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? | |
| **General Requirements** | **Basic Readiness**   * Must meet and maintain monthly | |
| **Medical Requirements**   * Officers must be up to date with all medical readiness submissions (i.e. PHU, immunizations) | |
| **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** |
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| **Analysis, Judgement and Decision Making** |
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