

Promotion Information for Officers in Year 2008

If you are eligible for promotion during Promotion Year 2008 (PY08) which runs from July 1, 2008, through June 30, 2009, **please thoroughly review this entire memorandum and follow the instructions listed.** It contains vital information pertinent to preparing for promotion.

Promotion policy information is contained in the electronic Commissioned Corps Issuance System (eCCIS) which is available on the CCMIS web site (<http://dcp.psc.gov>). From the main web site, select "Publications," "Commissioned Corps Issuance System", "Table of Contents", "Book 3 - Personnel Management", "Chapter 3 – Promotions and Reductions" and then "Section 1 [Inst 331.01]" for Permanent Grade policy and "Section 2 [Inst 332.01]" for Temporary and EPP Grade policies. In addition to this memorandum, it is strongly recommended that you review the "Promotion Information Page" on the CCMIS web site for additional information and helpful tools.

I. Electronic Official Personnel File (eOPF)

Your electronic Official Personnel Folder (eOPF) will be available to the Promotion Boards for review during the Spring of 2008. The eOPF includes documents such as your Commissioned Officers' Effectiveness Reports (COERs), Promotion Information Report (PIR), Curriculum Vitae (CV), license and certifications, and educational information. **Upon receipt of this correspondence, you are required to review your eOPF. To ensure documents are included in your eOPF for promotion board review, you must fax materials to OCCO to either one of the following eOPF fax numbers no later than December 31, 2007:**

Fax: 301-480-1436 or 301-480-1407

Please include your name, PHS serial number, and category on the upper right-hand corner of all sheets. The faxed documents enter an electronic workflow (no paper copies are produced). Thus, the resulting images are only as good as the fax machine you use to submit the documents (streaks, crooked pages, etc., originate with your machine). **Documents with various shades of contrast, highlighter marking, etc., do not fax well and cannot be read.** OCCO relies on each officer to serve as the "quality assurance" check for his/her own eOPF. Officers are encouraged to print a fax confirmation sheet from their fax to verify documents were successfully faxed to OCCO.

Do not fax your documents mixed with documents from another officer. Mixed documents are very difficult for our file technicians to identify and index to the correct eOPF.

You are strongly encouraged to review the images in your eOPF to ensure that documents submitted were received (please allow 2-4 weeks for documents to appear in your eOPF), and that your eOPF is in proper order. NOTE: OCCO will **NOT** accept photographs, publication reprints, program agendas, and general promotion recommendations other than the Reviewing Official's Statement (as noted below) for inclusion in the eOPF. Please

submit documents as soon as possible as the eOPF lines are extremely busy at the end of December.

If you believe that your eOPF contains errors, please email your concerns to OCCO at phsopffix@hhs.gov.

II. Promotion Information Report (PIR)

The **PIR** is an internal document from OCCO, which reflects specific “real-time” information as documented in OCCO’s data system and is a succinct summary of verified data about an officer. The PIR is located in the **green** section of your eOPF. Information on the PIR includes general dates, current billet title and equivalent grade, creditable service toward retirement (including military and creditable civil service in the PHS), PHS/military awards authorized for wear on the uniform, COER ratings for the last 5 years, and PHS assignment history.

If you find an error on your PIR, please submit a copy of the current PIR to OCCO, **no later than November 1, 2007**, with your requested changes in writing and the appropriate substantiating documentation (e.g., copy of personnel orders, award certificates, etc.). Send all requests to:

Office of Commissioned Corps Operations
ATTN: PIR Coordinator/DCCOS
1101 Wootton Parkway
Plaza Level, Suite 100
Rockville, MD 20852

Changes cannot be made without official documentation. Do not provide information or documentation about areas that are not reflected on the PIR. Please do not contact OCCO if the data on the PIR is correct. Also, please realize the Officer Information Summary (OIS) used by some agencies is not the same document as the PIR; OCCO does not use the OIS. Be sure you are reviewing the *PIR* before requesting changes. **Important note: Officers who have prior military service are strongly encouraged to verify that the military service time on the PIR is correct. Prior military service is a factor in determining total time in service.**

III. Curriculum Vitae (CV)

The CV, which is located in the **green** section of your eOPF, is the best place to present a concise picture of your entire career as well as information not reflected on your PIR. The importance of a current CV in the eOPF cannot be over emphasized. An absent or outdated CV will put you at a disadvantage and will make you less competitive.

Officers submitting CVs should note that if a summary page (informative cover sheet) is used, it must be included as Page 1 of the CV **as only the MOST RECENTLY SUBMITTED CV document is retained in the officer's eOPF** (i.e., Do NOT fax summary page separate from the CV). Contact your Chief Professional Officer (CPO), Professional Advisory Committee (PAC) Chairperson and/or refer to your PAC web site for recommended CV formats. Officers should

also refer to category Benchmarks when developing their CV. Links to the web sites of these resources are available through the CCMIS web site under the "Links" tab. Additionally, contact information can be found through the CCMIS web site under the "About Us" tab. CVs, considered by 2008 Promotion Boards must be faxed to OCCO **no later than December 31, 2007**

OCCO will **NOT** accept photographs, publication reprints, and program agendas for inclusion in the eOPF as this information is more effectively documented in writing through the CV.

IV. **Commissioned Officers' Effectiveness Report (COER)**

The COER is located in the **blue** section of your eOPF. **ALL** officers (regardless of date of entry on to active duty) who are eligible for promotion **are required** to have either an Annual or a manual COER in the eOPF. The manual COER is **ONLY** completed if you were called to duty after July 1, 2007 so the Promotion Boards will have a means of assessing your recent performance. All officers on duty prior to July 1, 2006 must have completed and have an Annual 2006 COER in their eOPF (**Note: A manual COER will NOT be accepted if an Annual COER is required**). To complete a manual COER, go to the CCMIS web site, select "Services," then "Official Forms," and then scroll down to "Performance." Print out and complete Form PHS-838, Attachment I and Attachment II. **All manual COERs (such as the Interim COER) must be processed through your Agency channels, Commissioned Corps Liaisons, and be received in OCCO no later than December 31, 2007 to ensure availability for the 2008 Promotion Boards. They will NOT be accepted directly from officers or through the above fax numbers.**

Officers are encouraged to access their latest COER in the eOPF and review each page to ensure that the document has been satisfactorily archived. Officers should also ensure the last 5 years (as applicable) of COERs are on file in their eOPF. Missing COERs within the last 5 years may result in adverse actions. Failure to have required annual COERs on file will result in your removal from the promotion pool at the end of the boards.

V. **Officer's Statement (OS)**

The OS is a 1-page document which provides you the opportunity to summarize:

- 1) Your support of PHS Commissioned Corps activities;
- 2) Your commitment to visibility as an officer (including the frequency and occasion of wearing the PHS uniform);
- 3) Your vision and expectations of a career in the PHS Commissioned Corps, including commitment to the PHS mission.

The official OS form and instructions for completing the form are available through the "Promotion Information Page" link provided on the CCMIS web site (<http://dcp.psc.gov/>) or

under the “Services” tab and select the “Official Forms” section, under the Promotion heading.
NOTE: Only the official 2008 OS Form will be accepted for promotion consideration and for inclusion in the eOPF. NO OTHER VERSIONS WILL BE ACCEPTED.

After reading the instructions and completing the OS form, **officers shall print, sign and fax the OS form to OCCO using the eOPF fax lines (301-480-1407 or 301-480-1436) no later than December 31, 2007.** Officers are encouraged to print a copy of the fax verification that the document was faxed by the deadline. The OS will be located in the **blue** section of the eOPF.

Please note the Promotion Board will only have access to the 2008 OS; they will not see any other OS submitted from previous years. The OS must be received in OCCO **no later than December 31, 2007** to ensure availability to the PY08 Promotion Board.

VI. Reviewing Official Statement (ROS)

The ROS is a one-page document used by the Promotion Boards to assist in evaluating your performance and career progression/potential. This document is completed by your Reviewing Official (second line supervisor) who is normally your COER Reviewing Official. Your Reviewing Official may solicit outside letters of recommendation for his/her use in evaluating collateral duties and outside activities. Agencies are given discretion to call for higher level concurrence of the Reviewing Official assessment. However, the Promotion Board will review **only the official 1-page ROS.**

The following factors are addressed in the ROS:

- 1) Promotion Readiness: Is the officer ready for promotion and to serve at the next higher rank? [Yes/No]. Explain;
- 2) Leadership: How does the officer take on a leadership role in the Agency/OPDIV?
- 3) Mission: How does the officer contribute to the mission of the Agency/OPDIV?

The official ROS form and instructions for completing the form are available through the link provided on the CCMIS web site under the “Promotion Information Page” link or under the official forms tab.

Completed ROS forms must be submitted to respective Agency Liaisons by Reviewing Officials. Agency Liaisons will process and then forward ROSs to OCCO. Once received in OCCO, the ROS will be scanned and indexed into the **blue** section of your eOPF. **OCCO will NOT accept ROSs which are sent directly from officers. If you have questions, concerns, or comments related to your ROS, please contact your Commissioned Corps Liaison.**

NOTE: Only the 2008 ROS Form will be accepted for promotion consideration and for inclusion in the eOPF. NO OTHER VERSIONS WILL BE ACCEPTED. Please note that the Board will only have access to the 2008 ROS; they will not see any ROS submitted from previous years. ROSs must be received in OCCO from agency Liaisons **no later than December 31, 2007,** to ensure availability to the 2008 Promotion Boards.

VII. Career Counseling/Category Benchmarks

If you desire **career or promotion counseling**, please consult your supervisor, a senior member of your category, your CPO, and/or your PAC Chairperson. You may grant any of these individuals temporary access to your eOPF (or parts of it) to provide you consultation. To access this eOPF feature, login to the Secure Area and select the "Access New OPF Activity Menu" link and follow the guidelines on granting limited access to your eOPF. Category benchmarks will be used by the Promotion Boards to identify the "best qualified" officers. The 2007 benchmarks are available through the CCMIS Web site as well as on the Promotion Information Page. All questions, comments, inquiries, concerns, and explanations related to career recommendations in relation to the benchmarks must be addressed through your category CPO and/or PAC Chairperson. The link for the CPO/PAC representatives and other information can be accessed through the CCMIS web site under "About Us." OCCO is unable to respond to questions regarding benchmarks.

VIII. Physical Examination Requirements for Permanent Promotion

Every officer of the regular corps and the reserve corps being considered for a permanent promotion shall undergo a physical examination within five (5) years, and complete a "Report of Medical History" (DD 2807-1) (RMH) form within one (1) year as of **30 April 2008** for PY 08. Officers are encouraged to update and submit the RMH to the Medical Affairs Branch (MAB) (see address below) every year. You may view the date of your last physical examination and medical history in the "Secure Area" of the CCMIS web site. Promotion board members *do not* consider this as part of their review of your record and they *do not* have access to this information. This requirement will be applied after the 2008 category promotion boards meet and prior to permanent promotion orders being issued. Failure to have these forms updated with MAB will result in the removal of your name from the promotion list during the post board administrative review.

If you do not have a current physical examination or medical history, you must submit these updated forms. The forms are available on the CCMIS web site by selecting the "Services" tab then click "Official Forms" and scroll down to the "Medical" section. Please review the "General Instructions for Completion of DD-2808 and DD2807-1 and Disclosure Statement for Periodic, Assimilation, Retirement/Separation, Long Term Training, Limited Tour Removal, and Other Physicals" for more information. The RMH can be completed entirely by the officer if a completed Disclosure Statement is attached.

All medical forms and disclosure statements must be sent to the Chief, Medical Affairs Branch; Room 4C-06, Parklawn Building; 5600 Fishers Lane; Rockville, MD 20857.

IX. Licensure/Certifications

In order to be promoted, you must be in compliance with the licensure/certification policy as set forth in eCCIS Inst 251.01. **Officers who are required to have a valid license should review the information listed on the screen after logging into the “Secure Area” and ensure that a copy of their most recent license is in their eOPFs. Copies of current, valid licenses should be faxed to 240-453-6142, ATTN: Licensure Technician, prior to or immediately upon the expiration of the previous licenses.**

X. 5th Precept - Basic Readiness

Officers will be awarded five (5) points for Precept 5 if the “**Basic**” readiness requirements are met **as of December 31, 2007**, as reported by the Office of Force Readiness and Deployment (OFRD). If these “basic” requirements are **NOT** met at this time, zero (0) points will be awarded. **Additionally, all officers, who do not meet “Basic” readiness requirements when the post-Board administrative review is performed utilizing 1st quarter 2008 OFRD data, the officer will be REMOVED from the promotion pool, regardless of where they fall on the promotion rank order lists. Please direct all questions, comments, inquiries and concerns on response readiness-related matters directly to the OFRD office:**

General Questions: ofrd@hhs.gov

Response Questions: ofrd-response@hhs.gov

Training Questions: ofrd-training@hhs.gov

XI. Research Officer Group (ROG)

OCCO will **NOT** accept “ROG packages” (i.e., memorandums of support or research papers). Bibliographies should be submitted as an addendum to the CV. ROG officers will be required to complete the same procedures as any other non-ROG officer who is preparing his/her record for review pertaining to the COER, CV, PIR, OS, ROS, and readiness requirements. ROG officers should refer to the ROG Benchmarks posted on the web site.

XII. eOPF/Promotion Frequently Asked Questions (FAQs)

It is recommended that you review the eOPF Frequently Asked Questions (FAQs) on the CCMIS web site to obtain an overview of the eOPF and the types of documents you should submit to your eOPF. There are also questions and answers that may be helpful in your preparation for promotion in the "Promotion Process Frequently Asked Questions" tab under "FAQs" on the CCMIS web site.

XIII. Exceptional Proficiency Promotions (EPPs)

Officers who are nominated for Exceptional Proficiency Promotions (EPPs) will be notified by their respective agencies and are required to prepare for promotion consideration. Similar to

officers eligible for promotion in their own right, officers nominated for EPP will follow instructions and deadlines set in this information memorandum for submission of documents to their eOPF and completion of the OS and ROS. **To ensure documents are included** in your eOPF **for promotion board review**, materials must be submitted to OCCO **no later than December 31, 2007.**

Pursuant to eCCIS, BOOK: 2 and 3 (old CC23.4, INST 2, Section L) the following applies to EPP eligibility:

- a. An officer may be nominated only one time per grade for an EPP
- b. An officer must have held his/her current temporary grade for 1 year by March 1, 2008
- c. An officer is not otherwise eligible in his/her own right
- d. An officer has met time in grade requirements
- e. If Basic level readiness requirements are **NOT** met on December 31, 2007, zero (0) points will be awarded for the 5th precept.
- f. Officers who are examined by the Promotion Boards, **for EPP consideration** but do not receive a temporary promotion, will not be considered as having been passed over.

Officers who are recommended for EPPs will be reviewed and ranked by their professional categorical board along with all officers eligible for the same temporary grade in their own right using the same precepts. Information provided to the promotion boards will be the same for all officers, regardless of whether recommended for an EPP or eligible in their own right.

Attachment: 2008 Promotion Year Checklist

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 as of December 31, 2007.	
**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 April and June). Failure to comply with any of these criteria at that time will result in the officer not being promoted.