

Promotion Preparation



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Discussion Topics

- Purposeful promotion documents
- Supplementary documents
- Administrative requirements for promotion
- Additional suggestions



Well-Crafted Documents

Curriculum Vitae (CV)

- Category format
- Highlight important, impactful information
- Streamline it to address the benchmarks
- Consider the audience
 - Diversity of fields/expertise
 - Time constraints
- Address job/career-related weaknesses
- Back up statements with documentation





Well-Crafted Documents

Officer Statement (OS)

- o One page document for officers to summarize:
 - o Your support of PHS activities
 - o Your commitment to visibility as an officer
 - o Your vision and expectations of a career in the PHS Commissioned Corps, including commitment to the PHS mission
- o Submitted through the eOPF fax line
- o Must be on the current year's form



Well-Crafted Documents

Officer Statement (OS)

- Avoid paragraphs unless value is added
- Highlight most impactful accomplishments
- Specify *contribution*, not just membership
- Focus on Corps/community/officership
- Address Corps-related under-developed areas
- Back up statements with documentation



Well-Crafted Documents

Reviewing Official's Statement (ROS)

- o Allows the Agency to provide input:
 - ✓ Promotion readiness
 - ✓ Leadership attributes
 - ✓ Contributions to the *agency* mission
- o Reviewing Official is typically the 2nd line supervisor (your supervisor's supervisor)
- o Must be submitted through your CC Liaison
- o Must be on the current year's form



Well-Crafted Documents

Reviewing Official's Statement (ROS)

- Inform supervisor and RO well in advance
- Provide link to the ROS section of the Promotion Information Page (not 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.



Additional Suggestions

- Remember the basics
 - Name and Serno/EMPLID on all documents
 - Adhere to formatting guidelines
 - Verify all documents in the eOPF
 - Generate and keep fax confirmation sheets
 - Adhere to all deadlines on the Promotion Checklist

- Fulfill all administrative requirements



Administrative Requirements

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

Temporary Grade

- Required Annual COERs on file (last 5 years)
- A current satisfactory COER, if required
- A current valid license*
- No current or pending adverse actions
- Meet & maintain basic level of readiness



Administrative Requirements

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

Permanent Grade

- A current satisfactory COER, if required
- Valid license
- No current or pending adverse actions
- Meet & maintain basic level of readiness
- Current 5 year Physical Exam on file w/Med. Affairs
- Report of Medical History (DD2807-1) *and*
- Disclosure Statement dated within 1 year of Apr. 30, 20PY



Additional Suggestions

- Keep a running list of accomplishments
- Do not fax multiple copies of documents
- Be truthful
- Submit letters of appreciation each year together from most to least impactful
- Submit continuing education documents for each year as one document
- Submit current transcript before board review



Summary

- Familiarize yourself with the promotion process
- Start planning early and be judicious
- Tailor documents to the audience and goals
- Submit supporting documentation
- Utilize available resources
- FOLLOW UP



Questions?



More information is found under the *Promotions* menu of the CCMIS website.