



# Commissioned Corps Promotion Process

References – electronic COMMISSIONED CORPS  
ISSUANCE SYSTEM (eCCIS):

Book: 1, Chapter: 2, Section 2, Instruction: 01  
Book: 3, Chapter: 3, Sections 1 and 2

# Classification of Competitive Promotions

- ◆ Temporary (\*O-4 and Above)
- ◆ Permanent
- ◆ Exceptional Proficiency Promotion

\* (Medical Officers O-4 is non-competitive)



# **Eligibility Requirements**

**Training and Experience Credit**

**Time in Service**

**Time in Grade**

# Temporary Promotion Eligibility

Eligible Grade	T&E Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
O-2	4 years	None	None
O-3	8 years	None	None
O-4	12 years	6 months on <b>current tour</b> as officer in the PHS Commissioned Corps ( <i>as of March 1<sup>st</sup> of the year reviewed by prom board</i> )	None
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	2 years as O-4
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5

# Permanent Promotion Eligibility

<b>Eligible Grade</b>	<b>Credit Required for Regular Corps Officers</b>	<b>Credit Required for Reserve Corps Officers</b>
O-2	7 years T&E	7 years T&E
O-3	3 years Promotion Credit	10 years T&E
O-4	10 years Promotion Credit	17 years T&E
O-5 Restricted	7 years Seniority Credit	7 years Seniority Credit (7 years as Permanent O4)
O-5 Non-Restricted	17 years Promotion Credit	24 years T&E
O-6	4 years Seniority Credit	4 years Seniority Credit (4 years as Permanent O5)

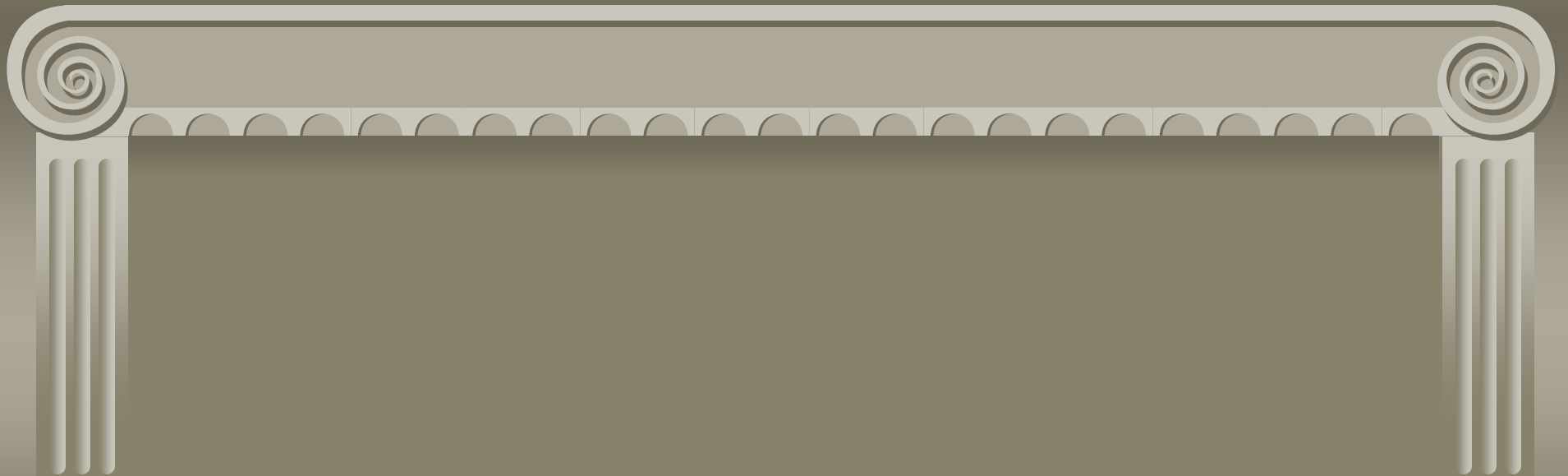
# Exceptional Proficiency Promotion Eligibility

Eligible Grade	TED Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
O-2	4 years	None	1 year as O-1 (as of 3/1)
O-3	8 years	None	1 year as O-2 (as of 3/1)
O-4	12 years	6 months on <b>current tour</b> as officer in the PHS Commissioned Corps ( <i>as of March 1<sup>st</sup> of the year reviewed by prom board</i> )	1 year as O-3 (as of 3/1)
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	1 year as O-4 (as of 3/1) in addition to total of 2 years as O-4 (during PY cycle)
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5 (during PY cycle)

**Must meet TIG-can meet TED or TIS, but not BOTH**

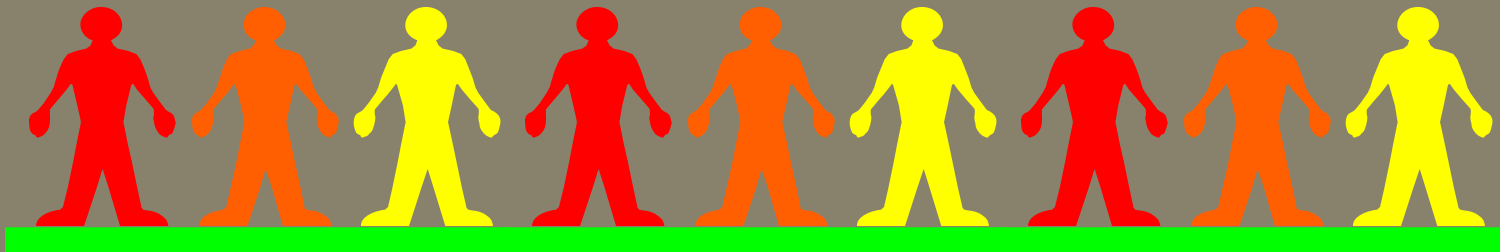


# Promotion Boards Meet Annually



# Promotion Boards

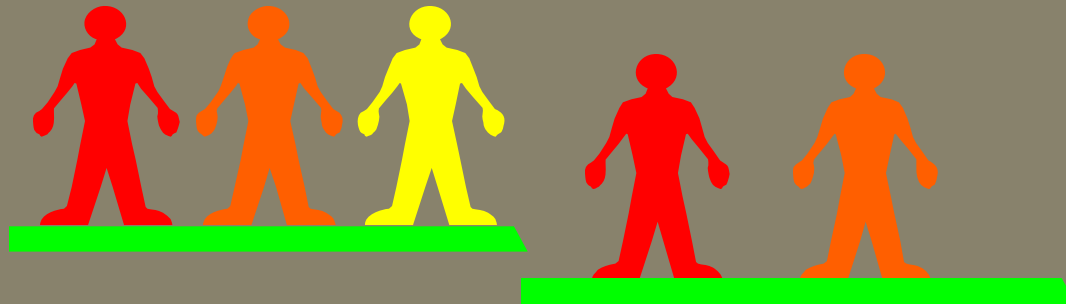
- ◆ Fourteen boards
  - one for each of 12 category
  - 2 for nurse and 2 for medical
- ◆ 5 board members each
- ◆ A total of 70 O-6 officers required each year





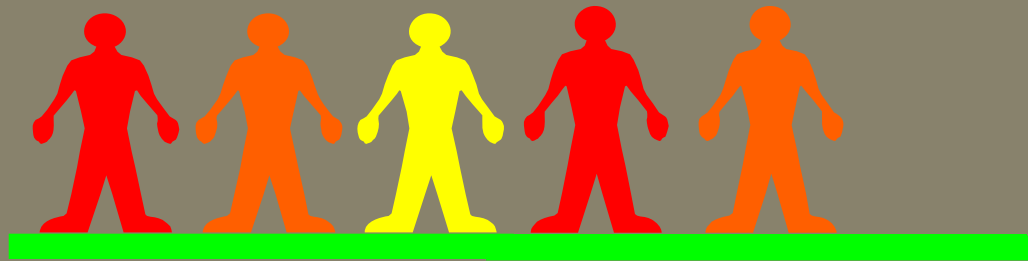
## Five Promotion Board Members

- ◆ Appointed by the Surgeon General
- ◆ All O-6 officers and as practical, all or at least three will be from your Category
- ◆ Can only serve once every three years
- ◆ Bound by an oath to hold in confidence all officer information being reviewed



## 5 Members Providing a Cross-Section

- ◆ Gender
- ◆ Ethnic Diversity
- ◆ Reserve/Regular Corps (Majority)
- ◆ Field Assignments





## What do they see?

- ◆ COERs
- ◆ PIR
- ◆ CV
- ◆ OS/ROS
- ◆ Letters of appreciation
- ◆ Awards
- ◆ Licenses/Certifications/Credentials



## What don't they see?

- ◆ Medical information
- ◆ Compensation information
- ◆ Personal information, e.g.,  
marriage/divorce, birth certificates,  
insurance
- ◆ Previous board scores
- ◆ Previous OS/ROS
- ◆ Readiness Status

# Promotion Precepts

(Applicable to All Classifications of Promotion)

## 2008

- ◆ Performance (40%)
- ◆ Professional Qualifications (15%)
- ◆ Career Progression / Potential (25%)
- ◆ Career Officer Characteristics (15%)
- ◆ Response Readiness/CCRF Basic  
Deployment Standards Met (5%)
  - Board doesn't score this

## Category Benchmarks

- ◆ Your professional category (i.e. Pharmacy, Veterinary, Engineer, etc.) have established specific category benchmarks and expectations that they recommend in order to attain maximum promotion consideration
- ◆ Each board is given the category specific benchmarks and precepts to determine the “best qualified officer”

# Best Qualified Officer

- ◆ A level of professional expectation met by officers as defined by your category's benchmarks wherein an officer is determined to be the "best qualified" for promotion to the next higher rank.
- ◆ Benchmarks 1 and 4 are the same for each category, numbers 2 and 3 are category specific
- ◆ Benchmarks are Guidelines, not requirements, an officer can't do it all.

# The Official Personnel Folder and Officer's Statement



Your only opportunity to place  
items before the Promotion Board.



# Officer's Statement

One page document which allows you to summarize:

- ◆ **Your support of PHS activities**
- ◆ **Your commitment to visibility as an officer**
- ◆ **Your vision and expectations of a career in the PHS Commissioned Corps and the USPHS mission**

Submitted through the eOPF fax line

# Reviewing Official Statement

- ◆ ROS allows the Agency to provide input
- ◆ One page written by your Reviewing Official to be reviewed by the Promotion Board
- ◆ Addresses promotion readiness, leadership attributes and contributions to the mission
- ◆ Must be submitted through your liaison



# Promotion Board Score Sheets

# Promotion Board Scoring System

## ◆ SCORES DETERMINED BY EACH BOARD MEMBER (5)

- ◆ For each officer
- ◆ For each precept (Readiness is not determined by Board Members)
- ◆ Following review of Official Personnel Folder, Officer's Statement, and Reviewing Official's Statement

## ◆ (SCORE) X (PRECEPT WEIGHT) = POINTS

- ◆ Points awarded by promotion board will determine Rank Order

## ◆ SCORES (0 to 100)

0-5-10-15-20-25-30-35-40-45-50-55-60-65-70-75-80-85-95-100

**TEMPORARY O-5  
PROMOTION BOARD CALCULATION EXAMPLE**

	<b>RATER 1</b>	<b>RATER 2</b>	<b>RATER 3</b>	<b>RATER 4</b>	<b>RATER 5</b>	<b>PROMOTION BOARD AVERAGE</b>
<b>PERFORMANCE</b>	85	75	70	85	90	<b>81</b>

**Performance** =  $[85 + 75 + 70 + 85 + 90] = 405 / 5 = \text{AVERAGE RATER SCORE} = \mathbf{81}$

## TEMPORARY O-5 PROMOTION BOARD CALCULATION EXAMPLE

	WEIGHT OF PRECEPT	RATER 1	RATER 2	RATER 3	RATER 4	RATER 5	PROMOTION BOARD AVERAGE
PERFORMANCE	40%	85	75	70	85	90	<b>81</b>
PROFESSIONAL QUALIFICATIONS	15%	90	85	75	90	85	<b>85</b>
CAREER PROGRESSION/POTENTIAL	25%	60	75	65	80	75	<b>71</b>
CAREER OFFICER CHARACTERISTICS	15%	90	85	90	90	90	<b>89</b>
RESPONSE READINESS/CCRF BASIC DEPLOYMENT STANDARDS	5%	100	100	100	100	100	<b>100</b>

**Performance** =  $[85 + 75 + 70 + 85 + 90] = 405 / 5 = \text{AVERAGE RATER SCORE} = \mathbf{81}$

**Professional Qualifications** =  $[90 + 85 + 75 + 90 + 85] = 425 / 5 = \text{AVERAGE RATER SCORE} = \mathbf{85}$

**Career Progression/Potential** =  $[60 + 75 + 65 + 80 + 75] = 355 / 5 = \text{AVERAGE RATER SCORE} = \mathbf{71}$

**Career Officer Characteristics** =  $[90 + 85 + 90 + 90 + 90] = 445 / 5 = \text{AVERAGE RATER SCORE} = \mathbf{89}$

**Response Readiness/AVERAGE RATER SCORE** = **100**

**TEMPORARY O-5  
PROMOTION BOARD CALCULATION EXAMPLE**

	<b>PROMOTION BOARD AVERAGE</b>		<b>WEIGHT OF PRECEPT</b>		<b>WEIGHTED POINTS</b>
PERFORMANCE	<b>81</b>	X	<b>40%</b>	=	<b>32.40</b>
PROFESSIONAL QUALIFICATIONS	<b>85</b>	X	<b>15%</b>	=	<b>12.75</b>
CAREER PROGRESSION/ POTENTIAL	<b>71</b>	X	<b>25%</b>	=	<b>17.75</b>
CAREER OFFICER CHARACTERISTICS	<b>89</b>	X	<b>15%</b>	=	<b>13.35</b>
RESPONSE READINESS/CCRF BASIC DEPLOYMENT STANDARDS MET	<b>100</b>	X	<b>5%</b>	=	<b>5.00</b>
<b>TOTAL POINTS</b>			<b>100(%)</b>	<b>Sum =</b>	<b>81.25</b>

Precept score x precept weight = Weighted points per precept

Sum of the weighted points = Final total points

**FINAL POINTS = 81.25**

# Review of Scores

- ◆ Once all board members have scored all the officers they review the findings
- ◆ Compare scores
- ◆ Discuss any obvious outliers
- ◆ Ensure accuracy and consistency of scoring





# Rank Order Lists

**The number of officers promoted depends on the requirements of the PHS Commissioned Corps in each grade as determined by the Assistant Secretary for Health in consultation with the Surgeon General**

# Success Rates

- ◆ Two restrictions: Grade and Category
- ◆ The success rates are determined by the number of available positions in those restrictions
- ◆ Once the rank order is completed the success rate is calculated for each restriction
- ◆ # of officers eligible x success rate = # of officers promoted
- ◆ Permanent grade is determined by the number of Regular Corps officers only

## Example of Rank Order List

Medical Officer for temporary O-5

- ◆ 260 medical officers eligible for T5
- ◆ Success rate of 45%

$$260 \times .45 = 117$$

Take the rank order list and draw a line under the officer ranked 117 and their promotion score becomes the cutoff score.



# Identical Scores

## (Tie Breakers)

- ◆ Regular Corps Officer has standing over Reserve Corps officer
- ◆ Higher permanent grade has relative standing over lower permanent grade
- ◆ Seniority Credit Date
- ◆ Years of active duty PHS Commissioned Corps Service
- ◆ Years of active duty service in any Uniformed Service and at any rank

# Recommended or Not Recommended

- ◆ Each board will provide an overall rating of recommended or not recommended for promotion in addition to the overall score.
- ◆ Current policy refers officers to retention board for:
  - T Grade = one non-recommend or lowest decile 3 consecutive years
  - P Grade = 2 consecutive years non-rec.
- ◆ Policy is still pending on process for retention boards
- ◆ 3 of 5 board members must make non-rec. before an overall non-rec. is given to officer

# Amendment to the “Three and Freeze” Policy Proposed by the ASH to the Current Temporary Promotion Policy

- ◆ All officers who score in the **bottom quartile** and are not selected for promotion will be required to engage in career counseling as arranged by their CPO.
- ◆ All officers who are “recommended” by the Promotion Board, but not selected, will continue to be eligible for review in future years.
  - ◆ Except for those officers who scored in the **bottom decile for their category and grade for 3 consecutive years will be referred to a Retention Board.**
- ◆ All officers who **fail to meet the basic readiness standards** (excluding officers who have a previously approved waiver in place) will receive a “not recommended” by the Promotion Board and will be **referred to a Retention Board.**

# To Receive any Promotion

Must Meet Basic Readiness Standards  
and

Must Maintain Basic Readiness Status

OCCO performs a pre board and a post board  
Readiness check

# Exceptional Proficiency Promotion

- ◆ Nominations are based on the possession of unusual levels of training and/or professional experience, or, unique qualifications
- ◆ Officer can only be nominated once per grade
- ◆ Agencies receive quotas (5% of total eligible for EPP)
- ◆ Board is unaware of which officers are EPP nominees and which are eligible in their own right



## Criteria for Exceptional Proficiency Promotion Nominations

- ◆ Cannot be eligible in their own right
- ◆ Officer has held his/her temporary grade for at least 1 year as of 1 March
- ◆ Officer must meet the time in grade requirements
- ◆ Officer is in compliance with Standards of Conduct, licensure, COER and readiness requirements

# Exceptional Proficiency Promotion

**Exceptional Proficiency Promotions**  
 (Must meet TIG-can meet TED or TIS, but not BOTH)

Eligible Grade	TED Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
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# Exceptional Proficiency Promotion

- ◆ OCCO will only recognize nominations from STAFFDIV Heads, Agency/OPDIV Heads, and Directors of non-DHHS agencies to which officers may be detailed
- ◆ In other words....Officers cannot nominate themselves

# Exceptional Proficiency Promotion

- ◆ An officer will be advised by the agency of the EPP nomination effort so they can prepare their Official Personnel Folder
- ◆ Similar to Temporary Promotion consideration, Officer and Reviewing Official Statements must be submitted on the officer's behalf

# Exceptional Proficiency Promotion

- ◆ Officers who were not successful in earning an EPP will have a memo placed in their file indicating outcome
- ◆ Officers transferring from a *nominating* agency will be removed from consideration unless supported by the *receiving* agency
- ◆ If not OFRD ready will receive a Not Recommend and be referred to a retention board

## What's going to help YOU get promoted?

### Take responsibility for your promotion

- ◆ Ensure your eOPF and PIR are accurate
- ◆ Be aware of visual presentation of documents – appealing to the eye and not overwhelming- beware of small font- more isn't necessarily better
- ◆ Compare the benchmarks and precepts
- ◆ Seek mentoring/career counseling from a senior officer in your category
- ◆ This is not a process you should start 3 months before your promotion, takes career planning

# In Summary: Promotion Preparation IS YOUR RESPONSIBILITY!

- ◆ Officers should review the following:
  - ◆ Electronic Official Personnel File (eOPF)
    - ◆ Fax: 301-480-1436 or 301-480-1407
  - ◆ Promotion Information Report (PIR)
    - ◆ PIR is located in the green section of the eOPF
  - ◆ Curriculum Vitae (CV)
  - ◆ Commissioned Officers' Effectiveness Report (COER)
  - ◆ Officer's Statement (OS)

# Promotion Preparation con't.

- ◆ Officers should review the following:
  - ◆ Reviewing Official Statement (ROS)
    - ◆ Promotion, Readiness, Leadership, Mission
  - ◆ Career Counseling/Category Benchmarks
  - ◆ Physical Examination Requirements for Permanent Promotion
  - ◆ Licensure/Certifications



Internet Explorer browser window showing the "Management Information System" website for the U.S. Public Health Service. The address bar displays "http://dcp.psc.gov/". The page header includes the U.S. Public Health Service logo and the text "Management Information System". A navigation menu contains links such as "Home", "About Us", "FAQs", "Secure Area", "Jobs", "Services", "Policies", "Payroll Issues", "Publications", "Training", and "Links". The date "October 1, 2007" is displayed in the top right corner.

The main content area features a central heading: "Welcome to the Commissioned Corps Management Information System (MIS) Web Site". Below this heading, there is a link to "View the current issue or archived issues of the Commissioned Corps E-Bulletin". A sidebar on the left contains a list of links, including "Information for New Users", "Officer, Liaison, and Leave", "Maintenance", and "Clerk Activities".

The main content area displays a list of recent updates, each with a blue circular icon:

- PPM 07-014, [Wear of the Navy Uniform Sweater](#), dated 28 August 2007.
- For answers to questions regarding uniforms, please contact the Public Health Service Uniform Help Desk at [phsc\\_uniform@hhs.gov](mailto:phsc_uniform@hhs.gov)
- Promotion Year 2008 Information available [here](#).
- PPM 07-015, [Phase Out of the Service Blue Uniform](#), dated 28 August 2007.
- PPM 07-013, [Weekly Wear of the Battle Dress Uniform](#), dated 28 August 2007.
- PPM 07-012, [Personal Appearance/Grooming Standards](#), dated 28 August 2007.
- PPM 07-011, [Disciplinary Action](#), dated 29 August 2007.
- POM 07-005, [Promotions Eligibility Criteria](#), dated 31 August 2007.
- PPM 07-016, [Annual COER](#), dated 11 September 2007.
- POM 07-008, [Uniform of the Day—Fall and Winter](#), dated 07 September 2007.
- POM 07-007, [Late/Missing Annual COERs](#), dated 07 September 2007.
- POM 07-006, [2007 Annual Officers' Effectiveness Report](#), dated 07 September 2007.
- REMINDER -- Faxed Manual COER forms will not be accepted or processed by OCCO.
- [Instructions for transition to private practice](#) care for Metro DC officers using the Commissioned Officers Dental Clinic.

The status bar at the bottom indicates "Shortcut to ccmislogin.aspx (secure Web site)" and "Internet".

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## Promotion Information Page

### Important Information for Promotion Year 2008

It is imperative that all officers check for 2008 competitive temporary and/or permanent promotion eligibility by logging into the "Secure Area" of this site. Contact [cchelpdesk@psc.gov](mailto:cchelpdesk@psc.gov) or 301-594-0961 for your ID and password if you cannot access this area. Officers who are **eligible** for a competitive temporary and/or permanent promotion this year, should be aware of the following essential information for Promotion Year 08. Officers who are **not eligible** for a competitive temporary or a permanent promotion in 2008 should review the information below to stay informed but should not submit anything to OCCO for this promotion year.

<b>Clicking on any active link will open up a new browser window.</b>	
<a href="#">Return to CCMIS Main Page</a>	
<a href="#">Promotion Eligibility</a>	It is imperative that <u>all</u> officers check for 2008 competitive temporary and/or permanent promotion eligibility. (Log on and review status at top of page.) Please note officers may be up for temporary and permanent promotions at the same time. Please review your login page carefully. Also, officers eligible for non-competitive promotion (P-O2 and P-O3 for Reserve Corps, T-O2, T-O3 and T-O4 (Medical only) for all officers) are not reviewed by a promotion board and therefore not identified as eligible for competitive promotion.
<a href="#">Promotion Information Memo</a>	- Instructions that must be followed by officers in preparation for the 2008 Promotion Year board review. (Log on and click link to memo.)
<a href="#">Promotion Checklist</a>	- Suggested items to complete in preparation for the 2008 promotion cycle.
<a href="#">Promotion Eligibility Cheat sheet</a>	- Summary sheet to assist officers in determining eligibility for temporary, permanent and EPP promotion.
	- Refer to sections I and II for instructions on how to update your eOPF and PIR for the 2008 Promotion Year board review. All updates/requests for changes to the PIR must be submitted to OCCO by <u>November 1, 2007</u> and all updates/requests for changes to the eOPF must be submitted to OCCO by <u>December 31, 2007</u> at the following address:

