

# APAOC Promotion Year 2013 (PY13) Information Packet for USPHS Officers



## **Acknowledgements**

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## **Introduction**

This Promotion Information Packet consists of information compiled from the USPHS CCMIS Promotion Information website located at <http://dcp.psc.gov/CCMIS/promotions/promotions.aspx>. The Asian Pacific American Officers Committee (APAOC) has created an abridged version of the information contained on the CCMIS website, which is easier to read, print, and reference during Promotion Year 2013 (PY13).

All officers with a temporary grade eligibility date from July 1, 2013 to June 1, 2014 and/or a permanent grade eligibility date from July 1, 2013 to June 1, 2014 are eligible for promotion during PY13 and are encouraged to review all of the information on the CCMIS website (link provided above) and also use the APAOC Promotion Packet as a quick reference.

## Promotion Year 2013 Checklist

Topic	Instructions	Deadline	Date Completed
<b>PIR Corrections</b>	Review and submit corrections to electronic Promotion Information Report (PIR) to DCCPR's PIR Coordinator prior to the deadline. Mail to: DCCPR ATTN: PIR Coordinator 1101 Wootton Parkway, Plaza Level, Ste. 100 Rockville, MD 20852	November 1, 2012	
<b>eOPF Corrections</b>	Review electronic Official Personnel Folder (eOPF) and submit requests for corrections to <a href="mailto:phsopffix@hhs.gov">phsopffix@hhs.gov</a> prior to the deadline.	December 31, 2012	
<b>Review Benchmarks</b>	Review 2013 Category Benchmarks to assist in preparing for promotion.	ASAP	
<b>CV Format</b>	Check with your <a href="#">Professional Advisory Committee</a> for category guidance on formatting your CV (and CV Cover Page). Only use this CV format.	ASAP	
<b>CV and Cover Page Submission</b>	Submit current CV and CV Cover Page ( <u>as one document</u> ) and other pertinent documentation to your eOPF using the eOPF Fax Line of 301-480-1407 <u>or</u> 301-480-1436 <u>prior to</u> the deadline.  <b>NOTE:</b> When faxing CV and Cover Page, always fax both documents, as only the most recent version is saved.	December 31, 2012	
<b>** COERs</b>	Ensure that you are not missing <b>any</b> Commissioned Officer's Effectiveness Reports (COERs) in your eOPF. Review COERs to ensure that all pages are present and legible.  <b>For new officers:</b> we recommend that you have a recent COER in your eOPF, even if not required.  For additional assistance with COER-related matters, first visit the <a href="#">COER Information Page</a> , then contact your <a href="#">CC Liaison</a> if needed.	December 31, 2012	

<p><b>Officer Statement</b></p>	<p>Submit 2013 Officer Statement (OS) to your eOPF using the eOPF Fax Line of 301-480-1407 or 301-480-1436 <u>prior</u> to the deadline.</p> <p><b>NOTE:</b> Only the 2013 form will be accepted.</p>	<p>December 31, 2012</p>	
<p><b>Reviewing Official Statement</b></p>	<p>Ensure that the 2013 Reviewing Official Statement (ROS) has been submitted to <u>DCCPR</u> via your CC Liaison <u>prior</u> to the deadline.</p> <p><b>NOTE:</b> Only the 2013 form will be accepted through the proper channels.</p>	<p>December 31, 2012</p>	
<p><b>** Required License/Certification</b></p>	<p>If required, ensure that a current (not expired), valid Professional License/Certification is <u>on file</u> in both your eOPF and on your PIR <u>prior</u> to the deadline, and <b>ensure that a current copy is maintained in your eOPF at all times.</b></p> <p>Fax to ATTN: Licensure Technician at 240-453-6142.</p>	<p>December 31, 2012</p>	
<p><b>** OFRD Force Readiness</b></p>	<p>Ensure that you <u>maintain</u> the Force (Basic) Readiness Requirements. You may check your most recent quarterly status in Direct Access. Force Readiness standards will be verified as of <u>both</u> dates listed.</p>	<p>December 31, 2012 and March 31, 2013</p>	
<p><b>** Medical Requirements for Permanent Promotion</b></p>	<p>If eligible for a <b>permanent grade promotion</b>, in addition to all other requirements listed above, ensure that you have the following on file with the Medical Affairs Branch (MAB):</p> <ul style="list-style-type: none"> <li>• A current 5-Year Physical Examination (expires May 1, 2013 or later)</li> <li>• A “Report of Medical History” (form DD-2807-1) and accompanying self-signed “Disclosure Statement” <u>current within one year</u> of the deadline (received by MAB May 1, 2012 to April 30, 2013)</li> <li>•</li> </ul> <p>Refer to the <a href="#">Medical Requirements for Permanent Promotion</a> in the Table of Contents for a detailed explanation of requirements. Check the Secure Area of the CCMIS Web site to determine the dates of the last documents on file with MAB.</p>	<p>As of April 30, 2013</p>	

# Promotion Process

## What is a Promotion Board?

A Promotion Board is a group of five temporary grade O-6 officers, with two to three additional officers as alternates, who are selected to review the files of officers who are eligible for promotion within their category. They are chosen randomly and appointed by the Surgeon General based on established eligibility criteria, with every effort to ensure a cross section as representative as possible of the category or group they represent. Officers are not able to serve on a board more than once every 3 years, and they take an oath to hold in confidence everything that is seen, read or discussed while serving on the board.

In some cases with smaller categories, if there are not enough officers eligible to serve on the Promotion Board an officer from another category with a comparable discipline, if possible, may serve on a different category's board. There are a total of 14 boards, one for each of the 11 categories in the Corps, and one for the Research Officer Group (ROG). Two of the categories (Nurse and Medical) are broken into an upper board and a lower board.

## When do the Promotion Boards meet?

Promotion boards meet each Spring (typically from February to June) to review records of officers who will become eligible for promotion from July 1st of that year through June 30th of the following year. For example, a promotion board will meet in Spring of 2012 to review all officers eligible for promotion from July 1, 2012 to June 30, 2013.

## What does the Promotion Board use to score officers?

The Promotion Board review includes careful consideration of the officer's career as it relates to the five precepts upon which the benchmarks are developed and promotion recommendations are based. These five precepts are:

1. Performance (40% of overall score)
2. Education, Training, and Professional Development (20% of overall score)
3. Career Progression and Potential (25% of overall score)
4. Characteristics of Career Officer & Service to the Corps (15% of overall score)
5. Response Readiness (0% of overall score, not scored by the promotion board). Response readiness is still an administrative check used for promotion. Officers who fail to meet and maintain basic readiness will not be promoted.

In evaluating an officer for promotion, the board references the benchmarks for each category of the "best qualified" officer. The board compares the officer, as reflected in the eOPF, against the theoretical "best qualified" officer. This "best qualified" officer is the **only** competition for any one officer being reviewed by a Promotion Board.

## What does/doesn't the Promotion Board see?

The Promotion Board members have access to and will review many items in an officer's eOPF. The "Commissioned Officers' Effectiveness Report" (COER) provides specific information about the current and previous year's duties, accomplishments, and goals. An up-to-date Curriculum Vitae (CV) is essential for outlining major duties and outcomes demonstrating

progressive growth in an officer's career and a continued increase in professional value to the Corps. **The CV is a critical document used by the promotion board to score all precepts.** A Reviewing Official Statement (ROS) and an Officer Statement (OS) are important promotion documents that are an integral part of the board review process. The promotion board members focus on many documents to include:

- COERs
- PIR
- CV
- OS/ROS
- Letters of Appreciation
- Awards
- Licenses/Certifications/Credentials

The promotion board members do not have access to:

- Medical information
- Compensation information
- Personal information, e.g., marriage/divorce, birth certificates, insurance
- Previous board scores/score sheets
- OS/ROS from previous years
- Readiness status

There are no scoring procedures which establish lower success rates or scores for officers previously considered for promotion. The board is not aware of who has been unsuccessful for promotion in previous years. This is the reason for hiding any previous board scores, score sheets, OS, ROS, etc.

### **How does the Promotion Board score officers?**

Promotion Board scoring consists of two parts. The first part is an overall promotion recommendation by the board. For permanent grade the options are “recommend” or “not-recommend.” For temporary grade, the options are “recommend,” “defer,” or “not-recommend.” For a description of each of these promotion recommendations, refer to the Table of Contents on the Promotion Information Web site. The second part of the score is a numerical score used to generate a rank-order list of all officers eligible for promotion within a specific category and grade. Each officer eligible for promotion is scored by each board member on each of the first four precepts using a scale of 0-100 in 5 point increments. Once the board members score all officers in their category, the board members’ scores are averaged for each precept and multiplied by the weight of each precept to get an overall precept score. Each weighted precept score is added together to get an overall promotion board score.

### **What if a Board Member knows the officer they are scoring?**

Promotion Boards are charged to review authorized sections of the eOPF and score according to its contents only. Board members are instructed that they are not to consider or discuss any anecdotal information during the promotion process. If a board member is not able to objectively score an officer for any reason, he/she is asked to recuse him/herself from scoring that officer. If

this occurs, the officer's score is an average of the remaining four board members.

**What if there is a tie in scoring?**

If there is a tie between two officers eligible for the same rank in the same category, the tie is broken using the following criteria, in order, until the tie is broken.

- **Higher permanent grade has relative standing over lower permanent grade**
- **Seniority Credit Date**
- **Years of active duty Corps service**
- **Years of active duty service in any uniformed service and at any rank**

**How is it determined who is successful for promotion and who is not?**

The officers are rank ordered in sequential order of their promotion board scores creating a rank order list. The number of officers promoted depends on the requirements of the Corps in each grade as determined by the Assistant Secretary for Health (ASH) in consultation with the Surgeon General (SG). These success rates are multiplied by the total number eligible in each category for each grade to determine the total number of people promoted within each category and for each grade. These numbers are applied to the rank order list and a success line is drawn. Those above the line on the rank order list are successful; those below the line are not successful.

**Are all those above the success line promoted?**

Once the successful list is created, officers on the list are reviewed for administrative checks. For temporary promotion, the files of successful officers are checked to ensure:

- They have no missing COERs for the last 5 years (as applicable);
- They have no current or pending adverse administrative action;
- They have a current valid license/certification on file with OCCO, if required; and
- OFRD reports they meet readiness standards and were qualified at both the December and March quarterly readiness checks.
- ***For permanent grade promotion***, all the same administrative checks apply, in addition to meeting MAB medical requirements.

All officers who are successful and meet all administrative requirements will be promoted.

**How will an officer know what the Promotion Board scored or recommended?**

All officers reviewed for promotion will have a Score Sheet and a Promotion Information Report (PIR) in the Confidential Documents section of the eOPF. This Score Sheet provides each precept score, the number of recommends/not recommends/recusals, and feedback from the board members. If an officer is considered for a temporary and permanent promotion, there will be score sheets and PIRs for both grades in the Confidential Documents section of the eOPF. In most cases, the scores the officer receives for temporary and permanent grades will be the same. The scores may differ, since board members may review the officer's eOPF and score each type of promotion independently.

# Competitive Promotion Eligibility

## Temporary Promotion Eligibility Criteria

(Applies to all officers including new CADs, recalls to extended active duty and inter-service transfers.)

Eligible Grade	T&E Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
O-2	4 years	None	None
O-3	8 years	None	None
O-4	12 years	6 months on <b>current tour</b> as officer in the PHS Commissioned Corps ( <i>as of March 1<sup>st</sup> of the year reviewed by prom board</i> )	None
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	2 years as O-4
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5

***T & E Date and Time in Service are located on the officer's PIR. Bolded dates provided are for Promotion Year 2013 (PY13). Promotion Boards meet in Spring 2013 to consider officers eligible for promotion from 7/1/13 - 6/1/14.***

### 1. Time In Service (TIS):

- a. At the O-4 grade, TIS must be during the current tour and must be met by 3/1 of the year reviewed by the promotion board (**3/1/13**). In other words, for officers to meet the TIS criteria, they must be called to active duty no later than 9/1 of the prior year (**9/1/12**).
- b. At the O-5 and O-6 grades, TIS can be a combination of current and previous tours in the PHS Commissioned Corps and must be met on or before **6/1/14**.
- c. All officers may use prior active duty military time towards TIS at the O-5 and O-6 grades (up to 3 years and up to 6 years respectively) as noted in the table.

### 2. Time In Grade (TIG):

Time in grade must be during current tour and must be met during the promotion year with an effective date of promotion on or before **6/1/14**.

### 3. Temporary Promotion Effective date:

The effective date of the promotion will be July 1 of the promotion year or the first day of the month following the officer's date of eligibility, whichever is later (meets all T&E, TIS, and TIG requirements) with the following exception. If the officer's eligible date is the first day of the month, then his/her effective date will be the same (first day of the month) as the eligible date.

- Examples: 1) Meets all requirements 9/15/13, promotion effective date will be 10/1/13.  
 2) Meets all requirements 10/1/13, promotion effective date will be 10/1/13.  
 3) Meets all requirements 1/1/13, promotion effective date will be 7/1/13.

4. Inter-service transfers must serve at least 6 months in PHS prior to any promotion, in addition to meeting specified Time in Service requirements.
5. Administrative requirements for temporary promotion:
- A current, satisfactory COER (overall C or better);
  - All required annual COERS on file.
  - Valid license, if required, on file in the eOPF;
  - No current or pending adverse or disciplinary actions; and
  - Meet and maintain basic level of readiness;

*This reference is provided for informational purposes only; it is not an official policy document. Consult CCI 331.01 & 332.01 (old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2), for official policy guidance.*

## Permanent Promotion Eligibility Criteria

(Applies to all officers including new CADs, recalls to extended active duty and inter-service transfers.)

Eligible Grade	Credit Required for Regular Corps Officers
O-2	7 years T&E
O-3	3 years Promotion Credit
O-4	10 years Promotion Credit
O-5 Restricted	7 years Seniority Credit
O-5 Non-Restricted	17 years Promotion Credit
O-6	4 years Seniority Credit

*T & E, Promotion and Seniority Credit dates are located on the officer's PIR. Promotion Year 2013 (PY13). Promotion Boards meet in Spring 2013 to consider officers eligible for promotion from 7/1/13 - 6/30/14.*

- Restricted** = Nurse, EHO, Pharm, Diet, Ther, HSO
- Non-Restricted** = Med, Dent, Eng, Sci, Vet
- Seniority Credit Date** - Regular Corps: The later date of a) permanent grade credit date established at the time of appointment to the Regular Corps, or b) last permanent grade promotion following Regular Corps appointment.

4. **Promotion Credit Date establishes eligibility to P-O3 and P-O4 for all categories and P-O5 for Non-Restricted categories.** Promotion Credit Date = Seniority Credit Date minus years of constructive credit related to P Grade held when originally appointed to the Regular Corps (P1 = 0; P2 = 0; P3 = 3 years; P4 = 10 years; P5 = 17 years).

**Example:** An officer's last permanent promotion was to P-O3 effective 9/3/2008. She was appointed to the Regular Corps on 3/23/2010. 9/3/2008 is the Seniority Credit Date

**Promotion Credit Date** = 9/3/2008 minus 3 years constructive credit = 9/3/2005

5. Inter-service transfers must serve at least 6 months in PHS prior to any promotion (CCI 374.01, [Old CCPM 23.3, INST 5], "Inter-Service Transfer of Commissioned Officers," Section G.2.c., found in Book: 3, Chapter: 7, Section: 4, Instruction: 01 of the eCCIS).
6. Permanent promotion Effective date: The effective date of the promotion will be July 1 of the promotion year or the officer's date of eligibility, whichever is later.
7. Administrative requirements for permanent promotion:
- a. A current, satisfactory COER (overall C or better);
  - b. Annual COERS on file, as applicable;
  - c. Valid license, if required, on file in the eOPF;
  - d. No current or pending adverse or disciplinary actions;
  - e. Meet and maintain basic level of readiness;
  - f. Current 5 year physical on file with MAB; and
  - g. Current 1 year Report of Medical History with signed Disclosure Statement on file with MAB;

*This reference is provided for informational purposes only; it is not an official policy document. Consult CCI 331.01 and 332.01 (Old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2), for official policy guidance*

# Non-Competitive Promotions

## 1. Who is Eligible for a Non-Competitive Promotion?

All Officers eligible for Temporary O-2 or O-3, and Medical and Dental Officers eligible for Temporary O-4 do not go to a promotion board, but are promoted through an administrative review (non-competitive) process.

## 2. Requirements for promotion:

- a. A current, satisfactory COER (overall C or better);
- b. Valid license, if required, on file in the eOPF;
- c. No current or pending adverse or disciplinary actions;
- d. Meet the basic level of readiness;
- e. For **permanent** promotions: Current 5-year physical and 1-year Report of Medical History (DD-2807-1) with signed Disclosure Statement on file with MAB;
- f. For medical and dental officers eligible for temporary O-4, a letter of recommendation to the Surgeon General from the Agency must be submitted when a current COER is not on file.

## 3. Unsatisfactory COERs or other Administrative Issues

Officers with unsatisfactory COERs (overall Unsatisfactory) are reviewed by the annual promotion boards. Also, officers with other identified reasons to submit the record to the board (e.g., past, present, or pending adverse action) will be reviewed by the annual promotion boards.

## 4. Effective Date of Promotion

Effective date of a non-competitive promotion is the first day of the month on or following the date of eligibility contingent upon all required administrative documentation being received in OCCO by the 15<sup>th</sup> of the month prior to the effective date.

Examples: 1) Meets all requirements prior to 11/15/13, promotion effective date will be 12/1/13; 2) Meets all requirements 11/16/13-12/15/13, promotion effective date will be 1/1/14.

## 5. Notification of Non-Competitive Promotion

It is the officer's responsibility to ensure that all administrative requirements are met before the date of eligibility. When all requirements are met and all necessary documentation is received in OCCO, officers will be notified of the promotion via a personnel order (P.O.) A copy will be scanned and indexed into the Personnel Orders section of the eOPF. When the P.O. is placed into the eOPF, the officer will receive an automated e-mail informing him/her of that action. This is the officer's only notification of a non-competitive promotion. Non-competitive promotions are not posted on the CCMIS website.

*Questions may be directed to the Non-Competitive Promotions Coordinator,  
LCDR Whitney Gadsby, at [Whitney.Gadsby@hhs.gov](mailto:Whitney.Gadsby@hhs.gov).*

## Exceptional Proficiency Promotions

(Must meet TIG; can meet TED or TIS, but not BOTH)

Eligible Grade	TED Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
O-2	4 years	None	1 year as O-1 (as of 3/1)
O-3	8 years	None	1 year as O-2 (as of 3/1)
O-4	12 years	6 months on <b>current tour</b> as officer in the PHS Commissioned Corps <i>(as of March 1st of the year reviewed by prom board)</i>	1 year as O-3 (as of 3/1)
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	1 year as O-4 (as of 3/1) and a total of 2 years as O-4 during the promotion year
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5 during the PY

*T & E Date and Time in Service are located on the officer's PIR. Bolded dates provided are for Promotion Year 2013 (PY13). Promotion Boards meet in Spring 2013 to consider officers eligible for promotion from 7/1/13 - 6/1/14.*

### 1. Eligibility Requirements:

- a. Not eligible in their own right during the promotion year (**6/1/14**).
- b. Has held their current Temporary grade for at least 1 year as of 3/1 of the year reviewed by the promotion board (**3/1/13**). Important note: current means current tour.
- c. Is in a billet grade at or above the grade of the proposed promotion.
- d. Meets TIG requirements outlined in the promotion eligibility criteria table.
- e. Has a valid license if required, satisfactory COER, no current or pending adverse actions, and meets applicable basic readiness standard.
- f. Has not been reviewed by a promotion board for an EPP to the same temporary grade previously. Officers only receive one opportunity for EPP review per grade. (Considerations for Exceptional Capability Promotion prior to 2004 do not count towards this requirement).

### 2. Quotas - agencies are limited to not more than 5% of the total number of officers eligible for EPPs in their agency. Nominations may be submitted for any category and/or temporary

grade. All agencies will be allowed to nominate at least one officer regardless of agency size, assuming they have at least one officer who is eligible for the EPP.

**Officers who transfer from the nominating agency before the promotion results are finalized will be removed from the promotion list if the receiving agency does not support the EPP nomination or has reached its quota.**

3. Promotion Effective date: Officers are promoted on either the date established by the ASH or the date the officer meets the TIG requirement, whichever is later. All promotions are effective on the 1st day of the month.

*This reference is provided for informational purposes only; it is not an official policy document. Consult CCI 331.01 & 332.01 (Old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2) for official policy guidance.*

## Electronic Official Personnel Folder (eOPF)

Your Electronic Official Personnel Folder (eOPF) will be available to the Promotion Board for review. The eOPF includes documents such as your Commissioned Officers' Effectiveness Reports (COERs), Promotion Information Report (PIR), Curriculum Vitae (CV), licenses/certifications, and educational information. Please review your eOPF for accuracy as soon as possible. Requests for corrections must be sent to OCCO at [phsopffix@hhs.gov](mailto:phsopffix@hhs.gov) prior to December 31, 2012.

To ensure that all documents are included in your eOPF for promotion board review, you must fax materials to OCCO no later than December 31, 2012 using either of the following fax numbers: **(301) 480-1436 or (301) 480-1407**.

Below are some important tips to help ensure that your documents are successfully indexed into your eOPF for promotion board review:

- Please remember to include your name and PHS serial number at the top right corner of all sheets of all documents.
- Fax all documents for an individual officer at the same time. Include a fax cover sheet with your name and PHS number that outlines what documents are included.
- Do not fax your documents mixed with documents for another officer
- Submit documents only once and allow 3-4 weeks for them to appear in your eOPF.
- Always submit your CV cover sheet and CV together as one document. Only the most recent CV is retained in the eOPF.
- Do not wait until the deadline to submit documents to your eOPF

**You are strongly encouraged to review your eOPF to ensure that the documents you submitted were received and that your eOPF is in proper order for promotion review. It is highly encouraged to keep a copy of the fax confirmation sheet to verify that documents were successfully faxed to OCCO.**

### **NOTE:**

OCCO will **NOT** accept photographs, publication reprints, program agendas, letter of recommendation (other than the Reviewing Official's Statement (ROS)), medical documentation (including immunization information), physical fitness activity information, clinical practice agreements, and award nominations for inclusion in the eOPF.

Officers should **NEVER** fax compensation, medical, or awards documents to the eOPF fax lines. These documents must be sent to the Compensation Branch or Medical Affairs Branch, respectively.

## Promotion Information Report (PIR)

The PIR is a “real-time” summary of verified data about an officer documented in OCCO's data system. It is located in the eOPF and is used by Promotion Boards to obtain an overall view of an Officer's career within the Corps. Information on the PIR includes general dates, current billet title and equivalent grade, creditable service toward retirement (including military and creditable civil service in the PHS), PHS/military awards authorized for wear on the PHS uniform, COER ratings for the last 5 years, and PHS assignment history.

Please review your eOPF, including your PIR, to ensure that your file is up to date. If there is an error on the PIR, please submit a copy of the current PIR to OCCO, no later than November 1, 2012, with the requested changes and the appropriate substantiating documentation to:

Office of Commissioned Corps Operations  
ATTN: PIR Coordinator/DCCOS  
1101 Wootton Parkway  
Plaza Level, Suite 100  
Rockville, MD 20852

## Commissioned Officers' Effectiveness Report (COER)

All officers (regardless of the date of entry on to active duty) who are eligible fo promotion are required to have an Annual COER in their eOPF.

The Annual COER is a Web-based performance evaluation process accessed from the Commissioned Corps Management Information System (CCMIS) Web site at <http://dcp.psc.gov>.

All officers must have a minimum of one COER in their file and must have a COER for every year that they were on active duty prior to July 1 of each year. The Annual COER rating period extends from 1 October 2011 to 30 September 2012.

The Division of Commissioned Corps Personnel and Readiness (DCCPR) must receive the COER no later than December 31, 2012 to ensure availability for the 2013 Promotion Boards.

You are encouraged to access your latest COER in the eOPF and review each page to ensure that the document has been satisfactorily archived. Ensure that the last 5 years (as applicable) of COERs are on file in your eOPF. Missing COERs within the last 5 years may result in adverse actions. **Failure to have the required Annual COERs on file will result in removal from the promotion pool.**

## Officer's Statement (OS)

The OS is a one-page document which provides the officer with an opportunity to address activities that demonstrate:

- A. Their support of Corps activities;
- B. Their commitment to visibility as an officer; and
- C. Their vision and expectations of a career in the Corps and the Corps mission.

The official OS form and instructions for completing the form are available through the "Promotion Information" link provided on the CCMIS web site (<http://dcp.psc.gov/>) which is under the "Services" tab and select the "Promotion Information" section, under the Officer's Statement (OS) heading. Officers will be responsible for faxing their OS form to OCCO using the eOPF fax lines no later than December 31, 2012 at: (301) 480-1407 or (301) 480-1436. **(NOTE: Only the current year's OS form will be accepted for promotion consideration and for inclusion in the eOPF. NO OTHER VERSION WILL BE ACCEPTED).**

Officers are encouraged to print a copy of the fax verification indicating that the document was faxed by the deadline. Please note the Promotion Board will only have access to the current year's OS; they will not see any other OS submitted from previous years.

## Reviewing Official Statement (ROS)

The ROS is a one-page document used by the Promotion Boards to assist in evaluating the officer's performance and career progression/potential. This document is completed by the Reviewing Official (typically the second line supervisor or the officer's supervisor's supervisor) who usually serves as the officer's COER Reviewing Official. The Reviewing Official may solicit outside letters of recommendation for his/her use in evaluating the officer's collateral duties and/or outside activities. However, the Promotion Board will review **only the official 1-page ROS**. Letters of recommendation in any other form will not be accepted for documentation in the eOPF.

The ROS addresses the following factors:

1. Promotion Readiness: Is the officer ready for promotion and to serve at the next higher rank? [Yes/No]. Explain;
2. Leadership: How does the officer take a leadership role in the OPDIV/STAFFDIV/organization?
3. Mission: How does the officer contribute to the mission of the OPDIV/STAFFDIV/organization?

The current version of the official ROS form, instructions for completing the form, and the Officer's Responsibilities as well as the Reviewing Official Responsibilities are available through the "Promotion Information" link provided on the CCMIS website (<http://dcp.psc.gov/>). This link can be found on the CCMIS website under the "Services" tab and the "Promotion Information" section, under the Reviewing Official's Statement (ROS) heading.

**The Reviewing official will be responsible for submitting the ROS to the appropriate Agency Liaison Officer, who will provide the form to OCCO by December 31, 2012, after ensuring its completeness.** However, officers are highly encouraged to monitor the status of their ROS to ensure timely submission. Please read the promotion information on the CCMIS website regarding instructions and guidance on completing the ROS, as well as responsibilities for all parties involved to ensure timely submission of the ROS.

**OCCO will NOT accept ROS's sent directly from officers.**

**NOTE: Only the official OCCO VERSION of the ROS form for the current year will be accepted for promotion consideration and for inclusion in the eOPF. NO OTHER VERSION WILL BE ACCEPTED.**

## Curriculum Vitae (CV)

The CV is the best place to present a concise picture of the officer's career, as well as information not reflected in the PIR or COER. The importance of the CV cannot be over emphasized. An absent or outdated CV will put the officer at a disadvantage and make him/her less competitive.

Officers submitting CVs should note that if a summary page (informative cover sheet) is used, it must be included as Page 1 of the CV, as only the MOST RECENTLY SUBMITTED CV document is retained in the officer's eOPF. (i.e. DO NOT fax the summary page separate from the CV). Officers should contact their category Chief Professional Officer (CPO), Professional Advisory Committee (PAC) Chairperson and/or refer to their PAC website for recommended CV formats. Officers should also refer to category benchmarks when developing their CVs.

Links to the websites of these resources are available through the CCMIS web site under the "Links" tab. Additionally, contact information can be found through the CCMIS web site under the "About Us" tab. Please see the following link for PAC websites:  
<http://dcp.psc.gov/CCMIS/LinksofInterest.aspx#pacs>

**CVs considered by the 2013 Promotion Boards must be faxed to eOPF at (301) 480-1436 or (301) 480-1407 no later than December 31, 2012.**

OCCO will NOT accept photographs, publication reprints, and program agendas for inclusion in the eOPF.

## Career Counseling

If an officer desires career or promotion counseling, he/she should consult his/her supervisor, a senior member of the officer's category, the officer's category Chief Professional Officer (CPO), and/or the Professional Advisory Committee (PAC) Chairperson. An officer may grant any of the above-mentioned individuals temporary access to your eOPF to provide consultation. To access this eOPF feature, login to the "Secure Area" of the CCMIS web site and select the "Access New OPF Activity Menu" link and follow the guidelines on granting limited access to your eOPF.

**Link to List of CPO's:** [http://dcp.psc.gov/CCMIS/PDF\\_docs/CPO\\_Contact\\_list.pdf](http://dcp.psc.gov/CCMIS/PDF_docs/CPO_Contact_list.pdf)

**Link to List of PAC Chairs:**

[http://dcp.psc.gov/CCMIS/PDF\\_docs/PAC\\_Chair\\_contacts.pdf](http://dcp.psc.gov/CCMIS/PDF_docs/PAC_Chair_contacts.pdf)

**Links to each PAC:**

Physician PAC	<a href="http://usphs-ppac.net/">http://usphs-ppac.net/</a>
Dentist PAC	<a href="http://www.phs-dental.org/depac/newfile.html">http://www.phs-dental.org/depac/newfile.html</a>
Nurse PAC	<a href="http://phs-nurse.org/">http://phs-nurse.org/</a>
Engineer PAC	<a href="http://www.usphsengineers.org/">http://www.usphsengineers.org/</a>
Scientist PAC	<a href="http://usphs-scientist.org/">http://usphs-scientist.org/</a>
Environmental Health PAC	<a href="http://ehopac.org/">http://ehopac.org/</a>
Veterinarian	<a href="http://www.usphs.gov/corpslinks/veterinarian/">http://www.usphs.gov/corpslinks/veterinarian/</a>
Pharmacist	<a href="http://www.usphs.gov/corpslinks/pharmacy/">http://www.usphs.gov/corpslinks/pharmacy/</a>
Dietitian	<a href="http://www.usphs.gov/corpslinks/dietitian/">http://www.usphs.gov/corpslinks/dietitian/</a>
Therapist	<a href="http://usphs.gov/corpslinks/therapist-current/tpac.htm">http://usphs.gov/corpslinks/therapist-current/tpac.htm</a>
Health Services	<a href="http://usphs-hso.org/">http://usphs-hso.org/</a>

## **Category Benchmarks**

Category benchmarks have been developed by each category to assist officers with career progression. They are used by the Promotion Boards to identify officers that are “best qualified” for promotion. The 2013 category benchmarks are available through the CCMIS website (<http://dcp.psc.gov/CCMIS/promotions/PY2013.aspx>), as well as on the CCMIS Promotion Information Page. All questions, comments, inquiries, concerns, and explanations related to career recommendations in relation to benchmarks must be addressed through the officer's category CPO and/or PAC Chairperson.

## **Basic Readiness/Office of Force Readiness & Deployment (OFRD)**

Per the directive from the Surgeon General's Office, all Commissioned officers shall maintain Basic Force Readiness standards per Manual Circular PHS No. 377 as part of the PHS promotion process. Please note that Basic Readiness no longer carries any weight in the numerical scoring for promotion. However, in order to be eligible for competitive permanent and/or temporary grade promotions, officers must meet at least the Basic level of force readiness both at the pre-board, December 31, 2012 and post-board, March 31, 2013 OFRD quarterly checks.

**Officer should direct all questions, comments, inquiries and concerns on response readiness-related matters directly to the OFRD office:**

General Questions: [ofrd@hhs.gov](mailto:ofrd@hhs.gov)

Response Questions: [ofrd-response@hhs.gov](mailto:ofrd-response@hhs.gov)

Training Questions: [ofrd-training@hhs.gov](mailto:ofrd-training@hhs.gov)

## **Physical Readiness Standards**

Officers are required to maintain physical readiness standards in order to assure that their physical capabilities are consistent with their assignments. The physical readiness standards are not designed or intended to place undue demands on officers with regard to training or physical strength. Officers may choose one of two physical fitness alternatives to meet the physical readiness standards.

- 1) Annual Physical Fitness Test (APFT) – **STRONGLY RECOMMENDED**
  - a. Requirements are to be completed every 12 months
  - b. Must be passed by meeting or exceeding Level 1 performance standards (age and gender dependent) for one cardio-respiratory event (1.5 mile run/walk or 500 yard/ 450 meter swim), side-bridge or curl-ups, and push-ups
  - c. APFT form PHS 7044 with signature ([http://dcp.psc.gov/PDF\\_docs/PHS-7044.pdf](http://dcp.psc.gov/PDF_docs/PHS-7044.pdf)) must be mailed to MAB and must also be entered on the Direct Access website
- 2) President's Challenge Physical Activity and Fitness Awards Program (President's Challenge) – Will be phasing out in the future
  - a. Enroll in the USPHS group number 13537 at [www.presidentschallenge.org](http://www.presidentschallenge.org) and sign up using your PHS Serial Number as your UserID
  - b. Complete one of the following President's Challenge programs and earn the President's Active Lifestyle Award
  - c. For further instructions, visit the following website:  
[http://ccrf.hhs.gov/ccrf/Readiness/PC\\_Instructions.pdf](http://ccrf.hhs.gov/ccrf/Readiness/PC_Instructions.pdf)

# Training and Professional Competency Standards

Officers are required to possess a basic level of knowledge and competency in the areas of public health and deployment/response activities. In addition, officers must demonstrate proficiency in at least basic life support measures, and, if applicable, maintain a valid and unrestricted professional license/certification/registration. Officers, therefore, must complete or maintain the following training and professional competency standards.

## 1) PHS Commissioned Corps Readiness Training Modules

Officers must complete 12 web-based readiness training modules for Basic readiness. Login to [Responder e-Learn website](#).

### Complete all 8 modules listed below:

- 110 Disaster Response
- 140 Preventive Medicine for Field Operations
- 141 Health Consequences and Response
- 142 Disaster Triage
- 180 Infection Disease Management
- 182 Terrorism
- 183 ABCs of Bioterrorism
- 217 Safety and Security Awareness

### Complete all 4 FEMA EMI courses:

- IS-100 Introduction to Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- IS-700a National Incident Management System (NIMS)
- IS 800b National Response Framework (NRF)

## 2) Basic Life Support Training

Officers must complete and maintain currency in one of the following **every two years**:

- (a) American Heart Association (AHA) Basic Life Support for Health Care Providers
- (b) American Red Cross CPR/AED for the Professional Rescuer.

Enter and save your latest BLS expiration date in Direct Access by clicking on the “My Profile” link located in the self service module.

Fax a copy of the BLS card to eOPF at FAX: (301) 480-1407 or (301) 480-1436

## 3) Professional Competency

- (a) Licensure

Officers who are health care providers are required to have a valid, unrestricted license on file with OCCO. Officers should review the information listed on main screen after logging into the CCMIS web site "Secure Area" and ensure that a copy of their most recent license is in their eOPF. Officers must update their license/certification prior to or immediately upon the expiration of their previous license by faxing their documents to 240-453-6142, ATTN: Betsy Darracott. All faxed license documents must show your PHS #. Please retain copies of your faxed cover sheet and verify that the transmission was received by calling or emailing Mrs. Darracott at (240) 453-6037 and [helen.darracott@hhs.gov](mailto:helen.darracott@hhs.gov).

**NOTE: Officers who successfully compete in PY13, but do not have a valid license (if required) in their eOPF will NOT be promoted.**

(b) Deployment Role

Officers must identify their deployment role on the [Direct Access website](#) (under Self-Service section select "My Profile" and then select "Qualification Link." Scroll down to "Readiness Roles" and add a primary role and then any subsequent roles).

If the deployment role selected is a Clinical Role, it is required that an Officer perform 80 clinical hours minimum of direct patient care annually and document this requirement on the Direct Access website under the Deployment Roles page.

## Medical Requirements

All officers are required to have a physical examination (including a medical exam and a dental exam) within the last 5 years. Additionally, officers eligible for competitive or noncompetitive **permanent grade** promotions must also have a completed form DD2807-1, "Report of Medical History" (accompanied by the signed "Disclosure Statement") within one **(1) year prior** to the expected permanent grade promotion effective date. The DD2807-1 must be submitted to the Medical Affairs Branch (MAB) and current as of April 30, 2013.

1) Logon to the secure area of the [CCMIS website](#).

2) Review the status of the 5 year annual physical examination and ensure that it is and will be current within 5 years of the date on the Promotion Checklist. If outdated, print out the [Instruction Letter, Report of Medical Exam \(5 Year Physical\) and Report of Dental Exam](#) and take to appropriate health care providers to have them completed. MAIL (DO NOT FAX) a copy of all three documents to the following address:

**Medical Affairs Mailing Address:**  
Medical Affairs Branch  
Attn: Medical Evaluations Section  
8455 Colesville Road, Room 910  
Silver Spring, MD 20910

The Medical Forms can be found at the following weblinks (copy and paste in internet browser):

Instruction Letter:

[http://dcp.psc.gov/CCMIS/PDF\\_docs/AGENERALINSTRUCTIONSVersion8.pdf](http://dcp.psc.gov/CCMIS/PDF_docs/AGENERALINSTRUCTIONSVersion8.pdf)

Report of Medical Exam (5 Year Physical):

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2808.pdf>

Report of Dental Exam: [http://ccrf.hhs.gov/ccrf/PHS-6355\\_5-yr\\_DentalHistory.pdf](http://ccrf.hhs.gov/ccrf/PHS-6355_5-yr_DentalHistory.pdf)

3) Officers eligible for competitive or noncompetitive **permanent grade** promotions must also have a completed form DD2807-1, "Report of Medical History" (accompanied by the signed "Disclosure Statement") within one **(1) year prior** to the expected permanent grade promotion effective date. This form does not require a medical provider's signature and is self-reported information only. Ensure the "Disclosure Statement" is completed, signed and dated and mailed to MAB (see address above) along with the completed form DD2807-01.

Instructions and Disclosure Form:

[http://dcp.psc.gov/CCMIS/PDF\\_docs/AGENERALINSTRUCTIONSVersion8.pdf](http://dcp.psc.gov/CCMIS/PDF_docs/AGENERALINSTRUCTIONSVersion8.pdf)

PHS DD2807-01: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2807-1.pdf>

Promotion board members do not consider medical confidential information as a part of their promotion review of the officer's record and board members do not have access to the officer's medical information. The requirement for updated medical information will be applied after the 2013 promotion boards meet and prior to permanent promotion orders being issued. **Failure to have these forms updated with MAB will result in removal of the officer's name from the permanent grade promotion list during the post board administrative review.**

Remember, all forms must be **mailed (DO NOT FAX)** to the Medical Affairs Branch!!

## Immunizations

- 1) Review immunization information in Direct Access.
  - a. Influenza vaccine – expires **annually**. Obtain prior to December 31, 2012. Compliance with this requirement will be determined on December 31, 2012 and not on the last immunization date. A waiver also meets the requirement.
  - b. Tuberculosis (TB or PPD) – expires **annually** unless you have 2 negative tuberculin skin test (TST) results no greater than 12 months apart or a single negative interferon-gamma release assay (IGRA) test recorded in Direct Access. In the absence of two negative TSTs within 12 months, the officer must continue annual TST screening until this requirement is met or obtain a single IGRA result. Officers demonstrating a history of positive TST results and who have submitted supporting documentation to MAB, indicating absence of active TB disease (e.g. medical evaluation including chest x-ray) are not required to comply with this TB screening requirement.
  - c. Tetanus/Diphtheria (Td) – Expires **every 10 years**
  - d. Hepatitis A – 2 immunizations, waiver, or a positive titer confirming immunity
  - e. Hepatitis B – 3 immunizations, waiver, or a positive titer confirming immunity
  - f. Measles, Mumps and Rubella (MMR): 2 MMR immunizations, waiver, or a positive titer confirming immunity
  - g. Varicella (Chickenpox): 2 immunizations, waiver, or a positive titer confirming immunity
  
- 2) FAX Immunizations to MAB
  - a. You **MUST** use the MAB Fax Coversheet available on the OFRD website and on the Basic Readiness Checklist - [http://ccrf.hhs.gov/ccrf/Readiness/Basic\\_Readiness\\_Checklist.pdf](http://ccrf.hhs.gov/ccrf/Readiness/Basic_Readiness_Checklist.pdf)
  - b. Use MAB Fax Numbers: (301) 427-3433 or (800) 733-1303
    - i. Write your full name and PHS serial number on each faxed page
    - ii. Handwritten faxed documentation should include provider's name, signature and credentials
    - iii. Only medical documentation for a care provider can be accepted as proof of immunization
  - c. Do NOT fax documents more than once
    - i. Email questions to [sally.bentsi-enchill@psc.hhs.gov](mailto:sally.bentsi-enchill@psc.hhs.gov) or [Samuel.bell@psc.hhs.gov](mailto:Samuel.bell@psc.hhs.gov)

## Basic Readiness Resources

- Readiness Guide and Checklist: [http://ccrf.hhs.gov/ccrf/Readiness/Basic\\_Readiness\\_Checklist.pdf](http://ccrf.hhs.gov/ccrf/Readiness/Basic_Readiness_Checklist.pdf)
- Medical Affairs Branch Fax Coversheet: [http://ccrf.hhs.gov/ccrf/MAB\\_Fax\\_Coversheet.pdf](http://ccrf.hhs.gov/ccrf/MAB_Fax_Coversheet.pdf)
- Report of Medical Exam (5 Year Physical): [http://ccrf.hhs.gov/ccrf/DD2808\\_5-yr\\_MedHistory.pdf](http://ccrf.hhs.gov/ccrf/DD2808_5-yr_MedHistory.pdf)
- Report of Dental Exam: [http://ccrf.hhs.gov/ccrf/PHS-6355\\_5-yr\\_DentalHistory.pdf](http://ccrf.hhs.gov/ccrf/PHS-6355_5-yr_DentalHistory.pdf)
- Report of Medical History (Annual)
  - Instructions and Disclosure Form: [http://dcp.psc.gov/CCMIS/PDF\\_docs/AGENERALINSTRUCTIONSVersion8.pdf](http://dcp.psc.gov/CCMIS/PDF_docs/AGENERALINSTRUCTIONSVersion8.pdf)
  - PHS DD-2807: [http://ccrf.hhs.gov/ccrf/DD2807-1\\_AnnualMedHistory.pdf](http://ccrf.hhs.gov/ccrf/DD2807-1_AnnualMedHistory.pdf)
- Professional Advisory Committees (PACs): <http://dcp.psc.gov/CCMIS/LinksofInterest.aspx#pacs>
- PHS Commissioned Corps Readiness Training Modules: <https://www.respondere-learn.com/>
- Annual Physical Fitness Test (APFT) Form: [http://dcp.psc.gov/PDF\\_docs/PHS-7044.pdf](http://dcp.psc.gov/PDF_docs/PHS-7044.pdf)
- President's Challenge Website: [www.presidentschallenge.org](http://www.presidentschallenge.org)

## Promotion Frequently Asked Questions (FAQs)

The CCMIS web site has an excellent FAQ section on Promotion Information. Access this page by clicking the following link:

[http://dcp.psc.gov/CCMIS/promotions/Promotion\\_2011\\_FAQs.aspx](http://dcp.psc.gov/CCMIS/promotions/Promotion_2011_FAQs.aspx). On this page, you'll find the below list of Promotion Process Frequently Asked Questions. Click on each question and it'll take you to answers for each. If you do not find your questions answered there, send an e-mail to: [PHSPromotions@hhs.gov](mailto:PHSPromotions@hhs.gov).

How do I determine when I'm eligible for promotion consideration?

How do I know what my Training & Experience (T&E) date is?

How do I know how much time in grade (TIG) I have?

How do I know how much time in service (TIS) I have?

Who can be eligible for "Non-competitive" temporary promotions?

When are "Non-competitive" temporary promotions effective?

What does the "competitive" promotion review consist of?

Who reviews the records of officers eligible for consideration for promotion?

When do Promotion Boards meet?

Is there an Organization recommendation?

When officers in a category are reviewed, do officers compete against each other?

How do the members of a Promotion Board score an officer who is eligible for both a temporary and permanent grade, or Why does it look like I have duplicate score sheets?

What documents in the OPF are considered important for review by a promotion board?

How often may an officer serve as a member of an Annual Temporary Promotion Board (ATPB)?

How many times may an officer be nominated for an Exceptional Proficiency Promotion (EPP)?

My supervisor wants to nominate me for an EPP. What should he/she do?

How can I obtain more information about the Response Readiness Precept and the subsequent requirements?

Does failure to be promoted to the temporary grade work against an officer when reviewed by subsequent Boards?

What action, if any, should an officer take who is not promoted?