



U.S. Public Health Service Nursing TIP of the Month December 2014 Promotion Cycle Final Review

Charlie!!! What's in your eOPF?



December 31st is the DEADLINE, but DO NOT WAIT UNTIL THE LAST MINUTE. Your required documentation should be in your eOPF. Review your eOPF for completeness now. Let's go through the [2015 Promotion Checklist](#):

CV and Cover Page:

- Is your CV written in the NPAC 2013 format? [CV Format and Cover Page](#) and [2015 NURSE CATEGORY BENCHMARKS](#)
- Did you submit your updated CV and Cover Page as one document to your eOPF using the Fax Line of 301-480-1407 or 301-480-1436 prior to the deadline?

COERs

- Have you reviewed COERs to ensure that all pages are present and legible?
- Have you submitted your 2015 OS to eOPF using Fax Line at 301-480-1407 or 301-480-1436? [Officer's Statement \(OS\)](#)
- Has your 2015 ROS been submitted to and received by DCCPR via your CC Liaison? [Reviewing Official's Statement \(ROS\)](#)
- Is there any missing Commissioned Officer's Effectiveness Reports (COERs) from your eOPF?
- **For additional information, review the October 2014 TIP located in the Career Development Resources web address.** [October 2014 TIP](#)

Required License/ Certification**

- Do you have a current copy of your license in your eOPF? Licensure Fax Line: 240-453-6127 Attn: Licensure Technician

Force Readiness**

- Have you reviewed your Basic Readiness and Projected Readiness status in Direct Access? [Direct Access Login](#)
- Check your status quarterly for compliance and pay special attention to December 31, 2014 and March 31, 2015. Force Readiness standards will be verified as of both dates listed. If you do not have your Basic Readiness on both dates, you will not be eligible for promotion. Visit the [Readiness Checklist](#) for documents and submission requirements.
- [Medical Requirements for Permanent Promotion](#) **
- Are you eligible for a permanent grade promotion? A "Report of Medical History" (form DD-2807-1) and accompanying self-signed "Disclosure Statement" current within one year of the deadline must be on file with the Medical Affairs Branch.
- A current 5-Year Physical Examination.
- **For additional information, review the November 2014 TIP located in the Career Development Resources web address.** [November 2014 TIP](#)

** IMPORTANT!!! These criteria will be reviewed during DCCPR's post-Board administrative process (normally conducted between April and June). Failure to comply with any of these criteria will result in denial of promotion.

Background: U.S. Public Health Columbia River Quarantine Station 1899 - 1938, To learn more: <http://www.knapptoncoveheritagecenter.org/>

[PHS-NURSE LIST SERV](#)

[TO REQUEST A MENTOR](#)

The road to promotion is always under construction.

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