

Therapist Officer
Career/Promotion Preparation Checklist

Name: _____

Date: _____

Purpose: To provide a **self-administered guidance checklist** for Therapist Category Officers to be promotion competitive. Recommend reviewing this list at least every 3-6 months, and when you receive a promotion notification.

Disclaimer: Additional policies and guidelines may be published before an updated version of this form is released. Agency specific policies are not reflected in this checklist.

Promotion Information Report (PIR)

Comments

1. Items under <i>General Information</i> are accurate.	Y	N	N/A	
2. Items under <i>Creditable Service</i> are accurate	Y	N	N/A	
3. All COERs are reflected accurately under <i>COER History</i> .	Y	N	N/A	
4. All authorized awards are reflected accurately.	Y	N	N/A	
5. All assignment history information is reflected accurately.	Y	N	N/A	

Electronic Official Personnel Folder (eOPF)

Comments

1. All COERs documents listed and accurately scanned.	Y	N	N/A	
2. Current PIR is on file.	Y	N	N/A	
3. Current CV (less than 1 year old) is on file.	Y	N	N/A	
4. Current License/Credential Certificates are on file.	Y	N	N/A	
5. Accurate and current award authorization is on file.	Y	N	N/A	
6. Completed training/education documents are on file.	Y	N	N/A	
7. Special Skills & Outside Activity documents are on file.	Y	N	N/A	
8. PHS Supporting Documentation such as "Thank You" and "Appointment" letters and others are on file.	Y	N	N/A	
9. Assimilation Application or Assimilation Orders are on file.	Y	N	N/A	
10. All personnel orders are on file.	Y	N	N/A	
11. All insurance information is accurate, current & on file.	Y	N	N/A	
12. All appointment information is on file.	Y	N	N/A	
13. Security clearance information is on file.	Y	N	N/A	
14. Officer's Statement is accurate and on-file.	Y	N	N/A	

Curriculum Vitae (CV)

Comments

1. Cover sheet not exceeding two pages is current and on file.	Y	N	N/A	
2. All authorized awards are listed (Ref: Manual Circular 372).	Y	N	N/A	
3. Education information is accurately listed – school, degree type (if any), year obtained.	Y	N	N/A	
4. Certifications/Credentials are clearly listed and year obtained.	Y	N	N/A	
5. Collateral duties are clearly listed and years held.	Y	N	N/A	
6. Mobility (Geographic or Programmatic) information is clearly listed – location, agency assigned, and year of the move.	Y	N	N/A	
7. Each assignment description is listed, complete and accurate – month/years held, job title, agency, billet level of the position, rank held in the position, with bulleted descriptions of accomplishments and bulleted description of responsibilities.	Y	N	N/A	
8. Assimilation status is listed – "Application to Regular Corps" or "Regular Corps" and year submitted/approved.	Y	N	N/A	
9. Professional Association memberships listed and year held.	Y	N	N/A	
10. Associate Recruiter Program activities listed and month/year conducted.	Y	N	N/A	

Curriculum Vitae (CV) (Continued)**Comments**

11. Leadership positions held are listed – title, agency/association, years held	Y	N	N/A	
12. Mentor Program activities – list number of protégé and years participated in program. Fax copy of Mentoring contract to eOPF.	Y	N	N/A	
13. Deployments listed – CCRF/Agency-specific deployments, agency deploying the individual, year of the deployment.	Y	N	N/A	
14. Deployment readiness level (Basic, Intermediate, Advance) and years held and Tier.	Y	N	N/A	
15. CCRF deployment readiness training completed and year that it was completed.	Y	N	N/A	
16. Business address, phone numbers, and e-mail information is accurate.	Y	N	N/A	
17. Pages are numbered.	Y	N	N/A	
18. Name, rank, credentials, specialty, and PHS# listed in the upper right hand header on each page is present.	Y	N	N/A	
20. Name, rank, credentials, PHS Serial Number, and date of CV is centered on the top of the 1 st page of the CV and the CV summary.	Y	N	N/A	

Officer's Statement**Comments**

1. Completed properly and signed/dated.	Y	N	N/A	
2. Contact Reviewing Official to discuss Reviewing Official Statement (ROS) and due dates	Y	N	N/A	
3. Officer's Statement is on file in the eOPF.	Y	N	N/A	

PHS Readiness Standards**Comments**

1. Current physical examination within five years is completed and on file at DCP – Medical Affairs Branch, and documented on OFRD file.	Y	N	N/A	
2. American Heart Association Basic Life Support for healthcare providers, or American Red Cross CPR/AED for the Professional Rescuer is on file in eOPF and documented on the OFRD file.	Y	N	N/A	
3. Passed physical fitness standards of Annual Physical Fitness Testing and results are documented on the OFRD website; OR completed Presidential Sports Fitness Challenge and documented on President's Fitness website (Note: to receive credit, you must follow the sign-in procedure correctly)	Y	N	N/A	
4. Current professional certification/registration is on file in eOPF and CCRF file.	Y	N	N/A	
5. Current height/weight and body mass index are recorded within the last year and in the OFRD file.	Y	N	N/A	
6. If applicable, a medical waiver, either temporary or permanent, is been authorized and is on file at OCCO MAB.	Y	N	N/A	
7. Recently logged into OFRD website within the last <u>3 months</u> to update information. (Login at least once every 3 months)	Y	N	N/A	
8. Possesses all required uniforms.	Y	N	N/A	
9. Primary deployment role has been identified on CCRF website.	Y	N	N/A	
10. Completed OFRD training modules as required	Y	N	N/A	
11. FAX Current immunization records to OCCO MAB.	Y	N	N/A	
12. Annual Flu shot	Y	N	N/A	
13. Ensure that your PPD will not lapse during the promotion boards January to July time frame	Y	N	N/A	

Medical Documentation Requirements

1. DD-2087-1 REPORT OF MEDICAL HISTORY- annually updated with signed disclosure statement if not with a DD2808	Y	N	N/A	
2. DD-2808 Report of Physical Exam- every 5 years	Y	N	N/A	

Comments and suggestions may be submitted to the Chair, Promotion Preparation Subcommittee, Therapist Professional Advisory Committee at MJordan@hrsa.gov