

2009 NURSE CATEGORY BENCHMARKS

PY 2009 Guidance Regarding Promotion Precepts and Benchmarks for Commissioned Corps Officers

Officers preparing for promotion need to be familiar with the 5 promotion precepts described in the electronic Commissioned Corps Issuance System (eCCIS) Instructions 331.01 and 331.02 (old CCPM CC23.4.1 Permanent Grade Promotions and CC23.4.2 Temporary Grade Promotions), and noted below. To assist officers in better understanding the promotion precepts, the precepts are described in terms of factors that may be considered in scoring that precept. 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 Benchmarks 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. Except for the promotion precept 5, “Readiness”, which has criteria developed by the Office of Force Readiness and Deployment, the benchmarks for the other precepts are not criteria required for promotion.

Benchmarks 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. 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. No Officer is expected to meet all of the benchmarks. The 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. 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% |

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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 Officers Statement, 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 continue to evolve 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.

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1. Performance Rating and Reviewing Official Statement (Performance) – continued			
Factor	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
<ul style="list-style-type: none"> • Reviewing Official’s Assessment <li style="padding-left: 20px;">- Promotion Readiness <li style="padding-left: 20px;">- Leadership Role in Command/Agency <li style="padding-left: 20px;">- Contribution to the Mission of the Command/Agency and PHS 	<p>Yes, including 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) in a management, supervisory, or leadership position</p> <p style="text-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 style="text-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, , including 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 style="text-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 style="text-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, including 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 style="text-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 style="text-align: center;">and/or</p> <p>c) provides agency-level expertise through publications or other written communication or oral presentations.</p> <p>Compelling evidence that career duties and collateral activities contribute to the PHS mission.</p>
<ul style="list-style-type: none"> • Honor/Integrity/Duty 	<p>Unquestioned</p> <p>Displaying honor and integrity as an officer.</p> <p>No outstanding disciplinary or behavioral issues or adverse actions documented in eOPF.</p>	<p>Unquestioned</p> <p>Displaying honor and integrity as an officer.</p> <p>No outstanding disciplinary or behavioral issues or adverse actions documented in eOPF.</p>	<p>Unquestioned</p> <p>Displaying honor and integrity as an officer.</p> <p>No outstanding disciplinary or behavioral issues or adverse actions documented in eOPF.</p>

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2. Education, Training & Professional Development			
Factor	Benchmarks T-04/P-03	Benchmarks T-05/P-04	Benchmarks T-06/P-05/P-06
<ul style="list-style-type: none"> Degrees 	Begin Masters studies (Nursing, Public Health, or other degree that contributes to the mission of the PHS).	Masters studies ongoing (Nursing, Public Health, or other degree that contributes to the mission of the PHS).	Master’s Degree or Doctorate (Nursing, Public Health, or other degree that contributes to the mission of the PHS).
<ul style="list-style-type: none"> Certification and Credentialing 	Certification or credentialing appropriate to current job specialty (clinical or non-clinical), e.g. ACLS, PALS, TNCC Project Officer Basic or Advanced courses, regulatory science, etc.	Advanced certification credentials (ANCC or other professional certifications—e.g., clinical, public health, administrative, epidemiology, regulatory, etc.) by a professional organization or an accredited institution of learning. Certificate appropriate to current job specialty.	Advanced certification credentials (ANCC or other professional certifications—e.g., clinical, public health, administrative, epidemiology, regulatory, etc.) by a professional organization or an accredited institution of learning. Certificate appropriate to current job specialty.
<ul style="list-style-type: none"> Nursing Licensure 	Current (documented)	Current (documented)	Current (documented)
<ul style="list-style-type: none"> Continuing Education (CE) Hours (i.e., 0.1 CEU= 1 CE hour) 	≥ 20 hours/year	≥ 20 hours/year	≥ 20 hours/year
<ul style="list-style-type: none"> Public Health Training, Experience (includes leadership training) 	Complete a continuing education offering, coursework, or other training in public health, leadership, and emergency preparedness related to agency mission (e.g. public health nursing, public health policy) or provide experience in a public health setting.	Additional coursework in public health, leadership, and emergency preparedness and related to agency mission. Work experience or committee service on a public health initiative.	Additional coursework in public health, leadership, and emergency preparedness and related to agency mission. Leadership role in public health activities or leadership role in a public health initiative.

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3. Career Progression & Potential			
Factor	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
<ul style="list-style-type: none"> Billet 	≥ your current temporary grade	≥ your current temporary grade	≥ your current temporary grade
<ul style="list-style-type: none"> Assignments 	Reflect some potential for increasing levels of independence and responsibility; emerging leadership potential.	Reflect an increasing level of independence, responsibility, and leadership (team leader or program manager).	Reflect an increasing level of independence, responsibility, and leadership (management/supervisory responsibility/program management) demonstrating national impact.
<ul style="list-style-type: none"> Mobility – Geographic and/or Programmatic (consideration over nursing career including military or civilian service) 	2	3	4
<ul style="list-style-type: none"> Assimilation 	Applied	Regular Corps or awaiting Congressional confirmation	Regular Corps
<ul style="list-style-type: none"> Collateral Duties 	<p>Participation in 1 agency collateral duty/activity not included in billet description (over a career).</p> <p>Involvement is local and as a team member.</p>	<p>Participation in 2 agency collateral duties/activities not included in billet description (over a career).</p> <p>Involvement is regional or national and officer serves in leadership role.</p>	<p>Participation in 3 agency collateral duties/activities not included in billet description with increased responsibility and/or leadership role (over a career).</p> <p>Involvement is regional or national and officer serves in leadership role.</p> <p>Officer has initiated the activity.</p>

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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"> Membership/Involvement in PAC and Advisory Groups (e.g., Junior Officers Advisory Group, Minority Officers Liaison Council) 	Appointed member or volunteer. Contribution should be documented.	Appointed member or volunteer. Leads subcommittee or plays substantive role. Contribution should be documented.	Appointed member or volunteer who demonstrates leadership as Chair or Vice-chair, or leads subcommittees, or plays substantive role. Contribution should be documented.
<ul style="list-style-type: none"> Recruitment Activities 	If any, recruitment activity contribution should be documented.	<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"> Mentoring 	Participates in regular one-on-one mentoring or group mentoring either as a mentor or mentee, as evidenced by documentation in the CV.	<p>Participates in regular one-on-one mentoring or group mentoring as a mentor as evidenced by documentation in the CV.</p> <p>Completing a mentor assignment in the category's Mentoring and Orientation Program verified via letter from the Chair of the Category PAC Mentoring and Orientation Subcommittee, or</p> <p>Serve as an assigned mentor to a less tenured officer, intern, or employee for at least 6 months with appropriate PAC 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>Completing a mentor assignment in the category's Mentoring and Orientation Program verified via letter from the Chair of the Category PAC Mentoring and Orientation Subcommittee, or</p> <p>Serve as an assigned mentor to a less tenured officer, intern, or employee for at least 6 months with appropriate PAC documentation.</p>
<ul style="list-style-type: none"> Basic Officer Training Course (BOTC) and Independent Officer Training Course (IOTC) 	Commissioned Corps Training Ribbon (CCTR) awarded.	Commissioned Corps Training Ribbon (CCTR) awarded.	Commissioned Corps Training Ribbon (CCTR) awarded.

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4. Professional contributions and services to the PHS Commissioned Corps-(Officership) – continued			
Factor	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
<ul style="list-style-type: none"> Professional, Uniformed Service, and Specialty Organizations 	Active member at the local, regional, national, or international levels. Contribution should be documented.	Active member at the regional, national, or international levels. Contribution should be documented. Serves as contributing member to the society as a whole or through a committee or subcommittee.	Active member at the regional, national, or international levels. Contribution should be documented. Serves in a leadership role in the organization, its committees or as a member of the Board.
<ul style="list-style-type: none"> PHS Service Awards 	1	2	3
<ul style="list-style-type: none"> Commitment to Visibility - Wearing of uniform - Presentations and outreach acknowledge the Corps 	Wears the uniform every business day even if it exceeds the Local Uniform Authority (LUA) minimum, or as appropriate for officers on foreign tour. Oral presentations include acknowledgement of the Commissioned Corps; uniform wear at local and national meetings or activities of professional organizations	Wears the uniform every business day even if it exceeds the Local Uniform Authority (LUA) minimum, or as appropriate for officers on foreign tour. Oral presentations include acknowledgement of the Commissioned Corps; uniform wear at local and national meetings or activities of professional organizations	Wears the uniform every business day even if it exceeds the Local Uniform Authority (LUA) minimum, or as appropriate for officers on foreign tour. Oral presentations include acknowledgement of the Commissioned Corps; uniform wear at local and national meetings or activities of professional organizations
<ul style="list-style-type: none"> Other Commissioned Corps activities involvement such as but not limited to: e.g., PHS Administrative Boards Honor Guard Aide-de-Camp PHS Ensemble Transformation workgroups 	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

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5. *Readiness*

Factor	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
	<p>For PY 2009, officers can meet this standard by meeting <u>all</u> of the requirements of the “OFRD Basic Level” of readiness that are in place for the OFRD program as referenced in the Manual Circular, “PHS Readiness Standards”.</p> <p>Application of Benchmark Standard:</p> <p>Officers who satisfy <u>all</u> the requirements for PY 2009 will be given the maximum number of points under the Readiness Precept.</p> <p>Officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive zero points under the Readiness Precept.</p> <p>In addition and for Temporary Grade promotion only, officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive an automatic “Not Recommend” by the Annual Temporary Promotion Board. Officers “not recommended” for promotion will be referred to a Retention Board.</p>	<p>For PY 2009, officers can meet this standard by meeting <u>all</u> of the requirements of the “OFRD Basic Level” of readiness that are in place for the OFRD program as referenced in the Manual Circular, “PHS Readiness Standards”.</p> <p>Application of Benchmark Standard:</p> <p>Officers who satisfy <u>all</u> the requirements for PY 2009 will be given the maximum number of points under the Readiness Precept.</p> <p>Officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive zero points under the Readiness Precept.</p> <p>In addition and for Temporary Grade promotion only, officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive an automatic “Not Recommend” by the Annual Temporary Promotion Board. Officers “not recommended” for promotion will be referred to a Retention Board.</p>	<p>For PY 2009, officers can meet this standard by meeting <u>all</u> of the requirements of the “OFRD Basic Level” of readiness that are in place for the OFRD program as referenced in the Manual Circular, “PHS Readiness Standards”.</p> <p>Application of Benchmark Standard:</p> <p>Officers who satisfy <u>all</u> the requirements for PY 2009 will be given the maximum number of points under the Readiness Precept.</p> <p>Officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive zero points under the Readiness Precept.</p> <p>In addition and for Temporary Grade promotion only, officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive an automatic “Not Recommend” by the Annual Temporary Promotion Board. Officers “not recommended” for promotion will be referred to a Retention Board.</p>

Note: Officers may submit a request for a temporary medical waiver to the Medical Affairs Branch for medical issues related to vaccinations or the Annual Physical Fitness Test.