



HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE (HSPAC)

Multidisciplinary in Approach, Connected by Service, Advancing Public Health

Put Your Best Boot Forward for Promotion!

Step Up to the Mic

Every officer has a unique career narrative, and your promotion packet should depict your leadership abilities and the positive impact you've made in your career!



Where to Begin?

Embarking on the journey towards promotion can be both exciting and challenging! Here are a few tips for putting together your COER and promotion documents.

- Start Early: Create an organized binder or digital folder of [accomplishments](#) & [impacts](#)
- Familiarize yourself with current [promotion related policies](#)
 - check out [HSPAC Promotion Policy Resource Guide](#) (10/23)
- Review [benchmarks](#) & [guidance](#) for [COER](#) / promotion documents ([CV](#), [CV Cover Page](#), [CE Summary Sheet](#), [OS](#), [ROS](#))
 - review against the benchmarks at the next higher rank
- Write a strong Officer Statement (OS): What you do for PHS
- Reviewing Officials Statement (ROS): What you do for your agency
 - Draft &/or provide bullets for your ROS
- [Quantify](#) your achievements! Tie in [benchmarks](#)
- Communicate regularly with your supervisor, so that there are no surprises with your COER (know where you stand & where you may need to improve)
- Write concise sentences/bullets
 - will depend on template/guidance for each document on what's best
- Proofread
- Seek feedback ([Mentor](#)/Trusted Colleague)
- Do not deviate from the format
- Know the submission [deadlines](#); don't want until the last minute to submit
 - Submission deadline tied to [NIST](#) clock, not your local/computer time

Important Links

CCMIS Promotion Resources

- [Promotion Policies](#), [Promotion Year Benchmarks](#), [FAQs](#), [Checklist](#) (due dates)
- [Process](#), [General Guidance](#), [Updates](#), [eOPF & OPPVS](#) ([eOPF Upload Guidance](#))

HSPAC Career Development / Promotion Resources

- [Promotion Preparation: CP₂G Toolkit](#) (Guidance, Promotion Trends reports, etc.)
- [Career Progression Resources](#) (Webinars, Professional Core Competencies, etc.)
- [Writing for Impact Guidance Document](#)
- [Job Search Resources](#) (1:1 mock interviews, Assignment Assistance, job applicant CV, etc.)
- [Continuing Education information](#)

*check your [PAG](#) too for discipline specific career development / promotion resources

Developed by the [HSPAC P2P Mentoring Program](#) in partnership with [HSPAC Career Development Subcommittee](#).