2018 ENVIRONMENTAL HEALTH CATEGORY PROMOTION BENCHMARKS

PY 2018 Guidance Regarding Promotion Precepts and Benchmarks for Commissioned Corps Officers

Officers competing for promotion are rated on the five Promotion Precepts described in the Commissioned Corps Instruction 331.01 "Permanent Grade Promotions", and 332.01 "Temporary Grade Promotions", and noted below. To assist officers in better understanding the Promotion Precepts, the Precepts are described in terms of Factors. Each Factor has a Benchmark, which is a level of achievement for the officer given the category and grade.

The purpose of this Guidance is to inform officers and promotion boards of the levels of achievement per Promotion Precept generally considered to describe the "best qualified" officer for a specific category at a specific grade. This document can also benefit the officer in setting some personal long term goals for his or her career advancement.

The Chief Professional Officers (CPO) and Professional Advisory Committee (PAC) Chairs, in consultation with their constituent category members, revise the Guidance annually to reflect the ever changing missions and policies of the Corps. All five Promotion Precepts are identical for all categories, as are the Benchmarks for Promotion Precepts 1, 4 and 5. The Benchmarks for Promotion Precepts 2 and 3 are category-specific.

The benchmarks for Precepts 1 - 5 are levels of achievement and/or standards of excellence that describe the "best-qualified" officer. They serve as a basis by which officers can be measured within each category. No officer is expected to meet all the standards for Precepts 1 - 5. Many promoted officers will have achievements that exceed the factors for one or two precepts, but may not meet all the factors for others. Therefore these Benchmarks should not be considered a checklist of activities that must be completed in order to be promoted. Quality and impact of an officer's service is far more important than the quantity of activities in which they participate.

The individual factors within each Precept are not listed in priority order. The importance of each factor is left to the discretion of the Promotion Boards. The members of the Promotion Boards review the service records of each officer under consideration for promotion and each assigns a score for the specific Promotion Precept. Promotion Board members exercise their professional judgment and discretion in the review and rating of each record.

There is no time period that limits which of the officer's activities and accomplishments are eligible for consideration. However, activities and accomplishments subsequent to an officer's last promotion should receive priority consideration.

The Promotion Precepts are weighted as follows:

 Performance Rating and Reviewing Official's Statement (Performance) 	40%
2. Education, training, and professional development	20%
3. Career progression and potential	25%
 Professional contributions and services to the PHS Commissioned Corps (Officership) 	15%

IMPORTANT NOTE

Although the Readiness precept no longer carries any weight with regard to numerical score for promotion, basic readiness remains one of the several administrative checks for promotion. Officers in a "not ready" status at the 31 Dec RedDOG status report prior to the promotion year will receive an automatic Board Not Recommend. In addition, officers in a "not ready" status at the subsequent 31 March RedDOG status report, who were otherwise successful, will be removed from the successful list. Officers are advised to maintain basic readiness at all times.

Promotion Board members examine many documents in the officer's electronic Official Personnel Folder (eOPF) during the promotion review. Examples of these documents include, but are not limited to: Commissioned Officers' Effectiveness Report (COER); Promotion Information Report (PIR); curriculum vitae; the Officer's and Reviewing Official's Statements; award narratives; and letters of appreciation. The most recent COERs (e.g., the last 3-5 years) are generally given the most consideration by Promotion Board members, although earlier COERs may also be reviewed.

Career development resources (e.g., Curriculum Vitae (CV) reviews, mentoring, internet training tools, career development seminars, fellow officers serving in similar roles, etc.) provided by the PACs, agency liaisons, Division of Commissioned Corps Personnel and Readiness (DCCPR), and the CPOs should be explored and fully utilized by all officers.

The Benchmarks will change as the Commissioned Corps continues to evolve. Any comments or suggestions that you have on the Benchmarks may be submitted to your PAC Chair, and will be carefully considered for incorporation into the next annual revision.

1. Performance Rating and Reviewing Official's Statement (Performance)				
Factor	Benchmarks P-O2	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
Commissioned Officers' Effectiveness Report (COER) Based on information contained in the Officer's Statement, separate from the Reviewing Official's Statement, the officer will be rated on promotion readiness as it relates to: • Progression of responsibility • Achievement and contributions to the agency mission • Personal accountability for developing skills and leadership effectiveness	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value. Secondary assessment will include a review of the COER score, in the context of the officer's performance trends. Guidance provided as needed/requested to complete assignments of moderate complexity and impact. Skill development reflects potential for leadership and willingness/ability to assume increasing levels of responsibility. Completes assigned duty- related mandatory training and elective training to complement mandatory training. Supporting information that professional development contributes to the agency missions. The officer demonstrates they efficiently and effectively work at their current grade.	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value. Secondary assessment will include a review of the COER score, in the context of the officer's performance trends. Guidance provided as needed/requested to complete assignments of moderate complexity and impact. Skill development reflects potential for leadership and willingness/ability to assume increasing levels of responsibility. Completes assigned duty- related mandatory training and elective training to complement mandatory training. Supporting information that professional development contributes to the agency missions. The officer demonstrates they efficiently and effectively work at a higher level than their current grade.	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value. Secondary assessment will include a review of the COER score, in the context of the officer's performance trends. Evidence of independent performance of complex tasks requiring developed proficiency and higher responsibility with positive impact on the program. Demonstrated leadership of program teams or projects. Completes assigned duty- related mandatory training and elective training to complement mandatory training. Supporting information that professional development contributes to the agency missions. The officer demonstrates they efficiently and effectively work at a higher level than their current grade.	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value. Secondary assessment will include a review of the COER score, in the context of the officer's performance trends. Independent initiative, evidenced by development, oversight, coordination and/or leadership of projects of exceptional difficulty with an expected level of expertise. Assumption of overall personal accountability for the involved program or project. Completes assigned duty- related mandatory training and elective training to complement mandatory training. Supporting information that professional development contributes to the agency missions. The officer demonstrates they efficiently and effectively work at a higher level than their current grade and should currently occupy an O-6 billet.

Factor	Benchmarks P-O2	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
Award History** Progression of awards, relevance to mission, quality, as well as quantity, across the career is assessed: o PHS Individual and Unit Honor Awards (e.g., PHS	There should be a record of awards across the career. Officers should strive for increasing impacts at the local level, including team or unit participation, which may result in individual or unit awards (e.g., a PHS Citation	There should be a record of awards across the career. Officers should strive for increasing impacts at the local level, including team or unit participation, which may result in individual or unit awards (e.g., an Achievement	There should be a record of awards across the career. Officers should strive for increasing impacts at the regional level which may result in progressively higher individual awards or unit recognition (e.g., a	There should be a record of awards across the career. Officers should strive for increasing impacts at the regional, national or international level which may result in progressively higher individual awards or unit
Citation Medal, Outstanding Service Medal, Unit Commendation) • Other Awards and Recognition	Medal or Unit Commendation). Division, Institute, and Agency (including non-DHHS agencies), and professional	Medal or Unit Commendation). Division, Institute, and Agency (including non-DHHS agencies), and professional	Commendation Medal or Unit Commendation). Division, Institute, and Agency (including non-DHHS agencies), and professional	recognition (e.g., an Outstanding Service Medal o Outstanding Unit Citation). Division, Institute, and Agency (including non-DHHS
 PHS Service Awards (e.g., Isolated Hardship Service Award, Special Assignment Service Award) 	organization awards, and recognition such as letters of commendation. Service should clearly reflect the impact(s) that evolve from responsibility and performance of the officer.	organization awards, and recognition such as letters of commendation. Service should clearly reflect the impact(s) that evolve from responsibility and performance of the officer.	organization awards, and recognition such as letters of commendation. Service should clearly reflect the impact(s) that evolve from responsibility and performance of the officer.	agencies), and professional organization awards, and recognition such as letters of commendation. Service should clearly reflect the impact(s) that evolve from responsibility and
Reviewing Official's Assessment for Promotion	Exhibits Leadership Qualities.	Exhibits Leadership Qualities.	Demonstrates Leadership Skills.	performance of the officer. Accomplished Leadership Role.
Readiness Based on information contained in the Reviewing	Recognizing junior officers with the potential and inspiration to influence.	Recognizing junior officers with the potential and inspiration to influence.	Recognizing exceptional personal leadership skill and significant potential or competence as a leader or	Recognizing leaders who have moved into key leadership roles and have a proven record of influence
Official's Statement (separate from the Officer's Statement), the officer will be rated on promotion readiness as it relates to:	For example: As assessed in ROS, candidate excels: a) In attributes that serve the leadership in a group, team,	For example: As assessed in ROS, candidate excels: a) In attributes that serve the leadership in a group, team,	For example: As assessed in ROS, candidate excels:	and achievement (e.g., Subject Matter Expert, Program Chief/Director or equivalent).
 Current Leadership Role in Command/Agency Progression of Leadership Potential Contribution to the 	committee, or branch work and with the potential for team leadership or management role	committee, or branch work and with the potential for team leadership or management role	a) In the contributions to and support of a management, supervisory, technical or clinical expert and/or program leadership role	For example: As assessed in ROS, candidate excels: a) In an executive, senior management, expert, and/or
Agency Missions	and/or	and/or	and/or	special advisory/consultant position and/or

Factor	Benchmarks P-O2	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
	b) As a member of a task force or similar group at, or above, the local or regional Branch or Division level	b) As a member of a task force or similar group at, or above, the local or regional Branch or Division level	b) As a member or leader of a task force or similar group at, or above, the local or regional Agency level	b) As a leader of a task forco or a similar group at either the regional, national or international Agency level
	Additional attributes <i>may</i> include:	Additional attributes <i>may</i> include:	Additional attributes <i>may</i> include:	Additional attributes <i>may</i> include:
	a) Authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at, or above, the local/ regional Branch, or Division level)	a) Authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at, or above, the local/ regional Branch, or Division level)	a) Primary or secondary authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at or above the local or regional Agency level)	a) Primary or secondary authorship of publications o other written communication or oral presentations that strive for increasing impact (e.g., at either the regional, national or international Agency level)
		Engages in collateral activities that contribute to the Agency/PHS mission.	Engages in collateral activities that contribute to the Agency/PHS mission.	Evidence that career duties and collateral activities contribute to visibility and impact of the Agency/PHS Commissioned Corps mission.

Please refer to CCI 511.01 Awards Program for a description of the Honor and Service Awards.

	2. Education, Training and Professional Development				
Factor	Benchmarks T-O3/P-O2	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6	
Bachelor's Degree.Bachelor's Degree.For officers with accredited bachelor's degree, has initiated the process or is pursuing an advanced degree from a regionally or nationally accredited institution that contributes to current or future PHS assignments.For officers with accredited bachelor's degree, has initiated the process and pursuing an advanced degree from a regionally nationally accredited 		For officers with accredited bachelor's degree, has initiated the process and is pursuing an advanced degree from a regionally or nationally accredited institution that contributes to current or future PHS assignments.	Bachelor's Degree. For officers with accredited bachelor's degree, has initiated the process and is pursuing an advanced degree from a regionally or nationally accredited institution that contributes to current or future PHS assignments.	Master's or Doctoral Degree. Advanced degree from a regionally or nationally accredited institution that contributes to current or future PHS assignments.	
	 Examples of advanced degree fields include, but are not limited to: Public Health, Health Care Administration, Environmental Health, Industrial Hygiene, Information Systems and Technology, Health Physics, Emergency Preparedness and Response (MBA, MPA, MS, MPH or comparable master's degree; PhD, DrPH, or comparable doctorate degree). Additional Degrees should hold value to advance the mission of the agency and/or PHS. This can be demonstrated in the COER, OS, and/or CV. 				

	2. Education, Training and Professional Development				
Factor	Benchmarks T-O3/P-O2	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6	
Certifications, Credentialing, and Licensure	 Pursuing professional environmental health credential (REHS/RS) or industrial hygiene, safety, or health physics certification (CIH, CSP, or CHP). If officer has more than one of the above credentials, it will satisfy the additional credential requirement below. Officer is also pursuing an additional professional certification or graduate certificate. Examples of additional cert Healthy Homes Specialist, Certification in Medical Dev 	Current professional environmental health credential (REHS/RS) or industrial hygiene, safety, or health physics certification (CIH, CSP, or CHP). If officer has more than one of the above credentials, it will satisfy the additional credential requirement below. Officer also has an additional professional certification or graduate certificate. ifications can include, but are no NIMS SOFR Type I, etc. or an a rices, Seafood, Blood Banks or buld hold value to advance the r	Current professional environmental health credential (REHS/RS) or industrial hygiene, safety, or health physics certification (CIH, CSP, or CHP). If officer has more than one of the above credentials, it will satisfy the additional credential requirement below. Officer also has an additional professional certification or graduate certificate. ot limited to: CHMM, HAZMAT, H agency specific certification (e.g.,	Current professional environmental health credential (REHS/RS) or industrial hygiene, safety, or health physics certification (CIH, CSP, or CHP). If officer has more than one of the above credentials, it will satisfy the additional credential requirement below. Officer also has an additional professional certification or graduate certificate. EM, CPH, CEM, CICP, CP-FS, FDA certifications such as	
	For additional information a	nd clarification of sub-discipline	e examples, review the <u>EHO 'Ben</u> bage, under Career Development		
Public and Environmental Health Training	Course work, continuing education, or training experiences in environmental health or related to job, that contributes to current or future PHS assignments.	Course work, continuing education, or training experiences in environmental health, or related to job and contributes to current or future PHS assignments.	Course work, continuing education, or training experiences in environmental health, or related to job and contributes to current or future PHS assignments. Recent trainings and experiences should support development of leadership and management skills.	Course work, continuing education, or training experiences in environmental health, or related to job and contributes to current or future PHS assignments. Recent trainings and experiences should support development of leadership and management skills.	
 Examples include, but are not limited to: Health Care Management, Information Systems Technology, Empreparedness and Response, Management and Leadership Skills. All training should be documented in CE Summary in e-OPF. Additional Trainings should hold value to advance the mission of the agency and/or PHS. Value and purpor demonstrated in the COER, OS and/or CV. 					

3. Career Progression and Potential				
Factor	Benchmarks T-O3/P-O2	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
Pillar Assignment		Officer encumbers a position the	nat meets one of the five pillars	
	Currently occupy a billet ≥ O-3.	Currently occupy a billet ≥ O-4.	Currently occupy a billet ≥ O-5.	Currently occupy a billet ≥ O-6.
Billet Level		rogressively higher billets through propriately document the level of v ition letters in e-OPF.		rvisory duties, in the OS, ROS,
Assignments (Personnel Orders)	≥ 1 assignment(s) that demonstrate progressively more responsibility, ability, and independence.	≥ 2 assignments that demonstrate progressively more responsibility, ability, and independence. For example, independently conducts projects of moderate complexity with limited guidance.	≥ 3 assignments that demonstrate progressively more responsibility, ability, and independence. For example, independently performs professional tasks or provides leadership as a team or project leader.	≥ 5 assignments that demonstrate progressively more responsibility, ability, and independence. For example, considered an expert in their area of work with responsibility for independently leading projects and teams.
	 abilities, and independ Shall include any detail eOPF and CV. 	matic reassignments within an ag lence are demonstrated. iled assignments ≥ 90 consecutiv gnments over career, including mi	e days (TDY). TDY assignment	
Geographic Mobility	≤ 1 permanent change of station (PCS) excluding original call to active duty.	≥ 1 permanent changes of station PCS excluding original call to active duty.	≥ 2 permanent changes of	≥ 3 permanent changes of station PCS excluding origina call to active duty.
Collateral Duties (Duties not covered by billet)	Collateral duties are expected, which may or may not relate to environmental health, but support PHS, agency, and program initiatives.	Collateral duties are expected, which may or may not relate to environmental health, but support PHS, agency, and program initiatives.	Collateral duties are expected, which may or may not relate to environmental health, but support PHS, agency, and program initiatives.	Collateral duties are expected, which may or may not relate to environmental health, but support PHS, agency, and program initiatives. At least one collateral duty at the senior/national level with a large-scale leadership role.
	Lead/Member, Information Agency Mentor, etc.	not limited to: PHS or Agency En Technology Duties, Training Offi documented in CV, OS, ROS, CC	icer/ Coordinator Duties, JR CO	STEP Preceptor, EHO or

4. Pro	ofessional Contributions an	d Services to the PHS Co	mmissioned Corps (Officer	ship)
Factor	Benchmarks P-O2	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
Honor/Integrity/Duty	Displaying honor and integrity as an officer.	Displaying honor and integrity as an officer.	Displaying honor and integrity as an officer.	Displaying honor and integrity as an officer.
As a USPHS Officer Honor and integrity are the consistent regard for 	Completes mandatory Commissioned Corps (CC) training.	Completes mandatory CC training.	Completes mandatory CC training.	Completes mandatory CC training.
the highest standards of behaviors and the refusal to violate one's personal and professional codes	Officer participates in personal and professional duties to meet obligations.	Officer participates in personal and professional duties to meet obligations.	Officer participates in personal and professional duties to meet obligations.	Officer participates in personal and professional duties to meet obligations.
 Duty is the free acceptance of a commitment to service 	No disciplinary or adverse actions; officer in good standing.	No disciplinary or adverse actions; officer in good standing.	No disciplinary or adverse actions; officer in good standing.	No disciplinary or adverse actions; officer in good standing.
Officer CC Contributions Significant contributions are based on information contained in the Officer's Statement, CV, and documented in letters of appreciation. Examples may include:	Appointed member or volunteer. Evidence that CC and collateral activities impact and contribute to the PHS mission at the local level.	Appointed member or volunteer. Evidence that CC and collateral activities impact and contribute to the PHS mission at the local level.	Appointed member or volunteer who leads subcommittee or demonstrates substantive role. Evidence that CC and collateral activities impact and contribute to the PHS mission at the regional level.	Appointed member or volunteer who serves as Chair or Vice-Chair, or leads subcommittees, or demonstrates substantive role. Evidence that CC and collateral activities impact and contribute to the PHS mission at the regional, national or international level.
	preceptor, local or nationLeadership positions in	re not limited to: Junior Officers nal COA leadership positions, E	ficership: Advisory Group, Minority Officers EHO Professional Advisory Comn ganizations. Examples include bu	nittee, etc.
Recruitment Activities		Documented recruitment activities.	Documented recruitment activities.	Documented recruitment activities.

Factor	Benchmarks P-O2	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
Mentoring	Participates as a protégé in regular one-on-one or group	Participates as a protégé in regular one-on-one or group	Participates as a primary or supportive mentor in regular	Participates as a primary mentor in regular one-on-
 Professional contributions 	mentoring activities.	mentoring activities.	one-on-one or group mentoring activities. Seeks	one or group mentoring activities. Seeks mentors
Commitment to professional development and officer	Active member at the local, level.	Active member at the local, regional, levels.	mentors within peers or higher level.	within peers or higher level.
visibility, <i>i.e. while in</i> uniform. Significant			Completes a formal mentor	Completes a formal mentor assignment verified via lette
contributions are based on			assignment verified via letter	from PAC, Advisory Group,
nformation contained in the CV, and documented in letters			from PAC, Advisory Group, Agency leadership, etc.	Agency leadership, etc.
of appreciation, awards, etc. Examples may include:			Recruits other mentors to	Recruit, train, support and manage other mentors for
 Membership/Involvement in Professional, Uniformed 			support professional development of peers.	the professional development of other officers.
Service, and Specialty Organizations			Active member at the regional, or national, or	Active member at the
 Mentoring junior officers in the EHOPAC mentoring 			levels.	national or international levels.
program, and mentoring in			Serves as contributing	
officer's Agency assignments. Includes informal PHS junior officer and peer-to-peer			member to the organization through a committee or subcommittee.	Serves in a leadership role in the organization such as subcommittee Chair or Cha of the organization.
mentoring.	Participation at local and	Presentations and/or	Presentations and/or	Presentations and/or
Presentations and Outreach	regional meetings or activities of professional organizations.	outreach at local and regional meetings or activities of professional organizations.	outreach regional meetings or activities of professional organizations. Evidence of greater visibility	outreach regional, national or international meetings or activities of professional organizations.
			in promoting the Corps to broader audiences.	Sought out by meeting planners for presentations with evidence of greater impact in support of Corps/Agency missions.

* Temporary O2 and O3 promotions for all categories and Temporary O4 promotions for the Medical and Dental Categories are determined by an administrative file review as outlined in CCI 332.01; officers are encouraged to use the Factors and Benchmarks listed for T-O4/P-O2 and O3 for career development purposes.

5. Readiness				
Factor	Benchmarks	Benchmarks	Benchmarks	Benchmarks
	P-O2	T-O4/P-O3	T-O5/P-O4	T-O6/P-O5/P-O6
	Officer meets and maintains	Officer meets and maintains	Officer meets and maintains	Officer meets and maintains
	Basic Readiness Standards.	Basic Readiness Standards.	Basic Readiness Standards.	Basic Readiness Standards.
Readiness	Readiness Otandards. Dase Readiness Otandards. Note: Officers may submit a request for a temporary medical waiver to the Medical Affairs for medical issues that would prevent an officer from achieving or maintaining readiness status.			