



Preparing for Promotion *Success*

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Objectives

- Describe key factors in the promotion process
- Describe common “promotion pitfalls”
- Define elements of well-crafted documents



Administrative Requirements

Regardless of score, these **must** be met in order to be promoted

Temporary Grade

- A current satisfactory COER (if required)
- Required annual COERs on file (last 5 years)
- Valid license on file, (if required)
- Meet/maintain basic readiness
- No current or pending adverse actions



Administrative Requirements

Regardless of score, these **must** be met in order to be promoted

Permanent Grade

- A current satisfactory COER (if required)
- Valid license on file, (if required)
- Meet/maintain basic readiness
- No current or pending adverse actions
- Report of Medical History (DD 2807-1) & disclosure statement on file with MAB between May 1, 2013 & April 30, 2014



Document Submission

- Submit documents to the correct line
 - eOPF: 301-480-1407 *or* 301-480-1436
 - Licensure/certification: 240-453-6142 *or* 240-453-6127
- Identify yourself with name and PHS # in upper right-hand corner of document
- Know the process for each section of the eOPF
 - Category-specific CV format (check PAC website)
- **Always** verify the document in your eOPF
 - Should receive an email verifying receipt
 - Check that it's there, accurate & legible



Promotion Pitfalls

Common but Costly Mistakes

- Errors – eOPF and PIR
- Too much detail
- Acronyms
- Making assumptions
- Lack of ownership



Promotion Pitfalls

Promotion Information Report (PIR)

- Always check PIR for accuracy & submit any corrections to:
phsccassignments@hhs.gov before Nov 1st of year preceding the board
- Billet level is very important; make sure that yours is correct on your PIR (in Current Assignment section)



Promotion Pitfalls

Too Much Detail

I have devoted a large part of my career to the completely unique IHS Injury Prevention Program; there is no other agency worldwide addressing injury using the methods employed by this very successful program. I serve as one of 12 Area Specialists throughout the United States. There is very little movement among the Specialists as some are Civil Servants and others are tribal and all know that building a comprehensive injury prevention program is a long term commitment. Not only have tribal leaders expressed a desire for continuity but successful injury prevention programs rely upon three key concepts: enforcement, modifying the environment through engineering thereby reducing the role of human behavior, and finally education as the third of the Three Es. Gaining the trust and attention of tribal councils to strengthen passenger restraint and impaired driving laws, developing coalitions to illustrate benefits and convince populations along with development of crash and severe injury databases to illustrate the causes and types of injuries that are killing and maiming people all take time and commitment to achieve. I have successfully done all of these things by working with other agencies such as the CDC to obtain funding to employ evidence based strategies and as a result have seen dramatic gains in restraint use and decreased injuries as a result...



Promotion Pitfalls

Too Much Detail – a better rewrite

- Devoted a large part of my career to the ~~completely unique~~ IHS Injury Prevention Program, which addresses injury using methods not employed by any other agency in the world; ~~there is no other agency worldwide addressing injury using the methods employed by this very successful program.~~
- Recognized expert as one of only 12 Area Specialists ~~throughout~~ in the ~~United States~~ U.S.; as a result there is a dearth of available positions as a PHS officer. **Because building a successful injury prevention program is a long-term commitment and continuity is vital, transferring to another position or area is unlikely and also could be disruptive** to the _____ Area program to the detriment of tribal relationships and the people being served.



Promotion Pitfalls

Avoid Acronyms

- At FDA, conducted lab research on CV and ortho medical device materials including PS, PE (incl. HDPE), TI, PTFE, and PTCA catheters.
- At BOP, worked at CO/HSD in the S & R section. Completed a TDY with the MXRO and recruited for various instit. including MRCs BUH, LEX, DEV, CRW, and SPG.



Promotion Pitfalls

Lack of Ownership

- Take responsibility for what you can control
 - Quality of documents before and after entry into the eOPF (check)
 - Timely submission (don't wait until Dec 31st)
 - Identification of issues in the eOPF/PIR



Well-Crafted Documents

Curriculum Vitae (CV)

- Category-specific format (check PAC website)
- Highlight important, impactful information
- Reduce the fluff – more is not better!
- Consider the audience
 - Diversity of fields/expertise
 - Time constraints
- Back up statements with documentation



Well-Crafted Documents

Officer's Statement (OS)

- Avoid paragraphs unless value is added
- Highlight most impactful accomplishments
- Focus on Corps/community/officership
- Address Corps-related under-developed areas
- Back up statements with documentation



Well-Crafted Documents

Reviewing Official's Statement (ROS)

- Inform supervisor and RO well in advance
- Provide link to the ROS section of the Promotion website, not just the ROS form
- Draft supporting document
- Focus is on agency/command contribution
- Paragraphs *may* be more valuable than bullets
- Use to confirm statements in other documents and/or address perceived weaknesses



Well-Crafted Documents

Reviewing Official's Statement (ROS)

ROS 2014 form.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 130% Sign Review & Comment Find

Please fill out the following form. You can save data typed into this form. Highlight Fields

REVIEWING OFFICIAL'S STATEMENT
for 2014 Promotion Board Review

PHS SERIAL NUMBER

SECTION I -- Officer Information: enter officer's PHS serial number in boxes in upper right corner and officer's name and category below.

Officer's Name (Last Name, First Name MI) Professional Category (Select from the drop-down menu.)

SECTION II -- Reviewing Official's Assessment must address the following three points in the space provided.

1. **PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank? Select an option and explain.**

2. **LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?**

3. **MISSION: How does the officer contribute to the mission of the Command/Agency?**

1. **PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?**

Select one. Explain the selection below; then address points 2 and 3 in the space provided.

Highly Recommend
Recommend
Do Not Recommend

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Example of an ROS

REVIEWING OFFICIAL'S STATEMENT for 2012 Promotion Board Review		PHS SERIAL NUMBER
SECTION I -- Officer Information: enter officer's PHS serial number in boxes in upper right corner and enter officer's name and category below.		
Officer's Name [REDACTED]	Professional Category (e.g., Medical, Nurse, Health Services, Pharmacy, etc.) Nurse	[REDACTED]
SECTION II -- Reviewing Official's Assessment: must address the following three points in space provided (<i>any additional sheets will be discarded</i>).		
1. PROMOTION READINESS: Is the officer ready for promotion and to serve at the next higher rank? Mark yes or no and explain.		
2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?		
3. MISSION: How does the officer contribute to the mission of the Command/Agency?		
1. PROMOTION READINESS: Is the officer ready for promotion and to serve at the next higher rank?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?		
- Officer serves as charge nurse when assigned.		
- Actively seeks out roles requiring more responsibility.		
- Readily gives valuable input related to molding facility policy and direction.		
3. MISSION: How does the officer contribute to the mission of the Command/Agency?		
- Officer provides compassionate, focused and individualized clinical nurse care to rural, under-served Native American populations.		



A Better Example of an ROS

3. MISSION: How does the officer contribute to the mission of the Command/Agency?

1. PROMOTION READINESS: Is the officer ready for promotion and to serve at the next higher rank? Yes No

Promotion Readiness:

It is with great pleasure that I recommend [REDACTED] for promotion to temporary grade Lieutenant Commander. [REDACTED] is an exemplary and decorated pharmacy officer that continually demonstrates her dedication to the mission of the Commissioned Corps and the Indian Health Service. During her tenure she has continued to exceed expectations placed upon an officer of her current grade by not only effectively serving as a clinical pharmacist at the Lawton Indian Hospital but also accepting collateral duties that have shown a regional impact on the care provided.

Leadership:

[REDACTED] is demonstrating a leadership capacity beyond her current rank. She routinely demonstrates a level of professionalism and integrity beyond the average officer and duly noted by her supervisor and the teams/committees in which she either leads or participates. This is exemplified by her prominent role as the Chairperson of the Lawton Service Unit Pharmacy and Therapeutics Committee and Clinical Coordinator of the pharmacy-based Anticoagulation and Tobacco Cessation Clinic. During her tenure the pharmacy-based Anticoagulation Clinic has shown significant improvement by reducing warfarin related hospitalizations to the current level of zero. Under her leadership The Pharmacy has implemented cost-effective mechanisms to expand the Lawton Service Unit formulary and fulfill the requests of the Medical Staff. She further demonstrates a high level of leadership by serving as a preceptor to pharmacy student interns. She is often called upon to serve as the acting Chief Pharmacist of a large hospital-based pharmacy and ensures the smooth and efficient operations of the pharmacy. Further, she leads by example and often works weekend, evening shifts and taking call for the needs of our inpatients.

Mission:

[REDACTED] distinguishes herself as a commissioned officer by his superior level of commitment to the IHS mission by a high level of devotion to her patients and the Lawton community. [REDACTED] particularly exceeds in promoting the health of her patients by utilizing her unique abilities with in pharmacological patient management to effectively manage the Anticoagulation and Tobacco Cessation Clinic. She applies best practices and benchmarking the clinics results while maintaining patient focused approach to patient care. Her implementation of these systems has allowed her to be recognized by receiving National Clinical Pharmacy Specialist Certification in Anticoagulation. Therefore, I would strongly recommend [REDACTED] for promotion to temporary Lieutenant Commander based upon her high level of training, exceptional growth in leadership, certification and her 11+ years of professional experience combined to produce a set of unique qualifications and skills in protecting, promoting and advancing the health of the



Summary

- Educate yourself & be proactive
- Understand the audience
- Submit well-crafted documents
- Submit supporting documentation
- Utilize available resources
 - Promotion website
 - Category benchmarks
 - Mentor(s)
- Follow up

Questions?

