

## Temporary Promotion Eligibility Criteria

(Applies to all officers including new CADs, recalls to extended active duty and inter-service transfers.)

Eligible Grade	T&E Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
O-2	4 years	None	None
O-3	8 years	None	None
O-4	12 years	6 months on <b>current tour</b> as officer in the PHS Commissioned Corps ( <i>as of March 1<sup>st</sup> of the year reviewed by prom board</i> )	None
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	2 years as O-4
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5

*T & E, Promotion and Seniority Credit dates are located on the officer's PIR. Bolded dates provided are for Promotion Year 2008 (PY08) - Promotion Boards meet in Spring 2008 to determine officers eligible for promotion from 7/1/08 - 6/1/09.*

1. Time In Service (TIS):

- a. At the O-4 grade TIS must be during current tour and must be met by 3/1 of the year reviewed by the promotion board (**3/1/08**). In other words, for officers to meet the TIS criteria, they must be called to active duty no later than 9/1 of the prior year (**9/4/07, due to weekend and holiday 9/1-9/3**).
- b. At the O-5 and O-6 grades, TIS can be a combination of current and previous tours in the PHS Commissioned Corps and must be met on or before **6/1/09**.
- c. All officers may use prior active duty military time towards TIS at the O-5 and O-6 grades (up to 3 years and up to 6 years respectively) as noted in the table.

2. Time In Grade (TIG):

- a. Time in grade must be during current tour and must be met during the promotion year with an effective date of promotion on or before **6/1/09**.

3. Temporary Promotion Effective date:

- a. The effective date of the promotion will be July 1 of the promotion year or the first day of the month following the officer's date of eligibility, whichever is later (meets all T&E, TIS, and TIG requirements) with the following exception. If the officer's eligible date is the first day of the month, then his/her effective date will be the same (first day of the month) as the eligible date.

- Examples:
- 1) Meets all requirements 1/1/08, promotion effective date will be 7/1/08.
  - 2) Meets all requirements 9/15/08, promotion effective date will be 10/1/08.
  - 3) Meets all requirements 10/1/08, promotion effective date will be 10/1/08.
  - 4) Meets all requirements 6/2/08, not eligible in this promotion cycle.

4. Interservice transfers must serve 6 months in PHS prior to any promotion.

5. Requirements to affect temporary promotion:

- a. A current, satisfactory COER (overall C or better);
- b. Annual COERS in file, if applicable
- c. Valid license if required;
- d. No current or pending adverse or disciplinary actions;
- e. Meet basic level of readiness; and
- f. NACI clearance on file.

This reference is provided for informational purposes only; it is not an official policy document. Consult eCCIS 331.01 & 331.02 (old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2), eCCIS 812.03 (old Manual Circular No. 376), and eCCIS 811.02 (old Personnel Policy Memorandum 04-0020) for official policy guidance

Permanent Promotion Eligibility Criteria

(Applies to all officers including new CADs, recalls to extended active duty and inter-service transfers.)

Eligible Grade	Credit Required for Regular Corps Officers	Credit Required for Reserve Corps Officers
O-2	7 years T&E	7 years T&E
O-3	3 years Promotion Credit	10 years T&E
O-4	10 years Promotion Credit	17 years T&E
O-5 Restricted	7 years Seniority Credit	7 years Seniority Credit (7 years as Permanent O4)
O-5 Non-Restricted	17 years Promotion Credit	24 years T&E
O-6	4 years Seniority Credit	4 years Seniority Credit (4 years as Permanent O5)

*T & E, Promotion and Seniority Credit dates are located on the officer's PIR. Promotion Year 2008 (PY08) - Promotion Boards meet in Spring 2008 to determine officers eligible for promotion from 7/1/08 - 6/30/09.*

1. **Restricted** = Nurse, EHO, Pharm, Diet, Ther, HSO
2. **Non-Restricted** = Med, Dent, Eng, Sci, Vet
3. **Seniority Credit Date** =
  - § Regular Corps: The later date of a) permanent grade credit date established at the time of appointment to the Regular Corps or b) last permanent grade promotion following Regular Corps appointment.
  - § Reserve Corps: The later date of a) appointment to the Reserve Corps or b) last permanent grade promotion.
4. **Promotion Credit Date (pertains ONLY to Regular Corps officers for establishing eligibility to P-O3 and P-O4 for all categories and P-O5 for non-restricted categories)** = seniority credit date + years of constructive credit related to Pgrade held when originally appointed to Regular Corps (P3 = 3, P4 = 10, P5 = 17).
5. Interservice transfers must serve 6 months in PHS prior to any promotion (CCPM 23.3, INST 5, "Inter-Service Transfer of Commissioned Officers," Section G.2.c., found in Book: 3, Chapter: 7, Section 4, Instruction: 01 of the eCCIS).
6. Permanent promotion Effective date: The effective date of the promotion will be July 1 of the promotion year or the officer's date of eligibility, whichever is later.
7. Requirements to affect permanent promotion:
  - a. A current, satisfactory COER (overall C or better);
  - b. Annual COERS on file, if applicable;
  - c. Valid license if required;
  - d. No current or pending adverse or disciplinary actions;
  - e. Meet basic level of readiness;
  - f. Current 5 year physical in MAB;
  - g. Current 1 year report of medical history in MAB; and
  - h. NACI clearance on file.

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**Non-Competitive Promotions**

1. All Officers eligible for Temporary O-2 or O-3, Medical Officers eligible for Temporary O-4, and Reserve Officers eligible for Permanent O-2 or O-3 do not go to a promotion board but are promoted through an administrative review process.
2. Requirements for promotion:
  - a. A current, satisfactory COER (overall C or better),
  - b. Valid license if required,
  - c. No current or pending adverse or disciplinary actions,
  - d. Meet the basic level of readiness;
  - e. For **permanent** promotions: Current 5-year physical and 1-year Report of Medical History in MAB;
  - f. For O4 eligible medical officers, a letter of recommendation to the SG from the Agency.
3. Officers with unsatisfactory COERs (overall A or B) are reviewed by the annual promotion boards. Also, officers with other identified reasons to submit the record to the board (e.g., past, present, or pending adverse action) will be reviewed by the annual promotion boards.
4. Regular Corps Officers eligible for Permanent O-2 or O-3 must be reviewed by the annual promotion boards.
5. Effective date of a noncompetitive permanent or temporary promotion is the first day of the month following the date of eligibility contingent that all required administrative documentation is received in OCCO by the 15<sup>th</sup> of the month prior to the effective date.

Examples: 1) Meets all requirements prior to 11/15/07, promotion effective date will be 12/1/07  
2) Meets all requirements 11/16/07-12/15/07, promotion effective date will be 1/1/08.

Exceptional Proficiency Promotions  
**(Must meet TIG-can meet TED or TIS, but not BOTH)**

Eligible Grade	TED Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
O-2	4 years	None	1 year as O-1 (as of 3/1)
O-3	8 years	None	1 year as O-2 (as of 3/1)
O-4	12 years	6 months on <b>current tour</b> as officer in the PHS Commissioned Corps (as of March 1 <sup>st</sup> of the year reviewed by prom board)	1 year as O-3 (as of 3/1)
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	1 year as O-4 (as of 3/1) in addition to total of 2 years as O-4 (during PY cycle)
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5 (during PY cycle)

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1. Eligibility Requirements:
  - a. Not eligible in their own right (by end of promotion year) **(5/31/09)**.
  - b. Have held their current Temporary grade for 1 year as of 3/1 of the year reviewed by the promotion board **(3/1/08)**. Important note: current means current tour.
  - c. Is in a billet grade at, or above the grade of the proposed promotion.
  - d. Meets TIG requirements outlined in the promotion eligibility criteria table.
  - e. Has valid license if required, satisfactory COER, no future or pending adverse actions and meets applicable readiness standard.
  - f. Have not been previously reviewed by a promotion board for an EPP to the same temporary grade (officers only receive one opportunity for EPP review per grade - considerations for Exceptional Capability Promotion prior to 2004 do not count toward this requirement).
2. Quotas - agencies are limited to not more than 5% of total number of officers eligible for EPPs in their agency. Nominations can be submitted for any category and/or temporary grade. All agencies will be allowed to nominate at least one officer regardless of agency size, assuming they have at least one officer who is eligible for the EPP.
3. Promotion Effective date: Officers are promoted on either the date established by the ASH or the date the officer meets the TIG requirement, whichever is later (all promotions effective 1<sup>st</sup> of the month).

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