

MANUAL: Personnel  
Chapter Series CC--Commissioned Corps Personnel Manual  
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
Public Health Service

Chapter CC23--Staffing  
Subchapter CC23.4--Promotion  
Personnel INSTRUCTION 4--Promotion Boards

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Section A. Purpose and Scope

This INSTRUCTION defines the organization and function of the Promotion Boards for the Commissioned Corps of the Public Health Service (PHS).

Section B. Authority

1. Section 21.117 of the PHS Regulations provides for Promotion Boards to assess the qualifications of Regular Corps officers for permanent promotion to the next higher grade.
2. The authority to appoint Promotion Boards and prescribe their duties and functions in accordance with Section 21.117 of the PHS Regulations has been delegated to the Director, Commissioned Personnel Operations Division, Office of Personnel Management (OPM), Office of Administrative Management (OAM), PHS.

Section C. Function

The establishment of Promotion Boards enables PHS to utilize the mature judgments and best capabilities of senior members of the Commissioned Corps in the administration of the Commissioned Corps personnel system. It is Service policy that these Boards will, in addition to the evaluation and recommendation of Regular Corps officers for permanent promotion, perform the following functions:

- a. Evaluate and recommend Regular Corps officers for temporary promotion.
- b. Evaluate and recommend Reserve Corps officers for:
  - (1) Permanent promotion;
  - (2) Temporary promotion; and
  - (3) Assimilation into the Regular Corps.
- c. Make recommendations concerning assignment and training of officers; and, for those officers who fail to be recommended for promotion, recommend reduction in grade (if holding temporary grade), separation, or retirement.
- d. Recommend changes in policy, procedures, and regulations pertaining to the promotion system and Board operations.

#### Section D. Organization

1. Promotion Boards are appointed for the promotion year and convened by the Director, Commissioned Personnel Operations Division, OPM/OAM/PHS, at least semiannually. The Boards consist of at least three commissioned officers, who, whenever possible, are of the same profession or category as the candidates and are as widely representative of the organizations and geographical locations of the PHS as is administratively possible. No officer, however, may serve on a promotion board in two consecutive promotion years. Each member has an equal vote.
2. The services of an Executive Secretary are furnished by the Director, Commissioned Personnel Operations Division, OPM/OAM/PHS. The Executive Secretary presents information on each candidate to the Board; interprets and insures uniform application of pertinent laws, regulations, and policies; and prepares the Board's recommendations. The Executive Secretary has no vote.
3. The senior member of the Board serves as the Chairman. The Chairman calls the Board to order, governs the general conduct of the Board, and directs the functions of the Executive Secretary.
4. Board members are furnished the Manual for Members of Public Health Service Promotion Boards which contains detailed instructions concerning Board functions and proceedings.
5. Subject to the provisions of the Privacy Act, all members serving on Promotion Boards are bound to hold in confidence all information concerning candidates being considered by the Board, including:

- a. Deliberations of the Board.
- b. Comments by any Board member.
- c. Discussions with officers called as consultants to the Board.
- d. Evaluations and votes made by Board members.