

**FLAG GRADE BILLET ASSESSMENT**

Operating Division (OPDIV)/Staff Division (STAFFDIV) or Non-Department of Health and Human Services (non-HHS) Program	
Title of Position	
Type of Position (Programmatic or Management/ Headquarters)	Current or Proposed Billet Grade
<p><b>NOTE:</b> For more detailed information <b>See</b> Section F. of Subchapter CC23.4, INSTRUCTION 7 of the Commissioned Corps Personnel Manual, <a href="http://dcp.psc.gov/navigati.asp">http://dcp.psc.gov/navigati.asp</a></p>	

Assessment Criteria	Specifics
<b>NATURE OF BILLET</b>	
<p><b>1a. Characteristics of billet/function performed</b></p> <p>(1) Type of billet, e.g., command position, management, coordination, deputy, specialist, etc.</p> <p>(2) Scope of billet, e.g., operational command, span of staff supervision, clinical services, public health, administrative, etc.</p> <p>(3) Level or extent of the effect of the discharge of responsibilities, e.g., Departmental, Corps, national, international/global</p>	
<p><b>1b. Relative position within the Department or governmental structure</b></p> <p>(1) To whom does the officer report; who is the superior officer/official?</p> <p>(2) Who are the principal subordinates?</p> <p>(3) Who are the principal points of coordination of duties and responsibilities?</p>	

Assessment Criteria	Specifics
<b>NATURE OF BILLET (Continued)</b>	
<p><b>1c. Supervision over billet</b></p> <ul style="list-style-type: none"> <li>(1) Proximity of supervision, e.g., remoteness or closeness of supervisor's location Degree of supervision given/received,</li> <li>(2) i.e., degree of independence of operation Official relationships within HHS or with</li> <li>(3) officials outside of HHS, including:                             <ul style="list-style-type: none"> <li>(a) Nature of governmental relationships</li> <li>(b) Extent of governmental relationships</li> <li>(c) Level of official relationships with governmental officials and the public</li> </ul> </li> </ul>	
<p><b>1d. Reflection of national emphasis</b></p>	
<p><b>1e. Special qualifications required</b></p>	

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Assessment Criteria	Specifics
<b>MAGNITUDE OF RESPONSIBILITIES</b>	
2a. Mission(s) of organization/program and special requirements in relation to the mission(s) of the Department and the Corps	
2b. Nature of responsibilities and the need for multi-dimensional leadership skills	
2c. Number, type, and value of resources managed and employed (operational and administrative control)	
2d. Authority to make decisions and commit resources	
2e. Development of policy, e.g., involvement in development of policy within specific functions of billet -- budget, program, staffing, etc.	
2f. Responsibilities for negotiating nationally significant commitments with organizations and governmental units	
2g. Ancillary authorities and responsibilities inherent in the position	

Assessment Criteria	Specifics
<b>SIGNIFICANCE OF ACTIONS AND DECISIONS</b>	
<p><b>3a. Impact on the Nation’s public health and security</b></p>	
<p><b>3b. Importance to present and future effectiveness and efficiency of advancing and protecting the Nation’s health</b></p>	
<p><b>3c. Extent actions and accomplishments affect and/or influence the credibility of the Department/OPDIV/STAFFDIV/ Non-HHS Program or the Corps in meeting needs and priorities</b></p>	

**Priority Recommendations of OPDIV/STAFFDIV /Non-HHS Program**

**4. The Assistant Secretary for Health shall consider the priority recommendations of the OPDIV, STAFFDIV, and Non-HHS Organization Heads who have submitted positions for consideration as flag grade billets.**

OPDIV /STAFFDIV or Non-HHS Program Rank Order: \_\_\_\_\_ of \_\_\_\_\_ (Example: 1 of 4)