

## 2010 THERAPIST CATEGORY BENCHMARKS

### PY 2010 Guidance Regarding Promotion Precepts and Benchmarks for Commissioned Corps Officers

Officers competing for promotion are rated on the 5 Promotion Precepts described in the electronic Commissioned Corps Issuance System (eCCIS) Instructions 331.01 (old CCPM 23.4.1) "Permanent Grade Promotions", and 332.01 (old CCPM 23.4.2) "Temporary Grade Promotions", and noted below. To assist officers in better understanding the Promotion Precepts, the Precepts are described in terms of Factors. Each Factor has a Benchmark, which is a level of achievement for the officer given the category and grade.

The purpose of this Guidance is to inform officers and promotion boards of the levels of achievement per Promotion Precept generally considered to describe the "best qualified" officer for a specific category at a specific grade. This document can also benefit the officer in setting some personal long term goals for his or her career advancement.

The Chief Professional Officers (CPO) and Professional Advisory Committee (PAC) Chairs, in consultation with their constituent category members, revise the Guidance annually to reflect the ever changing missions and policies of the Corps. All five Promotion Precepts are identical for all categories, as are the Benchmarks for Promotion Precepts 1, 4, and 5. The Benchmarks for Promotion Precepts 2 and 3 are category-specific.

It is important to note that only Promotion Precept 5, "Readiness", is criteria required for promotion. Benchmarks 1 – 4 are levels of achievement and/or standards of excellence that describe the "best-qualified" officer. They serve as a basis by which officers can be measured within each category. No Officer is expected to meet all the standards for Benchmarks 1 - 4. These Benchmarks are not to be considered a checklist of activities that must be completed in order to be promoted. Quality of service is more important than quantity.

The individual factors within each Precept are not listed in priority order. The importance of each factor is left to the discretion of the Promotion Boards. The members of the Promotion Boards review the service records of each officer under consideration for promotion and each assigns a score for the specific Promotion Precept. Promotion Board members exercise their professional judgment and discretion in the review and rating of each record.

There is no time period that limits which of the officer's activities and accomplishments are eligible for consideration. However, activities and accomplishments subsequent to an officer's last promotion should receive priority consideration.

The Promotion Precepts are weighted as follows:

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| 1. Performance Rating and Reviewing Official Statement (Performance)                   | 40% |
| 2. Education, training, and professional development                                   | 15% |
| 3. Career progression and potential  | 25% |
| 4. Professional contributions and services to the PHS Commissioned Corps (Officership) | 15% |
| 5. Response Readiness  | 5%  |

Promotion Board members examine many documents in the officer's electronic Official Personnel Folder (eOPF) during the promotion review. Examples of these documents include, but are not limited to: Commissioned Officers' Effectiveness Report (COER); Promotion Information Report (PIR); curriculum vitae; the Officer's and Reviewing Official's Statements; award narratives; and letters of appreciation. The most recent COERs (e.g., the last 3-5 years) are generally given the most consideration by Promotion Board members, although earlier COERs may also be reviewed. Promotion Board members evaluate both the letter values of the COER and the accompanying narrative.

Career development resources (e.g., Curriculum Vitae (CV) reviews, mentoring, internet training tools, career development seminars, fellow officers) provided by the PACs, agency liaisons, Office of Commissioned Corps Operations (OCCO), and the CPOs should be explored and fully utilized by all officers.

The Benchmarks will change as the Commissioned Corps continues to evolve. Any comments or suggestions that you have on the Benchmarks may be submitted to your PAC Chair, and will be carefully considered for incorporation into the next annual revision.

PY 2010 BENCHMARKS FOR PROMOTION PRECEPTS

**1. Performance Rating and Reviewing Official Statement (Performance)**

Factor	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
<p>• <b>Commissioned Officers' Effectiveness Report (COER)</b></p>	<p>The primary focus in reviewing the COER should be on the accompanying narrative rather than on the letter score. Narrative indicates progression of responsibility, achievement and contributions to the agency mission.</p> <p>Secondary assessment will include a review of the COER score, in the context of the officer's performance trends. The officer should be in a billet at or above their current grade.</p>	<p>The primary focus in reviewing the COER should be on the accompanying narrative rather than on the letter score. Narrative indicates progression of responsibility achievement and contribution to the agency mission.</p> <p>Secondary assessment will include a review of the COER score, in the context of the officer's performance trends. The officer should be in a billet at or above their current grade.</p>	<p>The primary focus in reviewing the COER should be on the accompanying narrative rather than on the letter score. Narrative indicates progression of responsibility, achievement and contributions to the agency mission.</p> <p>Secondary assessment will include a review of the COER score, in the context of the officer's performance trends. The officer should be in a billet at or above their current grade.</p>
<p>• <b>Award History*</b></p> <p><b>-CC Honor Awards</b> (e.g., Citation, Achievement Medal, Outstanding Service Medal, Unit Commendation)</p> <p><b>-Other Awards</b></p> <p><b>PHS Service Awards</b> (e.g., Isolated Hardship Service Award, Special Assignment Service Award)</p>	<p>Awards at the Achievement medal level or below. There should be a record of awards across the career.</p> <p>Type of awards, relevant citations, quantity, and progression of awards should be assessed.</p> <p>Division, Institute, and Agency (including non-DHHS agencies), and professional organization awards, and recognition such as letters of commendation.</p> <p style="text-align: center;">1</p>	<p>Awards at the Commendation medal level or below. There should be a record of awards across the career.</p> <p>Type of awards, relevant citations, quantity, and progression of awards should be assessed.</p> <p>Division, Institute, and Agency (including non-DHHS agencies), and professional organization awards, and recognition such as letters of commendation.</p> <p style="text-align: center;">2</p>	<p>Awards at the Outstanding Service Medal level or below. There should be a record of awards across the career.</p> <p>Type of awards, relevant citations, quantity, and progression of awards should be assessed.</p> <p>Division, Institute, and Agency (including non-DHHS agencies), and professional organization awards, and recognition such as letters of commendation.</p> <p style="text-align: center;">3</p>

**1. Performance Rating and Reviewing Official Statement (Performance)**

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Factor	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
<p><b>• Reviewing Official's Assessment</b></p> <p><b>Based on information contained in the Reviewing Officer's Assessment, the Officer will be rated on:</b></p> <p><b>-Promotion Readiness</b></p> <p><b>- Leadership Role in Command/Agency</b></p> <p><b>- Contribution to the Mission of the Command/Agency and PHS</b></p>	<p>Yes, with focus on Reviewer's comments regarding officer's readiness for promotion.</p> <p>Contributes (Reviewer's assessment of the significance of officer's contribution)</p> <p>a) Exhibits leadership in group, team, committee, or branch work with potential management or supervisory position or is in a management, supervisory, or leadership position</p> <p align="center">and/or</p> <p>b) as a member of a task force or similar group at the Branch, Division, Area, Agency or CC level or local, regional, national, or international level</p> <p align="center">and/or</p> <p>c) through publications or other written communication or oral presentations.</p> <p>Performs duties assigned by supervisor.</p>	<p>Yes, with focus on Reviewer's comments regarding officer's readiness for promotion.</p> <p>Contributes and exhibits leadership (Reviewer's assessment of the significance of officer's contribution)</p> <p>a) In a management, supervisory, expert and/or leadership position</p> <p align="center">and/or</p> <p>b) as a member or leader of a task force or similar group at the Branch, Division, Area, Agency or CC level or local, regional, national, or international level</p> <p align="center">and/or</p> <p>c) provides Office, Bureau, or Area-level expertise through publications or other written communication or oral presentations.</p> <p>Performs duties assigned by supervisor. Engages in collateral activities that contribute to the Agency/PHS mission.</p>	<p>Yes, with focus on Reviewer's comments regarding officer's readiness for promotion.</p> <p>Leads (Reviewer's assessment of the significance of officer's contribution)</p> <p>a) In a management, supervisory, expert, and/or leadership position</p> <p align="center">and/or</p> <p>b) leads a task force or a similar group at the Branch, Division, Area, Agency or CC level or local, regional, national, or international level</p> <p align="center">and/or</p> <p>c) provides agency-level expertise through publications or other written communication or oral presentations.</p> <p>Performs duties with minimal supervisory input and/or supervision. Compelling evidence that career duties and collateral activities contribute to the PHS mission.</p>

**1. Performance Rating and Reviewing Official Statement (Performance)**

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<b>Factor</b>	<b>Benchmarks T-O4/P-O3</b>	<b>Benchmarks T-O5/P-O4</b>	<b>Benchmarks T-O6/P-O5/P-O6</b>
<ul style="list-style-type: none"> <li>• <b>Honor/Integrity/Duty</b></li> </ul>	Unquestioned Displaying honor and integrity as an officer. No outstanding disciplinary or behavioral issues or adverse actions documented in eOPF.	Unquestioned Displaying honor and integrity as an officer. No outstanding disciplinary or behavioral issues or adverse actions documented in eOPF.	Unquestioned Displaying honor and integrity as an officer. No outstanding disciplinary or behavioral issues or adverse actions documented in eOPF.

\* Please refer to Commissioned Corps Instruction Inst 511.01 (old CC 27.1.1) Awards Program for a description of the Honor and Service Awards.

## **2. Education, Training & Professional Development**

<b>Factor</b>	<b>Benchmark T-O4/P-O3</b>	<b>Benchmark T-O5/P-O4</b>	<b>Benchmark TO6/P-O5</b>
<ul style="list-style-type: none"> <li>• <b>Degrees</b></li> </ul>	A qualifying degree (Bachelors, Masters, or Doctorate) in professional discipline.	A qualifying degree (Bachelors, Masters, or Doctorate) in professional discipline, and working toward a relevant advanced degree that enhances the PHS and/or Agency mission.	A qualifying degree (Bachelors, Masters, or Doctorate) in professional discipline, and has attained an advanced degree that enhances the PHS and/or Agency mission.
<ul style="list-style-type: none"> <li>• <b>Residencies/Certification/Credentialing</b></li> <li>• <b>Board Certifications</b></li> <li>• <b>Other Certifications/credentials</b></li> </ul>	Working toward advanced board certifications within or outside professional discipline which enhances the mission of the PHS and/or Agency.	Working toward advanced board certifications within or outside professional discipline which enhances the mission of the PHS and/or Agency.	Has 1 or more advanced board certifications within or outside professional discipline which enhances the mission of the PHS and/or Agency.
<ul style="list-style-type: none"> <li>• <b>Continuing Education and Training</b></li> </ul>	Continuing education and training that enhances the PHS and/or Agency mission	Continuing education and training that enhances the PHS and/or Agency mission	Continuing education and training that enhances the PHS and/or Agency mission

### **3. Career Progression & Potential**

<b>Factor</b>	<b>Benchmark T-O4/P-O3</b>	<b>Benchmark T-O5/P-O4</b>	<b>Benchmark TO6/P-O5</b>
• <b>Billet</b>	≥ 03 Progression of higher level billets over career.	≥ 04 Progression of higher level billets over career.	≥ 05 Progression of higher level billets over career.
• <b>Assignments</b>	Demonstrates progressively more responsibility, ability and independence.	Demonstrates progressively more responsibility, ability and independence, including at least team leader level responsibility.	Demonstrates progressively more responsibility, ability and independence, including management /supervisory responsibility.
• <b>Mobility – Geographic and/or Programmatic</b>	≥ 2	≥ 3	≥ 4
• <b>Assimilation</b>	Applied, if eligible	Regular Corps or awaiting Congressional confirmation	Regular Corps
• <b>Collateral Duties</b>	Participation in additional duties/activities at the local/institutional level.	Participation in additional duties/activities of increasing complexity, responsibility, and impact at the local, institutional, state, or regional level.	Participation in additional duties/activities of increasing complexity, responsibility, and impact at the local, institutional, state, or regional level.

**4. Professional contributions and services to the PHS Commissioned Corps (Officership)**

Factor	Benchmarks T-04/P-03	Benchmarks T-05/P-04	Benchmarks T-06/P-05/P-06
<ul style="list-style-type: none"> <li>• <b>Membership/ Involvement in PAC and Advisory Groups</b> (e.g., Junior Officers Advisory Group, Minority Officers Liaison Council)</li> </ul>	<p>Appointed member or volunteer. Contribution should be documented.</p>	<p>Appointed member or volunteer. Leads subcommittee or demonstrates substantive role. Contribution should be documented.</p>	<p>Appointed member or volunteer who serves as Chair or Vice-Chair, or leads subcommittees, or demonstrates substantive role. Contribution should be documented.</p>
<ul style="list-style-type: none"> <li>• <b>Recruitment Activities</b></li> </ul>	<p>If any, recruitment activity contribution should be documented.</p>	<p>Associate Recruiter, formal appointment, active participation documented; other documented formal recruitment efforts or similar activities.</p> <p>Informal recruitment activity, contribution should be documented.</p>	<p>Associate Recruiter Lead or Associate Recruiter, formal appointment, active participation documented; other documented formal recruitment efforts or similar activities.</p> <p>Informal recruitment activity, contribution should be documented.</p>
<ul style="list-style-type: none"> <li>• <b>Mentoring</b></li> </ul>	<p>Participates in regular one-on-one mentoring or group mentoring either as a mentor or mentee, as evidenced by documentation in the CV.</p>	<p>Participates in regular one-on-one mentoring or group mentoring as a mentor as evidenced by documentation in the CV.</p> <p>Completes a mentor assignment in the category's Mentoring and Orientation Program verified via letter from the leadership of the Category PAC Mentoring and Orientation Subcommittee,</p> <p>or</p> <p>Serves as an assigned mentor to a less tenured officer, intern, or employee for at least 6 months with appropriate documentation.</p>	<p>Participates in regular one-on-one mentoring or group mentoring as a mentor as evidenced by documentation in the CV.</p> <p>Completes a mentor assignment in the category's Mentoring and Orientation Program verified via letter from the leadership of the Category PAC Mentoring and Orientation Subcommittee,</p> <p>or</p> <p>Serves as an assigned mentor to a less tenured officer, intern, or employee for at least 6 months with appropriate documentation.</p>



**4. Professional contributions and services to the PHS Commissioned Corps (Officership)**

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Factor	Benchmarks TO-4/PO-3	Benchmarks TO-5/PO-4	Benchmarks TO-6/PO-5/PO-6
<p>• <b>Officer Basic Course (OBC)*</b></p> <p>*or equivalent course including Basic Officer Training Course (BOTC) and Independent Officer Training Course (IOTC) or Direct Commissioned Officer (DCO) training through the USCG</p>	<p>Commissioned Corps Training Ribbon (CCTR) awarded.</p>	<p>Commissioned Corps Training Ribbon (CCTR) awarded.</p>	<p>Commissioned Corps Training Ribbon (CCTR) awarded.</p>
<p>• <b>Membership/ Involvement in Professional, Uniformed Service, and Specialty Organizations</b></p>	<p>Active member at the local, regional, national, or international levels. Contribution should be documented.</p>	<p>Active member at the regional, national, or international levels. Contribution should be documented.</p> <p>Serves as contributing member to the organization through a committee or subcommittee.</p>	<p>Active member at the regional, national, or international levels. Contribution should be documented.</p> <p>Serves in a leadership role in the organization such as Chair of a subcommittee or Chair of the organization.</p>
<p>• <b>Commitment to Visibility</b></p> <p><b>-Wearing of uniform</b></p> <p><b>-Presentations and outreach acknowledge the Corps</b></p>	<p>Correctly wears the uniform every business day or as appropriate for special assignments/situations (e.g. foreign, assignments where uniforms are not permitted)</p> <p>Oral presentations include acknowledgement of the Commissioned Corps; uniform wear at local and national meetings or activities of professional organizations</p>	<p>Correctly wears the uniform every business day or as appropriate for special assignments/situations (e.g. foreign, assignments where uniforms are not permitted)</p> <p>Oral presentations include acknowledgement of the Commissioned Corps; uniform wear at local and national meetings or activities of professional organizations</p>	<p>Correctly wears the uniform every business day or as appropriate for special assignments/situations (e.g. foreign, assignments where uniforms are not permitted)</p> <p>Oral presentations include acknowledgement of the Commissioned Corps; uniform wear at local and national meetings or activities of professional organizations</p>

**4. Professional contributions and services to the PHS Commissioned Corps (Officership)**  
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<b>Factor</b>	<b>Benchmarks TO-4/PO-3</b>	<b>Benchmarks TO-5/PO-4</b>	<b>Benchmarks TO-6/PO-5/PO-6</b>
<ul style="list-style-type: none"> <li>• <b>Other Commissioned Corps activities involvement such as but not limited to:</b> e.g.,            PHS Administrative Boards            Honor Guard            Aide-de-Camp            PHS Ensemble            Transformation workgroups</li> </ul>	Minimal Participation Frequency and/or impact documented	Participates and exhibits leadership Frequency and/or impact documented	Participates and exhibits leadership Frequency and/or impact documented

**5. Readiness**

<b>Benchmarks T-04/P-03</b>	<b>Benchmarks T-05/P-04</b>	<b>Benchmarks T-06/P-05/P-06</b>
Officer meets and maintains OFRD Basic Readiness Standards.	Officer meets and maintains OFRD Basic Readiness Standards.	Officer meets and maintains OFRD Basic Readiness Standards.

Note: Officers may submit a request for a temporary medical waiver to the Medical Affairs Branch for medical issues that would prevent an Officer from achieving or maintaining readiness status.