

**Medical Requirements for BOTH
Competitive and Noncompetitive PERMANENT Promotions**

All officers are required to have a physical examination within the last 5 years. Additionally, officers eligible for competitive or noncompetitive permanent promotions must also have a completed form

DD-2807-1, "Report of Medical History" (accompanied by signed "Disclosure Statement"), within 1 year prior to the expected permanent promotion effective date. For more information on this requirement, please review the governing regulation located in Subchapter CC43.4, INSTRUCTION 1 of the CCPM.

If you are eligible for any type of permanent promotion (competitive or noncompetitive), OCCO strongly urges that the following actions be completed:

1. Logon to the secure area of the CCMIS Web site (<http://dcp.psc.gov>).
2. Review the status of your 5-year annual physical, and ensure that it is current within the last 5 years. If your annual physical is outdated, please mail a copy of your current physical to the Medical Affairs Branch (MAB) at the address located below.
3. Review the status of your 'Medical History Report' (Form DD-2807), and ensure that it is within one year prior to the expected permanent promotion effective date. If your medical history form is outdated, print both the instruction letter and Form DD-2807-1. For Form DD-2807-1:
 - * Write 'USPHS' in Section 6.a.
 - * Note the purpose in Section 6.c. as 'PROMOTION.'
 - * Complete form in its entirety and date.

Complete, sign, and date the 'Disclosure Statement' contained in the instructions. Mail both forms **(DO NOT FAX!)** to the following address:

Medical Affairs Branch
Attn: Medical Evaluations Section
5600 Fishers Lane, Room 4C-04
Rockville, MD 20857-0001

*PLEASE NOTE : Based on their review of your information, the Medical Affairs Branch will notify you of any additional requirements. **All required medical forms are available on the Promotion Information Page of the CCMIS Web site.***