

REVIEWING OFFICIAL'S STATEMENT
for 2008 Promotion Board Review

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PHS SERIAL NUMBER

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

Officer's Name

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

SECTION II -- Reviewing Official's Assessment: must address the following three points in space provided (*any additional sheets will be discarded*).

1. **PROMOTION READINESS:** Is the officer ready for promotion and to serve at the next higher rank? Mark yes or no and explain.
2. **LEADERSHIP:** How does the officer take on a leadership role in the Command/Agency?
3. **MISSION:** How does the officer contribute to the mission of the Command/Agency?

1. **PROMOTION READINESS:** Is the officer ready for promotion and to serve at the next higher rank? Yes No

SECTION III -- Signature

Reviewing Official Name/Title (please print):

Reviewing Official Signature/Date:

Liaison Signature

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**INSTRUCTIONS FOR COMPLETING THE PROMOTION YEAR 2008
REVIEWING OFFICIAL STATEMENT (ROS)**

TO 2008 PROMOTION ELIGIBLE OFFICERS:

- Use only the 2008 ROS form for Promotion Year 2008.
- Save the following 2008 ROS form to your local C drive.
- Create an e-mail message to your **current COER Reviewing Official** (at this time), requesting that he/she complete the ROS form for inclusion in your eOPF and review by the 2008 promotion boards. Also indicate that the ROS must be sent through the Agency Liaison to OCCO by December 31, 2007.
- Include the following information in the email: your rank and full name, your PHS serial number, your category, and the name, address, and phone number of your Commissioned Corps Liaison.
- Attach the saved copy of the ROS form to the e-mail message (or refer them to the link on the CCMIS web site).
- Send the e-mail to your Reviewing Official is (recommended that you "cc" your supervisor).

TO REVIEWING OFFICIALS:

- Use only the 2008 ROS form for Promotion Year 2008.
- Save the 2008 ROS 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 the ROS. Spell check and save your text document to your local C drive.
- Copy your text and paste it onto the ROS form.
- Enter the officer's information at the top of the ROS form (PHS serial number, rank, name, and category).
- Enter your name and title at the bottom of the form.
- Print the ROS form, then sign and date it.
- Send the form to your Agency's Commissioned Corps Liaison (contact information can be found at URL:
http://dcp.psc.gov/PDF_DOCS/Reps_Liaisons_Contact%20List_31AUG2007.pdf
- The ROS is due to OCCO from the Agency Liaisons by December 31, 2007 to ensure review by the 2008 promotion boards (please allow adequate processing time through the Liaison to meet this deadline date).

ADDITIONAL GUIDELINES AND SUGGESTIONS FOR REVIEWING OFFICIALS:

- 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 ROS text)
- Prior to printing, assure that text fits completely in the space allowed. Check the ROS printed correctly prior to submission.
- If you need a copy of Adobe Reader, go to:
<http://www.adobe.com/products/acrobat/readstep2.html>