JOAG Outreach Committee/Junior Officer Career Enhancement Booth

 Promotion Readiness Checklist

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| **Topic** | **What to look for** |
| **Promotion Documents** | **Correct PIR and eOPF information** including, but not limited to: |
| * Licensure information
* Current position; billet
* COER history (past 5 years)
 | * Award history
* Assignment history
* Readiness history
 |
| **CV and Cover Page*** <https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_curriculum_vitae_m.aspx>
* Do you have PAC mentor(s) to review your Promotion package?
* Does it provide a clear representation of your contributions/accomplishments?

Does it include measurable outcomes/metrics to demonstrate impact (number of people reached/targeted; amount of money saved/managed; number of services/products provided and/or offered; etc.)? |
| **Officer Statement** **(OS)** includes:* Does it show your **officership,** including your support of **Corps activities?**
* Your commitment to visibility as an officer?
* Your vision and expectations of a career in the Corps and the Corps mission?
* Does it show strong impact in your Corps engagements and influence?
 |
| **Reviewing Official’s Statement (ROS)** includes:* Does it cover your **accomplishments from your duty station assignments?**
* Promotion Readiness: Does it include a recommendation for your promotion to the next higher rank? (Recommend/Not Recommend) and provide detailed justification for your selection.
* **Leadership:** Does it include your leadership role in the OPDIV/STAFFDIV/ organization?
* Mission: Does it include how you have contributed to the mission of the OPDIV/STAFFDIV/organization?
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| **General Requirements** | **Basic Readiness*** Must meet and maintain monthly
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| **Medical Requirements** * Officers must be up to date with all medical readiness submissions (i.e. PHU, immunizations)
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| **Review Benchmarks** | Review promotion benchmarks to assist in preparing for promotion. <https://dcp.psc.gov/ccmis/Promotions/PROMOTIONS_category_benchmarks_m.aspx> These are guidelines for officers and promotion boards, describing the levels of achievements per Promotion Precept, generally considered to describe the “best qualified” officer for a specific grade.  |
| **Promotion Precepts** | Performance Rating and Reviewing Official’s Statement (Performance): 40% |
| Education, training, and professional development: 20% |
| Career progression and potential: 25% |
| Professional contributions, basic level of force readiness history, and service to the PHS Commissioned Corps (Officership): 15% |

**COER Annual Accomplishment Tracker**

**COER Period Covered: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Use this form to track your progress throughout the year.*

**Primary duties:**

**Collateral duties:**

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| **Leadership** |
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| **Initiative and Growth** |
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| **Communication** |
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| **Interpersonal Skills** |
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| **Planning and Organization** |
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| **Professional Competencies** |
|  |
| **Analysis, Judgement and Decision Making** |
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