

2008 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 affecting a promotion(s) during the upcoming promotion cycle.

Promotion Preparation Activity	Date Completed
Review and submit corrections to electronic Promotion Information Report (PIR) to OCCO's PIR Coordinator <u>prior to</u> November 1, 2007.	
Review electronic official personnel folder (eOPF) and submit requests for corrections to phsopffix@hhs.gov <u>prior to</u> December 31, 2007.	
Review 2008 category benchmarks to assist in preparing for promotion, <u>prior to</u> December 31, 2007.	
Check with your Professional Advisory Committee http://dcp.psc.gov/LinksofInterest.asp#pacs 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 <u>or</u> 301-480-1436 <u>prior to</u> December 31 2007.	
**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 st), then the OCCO COER Coordinator (2 nd) can be reached at phscoers@hhs.gov or at 240-453-6053 for additional assistance with COER- related matters <u>prior to</u> December 31, 2007.	
Submit 2008 Officer Statement (OS) to your eOPF using the eOPF Fax Lines of 301-480-1407 <u>or</u> 301-480-1436 <u>prior to</u> December 31, 2007. (Note: ONLY the 2008 form will be accepted). The OS is available on http://dcp.psc.gov/ on the promotion information page.	
Ensure that the 2008 Reviewing Official Statement (ROS) has been submitted to OCCO (via your CC Agency Liaison) <u>prior to</u> December 31, 2007. (Note: ONLY the 2008 form will be accepted through the proper CC Agency Liaison channels). The ROS is available on http://dcp.psc.gov/ on the promotion information page.	
**If required, ensure that a current (not expired), valid Professional License/Certification is <u>on file</u> in both your eOPF and on your PIR <u>prior to</u> December 31, 2007. 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 http://ccrf.hhs.gov/ccrf/ . Basic Readiness will be verified by OFRD during their quarterly checks, tentatively scheduled for December 31, 2007 and again on March 31, 2008.	
**If eligible for a permanent grade promotion , ensure that you have a 5-Year Physical and a 1-Year Report of Medical History on file, and current as of <u>30 April 2008</u> , 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 web site to determine the dates of the last documents on file with MAB.	

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