

# 2007 ENVIRONMENTAL HEALTH BENCHMARKS

Upon recommendation of the Promotion Task Force, the Chief Professional Officers (CPO) and Professional Advisory Committee (PAC) Chairs in consultation with their constituent category members, developed benchmarks for the first four promotion precepts with the Office of Force Readiness and Deployment (OFRD) developing the benchmarks for the fifth precept. After reviewing the proposed benchmarks, the Acting Assistant Secretary for Health (ASH) in consultation with the Surgeon General approved their use and the dissemination of this information. The Acting ASH also approved the annual review and update of the benchmarks in order to assure that they reflect, to the extent possible, the evolving demands on the Commissioned Corps.

The Benchmarks are the guideposts used by promotion boards as they review the service records of each officer under consideration for promotion. Historically, this type of information was developed at the convening of the Board and by the board members present, prior to the actual review of records. As a result, officers were unaware of the specifics of how their respective category assessed each of the precepts used by the board. It is our desire to make this process transparent to officers and their managers.

PLEASE NOTE that the Promotion Board members are asked to exercise their professional judgment and discretion in the review and rating of each record. *The benchmarks serve as a guide to the board members in their deliberations and are not criteria required for promotion.*

**Any comments or suggestions that you may have on updating your category's benchmarks must be submitted to your CPO or PAC (see "About Us" on the Commissioned Corps Management Information System (CCMIS) web site for a listing of CPOs and PAC Chairs).**

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<i><b>1. Performance</b></i>			
<b>BENCHMARK/GRADE</b>	<b>0-4</b>	<b>0-5</b>	<b>0-6</b>
<ul style="list-style-type: none"> <li>• <b>COERs and COER attachments (past 3 years)</b></li> </ul>	<p>The primary focus in reviewing the COER should be on the accompanying narrative. Narrative indicates progression of responsibility, achievement and contributions to the agency mission. A secondary assessment of the COER will include a review of the COER score, in the context of looking at performance trends. The officer should be in a billet at or above their grade.</p>	<p>The primary focus in reviewing the COER should be on the accompanying narrative. Narrative indicates progression of responsibility, achievement and contributions to the agency mission. A secondary assessment of the COER will include a review of the COER score, in the context of looking at performance trends. The officer should be in a billet at or above their grade.</p>	<p>The primary focus in reviewing the COER should be on the accompanying narrative. Narrative indicates progression of responsibility, achievement and contributions to the agency mission. A secondary assessment of the COER will include a review of the COER score, in the context of looking at performance trends. The officer should be in a billet at or above their grade.</p>
<ul style="list-style-type: none"> <li>• <b>Award History --</b></li> <li><input type="checkbox"/> <b>CC Honor Awards</b></li>   <li><input type="checkbox"/> <b>Non-Corps Awards</b></li> </ul>	<p>A continuum of awards that emphasize quality not just quantity at the Achievement Medal or below.</p> <p>Yes, Value added</p> <p>Division, Institute and Agency awards (including from non-DHHS agencies) and professional organization awards and recognition such as letters of commendation.</p>	<p>A continuum of awards that emphasize quality not just quantity at the Commendation Medal or below. There should be a progression of awards across the career of the officer.</p> <p>Yes, Value added</p> <p>Division, Institute and Agency awards (including from non-DHHS agencies) and professional organization awards and recognition such as letters of commendation.</p>	<p>A continuum of awards that emphasize quality not just quantity at the OSM or below. There should be a progression of awards across the career of the officer.</p> <p>Yes, Value added</p> <p>Division, Institute and Agency awards (including from non-DHHS agencies) and professional organization awards and recognition such as letters of commendation.</p>

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<i>1. Performance – continued</i>			
BENCHMARK/GRADE	0-4	0-5	0-6
<ul style="list-style-type: none"> <li>• <b>Reviewing Official's Assessment --</b></li> <li><input type="checkbox"/> <b>Promotion Readiness (Y/N)</b></li> <li><input type="checkbox"/> <b>Leadership Attributes (i.e., influencing, operating, and improving the mission of the PHS)</b></li> <li><input type="checkbox"/> <b>Mission Contribution</b></li> </ul>	<p>Yes, and Comments</p> <p>Contributes as a member of a formal task force or similar group at the Branch, division, agency, or CC level. Identifies leadership role.</p> <p>Contributes to the mission of the PHS through publications or other written or oral presentations.</p> <p>As assigned by the supervisor and demonstrating direct contribution to the mission.</p>	<p>Yes, and Comments</p> <p>Volunteers for and demonstrates leadership as a contributing member of a formal task force or similar group at the division, agency, or CC level.</p> <p>Contributes to the mission of the PHS through publications or other written or oral presentations.</p> <p>In addition to assigned duties, actively seeks outside activities that also contribute to the mission.</p>	<p>Yes, and Comments</p> <p>Volunteers for and serves in a leadership role (e.g., Chair, vice-chair) of a formal task force or similar group at the agency, CC, or PHS level.</p> <p>Contributes to the mission of the PHS through publications or other written or oral presentations.</p> <p>Clear evidence that career (duties and outside activities) has and will continue to contribute significantly to PHS (impact evident).</p>
<ul style="list-style-type: none"> <li>• <b>Integrity/Duty</b></li> </ul>	<p style="text-align: center;">Unquestioned</p> <p>No outstanding disciplinary or behavioral issues.</p> <p>Displaying honor and integrity as an officer.</p> <p>Without an official Letter of Reprimand or other review board decision for disciplinary action.</p>	<p style="text-align: center;">Unquestioned</p> <p>No outstanding disciplinary or behavioral issues.</p> <p>Displaying honor and integrity as an officer.</p> <p>Without an official Letter of Reprimand or other review board decision for disciplinary action.</p>	<p style="text-align: center;">Unquestioned</p> <p>No outstanding disciplinary or behavioral issues.</p> <p>Displaying honor and integrity as an officer.</p> <p>Without an official Letter of Reprimand or other review board decision for disciplinary action.</p>

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<b>2. Education, Training &amp; Professional Development</b>			
<b>BENCHMARK/GRADE</b>	<b>0-4</b>	<b>0-5</b>	<b>0-6</b>
<ul style="list-style-type: none"> <li><b>Degrees</b></li> </ul>	<p style="text-align: center;">Bachelor's</p> <p>For officers with accredited bachelors degree, has initiated the process and is pursuing advanced degree in field or is related to job and contributes to current or future PHS assignments, e.g., Health Care Administration, Information Systems Technology, Bioterrorism (MBA, MPA, MS, MPH or comparable Masters degree)</p>	<p style="text-align: center;">Bachelor's</p> <p>For officers with accredited bachelors degree, has initiated the process and is pursuing advanced degree in field or is related to job and contributes to current or future PHS assignments, e.g., Health Care Administration, Information Systems Technology, Bioterrorism (MBA, MPA, MS, MPH or comparable Masters degree)</p>	<p style="text-align: center;">Master's</p> <p>Advance degree in field or is related to job and contributes to current or future PHS assignments, e.g., Health Care Administration, Information Systems Technology, Bioterrorism (MBA, MPA, MS, MPH or comparable Masters degree)</p>
<ul style="list-style-type: none"> <li><b>Certifications/Credentialing, Licensure</b></li> </ul>	<p>Professional credential as REHS/RS, CIH, CHP, or CSP (if officer has more than one of these credentials it will satisfy the additional certification noted below).</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>One certification in environmental health, safety, industrial hygiene, health physics or management subdiscipline, (e.g. CHMM, HAZMAT, HEM, Certified Pool Operator, etc.) or an agency specific certification (e.g. FDA Level II Investigator Certification in Medical Devices, Seafood, Blood Banks or Drugs, etc.)</p>	<p>Professional credential as REHS/RS, CIH, CHP, or CSP (if officer has more than one of these credentials it will satisfy the additional certification noted below).</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>One certification in environmental health, safety, industrial hygiene, health physics or management subdiscipline, (e.g. CHMM, HAZMAT, HEM, Certified Pool Operator, etc.) or an agency specific certification (e.g. FDA Level II Investigator Certification in Medical Devices, Seafood, Blood Banks or Drugs, etc.)</p>	<p>Professional credential as REHS/RS, CIH, CHP, or CSP (if officer has more than one of these credentials it will satisfy the additional certification noted below).</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>One certification in environmental health, safety, industrial hygiene, health physics or management subdiscipline, (e.g. CHMM, HAZMAT, HEM, Certified Pool Operator, etc.) or an agency specific certification (e.g. FDA Level II Investigator Certification in Medical Devices, Seafood, Blood Banks or Drugs, etc.)</p>
<ul style="list-style-type: none"> <li><b>Continuing Education</b></li> </ul>	<p>As required to maintain professional registration or certification</p>	<p>As required to maintain professional registration or certification</p>	<p>As required to maintain professional registration or certification</p>
<ul style="list-style-type: none"> <li><b>Public Health Training/Experience (can also be counted in continuing education)</b></li> </ul>	<p>Additional course work or experience in environmental health, or related to job and contributes to current or future PHS assignments (e.g., Health Care Management, Information Systems Technology, Bioterrorism)</p>	<p>Additional course work or experience in environmental health, or related to job and contributes to current or future PHS assignments (e.g., Health Care Management, Information Systems Technology, Bioterrorism)</p>	<p>Additional course work or experience in environmental health, or related to job and contributes to current or future PHS assignments (e.g., Health Care Management, Information Systems Technology, Bioterrorism)</p>

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<b>3. Career Progression &amp; Potential</b>			
<b>BENCHMARK/GRADE</b>	<b>0-4</b>	<b>0-5</b>	<b>0-6</b>
<ul style="list-style-type: none"> <li>• <b>Billet Level</b></li> <li>• <b>Billet(s)</b></li> </ul>	<p>≥ O-4</p> <p>Progressively higher billets</p>	<p>≥ O-5</p> <p>Progressively higher billets</p>	<p>≥ O-6</p> <p>Progressively higher billets</p>
<ul style="list-style-type: none"> <li>• <b>Assignments</b></li> <li>• <b>Collateral Duties</b></li> </ul>	<p>≥ 2 assignments that demonstrate progressively more responsibility/ability and independence; Shall Include Programmatic Reassignments within an Agency as long as progressively increased responsibilities, abilities, and independence are demonstrated.</p> <p>Shall include any detailed assignments ≥ 90 days. Prior military assignments after meeting EHO appointment criteria shall count as 1 assignment.</p> <p>Are expected. May or may not relate to environmental health. Supports PHS, agency, program initiatives. Must be documented in OPF.</p>	<p>≥ 3 assignments that demonstrate progressively more responsibility/ability and independence; Shall Include Programmatic Reassignments within an Agency as long as progressively increased responsibilities, abilities, and independence are demonstrated.</p> <p>Shall include any detailed assignments ≥ 90 days. Prior military assignments after meeting EHO appointment criteria shall count as 1 assignment.</p> <p>Are expected. May or may not relate to environmental health. Supports PHS, agency, program initiatives. Must be documented in OPF.</p>	<p>≥ 5 assignments that demonstrate progressively more responsibility/ability and independence; Shall Include Programmatic Reassignments within an Agency as long as progressively increased responsibilities, abilities, and independence are demonstrated.</p> <p>Shall include any detailed assignments ≥ 90 days. Prior military assignments after meeting EHO appointment criteria shall count as 1 assignment.</p> <p>Are expected. May or may not relate to environmental health. Supports PHS, agency, program initiatives. Must be documented in OPF.</p>
<ul style="list-style-type: none"> <li>• <b>Mobility – Geographic</b></li> </ul>	<p>≥1 Permanent Change of Station excluding original call to active duty. Prior military service counts as 1 PCS.</p>	<p>≥ 2 Permanent Change of Station excluding original call to active duty. Prior military service counts as 1 PCS.</p>	<p>≥ 3 Permanent Change of Station excluding original call to active duty. Prior military service counts as 1 PCS.</p>
<ul style="list-style-type: none"> <li>• <b>Assimilation</b></li> </ul>	<p>Applied if eligible</p>	<p>Applied if eligible</p>	<p>Have been recommended by agency and DCP for assimilation, short of final Senate Approval.</p>

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<b><i>4. Characteristics of Career Officer and Service to the Corps</i></b>			
<b>BENCHMARK/GRADE</b>	<b>0-4</b>	<b>0-5</b>	<b>0-6</b>
<ul style="list-style-type: none"> <li>• <b>Membership/Involvement in PAC or other Commissioned Corps Committees or Advisory Groups (e.g., JOAG, MOLC) (also described in Officer's Statement)</b></li> </ul>	Volunteer or elected member including field reps/subcommittee members, etc., with demonstrated participation.	Elected member, assume level of responsibility by Chairing a Task Force or subcommittee, or equivalent.	Elected member, serves in Chair or Vice-Chair leadership roles.
<ul style="list-style-type: none"> <li>• <b>Associate Recruiter</b></li> <li>• <b>Mentoring</b></li> </ul>	<p>Member, formal appointment, active participation.</p> <p>Value added</p> <p>Contribution of informal mentoring should be documented.</p>	<p>Member, formal appointment, active participation.</p> <p>Leadership Recognition</p> <p>Contribution of informal mentoring should be documented.</p>	<p>Member, formal appointment, active participation.</p> <p>Leadership Recognition</p> <p>Contribution of informal mentoring should be documented.</p>
<ul style="list-style-type: none"> <li>• <b>BOTC/IOTC</b></li> </ul>	Yes, with Ribbon	Yes with Ribbon	Yes with Ribbon
<ul style="list-style-type: none"> <li>• <b>Professional Organizations</b></li> </ul>	Active member	Serves as a contributing member of a Committee or subcommittee.	Serves as Chair, Vice-Chair or in other significant leadership roles in Committees or as a member of the Board.
<ul style="list-style-type: none"> <li>• <b>Service Awards</b></li> <li>• <b>Special Assignment Award</b></li> <li>• <b>Isolated Hardship Award</b></li> <li>• <b>Hazardous Duty</b></li> <li>• <b>NEPA/CRSA</b></li> <li>• <b>Foreign Duty</b></li> </ul>	$\geq 1$	$\geq 2$	$\geq 3$

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<i><b>4. Characteristics of Career Officer and Service to the Corps-continued</b></i>			
<b>BENCHMARK/GRADE</b>	<b>0-4</b>	<b>0-5</b>	<b>0-6</b>
<ul style="list-style-type: none"> <li>• <b>Commitment to Visibility</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Daily wearing of uniform</b></li> <li><input type="checkbox"/> <b>Presentations/outreach acknowledge the Corps</b></li> </ul> </li> </ul>	Daily.  Speeches include discussion of the Corps.	Daily.  Speeches include discussion of the Corps.	Daily.  Speeches include discussion of the Corps.
<ul style="list-style-type: none"> <li>• <b>Other Official Commissioned Corps/PHS Activities (i.e., Honor Guard, Color Guard, PHS Ensemble, Aide-de-Camp, COA)</b></li> </ul>	Yes, Demonstrated Participation	Yes, Demonstrated Participation	Yes, Demonstrated Participation

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<b>5. Readiness</b>			
<b>BENCHMARK/GRADE</b>	<b>0-4</b>	<b>0-5</b>	<b>0-6</b>
	<p>For PY 2007, 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><b>Application of Benchmark Standard:</b></p> <p>Officers who satisfy <u>all</u> the requirements for PY 2007 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 2007 will receive zero points under the Readiness Precept.</p>	<p>For PY 2007, 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><b>Application of Benchmark Standard:</b></p> <p>Officers who satisfy <u>all</u> the requirements for PY 2007 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 2007 will receive zero points under the Readiness Precept.</p>	<p>For PY 2007, 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><b>Application of Benchmark Standard:</b></p> <p>Officers who satisfy <u>all</u> the requirements for PY 2007 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 2007 will receive zero points under the Readiness Precept.</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.