

## 2007 Promotion Year Checklist

**NOTE:** This tool is intended to be used as a *suggested worksheet of REMINDERS for important dates* ONLY, and is BY NO MEANS an indication, recommendation, or guarantee of successfully effecting a promotion(s) during the upcoming promotion cycle.

Promotion Preparation Activity	Date Completed
Review electronic official personnel folder (eOPF) and submit requests for corrections to <a href="mailto:phsopffix@hhs.gov">phsopffix@hhs.gov</a> prior to December 31, 2006.	
Review and submit corrections to electronic Promotion Information Report (PIR) to OCCO's PIR Coordinator prior to November 1, 2006.	
Review 2007 category benchmarks to assist in preparing for promotion, prior to December 31, 2006.	
Check with your Professional Advisory Committee <a href="http://dcp.psc.gov/LinksofInterest.asp#pacs">http://dcp.psc.gov/LinksofInterest.asp#pacs</a> for category guidance on formatting your CV (and CV Cover Page).	
Submit current CV and CV Cover Page (as one document) and other pertinent documentation to your eOPF using the eOPF Fax Lines of 301-480-1407 or 301-480-1436 prior to December 31 2006.	
**Ensure that all Commissioned Officers' Effectiveness reports (COERs) are in your eOPF. For new officers: ensure that at least <u>one</u> COER is in your eOPF. Review COERs in your eOPF to ensure that all pages are present and legible. Contact your CC Agency Liaison (1 <sup>st</sup> ), then the OCCO COER Coordinator (2 <sup>nd</sup> ) at 240-453-6003 for additional assistance with COER- related matters prior to December 13, 2006.	
Submit 2007 Officer Statement (OS) to your eOPF using the eOPF Fax Lines of 301-480-1407 or 301-480-1436 prior to December 31, 2006. (Note: ONLY the 2007 form will be accepted). The OS is available on <a href="http://dcp.psc.gov/">http://dcp.psc.gov/</a> on the promotion page.	
Ensure that the 2007 Reviewing Official Statement (ROS) has been submitted to OCCO (via your CC Agency Liaison) prior to December 31, 2006. (Note: ONLY the 2007 form will be accepted through the proper CC Agency Liaison channels). The ROS is available on <a href="http://dcp.psc.gov/">http://dcp.psc.gov/</a> on the promotion page.	
**If required, ensure that a current (not expired), valid Professional License is <u>on file</u> in both your eOPF and on your PIR prior to December 31, 2006. Fax to 240-453-6142.	
**Ensure that you <u>maintain</u> the Basic Readiness Requirements. You may check your status on the OFRD website at <a href="http://ccrf.hhs.gov/ccrf/">http://ccrf.hhs.gov/ccrf/</a> . Basic Readiness will be verified as of December 31, 2006.	
**If eligible for a <b>permanent grade promotion</b> , ensure that you have a 5-Year Physical and a 1-Year Report of Medical History on file with the Medical Affairs Branch (MAB). (Refer to Notifications of Promotion Eligibility memo for detailed explanation of requirements). Check the secure area of the CCMIS website to determine the dates of the last documents on file with MAB.	
**Officers must have a NACI, higher level security clearance or documentation of a pending NACI or higher level security clearance investigation in their eOPF. For verification, officers should check the <u>pink</u> section of their eOPF. For questions or concerns regarding NACIs, higher level security clearances or pending investigations, contact CDR Theresa Minter at <a href="mailto:Theresa.Minter@hhs.gov">Theresa.Minter@hhs.gov</a> .	

**\*\*IMPORTANT!!!** These criteria (\*\*) will be reviewed during OCCO's post-board administrative process (normally conducted in May or June). Failure to comply with any of these criteria at that time will result in the officer not being promoted.