

HELPFUL HINTS FOR PROMOTION

This document is intended to serve as a reference to guide Health Services Officers to prepare for promotion. Please check with OCCO and the HS website for current information, requirements, and standards related to promotion.

In order to position yourself to be ready for promotion, **DO** the following:

- I. **KNOW THE HEALTH SERVICES BENCHMARKS FOR PROMOTION.** Check the HS Category website, talk to your mentor(s), senior officers (especially in the HS category), PAC members and/or your CPO.
 - a. Check off as many benchmark items as possible
 - b. No one is expected to meet every benchmark. These were written as a guide 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** – * the most important among the precepts; therefore focus your attention on doing WELL in your workplace.
 - 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. Include two one page attachments: Officer’s Duties, Accomplishments, Goals and Rater’s Comments.
 - iii. Focus on your narrative which should indicate progression of responsibility, achievement and contributions to the agency mission.
 - iv. Rating – performance trends should be up, i.e., progressive improvement in ratings over time
 - v. Complete and submit by suggested deadline.

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

- b. * Officer Statement (OS) should include:
 - 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.

- c. * Reviewing Official's Assessment (ROS) should address:
 - i. Promotion readiness
 - ii. Leadership attributes
 - iii. Contribution to Mission

 - d. Curriculum Vitae (CV)
 - i. Update your CV annually and fax it to your OPF prior to December 31 of the year. HINT: Do not wait until the last minute to fax materials as the fax lines are busy towards the end of December.
 - ii. Use the HS Category-specific format located on the HS website.
 - iii. Begin with a 1-2 page summary that addresses category precepts and benchmarks to provide a quick overview of accomplishments.
 - iv. Present the entire YOU through the content as well as the appearance of this document: informative, concise, clean, and attentive to details.
 - v. Do not include personal or medical information.
 - vi. Have other officers(s) review and offer 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. advance degree for O5 and up)
 - b.) Certifications/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 list of CE courses taken, with dates and outcome (e.g. attended, 10 CE, certificate), together with certificate received from the course.
 - d.) Public Health Training/Experience beyond initial degree (advanced course work such as a Master of Public Health, can be counted in CEUs).
- (3) **Career Progression and Potential**
- a.) Billet level – reflect progressively higher ranking; preferably 1 or 2 billet levels higher than current rank.
 - b.) Assignments – 2-5, shows progressively more responsibility/ability/independence.
 - c.) Mobility - >1-5, geographic and/or programmatic including isolated/hardship tours & details.
 - 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 HS PAC/Advisory Groups. For competitive promotion, show leadership skills/potential by Chairing committees, subcommittees, etc.
 - b.) Associate Recruiter/Mentoring
 - c.) Officer Basic (OBC)/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.
- g.) Show added value by participating in official CC/PHS Activities – Honor Guard, Color Guard, Music Ensemble, Aide-de-Camp, PHS Chorus, etc.
- h.) Earn progressively higher level awards that reflect your accomplishments/impact.

(5) Response Readiness – You will receive 5 points if you are ‘Basic Ready,’ 0 points if not (see II below). Be aware that 5 points is a significant as 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. They will not be eligible to apply for the CPO or be considered for the rank of RADM.

* It is critical for promotable officers who met these standards and earned the 5 points to MAINTAIN these standards. Officers will be taken off the promotion list, even if you make the “cut” for promotion, if OFRD checks your readiness standard and there is a lapse on any of the standards, e.g., BLS, PPD, licensing. After the promotion board meets, OFRD again checks the readiness status of the promotable officers.

(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 forms to the Officer 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-3807-1.
<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; annual PPD (if positive, provide chest X-ray, etc., to rule out active TB) and flu shots unless waived.
 - ii. Record immunizations by logging into the OFRD website <http://ccrf.hhs.gov/ccrf/> and submitting proof to Medical Affairs Board.
 - iii. DON'T wait until the last minute to complete the required immunizations as some may require a titer and/or waiting a few months before getting the second round. A waiver may be needed if a medical condition prevents you from getting an immunization,. Don't hesitate asking for a waiver if your condition merits it.
- c.) Height/Weight reporting (complete form from below in (2) (a) (v) to MAB).

(2) Physical Readiness Standards

a. Physical Fitness

Within the 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 local American Red Cross Chapters (CPR/AED for the Professional Rescuer).

c. Professional Competency

- i. Licensure – maintain current, valid, and unrestricted professional license. **Fax copies of License/certification/registration appropriate for your Category or discipline to OCCO at: (240) 453-6142).**
- ii. Identify response role from the list on OFRD website after log-in. Clinical roles require 112 hours of direct patient care annually.
- 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 another 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 the Commissioned Corps Management Information System (CCMIS) website: <http://dcp.psc.gov/> to determine if you are eligible for temporary, permanent or both promotions. You 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 updated 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. Faxing Materials:
 - a. DON'T wait until the deadline to fax (normally December 31 of the year before you are eligible for promotion). FAX all required material by the end of November if possible. This will also allow time for resubmission of lost/wrong/unacceptable materials. The fax line(s) for OPF can be VERY busy during the last 2 weeks of December.
 - 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 phsoppfix@hhs.gov .

General Information

1. Go to <https://dcp.psc.gov/cclogin/ccmislogin.aspx> and review (and correct if necessary) your information in the secure area of the OCCO website.
2. Be informed about CURRENT requirements for promotion.
3. Learn from your mentor(s), senior officer(s), CPO, agency liaisons on how to prepare for promotion and educate your supervisor(s) about the process.
4. The year BEFORE you are eligible for promotion, make sure that you meet ALL requirements for promotion, and submit ALL required documents in a timely manner. Check that they have been scanned into your OPF and that the Medical Affairs Branch has proof of your immunizations.

5. Make sure that all COERs are on file; if you have a missing COER from a previous year, complete it and submit to your file.

Additional hints:

- ✓ Once you are promoted it would be important for you to start thinking about the next promotion. The higher rank you are seeking, the earlier you need to prepare and position 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 O-6's from your Category are potential promotion board members and they are experienced in many aspects of officership.
- ✓ Know if you are qualified for and 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 missing and the weaknesses and work diligently to provide an improved and better package the next time. Ask to see the CV for officers in your Category/discipline and rank who were promoted. Ask for help as needed.
- ✓ Examine the officers who you admire and/or respect for how they handle themselves and others. Ask if they can mentor you.

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			
Officer 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			
Varicella/Titer			
MMR/Titers if needed			
PPD (annually if negative)			
Influenza (annual)			
Polio (booster)			
Tetanus & Diphtheria (Td) (10 years)			
CV			
Continuing Education/Training			
Appointment Letters			
Certificates/Letters of Appreciation			

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