Basic Life Support Training (* American Heart Association healthcare provider level)
OFRD, military medical facility, certain agencies such as NIH, offer free training, also check out your local American Red Cross Chapters (CPR/AED for the Professional Rescuer).

c) Professional Competency

- (i) Licensure – maintain current, valid, and unrestricted professional license/certification/registration appropriate for your Category or discipline (Fax cop(ies) to OCCO at 240-453-6142).
- (ii) Identify response role from the list on OFRD website after log-in. Clinical roles require 112 hours annually of direct patient care.
- (iii) If you achieve currency in clinical role(s), submit proof to OFRD and record the

number of clinical hours on the OFRD website.

(iv) If you don't have the required 112 clinical hours for your primary role in the preceding year, switch to other appropriate role, e.g. liaison officer, epidemiologist, etc., or you will NOT be qualified for deployment.

d) Uniforms – have all required uniforms plus appropriate components for deployments (working khaki or Field Utility Uniform as instructed).

(4) Miscellaneous

a) Log-on to OFRD web site at least once a quarter.

The year prior to being eligible for promotion:

1. Check Commissioned Corps Management Information System (CCMIS) (old DCP) website <http://dcp.psc.gov/> to see if you are eligible for temporary, permanent or both promotions. Should also receive a notification memo from OCCO.
2. Check your Category, CCMIS, and OFRD websites to be sure you meet the current requirements for the promotion(s).
3. Check current OCCO Promotion Information Page and checklist when available to make sure ALL required papers are submitted in a timely manner to OCCO and your OPF. http://dcp.psc.gov/promo_info/promotions/promo_info_main.aspx
4. If you find error(s) in your Promotion Information Report (PIR), submit updates and/or request for changes by the required deadline, normally mid December. Provide a copy of the PIR with erred information and substantiating documentation(s) and mail to OCCO currently in Tower Building, 1101 Wootton Parkway, Plaza Level, Rockville, MD 20852.
5. TO FAX MATERIAL TO YOUR OPF (see I.(1)(B)(IV):
 - (a) DON'T wait until the deadline to fax (normally December 31 of the year before you are eligible for promotion). Try to have all the required material faxed by the end of November if possible. The fax line(s) for OPF can be VERY busy during the last 2 weeks of December. This will also allow time for resubmission of lost/wrong/unacceptable materials.
 - (b) Put your name, PHS serial number, and Category on the upper right hand corner of every page and follow all instructions.
 - (c) Confirm the fax number. Keep the fax verification sheet in case it's needed to show you faxed the material at a certain date and time.
 - (d) Allow 2-4 weeks for staff to scan material into your OPF. Go to <http://dcp.psc.gov>. Click "Secure Area", then "Officer and Liaison Activities". Follow instructions to review every image scanned to make sure all pages are present, legible, and include complete information. Submit requests for corrections PRIOR to December 31 to

phsopffix@hhs.gov.

Additional hints:

- * It is not too early to prepare yourself for the next promotion immediately after you achieved one. The higher rank you are seeking, the earlier you need to prepare and preposition yourself for the process.
- * Generally speaking, changing jobs a year or even 2 before you become eligible for promotion is NOT a good idea. It takes time to prove yourself and establish your reputation with your new supervisor and agency.
- * In addition to other officer related issues, educate your civilian supervisor(s) on the significance of the COER and the benchmarks for your promotion. Discuss early on expectations to earn awards and opportunities for training, deployment, etc.
- * If you cannot get on your PAC as a voting member, go to the meetings anyway and volunteer on a subcommittee or as an alternate for a member. See and be seen. Hear and be heard. Don't forget the O6s from your Category are potential promotion board members and they are experienced in many aspects of officership.
- * Know if you are qualified for an Exceptional Proficiency Promotion. It doesn't count towards the three strikes rule, and even if you don't get it, being recommended by your OPDIV may give you a boost in the next promotion cycle.
- * Know the differences between a temporary vs. permanent promotion, competitive vs. non-competitive promotion.
- * If at first you don't succeed, try again. Examine the promotion board comments. Focus on what was/were missing (weakness(es)) and work diligently to provide an improved and better you the next time. Ask to see the CV for officers in your Category/discipline and rank who were promoted. Ask for help as needed.

Food for thoughts: It's OUR OWN responsibility to go where we want to go in life. We can ask for help and guidance to steer away from traps and bumps but we have to walk through the path ourselves one step at a time. Examine the officers who you admire and/or respect for how they handle themselves and others. Ask if they can mentor you. There is much to be learned everyday and you don't want to make all the mistakes yourself to be smarter and better. We can help to lift each other up along the way, to explore possibilities and challenges, to reach our full potential, and to contribute to the good of mankind! And to have fun along the way is, quoting the young folk's words, AWESOME!

PROMOTION CHECKLIST – To accomplish the year prior to eligible for promotion. Check OCCO for up-to-date deadlines for submissions and ensure all NEW requirements for promotions are met.

Items	Due Date	Submitted	Comments
COER			
Officers Statement			
Reviewing Official Statement			
Check PIR accuracy			
Check OPF accuracy			
Health form DD-2807-1			
Health form DD 2808			
Health Disclosure Statement			
Licensure/Certification			
Readiness Status			
Training Modules			
APFT/President’s Challenge			
BLS			
Clinical hours if required			
Immunizations			
Hep A – 2 doses			
Hep B – 3 doses/Titer			
Varicella/Titer			
MMR/Titers if needed			
PPD (annual if negative)			
Influenza (annual)			
Polio (booster)			
Tetanus & Diptheria (Td)(10 years)			
CV			
Continuing Education/Training			
Appointment Letters			
Certificates/Letters of Appreciation			