

## 2007 NURSE 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>□ <b>Promotion Readiness (Y/N)</b></li> <li>□ <b>Leadership Attributes (i.e., influencing, operating, and improving the mission of the PHS)</b></li> <li>□ <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><i>2. Education, Training &amp; Professional Development</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>Degrees</b></li> </ul>	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"> <li><b>Certification and Credentialing</b></li> </ul>	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"> <li><b>Nursing Licensure</b></li> </ul>	Current (documented)	Current (documented)	Current (documented)
<ul style="list-style-type: none"> <li><b>Continuing Education (CE) Hours (i.e., 0.1 CEU= 1 CE hour)</b></li> </ul>	≥ 20 hours/year	≥ 20 hours/year	≥ 20 hours/year
<ul style="list-style-type: none"> <li><b>Public Health Training, Experience (includes leadership training)</b></li> </ul>	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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<b><i>3. Career Progression &amp; Potential</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>Billet</b></li> </ul>	≥ your current temporary grade	≥ your current temporary grade	≥ your current temporary grade
<ul style="list-style-type: none"> <li>• <b>Assignments</b></li> </ul>	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"> <li>• <b>Mobility –</b></li> <li>• <b>Geographic and/or Programmatic</b> (consideration over nursing career including military or civilian service)</li> </ul>	2	3	4
<ul style="list-style-type: none"> <li>• <b>Assimilation</b></li> </ul>	Applied	Regular Corps or awaiting Congressional confirmation	Regular Corps
<ul style="list-style-type: none"> <li>• <b>Collateral Duties</b></li> </ul>	<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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<b>4. Characteristics of Career Officer and Service to the Corps</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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<b><i>4. Characteristics of Career Officer and Service to the Corps-continued</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>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.	Daily.	Daily.
<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.