



# United States Public Health Service Commissioned Corps



## Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

Prepared by the  
Environmental Health Officer Professional Advisory Committee

(Please Note: This is not an official USPHS Commissioned Corps Document)

## **DISCLOSURE**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

**This is a product of the Environmental Health Officer Professional Advisory Committee (EHOPAC). This presentation is intended to serve as a resource for officers of the Environmental Health Officer (EHO) Category of the U.S. Public Health Service Commissioned Corps, their civilian supervisors, and reviewing officials, by providing them with an overview of Commissioned Corps background, resources, and administrative processes.**

**Version 2**

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## OVERVIEW

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

- Overview of the Commissioned Corps
- Uniforms and Appearance
- Rank and Grades
- Compensation/Special Pay
- Work Schedules
- Leave Types & Management
- Detail Assignments
- Deployment
- Leadership and Officership
- Annual Performance Evaluation – COER
- Performance: Good vs. Bad
- PHS, Agency, and EHOPAC Awards
- Promotions
- Types of Disciplinary Actions
- Additional Resources

## BACKGROUND

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### The Commissioned Corps

- The Commissioned Corps traces its beginnings back to the U.S. Marine Hospital Service, protecting against the spread of disease from sailors returning from foreign ports and maintaining the health of immigrants entering the country.
- Overseen by the Surgeon General, the Commissioned Corps is a diverse team of more than 6,500 highly qualified, public health professionals. Driven by a passion to serve the underserved, officers fill essential public health leadership and clinical service roles with the Nation's Federal Government agencies. Officers tackle public health issues such as health care delivery, disease control and prevention, biomedical research, food and drug regulation, environmental health and safety, mental health and substance abuse services. Commissioned Corps officers also respond during natural and man-made disasters.



## BACKGROUND

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### The Commissioned Corps

- The Commissioned Corps is one of seven uniformed services:

#### Five Military Services

- Air Force
- Army
- Coast Guard
- Marines
- Navy

#### Two Commissioned Corps

- National Oceanic Atmospheric Administration (NOAA)
  - U.S. Public Health Service Commissioned Corps
- The Commissioned Corps is the only service dedicated to providing essential public health leadership and service roles within the Nation's Federal Government agencies and programs, including but not limited to the following agencies: CDC, FDA, CMS, BOP, IHS, NIH, USDA, NOAA, ATSDR, DHS, OS, DOJ, and the armed services.

## BACKGROUND (continued)

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### The Commissioned Corps

- **Mission.** The mission of the Commissioned Corps is to Protect, Promote, and Advance the health and safety of our Nation.
- **Core Values.** The core values of the Commissioned Corps are Leadership, Service, Integrity, and Excellence
- **Composition.** The Commissioned Corps is an all-officer Uniformed Service, comprised of public health professionals from various public health and medical disciplines. Commissioned Corps officers are led by the Surgeon General of the United States Public Health Service.
- **Eleven Professional Categories.** The Commissioned Corps is comprised of officers from 11 distinct professional categories:
  - Dietician, Health Service Officer, Environmental Health Officer, Pharmacist, Scientist, Engineer, Therapist, Veterinarians, Physician, Dentist, Nurse

## BACKGROUND (continued)

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### The Commissioned Corps

- **Organizational Structure.** The USPHS Commissioned Corps is comprised of more than 6,500 full-time, well-trained, highly qualified public health professionals. USPHS falls under the leadership of the Assistant Secretary of Health and the Surgeon General within the HHS.



Admiral (ADM)  
Brett P. Giroir  
Assistant Secretary for Health



Vice Admiral (VADM)  
Jerome M. Adams  
Surgeon General



Rear Admiral (RADM)  
Sylvia Trent Adams  
Deputy Surgeon General

## **PHS Officers at Non-HHS Agencies/Departments**

## **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

### **A Memorandum of Agreement governs the blanket detail of officers to non-HHS Agencies/Departments**

- Indefinite (no end date) assignments in most positions
- Host agency/department provides payroll, training, direction, performance reviews, and availability for short-term deployments
- PHS provides administrative support and systems, structured incentives for excellence, benefits (e.g. pension, insurance, base privileges, etc.)

### **Monthly pay periods (first of the month)**

- Agency/department payroll dollars go to PHS. PHS pays officers directly
- Monthly payment is based on rank, zip code, and dependents status



# **USPHS Liaisons to HHS & Non-HHS Agencies/Departments**      **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

## **HHS & Non-HHS Agencies or Departments have a designated USPHS Liaison**

- Liaisons assist in facilitating administrative processes between the host agency/department and the USPHS and oversees all USPHS activities with respect to their organization.
- Liaisons will share deadlines and important information regarding USPHS actions with supervisors (e.g., deadlines for Commissioned Officer Effectiveness Report, Awards submittal timelines, etc.)
- Supervisors may find the name and contact information of their agency/department USPHS Liaison here:

**[https://dcp.psc.gov/ccmis/PDF\\_docs/sgpac.pdf](https://dcp.psc.gov/ccmis/PDF_docs/sgpac.pdf)**

## UNIFORMS & APPEARANCE

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### Required Wear of Uniforms

- Daily wear of uniform is a condition of service
- Failure to do so can result in disciplinary action and/or separation from service
- An officer out of uniform may be reported to the PHS Liaison or PHS program manager



**Service Khaki**



**Service Dress Blue**



**Summer White**



**Operational  
Deployment Uniform**

## UNIFORMS & APPEARANCE (continued)

## Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

USPHS Policies regarding an officer's required wear of uniforms, appearance, and other code of conduct while in uniform are available here:

<https://dcp.psc.gov/ccmis/ccis/documents/CC412.01.pdf>

Examples of included policies:

- **Uniform requirements** - Officers must adhere to strict uniform requirements when in the workplace or on official work travel. These include situational requirements (e.g., on travel, in field) for a type of uniform that must be donned
- **Authorized Wear** – Lists items that are authorized for wear and specifications for color, make, and style of articles (e.g., jewelry, cosmetics, back packs)
- **Unauthorized Wear** – Lists circumstances in which it is prohibited to wear Corps uniform, and types of materials that should not be donned when in uniform (e.g., unauthorized jewelry)
- **Prohibited Activities** – Includes circumstances in which officers are prohibited from certain activities (e.g., smoking or consumption of alcohol)
- **Appearance** – Set of considerations and requirements for ensuring the officer's personal appearance contributes to a favorable uniformed image

## RANK & INSIGNIA

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

Commissioned Corps Officers wear rank to display level of experience & seniority:

Rear Admiral (RADM): O-7



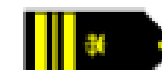
Captain (CAPT): O-6



Commander (CDR): O-5



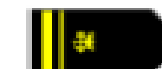
Lieutenant Commander (LCDR): O-4



Lieutenant (LT): O-3



Lieutenant Jr. Grade (LTJG): O-2



Ensign (ENS): O-1



## RANK & INSIGNIA

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### Rank Equivalents for Civil Service Grades;

These comparisons are approximate and may vary based on position description, responsibilities, and billet, are therefore primarily useful for reference only.

Grade	Rank	Equivalent
0-2	LTJG	GS-7
0-3	LT	GS-9/11
0-4	LCDR	GS-12
0-5	CDR	GS-13
0-6	CAPT	GS-14/15
0-7-8	RADM	SES
0-9	VADM	Surgeon General
0-10	ADM	Ass't Secretary

## **COMPENSATION**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

### **Commissioned Corps Compensation**

- **Officers paid monthly (first of the month)**
- **Three separate pays**
  - **Basic pay**
  - **Basic Allowance for Housing (BAH)**
  - **Basic Allowance for Subsistence (BAS)**
- **Other “special pay” exists for medical professionals**

## SCHEDULES

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### General Guidelines

- **Supervisor Expectations.** Supervisors shall communicate expectations of work assignments, roles and responsibilities, office coverage, guidance, and staff communication with the officer.
- **Work Schedule.** The officer and supervisor should come to agreement on a work schedule that fulfills the expectations of the supervisor. An officer can work any agency-approved work schedule, including telework and flexiplace, as suits the needs of the program.
- **Scheduled Leave.** The officer will submit leave requests to their supervisor. The supervisor will have discretion to approve, disapprove, or request changes to the requested leave. For more information on Leave Request, please see [Slide 15](#).

## LEAVE

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### Leave Basics

- Leave Year is October 1 – September 30.
- No Compensatory Leave (Comp Time), Overtime Pay, Holiday Pay, FMLA or Bereavement Leave

**Annual Leave is requested and approved via the eCORPS system:**

[https://dcp.psc.gov/ccmis/eCORPS\\_m.aspx](https://dcp.psc.gov/ccmis/eCORPS_m.aspx)

**PHS (Paper) Form 1345.** Can be used for any type of leave, however any leave granted must also be entered into eCORPS.

- Signed by officer, supervisor, and leave granting authority (LGA).
- Officer and supervisor should maintain a copy of all completed leave slips.

**More general information:**

[https://dcp.psc.gov/ccmis/DCCPR\\_officer\\_leave\\_FAQ\\_m.aspx](https://dcp.psc.gov/ccmis/DCCPR_officer_leave_FAQ_m.aspx)



## LEAVE TYPES

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### Leave Types

- **Annual Leave.** Taken in whole days, may include weekends and non-duty days in the middle of a period of annual leave.
- **Sick Leave.** Personal illness or medical services. Cannot be used to care for a family member. There is no accrual; excessive use can result in a “fitness for duty” evaluation.
- **Station Leave.** Authorized absence from a duty station for part of a work day. Allows for activities that would be difficult or impossible during non-work hours. Station leave is not a right, it is a privilege.
- **Administrative Leave.** Up to 5 days/calendar year may be authorized & taken in whole days ONLY. Examples: Continuing education or professional meetings not required by program, other professional development or change of station.
- **Maternity Leave.** Granted for 84 consecutive days beginning the day following the day of hospital discharge, not the day of delivery.
- **Other leave types:** Absence Without Leave (AWOL) Terminal (separation), Court, Adoption, Paternity, Consecutive Overseas Tour (COT), Rest & Recuperation (R&R) Leave, Environmental & Morale Leave (EML), Emergency Leave.

## **DETAIL ASSIGNMENTS**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

Details are the placement of an officer of the Commissioned Corps of the U.S. Public Health Service (Corps), whether on a voluntary or involuntary basis, in which the officer is ordered to perform duties in, or for, a non-Department of Health and Human Services (HHS) organization in accordance with 42 U.S.C. § 215 (Section 214 of the PHS Act). Officers can also participate in details within current HHS organization or other HHS organizations.

- **An officer may be detailed to:**
  - Other Federal government departments,
  - State health or mental health authorities,
  - Congressional committees, and
  - Nonprofit educational, research, or other institutions engaged in health activities for special studies and dissemination of information
- **Requirements:**
  - Memorandum of Agreement (MOA)/Detail Packet
  - Request 1662
  - Personnel Orders (if more than 90 days)
  - Must return (HHS) prior to retirement

## DEPLOYMENT

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

- **Commissioned Corps Deployment.** A directed, temporary assignment of officers from their assigned duties, authorized during a time of war or in response to:
  - A national emergency as declared by the President;
  - A public health emergency as declared by the President or Secretary;
  - An urgent public health need;
  - A National Special Security Event declared by the Secretary of Homeland Security
- **Activation & Request for Support.** Officers are called upon in time of need only.
  - Officers on Specialized Deployment teams may have “on-call” months
  - Officers may need Supervisor approval to join Tier 1 and Tier 2 Deployment teams
  - Officers may request permission to volunteer to deploy
  - Duration varies depending on the mission and or the assigned deployment team, but generally are at a minimum of 7 days and on average 2 weeks in length.
- **For General Deployment Information**
  - [https://dcp.psc.gov/ccmis/ReDDOG/REDDOG\\_essentials\\_m.aspx#OPERATIONS AND DEPLOYMENT](https://dcp.psc.gov/ccmis/ReDDOG/REDDOG_essentials_m.aspx#OPERATIONS_AND_DEPLOYMENT)

Deployment teams:

[https://dcp.psc.gov/ccmis/ReDDOG/REDDOG\\_current\\_teams\\_m.aspx](https://dcp.psc.gov/ccmis/ReDDOG/REDDOG_current_teams_m.aspx)

## CONDITIONS OF SERVICE

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### Basic Readiness is a Condition of Service in the Commissioned Corps.

- **Basic Readiness.** Every Officer is responsible for maintaining their basic force readiness compliance at all times. Readiness checks are completed monthly by the Readiness and Deployment Operations Group (RedDOG). Officers may update the self-service portal in the Commissioned Officer Secure area of the Commissioned Corps Management Information System (CCMIS), which also allows officers to check their readiness status 24/7/365. Guidance regarding maintaining Basic Readiness can be found here:  
[https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic\\_Readiness\\_Checklist.pdf](https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf)
- **Corps Retention Weight Standards.** On July 10, 2017, weight standards were approved for all U.S. Public Health Service Commissioned Corps officers. The new standards came into effect on October 1, 2018. The approved weight standards can be found here:  
[https://dcp.psc.gov/ccmis/PDF\\_docs/Commissioned%20Corps%20Retention%20Weight%20Standards.pdf](https://dcp.psc.gov/ccmis/PDF_docs/Commissioned%20Corps%20Retention%20Weight%20Standards.pdf)
- **Additional Readiness Resources:**  
[https://dcp.psc.gov/ccmis/DCCPR\\_readiness\\_and\\_deployment\\_m.aspx](https://dcp.psc.gov/ccmis/DCCPR_readiness_and_deployment_m.aspx)

## **LEADERSHIP & OFFICERSHIP**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

- **Environmental Health Officer Professional Advisory Committee (EHOPAC)**  
The EHOPAC is responsible for overseeing the administrative policies, standards, and guidelines for EHOs of the Commissioned Corps. They engage in marketing & recruitment of officers, develop or facilitate training, events, and career development, provide mentoring and orientation to new officers, and guidance on readiness, promotion, and awards processes. Participation in the EHOPAC as a voting member or on a subcommittee is voluntary, and is a terrific way for officers to demonstrate leadership within the Commissioned Corp. For more information, please visit: <https://dcp.psc.gov/osg/eho/>
- **Other Ways to Demonstrate Leadership, Service, Integrity, and Excellence**  
Participating in a professional organization, supervising a JRCOSTEP, writing a journal article, or becoming a mentor to a more junior PHS officer.
- **Supporting Officer's Involvement**  
Supervisors are encouraged to support their officer's participation in opportunities that will help them to improve their career mobility, recognition, and ability to take on more challenging leadership roles within USPHS.

## ANNUAL PERFORMANCE EVALUATION

## Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

**Commissioned Officer Effectiveness Report (COER):** A uniform appraisal form for documenting the performance of an officer's assignments, duties and proficiencies. Information provided in this report reflects evaluation of the officer's performance for the current rating period.

- **Annual COER (required):** Annual rating period of 1 year, beginning October 1 of the previous calendar year through 30 September of the current year. Annual COER is web-based and is required for all active duty officers.
- **Mid-year COER (optional):** Based on agreement between officer & supervisor, this optional appraisal can be implemented to maintain consistency with the civil service Performance Management Appraisal Program. The rating period generally falls between April 1-April 30<sup>th</sup> of the current year. A paper COER should be used to complete this evaluation.
- **Transfer COER (optional):** Capture a period of time prior to a change in duty station or the assignment of a new Rater/supervisor.

For more information: [https://dcp.psc.gov/ccmis/COER/COER\\_Index\\_m.aspx](https://dcp.psc.gov/ccmis/COER/COER_Index_m.aspx)

## COER FORMATS & INSTRUCTIONS

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

**Narrative COER** - May be used when the Rater has supervised the officer for less than 6 months and the Rater feels unqualified to perform the Detailed COER.

**Detailed COER** - Required when the rater has supervised the officer for 6 months or longer. The Detailed COER is completed online if it is the Annual COER. If completed on paper or electronic PDF, all 4 pages must be complete.

**Online vs. Paper Format** – The COER must be submitted electronically. However, the officer and Rater should formally discuss the evaluation before both the officer and Rater complete their respective portions of the COER. A paper version of the COER may be helpful in facilitating this discussion.

**COER Instructions** – Commissioned Corps Headquarters distributes instructions on an annual basis to provide deadlines and any updates to the COER process. This information will also be updated on the CCHQ website:

[https://dcp.psc.gov/ccmis/COER/COER\\_Index\\_m.aspx](https://dcp.psc.gov/ccmis/COER/COER_Index_m.aspx)

## COER EVALUATION FACTORS & BENCHMARKS

## Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

**Officer Evaluation:** Officers are evaluated based on a combination of factors and benchmarks. Raters should evaluate an officer's performance of assignments, duties and proficiencies, as well as overall contributions to the USPHS and its mission.

### 8 Evaluation Factors:

1. Leadership
2. Initiative and Growth
3. Communication Skills
4. Interpersonal Skills
5. Planning and Organization
6. Professional Competencies
7. Analysis, Judgment & Decision-Making
8. Overall Effectiveness

**Category Benchmarks:** Each USPHS Officer category (e.g., EHO, Engineer, Dentist) develops a unique set of Promotion benchmarks. The benchmarks denote levels of achievement necessary for the officer to achieve a promotion. Careful review of these benchmarks by the officer and supervisor are necessary when evaluating category-specific evaluation factors.

For more information: <https://dcp.psc.gov/OSG/eho/resources.aspx>



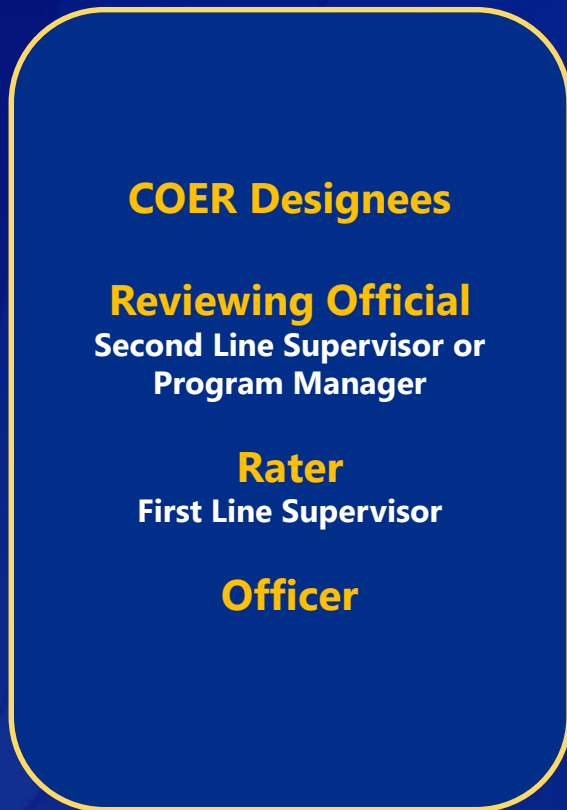
## COER PROCESS & WORKFLOW

## Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

- **Step 1:** Officer initiates COER by completing the Officer Administrative Information and Officer's Comments. Officer then assigns the Rater and releases the COER to the assigned Rater.
- **Step 2:** Rater reviews the Officer's Comments, and then completes the Performance Evaluation (scoring), Rater Comments, and Performance Summary. The Rater Assigns the Reviewing Official (RO). The Rater releases the COER back to the Officer for review.
- **Step 3:** The officer concurs/disagrees. The COER is automatically sent to the Reviewing Official (RO). The officer may make changes to the document prior to concurrence. If the officer makes changes, the officer must release the COER back to the Rater for review prior to concurrence. The Rater will then re-release the COER to the officer for concurrence/non-concurrence.
- **Step 4:** The RO reviews the COER, concurs/disagrees with the evaluation and may provide comments. Comments are required if the RO disagrees with the COER.
- **Step 5:** The completed COER is automatically sent to eOPF after RO completes review.

## COER PROCESS & WORKFLOW

## Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials



## **COER PROCESS: CONCURRENCE**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

### **Review & Discussion**

The officer and Rater should formally discuss the evaluation before the officer concurs or disagrees with the evaluation. Both the officer and Rater may make changes to their respective portions of the COER, but not at the same time.

### **Concur or Disagree**

Once the officer concurs or disagrees with the evaluation, no portion of the COER can be changed. The COER is then automatically forwarded to the RO. If an officer disagrees with the evaluation and the issue cannot be resolved between the officer and supervisor, the officer can select to disagree and reserve the right to submit a rebuttal.

### **Rebuttals and Other Rights**

If an officer does not agree with a rating or comment on the COER, the officer may submit a rebuttal to the agency Liaison. The officer may also seek redress if informal attempts are unsuccessful by filing a formal complaint in accordance with Commissioned Corps policy.

## **COER PROCESS: REVIEWING OFFICIAL**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

### **Reviewing Official**

The RO will receive an email notification from OS PHS, COERS (HHS/OS) indicating that the COER is ready for review and completion after the officer has concurred/disagreed with the COER

**Concur/Disagree:** The RO will review the COER & select one of 4 options:

- I concur with this evaluation;
- Although this evaluation is reasonable, this rater is somewhat more demanding than average;
- Although this evaluation is reasonable, this rater is somewhat less demanding than average or;
- I disagree with this evaluation – Selecting this option requires comments in the Reviewing Official Comments/Reviewing Official Statement (ROS) Section

**Reviewing Official's Statement:** The ROS is required to be completed for officers eligible for competitive promotion. The officer should contact the RO to assist in providing information to support this section. The Agency Liaison can also assist you in determining if an officer requires the ROS. More information on the ROS can be found on Slide 37.

## **PERFORMANCE: GOOD VS. BAD**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

- **Procedures for Handling Marginal & Substandard Performance:**
  - Identify performance deficiencies quickly
  - Discuss it with the officer as soon as possible
  - Provide an opportunity for officer to demonstrate acceptable performance
  - Document the problems and efforts to correct them
  - Contact your agency's PHS Liaison with questions
- **Rewarding Exceptional Performance with an Award:**
  - Important factor in promotion process
  - Corps awards are an important part of career progression
  - Awards provide formal recognition to deserving officers
  - You may also recognize an officer with an agency-sponsored award
  - Service awards submitted when requirements met
  - More information on awards can be found on slide 27.

## **PHS & AGENCY AWARDS**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

**PHS officers are not eligible for cash or time off awards**

### **Awarding Strong Performance**

- Awards and recognition are essential to an officer's career. Supervisors are encouraged to recognize award-worthy performance.

### **Agency process for PHS awards is usually annual**

- Request information from your Agency liaison regarding their process for submitting PHS Awards. In some cases an SOP may be available upon request. Format and requirements are usually strict, and failure to follow them will result in rejection or considerable rewrites of the nomination by PHS and/or the Agency administration signing off on the award.
- Officers can be recognized for an award for their individual accomplishments or for those achieved as part of a group effort.
- More information on specific type of PHS awards are available on the next slide, and more information on Individual vs. Group awards can be found here: [https://dcp.psc.gov/CCMIS/COAP/COAP\\_award\\_criteria\\_m.aspx](https://dcp.psc.gov/CCMIS/COAP/COAP_award_criteria_m.aspx)

## PHS & AGENCY AWARDS

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

- **Awarding Exceptional Performance.** Receiving awards and recognition are an essential part of an officer's eligibility criteria for promotion. When applicable, supervisors are encouraged to recognize their officer(s) with an award. Supervisors are encouraged to recognize officers for PHS and their respective agency awards. Below are examples of PHS Award types.

 Distinguished Service Medal (DSM)

 Meritorious Service Medal (MSM)

 Outstanding Service Medal (OSM)

 Commendation Medal (CM)

 Achievement Medal (AM)

 PHS Citation (CIT)

- More information on Award Types: [https://dcp.psc.gov/CCMIS/COAP/COAP award criteria m.aspx](https://dcp.psc.gov/CCMIS/COAP/COAP_award_criteria_m.aspx)
- Guidance & Forms: [https://dcp.psc.gov/ccmis/ccmis\\_faqs m.aspx](https://dcp.psc.gov/ccmis/ccmis_faqs_m.aspx)

## **EHO CATEGORY AWARDS**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

The EHOPAC sponsors awards to honor EHO's outstanding contributions to environmental health and the Commissioned Corps. Supervisors are encouraged to support their officers in pursuing these distinct honors and in demonstrating their leadership and service to the environmental health profession and Commissioned Corps.

**John C. Eason Award.** Established to recognize the accomplishments of talented newcomers to the field of environmental health and moreover, to recognize the promise these individuals hold for the future of the USPHS.

**Edward (Ted) Moran Award.** Recognizes an outstanding mid-level environmental health professional who consistently achieves high standards in the practice of environmental health, occupational health and safety, industrial hygiene, or radiological health.

**John G. Todd Award.** The highest honor given by the EHOPAC. The award recognizes an exemplary senior-level environmental health professional for significant career contributions in achieving the USPHS mission of improving the Nation's health through the practice of environmental health.

**Thomas E. Crow Mentor Award.** Recognizes significant contributions by an individual who has enhanced professional growth and career development of environmental health professionals working in the USPHS by serving in a mentoring capacity.

**EHO Responder of the Year.** Recognizes significant contributions by an EHO toward public health preparedness or disaster response.



## PROMOTION

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

**Not Optional** - The uniformed service culture is different than civil service in terms of the importance placed on preparedness for promotion

- **Promotion is competitive** – eligible officers must compete for a limited number of promotions
- Promotion message to officers on the PHS website (4/12/2018)  
[http://dcp.psc.gov/ccmis/promotions/PROMOTIONS\\_competitive\\_eligibility\\_m.aspx](http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_competitive_eligibility_m.aspx)

**Promotion consideration is not “applied” for or voluntary. If you meet eligibility requirements you WILL be reviewed for promotion, whether your file is prepared or not. It is important that you submit all promotion documentation, if eligible, regardless of your self-assessed outcome in the promotion process. Failure to submit documentation in preparation for promotion could make you appear uncaring about your career and may lead to a “not recommend” from the Promotion Board. There are severe consequences to a “not recommend” from the Promotion Board. In some cases an officer may be referred to a Retention Board..**

## PROMOTION

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### Non-Competitive vs Competitive Promotion

- **Non-Competitive** – Automatically eligible for consideration once requirements are met.
  - All officers eligible for temporary O-2 and O-3
  - Medical and Dental officers eligible for temporary O-4
- **Competitive** – Eligible officers must compete for a limited number of promotions
  - O-4 and higher
  - O-5 and higher for Medical category
- **Eligible officers must be basic ready & submit application materials for consideration.**

For more information:

[https://dcp.psc.gov/ccmis/ccmis\\_menu\\_m.aspx?TITLE=Promotions](https://dcp.psc.gov/ccmis/ccmis_menu_m.aspx?TITLE=Promotions)

## PROMOTION

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### Types of Promotion

- **Temporary**
  - Grade reflects officer's rank and pay
- **Permanent**
  - A grade below which an officer shall not be reduced except for cause under applicable PHS Commissioned Corps regulations.
  - Grade often lower than temporary grade
  - Does not affect pay, retirement, etc.
- **Exceptional Proficiency Promotions (EPP)**
  - Each agency has an allotted number of EPPs they can award. An EPP is a temporary grade promotion for which officers may be nominated before they have met all three criteria for temporary grade promotion eligibility.

For more information:

[https://dcp.psc.gov/ccmis/ccmis\\_menu\\_m.aspx?TITLE=Promotions](https://dcp.psc.gov/ccmis/ccmis_menu_m.aspx?TITLE=Promotions)

## PROMOTION TIMING

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

Specific criteria determines whether an officer is eligible for promotion:

[https://dcp.psc.gov/ccmis/promotions/PROMOTIONS\\_EPP\\_m.aspx](https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_EPP_m.aspx).

For example, below is the Temporary Promotion Eligibility Criteria:

Rank	Training & Education Credit (Years)	Time in Service	Time in Rank (current tour)
O-3	8	None	None
O-4	12	6 months	None
O-5	17	5 years	2 years as O-4
O-6	24	9 years	3 years as O-5

- As previously noted, Agencies may also nominate an eligible officer for an Exceptional Proficiency Promotion (EPP)
- The officer is responsible for updating his/her file with all necessary information by necessary deadlines the year before an officer is eligible for promotion. No late submissions are allowed
- If an officer is not successfully promoted, the process repeats the following year.

## **EHO PROMOTION BENCHMARKS**

## **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

- **An officer eligible for competitive promotion will prepare a promotion package for consideration by a promotion board.**
- **Promotion Boards meet to review the service records of officers under consideration for promotion. Utilizing the officer's category benchmarks, they will each assign a score for a specific Promotion Precept.**
- **Environmental Health Officer (EHO) Category Benchmarks:**
  - **Performance/Reviewing Officer Statement (40%)**
  - **Education/Training/Professional Development (20%)**
  - **Career Progression/Potential (25%)**
  - **Professional Contributions and Corps Service to PHS(15%)**
  - **Deployment/Readiness (0%) – All officers must maintain basic readiness**
- **Officers & supervisors should note the importance of the COER, and it's weight (40%) as a benchmark for promotion consideration. Careful attention and timely completion of this report is very important.**
- **EHO Category Benchmarks: <https://dcp.psc.gov/osg/eho/resources.aspx>**

## **PROMOTION PROCESS**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

### **Files are reviewed by a Promotion Board**

- Confidential review by 5 O-6 officers in the professional category.
- Boards review and rank anonymous files (~10 mins each)
- A certain number of promotion spots are available; officers ranked below those spots are not promoted

**The board compares the officer's file against Benchmarks established by each professional category describing a theoretical "best qualified" officer**

**Officers have a duty to prepare over the course of their careers for successful promotion review**

**Supervisors influence an officer's career development through assignments, performance reviews, awards, and training**

## **PROMOTION PROCESS**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

### **What information is prepared for and reviewed by promotion board?**

- **Promotion Information Report (PIR)**
  - **Current billet title and rank,**
  - **COER ratings for the last 5 years**
  - **Awards**
  - **PHS assignment history**
- **Curriculum Vitae**
- **Continuing Education**
- **Officer's Statement**
- **Reviewing Officer's Statement**
- **Letters of appreciation**
- **Licenses/Certifications/Credentials**

## PROMOTION PROCESS

# Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials

### Reviewing Official Statement

- Required to be completed for officers eligible for competitive promotion.
- A one-page document completed by the Reviewing Official (RO) that allows the agency to provide input to the Promotion Board regarding an officer's readiness for promotion.
- Should address the period in the position or program, or longer if the RO has knowledge of your prior performance and contributions.
- Is completed by your RO during the COER submission process.
- Is the only official letter of recommendation allowable in the eOPF.

### The following factors are addressed in the ROS:

- **Promotion Readiness:** Do you recommend the officer for promotion to the next higher rank? 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?

### For more information:

[https://dcp.psc.gov/ccmis/promotions/PROMOTIONS\\_ROS\\_m.aspx](https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_ROS_m.aspx)



## **PROMOTION BOARD SCORING**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

### **Promotion board scores and ranks the officer's file**

- **Performance (40%)**
- **Education, Training, and Professional Development (20%)**
- **Career Progression and Potential (25%)**
- **Characteristics of Career Officer & Service to the Corps (15%)**

**Response Readiness is mandatory**

## **DISCIPLINARY ACTION & MISCONDUCT**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

### **Disciplinary Action**

- **Follow the established protocol of your agency and consult with the Commissioned Corps Liaison.**

### **Misconduct**

- **Tips/suggestions when addressing Misconduct:**
  - **Be certain that allegations of misconduct are based on evidence obtained in a fair and objective manner**
  - **Work closely with your program management, fully document all actions surrounding the allegations**
  - **Consult with Commissioned Corps Liaison**

## **ADDITIONAL RESOURCES**

# **Commissioned Corps Overview & Resources for Supervisors & Reviewing Officials**

**Commissioned Corps Website: [https://dcp.psc.gov/ccmis/ccmis\\_faqs\\_m.aspx](https://dcp.psc.gov/ccmis/ccmis_faqs_m.aspx)**

**Environmental Health Officer Professional Advisory Committee Website:  
<https://dcp.psc.gov/osg/eho/>**

**Promotion Website: [https://dcp.psc.gov/ccmis/MENU\\_promotions\\_m.aspx](https://dcp.psc.gov/ccmis/MENU_promotions_m.aspx)**

**Awards Website: [https://dcp.psc.gov/CCMIS/COAP/COAP\\_index\\_m.aspx](https://dcp.psc.gov/CCMIS/COAP/COAP_index_m.aspx)**

**Commissioned Corps History: <https://www.usphs.gov/aboutus/history.aspx>**

**Forms: [https://dcp.psc.gov/ccmis/MENU\\_forms\\_m.aspx](https://dcp.psc.gov/ccmis/MENU_forms_m.aspx)**

**USPHS Liaisons: [https://dcp.psc.gov/ccmis/PDF\\_docs/sgpac.pdf](https://dcp.psc.gov/ccmis/PDF_docs/sgpac.pdf)**