



Office of Commissioned Corps Operations (OCCO) Career Development Annual Self Checklist

CAREER DEVELOPMENT ELEMENTS	OFFICER RESPONSIBILITIES	Check here when completed
<p>A. <u>Officer Responsibilities to the Corps</u></p> <p>Notes:</p> <ul style="list-style-type: none"> • For further details on Readiness Requirements refer to http://ccrf.hhs.gov or Manual Circular No. 377. • All medical, fitness, and physical exam documentation are submitted <u>by mail</u> to Medical Affairs Branch • Make a schedule of when the following readiness items need to be updated and keep it at your desk or as part of your work schedule: <ol style="list-style-type: none"> 1. Quarterly – log onto and update OFRD officer summary page 2. Annual – Tuberculin Skin Test (PPD) <ul style="list-style-type: none"> - Influenza immunization - APFT - License 3. Biennial – renew BLS certification 4. Every Five Years <ul style="list-style-type: none"> - Medical History - Physical Examination 5. Every Ten Years – Tetanus-Diphtheria Booster 	<p>I. Deployment Readiness Standards</p> <ol style="list-style-type: none"> 1) Complete Physical Exam every 5 Years (same as retention physical). Date: _____ 2) Required Immunizations including annual screening for PPD. Date: _____ 3) Maintain height/weight within standards and record annually. (refer to http://ccrf.hhs.gov/ccrf/HTWT.htm) Date: _____ 4) APFT (annually) or President’s Challenge (ongoing). Date: _____ 5) 12 Training Modules (9 mandatory, 3 elective). Date: _____ 6) Current Basic Life Support (BLS). Date: _____ 7) Professional Competency Date: _____ <ol style="list-style-type: none"> a. Identify Deployment Role and Deployment Tier preference Date: _____ b. Maintain Licensure/Certification (if applicable) Date: _____ c. Maintain and document required Clinical Hours Date: _____ 8) Have required deployment uniforms. 	
	<p>II. Professional Credentials: (Applicable Categories ONLY)</p> <ol style="list-style-type: none"> 1) Maintain and/or update professional license, certification, or registration as required. Date: _____ 2) Fax documents to the Credentialing Specialist. Please put Name, Category, and PHS # on all faxed documents to OCCO. Date: _____ <p style="text-align: center;">Licensure FAX number is: (240) 453-6142</p> <ol style="list-style-type: none"> 3) Maintain required C.E. hours, and any other professional documentation. Date: _____ 	



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<p>Notes:</p> <ul style="list-style-type: none"> • All medical documentation is submitted <u>by mail</u> to: <p style="margin-left: 20px;">Office of Commissioned Corps Support Services <u>Medical Affairs Branch</u> Rm 4C-04 5600 Fishers Lane Rockville, MD 20857</p> <ul style="list-style-type: none"> • To ensure compliance with physical examination standards at all times, officers may want to <u>annually</u> submit an updated Medical History (DD Form 2807-1) and signed Disclosure Statement to the MAB. This annual update does not require a physician signature. 	<p>III. Physical Examinations</p> <p>A current physical examination is an appointment standard required of officers as outlined in the CCPM Subchapter CC29.3, Instruction 5 for the following purposes:</p> <ol style="list-style-type: none"> 1) Retention: Complete a Physical Exam every 5-Years (DD Form 2808 and DD Form 2807-1). 2) Assimilation: Required: 1. A current Physical Exam (Within 5-Years) at both time of application and final assimilation, and 2. Medical History and Disclosure Statement (DD Form 2807-1) within 1 year prior to effective date of assimilation. 3) Permanent Promotion or Long-term Training: Required: 1. current Physical Exam (within 5 Years) and 2. Medical History and Disclosure Statement (DD Form 2807- 1) within 1 year prior to effective date of promotion. 4) Separation or Retirement: Complete Physical Exam prior to effective date of personnel action.(highly recommended, though may be waived by officer). 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
	<p>IV. Officer Administrative Responsibilities:</p> <ol style="list-style-type: none"> 1) Electronic Official Personnel Folder (eOPF): Review for accuracy and/or update as necessary. Sections to review include: <ol style="list-style-type: none"> a. Letters of Reprimand b. COER Documents c. Current Curriculum Vitae (CV) d. Licensing Information e. PHS and Non-PHS Awards f. Continuing Education g. Special Skills h. Outside Activities Forms and Information i. PHS Support Activities j. Privacy Act Information k. ID Card Information l. Insurance Forms m. Statement of Service 	<p>Date: _____</p>



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<p>Notes:</p> <ul style="list-style-type: none"> • Maintain a weekly log of your professional accomplishments • Maintain an ongoing list of: <ul style="list-style-type: none"> o CEUs o Thank-You Letters o Letters of Appreciation 	<p>1) Electronic Official Personnel Folder (continued)</p> <ul style="list-style-type: none"> n. Miscellaneous Documents o. Personnel Orders p. Security Clearance Information q. Application Documentation r. Confidential Documents from various boards <p>To Fax Documentation to your eOPF: 301-480-1436 and/or 301-480-1407</p> <p>To Make Necessary Changes: Send correction to PHSOPFFIX@hhs.gov.</p>	<p>Date: _____</p>
	<p>2) Promotion Information Report (PIR): Review and update all information to include Call to Active Duty (CAD) Date, Seniority Date, Retirement Date, Assimilation Dates, Licensure Status, Current Assignment Information, Creditable Service Computation, COER 5-Year History, Awards Information, and Assignment History.</p> <p>To Make Necessary Changes: Submit a request in writing. Include documentation necessary to support correction. Mail to: OCCO, PIR coordinator. 1101 Wootton Parkway, Suite 100 Rockville, MD 20852</p>	<p>Date: _____</p>
	<p>3) Curriculum Vitae (CV): Review for accuracy and/or format and update annually. Refer to Professional Category format and present in a way that highlights progression and accomplishments.</p> <p>Fax CV to eOPF @ 301-480-1436 / 1407</p>	<p>Date: _____</p>
	<p>4) Commissioned Officer Effectiveness Report (COER): Submit your COER to your supervisor by the due date annually. The COER is submitted to your eOPF through your chain of command. Officer must confirm COER is present in eOPF.</p> <ul style="list-style-type: none"> • Maintain a weekly log of accomplishments • Relate accomplishments to Job Description • Meet with supervisor regularly to discuss clarification of expectations. 	<p>Date: _____</p>



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	<p>5) Website Review: http://dcp.psc.gov</p> <p>Information important to review includes the:</p> <ul style="list-style-type: none"> • OCCO/OCCFM Contact Information • Frequently Asked Questions • eOPF and PIR • Commissioned Officer Leave Tracking System (COLTS) • Vacancy Announcements • Available Services • Commissioned Corps Personnel Manual (CCPM) • Payroll Information • Information Pamphlets • Training Information • Other Links of Importance (pay, OFRD, etc) • Day-to-day Operational Changes • Transformation Information • Policy Updates and Manual Circulars • Uniform of the Day Memo • Promotion Information • Professional Advisory Committee (PAC) Information • Deployment Notifications 	<p>Review Monthly or more frequently:</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
	<p>6) Listserv Communication: (At a minimum)</p> <ol style="list-style-type: none"> a. OCCO (http://dcp.psc.gov/maillist.asp) b. OFRD (http://ccrf.hhs.gov/ccrf/) c. Agency/OPDIV d. Professional PAC (see address list on page 10) 	<p>Date: _____</p>
<p>B. <u>Responsibilities to Your Assignment</u></p>	<p>1) Your Billet: Review your current billet description. Update to reflect any changes in levels of responsibility or major job functions.</p> <ul style="list-style-type: none"> • Your billet number is on your official orders (BDN) and your billet description can be obtained from the CCMIS (link for “Services”, then “Billet Information”). • Supervisor initiates any billet changes and forwards through Liaison to OCCO using PHS-1662. 	<p>Date: _____</p>



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	<p>2) Agency and Corps Performance Standards – Meet with supervisor quarterly or as often as necessary to assess expectations of required Performance Standards. Ask what is expected to reach goals. Review elements on the COER as they relate to standards and goals.</p> <ul style="list-style-type: none"> a. Keep weekly log of accomplishments b. Focus on successes c. Work on areas of improvement d. Take on additional responsibilities e. Exceed Agency Standards f. Consider work on Committees 	Date: _____
<p>Note: The Career Track you choose will guide your selection of future assignments and training.</p>	<p>3) Learn about the Career Tracks established within the PHS Commissioned Corps and consider which track you would like to pursue. While these career tracks may not be available in all Programs or OPDIVS, the six established tracks include:</p> <ul style="list-style-type: none"> a. Clinical/Clinical Management b. Epidemiology/Public Health Practice c. International Health d. Program Management e. Regulatory Affairs f. Research 	Date: _____
	<p>4) Agency Program Roles: The Experience Continuum – Based on career goals and your choice of Career Track, plan to pursue assignments of progressively increasing responsibility (billet grade should be at or above current T-grade). Your career should show a progression through a continuum from novice to intermediate to advanced or expert.</p> <p>For example, if one is in the Clinical Career Track, assignments may follow this path:</p> <ul style="list-style-type: none"> • Clinical Program Involvement • Clinical Program Management • Area or Regional Program Director or Clinical Specialty Consultant • National Program Director or National Specialty Consultant 	Date: _____



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<p>Note:</p> <ul style="list-style-type: none"> More details on Commissioned Corps Awards can be found in the CCPM at http://dep.psc.gov/PDF_docs/CCP_M_P67.pdf or in CCPM Pamphlet No. 67 at http://dep.psc.gov/PDF_docs/CCP_M_P67.pdf 	<p>5) Awards:</p> <p>Seek out Award Opportunities -</p> <ul style="list-style-type: none"> a. within Scope of Work b. within Agency/OPDIV c. within Professional PAC d. within Professional Organization e. within the Community 	<p>Date: _____</p>
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	<p>6) Planning for Future Assignments -Vacancy Announcement and Tracking System (VAATS): Review to learn of potential assignments for the next step in the experience continuum of your particular Professional Category and Career Track</p> <ul style="list-style-type: none"> a. Review for professional interest b. Consult when seeking openings for your next assignment 	<p>Date: _____</p>
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<p>C. Training</p> <p>Note:</p> <ul style="list-style-type: none"> <u>New Officers</u> – Think twice before declining enrollment in Montgomery GI Education Benefits (PHS 6273). 	<p><u>Purpose:</u> Continually strive to develop your skills and competencies in order to enhance the Agency & PHS mission and your ability to qualify for the next level of responsibility. Development of skills and competencies includes a combination of experience (gained through assignments) and training.</p> <p>1) Consider and pursue training that supports the Agency, the present or future needs of the PHS, and/or the Category Benchmarks. Apply for training that helps you meet your career goals and that:</p> <ul style="list-style-type: none"> a. Helps Agency meet mission; b. Prepares officer for deployment; or c. Enhances the Public Health Mission <p>2) Types of training and education to consider should include</p> <ul style="list-style-type: none"> a. <u>Officership Training</u> <ul style="list-style-type: none"> • BOTC/IOTC • Intermediate Leadership & Management courses • Senior or Executive Leadership courses 	<p>Date: _____</p> <p>Date: _____</p>
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<p><u>Training</u> (continued)</p>	<p>b. <u>Deployment Readiness Training</u> (http://ccrf.hhs.gov/ccrf/)</p> <ul style="list-style-type: none"> • Basic modules • Advanced modules • Online SERT Course • FEMA NIMS Courses <p>c. <u>Agency Training</u></p> <p>d. <u>Professional Discipline Development</u></p> <ul style="list-style-type: none"> • Continuing Education • Short Courses • Long-term Training (residency, fellowship, or advanced degree focused) <p>3) Remember to complete CE hours necessary to maintain current licensure (as applicable) and provide an annual summary of current Continuing Education to your eOPF by Fax @ (301) 480-1436 or -1407.</p>	<p>Date: _____</p>
<p><u>D. Assimilation Timeline</u></p> <p>Note: Assimilation is considered an attribute of Career Potential. For the career-minded officer, it is in their best interest to apply for Assimilation as early as eligible.</p>	<p>1) Eligible to apply when 2 years continuous Active Duty completed (and not on a limited Tour of Duty)</p> <p>2) File is reviewed by selection board after completion of 3 years of continuous active duty.</p> <p>3) To be eligible officer must :</p> <ul style="list-style-type: none"> • Meet all Appointment Standards • Not have any open Adverse Actions • Meet current Readiness Standards • Meet Medical Standards at time of application <u>and</u> assimilation • Earned an Overall D or E on current COER • Meet all Licensure compliance issues if applicable 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>



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<p>E. <u>Promotion Preparation</u></p>	<p>1) Precepts (CCPM CC23.4 Section F.2) – Know the Precepts upon which you will be scored by promotion boards. These should guide your career planning decisions and priorities.</p> <ol style="list-style-type: none"> 1. <u>Precept #1 - Performance:</u> Based upon <ol style="list-style-type: none"> a. COERS and COER Attachments (especially last 3 years) b. Awards (Corps & Non-Corps Awards) c. Reviewing Official Statement, to include <ol style="list-style-type: none"> i. Promotion Readiness ii. Leadership Attributes iii. Mission Contributions 2. <u>Precept # 2 – Professional Qualifications:</u> Education, Training, & Professional Development based upon <ol style="list-style-type: none"> a. Advanced Degrees (beyond Appointment) b. Certifications/Credentials c. Continuing Education d. Public Health Training 3. <u>Precept #3 – Career Progression and Potential:</u> Based upon <ol style="list-style-type: none"> a. Billet Level \geq Current Grade b. Assignments show progression c. Mobility (Geographic or Programmatic) d. Assimilation e. Collateral Duties 4. <u>Precept # 4 -Characteristics of Career Officer and Service to the Corps:</u> Based upon Membership/Involvement in <ol style="list-style-type: none"> a. PAC/Advisory Groups b. Associate Recruiter Program c. Mentoring d. BOTC/IOTC e. Professional Organizations f. Awards g. Daily Wearing of the Uniform h. Official PHS/Commissioned Corps Activities 5. <u>Precept #5 – Response Readiness:</u> Based upon <ol style="list-style-type: none"> a. Basic Readiness Standards are met 	<p>Date: _____</p>
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<p><u>Promotion Preparation</u> (continued)</p>	<p>2) Category Promotion Benchmarks – These are not promotion requirements, rather are indicators of the “Best Qualified Officer” for use by each Category Promotion Board. Your Category’s Benchmarks can be found at your Professional Advisory Committee (PAC) website or by contacting a PAC member.</p> <p>3) Promotion Eligibility – Refer to CCPM. For Temporary Promotions: CC23.4, INSTRUCTION 2, Section D, and for Permanent Promotions: CC23.4, INSTRUCTION 1, Section D.</p> <p>4) Review Promotion Year Information Page as early as available. This is normally posted on the homepage of the CCMIS (http://dep.psc.gov/) each October. It contains links to important promotion documents and preparation tools.</p> <p>5) Continually maintain Officer and Administrative Responsibilities (as outlined above):</p> <ul style="list-style-type: none"> a. Review and maintain eOPF b. Begin early and regularly to confirm completeness and correctness of key documents in eOPF (COERS and COER Attachments, Officer Statement (OS), Reviewing Official Statement (ROS), CV, Licensure, CE Summary, Outside Activities, Awards). <p>6) Satisfy all Readiness Standards and Physical Examination Requirements (see above)</p>	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
<p>F. <u>Retirement Preparation</u></p>	<p>1) Retirement Planning:</p> <ul style="list-style-type: none"> a. Begin Planning Early b. Attend a Commissioned Corps Retirement Orientation Seminar by no later than 15 active years c. Review Retirement Planning Checklist (see separate list) <p>2) Financial Planning: It is beneficial to begin long term financial planning early in one’s career. Consider consulting with a qualified financial or legal advisor on:</p> <ul style="list-style-type: none"> a. Thrift Savings Plan/Individual Retirement Accounts b. College Savings/ Other Investments c. A legal Will 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>



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<p>G. <u>Assistance with Career Development</u></p>	<p>1) Mentor: It is highly recommended that officers work with a mentor.</p> <ul style="list-style-type: none"> • Most PHS Professional Categories have a mentoring program. Information can be obtained at your PAC's website (see below). • The HHS University offers a mentoring program (http://learning.hhs.gov/development/mentoring.html) <p>2) Your Chief Professional Officer or PAC Subcommittee on Career Development.</p> <ul style="list-style-type: none"> • Information may be obtained from your PAC website (see below). <p>3) Your Agency Liaison</p> <p>4) OCCO Career Development Officers:</p> <p>CAPT Jim Schaeffer (240) 453-6064 james.schaeffer@hhs.gov CDR Diane Hanner (240) 453-6073 diane.hanner@hhs.gov</p>	

Category Websites:

- | | |
|---------------------------|---|
| 1. Dental - | http://www.phs-dental.org/ |
| 2. Dietitians - | http://www.cfsan.fda.gov/~phsnutr/phsnutr.html |
| 3. Engineer - | http://www.usphsengineers.org/ |
| 4. Environmental Health - | http://ehopac.org/ |
| 5. HSO - | http://usphs-hso.org |
| 6. Nurse - | http://phs-nurse.org/ |
| 7. Pharmacy - | http://www.hhs.gov/pharmacy/main.html |
| 8. Physician - | http://usphs-ppac.org/ |
| 9. Scientist - | http://usphs-scientist.org/ |
| 10. Therapist - | http://www.cc.nih.gov/rm/pt/tpac.htm |
| 11. Veterinarian - | http://www.fda.gov/cvm/vcc_default.htm |