

## PROMOTION INFORMATION

### What does the Promotion Board use to score officers?

The **Promotion Board** review includes careful consideration of the officer's career as it relates to the five precepts upon which the Benchmarks are developed and promotion recommendations are based. These five precepts are:

- Performance (40% of overall score)
- Education, Training, and Professional Development (20% of overall score)
- Career Progression and Potential (25% of overall score)
- Characteristics of Career Officer & Service to the Corps (officership) (15% of overall score)
- Response Readiness (0% of overall score, not scored by the promotion board). Readiness information will be available to the promotion boards for review. Response readiness is still an administrative check used for promotion. Officers who fail to meet and maintain basic readiness will not be promoted.

In evaluating an officer for promotion, the board references the Benchmarks established by each professional category for the "best qualified" officer. The board compares the officer, as reflected in the eOPF, against the theoretical "best qualified" officer. This "best qualified" officer is the **only** competition for any one officer being reviewed by a Promotion Board.

### Dental Category Benchmarks

[https://dcp.psc.gov/ccmis/PDF\\_docs/2019%20DENTAL%20Benchmarks.pdf](https://dcp.psc.gov/ccmis/PDF_docs/2019%20DENTAL%20Benchmarks.pdf)

The **Promotion Board** members focus on many documents to include:

- COERs/ROS
- PIR
- CV
- Continuing Education
- OS
- Letters of Appreciation
- Awards
- Licenses/Certifications/Credentials
- Readiness Status and History

The **Promotion Board** members do not have access to:

- Medical information
- Compensation information
- Personal information, e.g., marriage/divorce, birth certificates, insurance
- Previous board scores/score sheets
- OS from previous years

## How is it determined who is successful for promotion and who is not?

The officers are rank ordered in sequential order of their promotion board scores creating a rank order list. The number of officers promoted depends on the requirements of the Corps in each grade as determined by the Assistant Secretary for Health (ASH) in consultation with the Surgeon General (SG). These success rates are multiplied by the total number eligible in each category for each grade to determine the total number of people promoted within each category and for each grade. These numbers are applied to the rank order list and a success line is drawn. Those above the line on the rank order list are successful; those below the line are not successful.

## Promotion eligibility

To calculate future competitive temporary or permanent promotion eligibility, the .pdf link below displays requirements to determine promotion cycle dates. All dates that are needed to calculate eligibility (i.e., Training and Experience (T&E), Promotion Credit, Seniority Credit, etc.) are located on your Promotion Information Report (PIR), which can be found in your Official Personnel Folder in the Officer Secure Area. For temporary promotion eligibility, an officer must meet all three requirements (T&E, Time-in-Service, and Time-in-Grade) within the upcoming promotion cycle. The eligibility date is the first day of the month on or following the date the officer meets the last of all three requirements.

[https://dcp.psc.gov/ccmis/PDF\\_docs/Eligibility%20Criteria%20PY%202018.pdf](https://dcp.psc.gov/ccmis/PDF_docs/Eligibility%20Criteria%20PY%202018.pdf)

## The Reviewing Official Statement (ROS):

The following factors are addressed in the ROS:

- Is a one-page document at the end of the COER that allows the agency to provide input to the Promotion Board regarding your readiness for promotion.
- Should address the period in the position or program, or longer if the Reviewing Official (RO) has knowledge of your prior performance and contributions.
- Is completed by your Reviewing Official during the COER submission process (usually the second line supervisor—your supervisor’s supervisor).
- Is the only official letter of recommendation allowable in the eOPF.
- Promotion Readiness: Do you recommend the officer for promotion to the next higher rank? (Recommend/Not Recommend). Provide detailed justification for your selection.
- Leadership: How does the officer take on a leadership role in the OPDIV/STAFFDIV/organization?
- Mission: How does the officer contribute to the mission of the OPDIV/STAFFDIV/organization?

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## Officer’s Statement (OS)

The Officer’s Statement (OS) is a 1 page document that provides you the opportunity to summarize:

- Your support of Corps activities;
- Your commitment to visibility as an officer; and
- Your vision and expectations of a career in the Corps and the Corps mission.

The OS should be written in succinct bulleted statements using proper grammar and spelling.

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It is essential that the statements describe not just what organizations you are a member of, but also what contributions you make to those committees or groups. Promotion Board members like to see accomplishments and impact, not just job descriptions or membership.

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## Commissioned Officer's Effectiveness Report (COER)

COERs are used by Promotion Boards to evaluate and score Precept 1: Performance. Therefore, the importance of having all required Annual COERs on file for at least the last 5 years (as applicable) cannot be overstated. All officers are strongly recommended to ensure that the most recent COER is on file, even if an Annual COER was not required. For temporary grade promotion, officers must have all required Annual COERs on file in the eOPF for the last 5 years (as applicable). For permanent grade promotion, the most recent COER must be on file and satisfactory. For non-competitive promotion, all required Annual COERs must be on file, the current COER must have an overall score of (S) satisfactory.

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## Curriculum Vitae (CV)

The Curriculum Vitae (CV) is the best place to present a concise picture of your entire career and to convey information not reflected on the Promotion Information Report (PIR). It is very important that a **current CV** is in your Official Personnel Folder (eOPF). **An absent, outdated, or improperly formatted CV will make you less competitive for promotion.** When uploading your CV, please note that **only the most recently submitted CV document is retained in the eOPF**

### CV examples:

<https://dcp.psc.gov/OSG/dentist/cv.aspx>

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## Medical Requirements for PERMANENT Promotions

All officers are required to have a physical examination (Form DD-2808), signed by a medical provider, within the last five (5) years. Officers eligible for permanent grade promotion must **also** submit through the electronic Document Upload (eDOC-U) in the Officer Secure Area, a completed form DD-2807-1 "Report of Medical History" accompanied by a self-signed "Disclosure Statement" within **the date range specified** on the [Promotion Checklist](#).

**Failure to have these forms updated with MA will result in your removal from the permanent grade promotion list during the post Board administrative review.**

### Additional information:

<https://dcp.psc.gov/OSG/dentist/documents/QuickReferenceGuide-NewDentalOfficers2.pdf>