



U.S. Public Health Service Nursing TIP of the Month October 2014 Preparing for Promotion

Career Coordinator



Are you promotion ready?

2014 Annual COER:

Using Courier New, 10 pitch characters font for your COER, address the following required areas:

- Description of duties and responsibilities;
- Goals;
- Accomplishments

The following deadlines are in effect, unless otherwise posted on the CCMIS Website:

Online Annual COER is available to officers on 1 October 2014; to Rater by 17 October 2014; and to Reviewing Official (RO) by 7 November 2014.

2015 Officer's Statement (OS) Form:

Address the following required areas in your [Officer's Statement](#).

- Your support of Corps activities;
- Your commitment to visibility as an officer; and
- Your vision and expectations of a career in the Corps and the Corps mission
- See [Example of OS template from ehopac](#)
- After completing and printing the OS form, **sign, date and fax the form to DCCPR using the eOPF fax lines (301-480-1407 or 301-480-1436) no later than the due date on the Promotion Checklist (see link below).**
- It is YOUR responsibility to ensure the OS is signed and faxed to the eOPF fax line before the deadline. Be sure to keep a copy of the fax verification page or report indicating the document was faxed.
- Ensure the OS is in the COER section of your eOPF within 3-4 weeks of submission.

2015 Reviewing Official's Statement (ROS)

- Provide your Reviewing Official the link to the ROS section of the Promotion for instructions, [Reviewing Official's Statement \(ROS\)](#) and [2015 ROS Form](#).
- See [Example of ROS template from ehopac](#).
- Document on your ROS using paragraph format regarding your promotion readiness, leadership attributes, and contribution to the agency's mission
- Provide your RO with your CC Liaison's contact information and instructions on how to forward the ROS, include your CC Liaison's ROS due date. DCCPR will NOT accept ROS forms sent directly from officers or Reviewing Officials. ROS forms must be signed and submitted by your [Commissioned Corps Liaison](#).**
- It is **your** responsibility to verify the ROS was completed on the correct year's form, received by DCCPR, and placed in your eOPF.

2015 Promotion Checklist of due dates and reminders:

- Download and Print Promotion Checklist. Review the deadline completion dates for each topic.

HELPFUL TIP: You can use [Notepad](#), which can be found under "Accessories" when you click on "All Programs" in your computer to prepare your COER, OS and ROS write ups. The COER must be Courier New, 10 pitch characters font. The write ups can be copied and pasted onto the appropriate forms.

The road to promotion is always under construction.

[PHS-NURSE LIST SERV](#)

[TO REQUEST A MENTOR](#)

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