



Career Counseling Reference Sheet

CAREER DEVELOPMENT ELEMENTS	OFFICER RESPONSIBILITIES	Check when completed • Notes
<p>A. <u>Documents/Records</u></p> <p>Hint:</p> <ul style="list-style-type: none"> • Maintain ongoing list of annual: <ul style="list-style-type: none"> o CEUs o Thank-You Letters o Letters of Appreciation o Fax every couple of months • After faxing documents follow up within 2-3 weeks by accessing and checking your eOPF to confirm that all documents have been accurately entered. Do not hand carry or mail in documents. 	<p>1) <u>Electronic Official Personnel File (eOPF)</u>: Review for accuracy and/or update as necessary. Sections to review include:</p> <ul 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 n. Miscellaneous Documents o. Personnel Orders p. Security Clearance Information q. Application Documentation & any additional degrees earned or internships, residencies, fellowships completed since applying. r. Confidential Documents from various boards <p>To Make Necessary Changes: Send correction to PHSOPFFIX@hhs.gov .</p> <p>To Fax Documentation to your eOPF: 301-480-1436 or 301-480-1407</p>	
<p>Hint:</p> <ul style="list-style-type: none"> • Maintain a weekly log of your professional accomplishments <ul style="list-style-type: none"> o Use this when writing Attachment 1 or justifying your COER scores. 	<p>2) <u>Commissioned Officer Evaluation Report (COER)</u>: Submit your COER to your supervisor by the due date annually.</p> <ul style="list-style-type: none"> a. Relate accomplishments to Job Description b. Meet with supervisor regularly to discuss clarification of expectations. <p>Need help: PHSCoers@hhs.gov</p>	
<ul style="list-style-type: none"> • Note: If a CV summary sheet is a recommended part of your category CV format, it must be faxed as <u>one transmission</u> along with the body of the CV. 	<p>3) <u>Curriculum Vitae (CV)</u>: Update annually per recommended format and review for accuracy. Refer to Professional Category for format and present in a way that shows progression and accomplishments.</p> <p>Fax CV to eOPF @ 301-480-1436 / 1407</p>	



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	<p>4) 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: Changes must be made in writing (with supporting documentation) to the PIR Coordinator, OCCO, 1101 Wootton Parkway, Suite 100, Rockville, MD, 20852.</p>	
	<p>5) Professional Credentials (for applicable Categories)</p> <ol style="list-style-type: none"> Maintain and/or update professional license, certification, or required registration. Update CV and other professional documentation. Fax documents to the Licensure & Credentialing Specialist. Please put PHS # on all faxed documents to OCCO. <p>FAX number (only for licensure) is: 240 453-6142</p>	
<p>B. <u>Deployment Readiness</u></p> <ul style="list-style-type: none"> Refer to CCPM Manual Circular 377 for details of Readiness Requirements. Access OFRD Site at (http://ccrf.hhs.gov). Note: All medical, fitness, immunization, and height/weight data must be submitted by mail to the Medical Affairs Branch. 	<ol style="list-style-type: none"> Physical Examination – update current physical examination every 5 years. Immunizations – Maintain required immunizations and be screened annually for PPD. Height/Weight – record height and weight annually at the OFRD site. Physical Fitness Standards – participate in President’s Challenge program at www.presidentschallenge.org or take the annual physical fitness test every 12 months. Complete PHS Commissioned Corps Readiness Training Modules – 12 modules accessed from training link of OFRD site. Maintain currency in BLS or ACLS. 	



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B. <u>Deployment Readiness</u> (Continued)	7) Licensure – For applicable categories, maintain required current, unrestricted license or certification. If applicable, perform at least 112 hours of direct patient care by 31 December of each calendar year and document with OFRD. 8) Officers must identify a deployment role at the OFRD site. 9) Officers must have required uniforms and respond or deploy in the required uniform. For further details on Readiness Requirements refer to http://ccrf.hhs.gov or Manual Circular No. 377.	
C. <u>Assimilation</u> <ul style="list-style-type: none"> • Refer to CCPM Subchapter 23.3, INSTRUCTION 7 for details of the Assimilation Process. • Refer to CCPM Subchapter 23.3, Instruction 4 for Appointment Standards. 	<u>Assimilation Timeline:</u> 1) May apply after 2 years continuous Active Duty 2) The Board will not review your application file until you've completed 3 years of continuous active duty (must be met by the deadline date). 3) Meet all Appointment Standards of your category. 4) Must not have any open Adverse Actions 5) Must meet current Readiness Standards 6) Meet medical standards at time of application and at time assimilation is complete. 7) Must have earned an Overall D or E on current COER (a Narrative COER can <u>not</u> fulfill this requirement) 8) Must meet all Licensure compliance issues (if applicable to your category) 9) To apply complete and submit form PHS-7034 with Assimilation Statement and <i>optional</i> supervisor statement to: Assimilation Coordinator OCCO 1101 Wootton Parkway, Suite 100 Rockville, MD 20852 Need Help: PHSAssimilation@hhs.gov	



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<p>D. <u>Assignment History</u></p>	<ol style="list-style-type: none"> 1) Review Assignment History on PIR to confirm that it is correct and to plan for future assignments. 2) Assignments should demonstrate a continuum of increasing capability and responsibility. 3) Refer to your Category's benchmarks for recommended number and types of assignments for each corresponding rank. Consider assignments appropriate to your career track. 4) Consult the Vacancy Announcement and Tracking System (VATS) for professional interest and for potential new assignments. 	
<p>E. <u>Training:</u></p>	<p>Types:</p> <ol style="list-style-type: none"> 1) <u>Officer Training</u> 2) <u>Response Readiness Training</u> 3) <u>Agency/Workplace Training</u> 4) <u>Professional Discipline Training</u> 5) <u>Apply for training that:</u> <ol style="list-style-type: none"> a. Helps Agency meet mission b. Prepares officer for deployment c. Enhances Public Health Mission 	
<p>F. <u>Physical Examinations:</u></p> <ul style="list-style-type: none"> • Refer to the type(s) of examination(s) that affect your status. • Note: A current physical examination is an <u>appointment standard</u> required of officers as outlined in the CCPM Subchapter CC29.3 – Medical Health Program, INSTRUCTION 5 – Medical Examination Requirements. 	<p>Report of Medical Examination (DD Form 2808), Medical History (DD Form 2807-1), and Disclosure Statement must be submitted by the officer <u>by mail</u> to <u>Medical Affairs Branch</u> (may <u>not</u> be faxed).</p> <ol style="list-style-type: none"> 1) Retention: ALL Active Duty Officers need to maintain a Report of Physical Examination (DD Form 2808) and Medical History (DD Form 2807-1) every 5 Years. 2) Assimilation: <ul style="list-style-type: none"> • At time of application – must comply with Item 1 above. • At time of Senate Confirmation – a DD Form 2808 (current within 5 years), and a DD Form 2807-1 with Disclosure Statement (current within 1 year) must be on file with the Medical Affairs Branch. 	



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<p>F. <u>Physical Examinations:</u> (continued)</p> <ul style="list-style-type: none"> • <u>One year updates</u> of DD Form 2807-1 and Disclosure Statement may be completed, signed, and submitted by the officer. They do not require a doctor visit or signature. 	<p>3) Permanent Promotion: DD Form 2808 (Within 1 Year) and/or DD Form 2807-1 (within 1 year) must be on file with the MAB.</p> <p>4) Separation or Retirement: Officers are strongly recommended to complete a Physical Examination prior to effective date of separation or Retirement.</p>	
<p>G. <u>Resources</u></p>	<p>1) List serve Communications</p> <ul style="list-style-type: none"> ○ Commissioned Corps List Serve – to subscribe go to http://dcp.psc.gov/maillist.asp ○ OFRD List Serve – to subscribe go to http://ccrf.hhs.gov/ccrf/email.htm ○ Category List Serve – consult your PAC or Category website ○ Agency List Serve – consult your agency website or Agency Liaison. ○ CC Vacancy List Serve – http://dcp.psc.gov/v_maillist.asp <p>2) Finding a Mentor – consult you PAC and/or Category website.</p> <p>3) Promotion Precepts and T-grade Promotion Eligibility – consult the CCPM, Subchapter23.4, INSTRUCTION 2, Sections D.1 and F.2 at http://dcp.psc.gov/.</p> <p>4) Category Benchmarks – Consult your or category website.</p> <p><u>Other important email addresses:</u> PHSAwards@hhs.gov PHSTravel@hhs.gov PHSPromotions@hhs.gov</p>	