



HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE (HSPAC) *Multidisciplinary in Approach, Connected by Service, Advancing Public Health*

Reviewing Official's Statement (ROS) Guidelines

General Guidelines: Your ROS should speak to the value you bring to your organization and agency. It should not repeat information in your OS.

- **Read the instructions.**
- The ROS is now included in the annual online Commissioned Officer Effectiveness Report (COER). ONLY submit a separate ROS if you are not completing the online COER.
- If you are an officer eligible for promotion, it is your responsibility to inform your Reviewing Official (RO).
- The ROS is optional, BUT STRONGLY RECOMMENDED, for officers not eligible for promotion. Consider drafting a ROS document and communicating with your RO regardless of promotion eligibility.
- You and your supervisor should review the current year's ROS information at
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_ROS_m.aspx.
- Paragraphs may be more valuable than bullet points for accomplishments.
- One page document, brief, and succinct.
- Use proper grammar and spelling.
- Write using lay terms and avoid the fluff.

Specific Guidelines of Section II of the ROS:

1. **PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank? Select an option and explain:** Address your promotion readiness by describing your impact relating to the points below:
 - **Progression of responsibility and proficiency with an impact on the program/agency.**
Growth in work responsibilities/role(s), i.e. subject matter expert, research and publications, etc.
 - Example: Recognized expert as one of only 12 area specialists in the U.S.
 - Example: Recently appointed to serve on an agency-wide workgroup on oral health.

- **Demonstrates efficient and effective work at a higher level than their current grade.**
Assumed higher level of responsibility or met and/or exceeded goals.
 - Example: Implemented a new electronic health record system that saved IHS \$2 million over the next 5 years.
 - Example: Serves as the COR for medical services contract totaling \$3 million.
- **Increasing levels of significant achievement that reflects superior efforts**
Beyond the current level of work (billet)-measurable quantitative or qualitative achievements reflecting performance
 - Example: Awarded the Outstanding Service Medal for building a successful IHS Injury Prevention Program, which addresses injury using methods not employed by any other agency in the world.
 - Example: Recognized by the township of Missoula, MT for developing a community emergency preparedness plan in partnership with the school district.

2. LEADERSHIP: How has the officer demonstrated leadership in the Command/Agency?

Describe your leadership and subsequent impact related to following points:

- **Current leadership and/or supervisory role in command/agency**
Director, Deputy, Team Lead, etc.
 - Example: As the Area Director, CDR Jones has devoted 10 years of his career to building a successful IHS Injury Prevention Program, which addresses injury using methods not employed by any other agency in the US.
- **Progression of leadership potential/attributes**
Supervisor, of how many people?
 - Example: Managed over 100 healthcare professionals in his tenure as head of the IHS Injury Prevention Program.
- **Mentoring programs**
Serve as mentor in position or formal mentoring program
 - Example: HSO Mentoring Program-CDR Jones currently mentors two junior officers.

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

Address how you contribute to the mission by describing your impact relating to the below:

- **Achievement and contributions to the agency mission**
Completed accomplishments/ work products
 - Example: Co-authored over 35 peer-reviewed scientific papers

on injury prevention that has driven change to the policies of our program.

- Example: Conducted an analysis and recommendations on current program policies that was presented to the Administrator. The recommendations have been incorporated into the program's grant policies.

- **Progression of awards**

Relevance to mission

- Example: Awarded the Outstanding Service Medal for building a successful IHS Injury Prevention Program, which addresses injury using methods not employed by any other agency in the world.

- **Collateral activities that contribute to the agency mission**

Committee/workgroup/other roles

- Example: IHS representative and recognized subject matter expert as one of only 12 area specialists in the U.S. to serve on Surgeon General's Injury Prevention Task Force.

- **Acquired credentials that contribute to agency or future agency assignments**

Certifications, Licenses, Training

- Example: Certified Public Health Professional of the National Board of Public Health to advance the public health mission.

Disclaimer: This template simply serves as an example and a recommendation on formatting. This is not a required format.