

**REVIEWING OFFICIAL'S STATEMENT EXAMPLE
for 2021 Promotion Board Review**

Tips: [See Commissioned Corps guidelines](#)

This serves as an example. It is not a required format, but a suggestion of what/how to write the ROS.

Use strong language to demonstrate promotion readiness.

Show significant impacts to agency, the Corps, and public health.

Provide your CV and OS to those writing the ROS (even if still a draft).

SECTION I -- Officer Information: Enter officer's SERNO in the box in the upper right corner. Enter officer's name and category.

SECTION II – Reviewing Official's Statement: Must address the following three points in the space provided (any additional sheets will be discarded). Limit to ONE PAGE. Promotion Boards prefer bulleted statements.

- 1. PROMOTION READINESS:** Do you recommend this officer for promotion to the next higher rank? Select an option below and explain.
 - 2. LEADERSHIP:** How does the officer take on a leadership role in the Command/Agency?
 - 3. MISSION:** How does the officer contribute to the mission of the Command/Agency?
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1. PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank? Select an option below and explain.

Recommend: The Officer currently occupies a billet that is equal to or above their current rank and is performing well
This option would most likely be selected for the majority of officers.

Not Recommend: Current billet < current rank, documented performance/conduct issues, and/or officer has not demonstrated the technical/management skills needed at next higher rank
Indicate what additional professional development is needed by the officer to correct this.

- Progression of growth and responsibility within job
 - Billet higher than current rank? Growth in responsibilities and billet level(s).
- Individual project work since last promotion, not just in last year
- Team project work since last promotion, not just in last year
- Is the officer enthusiastic and hard-working? How is this demonstrated?
- Does the officer seek out and volunteer for assignments, beyond what is expected?

2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?

- Leadership roles in your Branch/Division
 - Team lead, Deputy Team lead, etc.
 - Leading a specific project or task
 - Leading a specific project or task outside your job duties (additional duties)
- Is the officer a supervisor?
 - Of how many?
- How does the officer's excellence at meeting the agency's mission set him/her apart from peers?
- Does the officer serve as a mentor to others at the duty station or with collateral duties? How?

3. MISSION: How does the officer contribute to the mission of the Command/Agency?

- Completed projects/accomplishments/products that contributed to the Division/Branch
 - How many?
 - What was the impact of the project?
- Committee's/Workgroups that the officer served on that were not a part of normal job duties and their impact
- Lifelong learner, continually improves knowledge, skills and abilities through classwork, trainings, etc.
- Continually gaining expertise by acquiring further certifications and licenses
- Interaction with others in agency as well as federal, state, and local partners
- Interaction with the community?