

**INSTRUCTIONS FOR COMPLETING THE PROMOTION YEAR 2007
OFFICER STATEMENT (OS)**

- Only use the 2007 OS form for Promotion Year 2007.
- Save the following 2007 OS form to your local C drive.
- Use a basic word processing software (e.g., WordPad or other text editor) to create the text for inclusion in the body of your OS. Spell check and save your text document to your local C drive.
- Copy your text and paste it onto the OS form.
- Enter your information at the top of the OS form (PHS serial number, name, and category).
- Print the OS form, sign and date it.
- Fax the form to: (301) 480-1436 or (301) 480-1407.
- The form is due to OCCO by December 31, 2006 to ensure review by the 2007 promotion boards.
- This form will be posted in the COER (blue) section of your eOPF.
- Only the 2007 OS will be reviewed by the promotion boards. NOTE: The 2006 OS will NOT be viewed by the 2007 promotion boards.

ADDITIONAL GUIDELINES AND SUGGESTIONS:

- Utilize a "bullet" format for ease of review (use a "dash" as done here).
- Repeat the questions being addressed in the body of the form. This assists in the clarity and review of the document by board members.
- The Adobe Reader program does not recognize special characters and formatting (e.g., bold, underline, italics, etc.) so avoid using these characters.
- The Adobe Reader program does not recognize different font sizes, so there is no need to adjust fonts (however, if you have the full Adobe package and can adjust fonts, use no smaller than Times New Roman 11 point font which is the default font for the OS text)
- Prior to printing, assure that text fits completely in the space allowed. Check the OS printed correctly prior to submission.
- If you need a copy of Adobe Reader, go to:
<http://www.adobe.com/products/acrobat/readstep2.html>

**OFFICER'S STATEMENT
for 2007 Promotion Board Review**

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PHS SERIAL NUMBER

SECTION I -- Officer Information: enter your PHS serial number in boxes in upper right corner and enter name and category below.

Officer Name

Professional Category (e.g., Medical, Nurse, Health Services, Pharmacy, etc.)

SECTION II -- Address the following three points in bullet format in the space provided (*any additional sheets will be discarded*).

1. Your support of PHS Commissioned Corps activities.
2. Your commitment to visibility as an officer (including frequency and occasion of wearing the uniform).
3. Your vision and expectations of a career in the PHS Commissioned Corps, including commitment to the USPHS mission.

1. Support of PHS Commissioned Corps activities.

SECTION III -- Signature

Signature & Date:

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