



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

HSPAC Career Development Subcommittee



Career Development

PY 2022 Promotion Benchmarks Summary of Changes

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PY 2022 Guidance Regarding Promotion Precepts and Benchmarks for Commissioned Corps Officers have been released by CCHQ. The HSPAC Career Development Subcommittee has conducted a crosswalk of these changes with the PY 2021 HSPAC Promotion Benchmarks indicated in the summary below. The columns are organized by indicating the rank(s) change is applicable to and the corresponding PY 2022 benchmark factor. Please note this is a guide.

Applicable Rank(s)	Benchmark Factor	Recommendations for Successful Presentation in Promotion Packet Materials
General		
All	Beginning in PY22 there is now one set of universal benchmarks applicable to all Categories.	
PRECEPT 1: Performance Rating and Reviewing Official's Statement (Performance)		
Commissioned Officers' Effectiveness Report (COER)		
All	No significant changes	Remember that narratives to support COER scores is more important than the score itself.
Reviewing Official's Statement		
All	"Other Considerations" is the same for all ranks	Review ROS Template guidance document with general representation (not rank specific). Utilize the current benchmarks to determine what to highlight in your ROS to best demonstrate activity/accomplishments.
T-O-5/P-O4	"Other Considerations" no longer includes primary or secondary authorship of publications	Authorship may still be included in ROS and OS if considered significant. The CV includes a section to highlight publications if they are not as relevant to the performance rating and ROS for the current year's accomplishments (CV Section 5 – Publications)
Award History		
All	"PHS Service Awards" is removed	While the benchmarks no longer specify PHS Service Awards, the CV includes an Awards section (CV Section 2 – Awards History) where these awards can be highlighted along with other award types.

	Awards outside of PHS should state the impact(s) of officer's contributions	Although these awards will be referenced under the Awards section of the CV, Specific Officer contributions can be referenced in the ROS and OS to support their significance.
PRECEPT 2: Education, Training, & Professional Development		
Credentials		
All	<p>Degrees, certifications, credentialing and licensure were previously combined under this factor, but licensure is also a standalone sub-category under this precept (see next section)</p> <p>References to being a member or fellow in a discipline certifying body or college are removed</p> <p>Level of degree must be as required or beyond appointment standards</p>	<p>Degrees are covered under CV Section 3 – “Credentials” in tabular format. Level of degree notated on the CV (e.g., bachelors, masters, doctorate) should be highlighted to denote “as required” or “beyond appointment standards”.</p> <p>Certifications are covered under CV Section 3 – “Certifications, Registrations & Additional Training Programs” in tabular format.</p> <p>References to member or fellow in a discipline certifying body or college may still be included in OS and CV if considered significant.</p>
T-O3/P-O2	Precept specifies benchmarks for T-O3/P-O2	Licensure is a separate Benchmarks line documented under CV Section 3 – “Licensure”.
T-O4/P-O3	<i>Preparing</i> for advanced certification, licensure, or a degree(s) beyond qualifying credentials	The key point is to showcase career growth in these specific areas. Application is highlighted in an officer's representation of their duties and impact. The officer should demonstrate progression in the use of their expanded knowledge through degree, certification, licensure, etc. from gaining the knowledge, applying the knowledge, and becoming a leader in that area through serving as a SME, Manager, etc.
T-O5/P-O4	<i>Completion</i> of advanced certification or licensure beyond the required qualifying credential OR <i>enrollment</i> in a degree program beyond the requirement qualifying credential	
T-O6/P-O5/P-O6	<i>Completion and integration/application</i> of advanced knowledge and skills that were achieved beyond the required, qualifying credential	
Licensure		
All	Current, unrestricted, active license, where applicable	If it is required, maintain a current, unrestricted, and active license (document under CV Section 3 – “Licensure”). This is not new for HSO expectations, however, specifically referenced in the aligned benchmarks for all categories.”. N/A is applied for those licensures not requiring CE or resulting in optional credit.

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Continuing Education		
T-O5/P-O4	<i>Helps teaching or planning CE activities</i>	Significance is placed on knowledge growth and education in the areas of CE to demonstrate training, implementation, independence and then leadership. Key point is to demonstrate growth as career progresses and rank progresses.
T-O6/P-O5/P-O6	<i>Plans, develops or independently leads CE activities</i>	<p>For CE where the officer serves an active role in teaching, planning, developing or leading the activity since their last promotion, there is a table within the CV under Section 3 – “Continuing Education (Plans, Develops, Leads)” to document the progress made in this benchmark.</p> <p>*Note for general CE accomplished an officer should generate a “CE Summary Sheet” as a standalone document supportive to the officer’s CV (Provided as Appendix B “Continuing Education Summary Sheet” in the PY 2022 CV Format).</p>
Public Health Training & Experience		
T-O5/P-O4	Evidence of participation in leadership and/or public health training that enhances value of officer to the Corps and agency	Key point is to demonstrate leadership progression in the specified areas.
T-O6/P-O5	Evidence of participation in executive leadership and/or public health training that enhances value of officer to the Corps and agency	<p>Participation in the PACE program is provided as an example. Others to consider may include Advanced Readiness training, Interagency Deployment trainings or FEMA training.</p> <p>*Note for general CE accomplished an officer should generate a “CE Summary Sheet” as a standalone document supportive to the officer’s CV (Provided as Appendix B “Continuing Education Summary Sheet” in the PY 2022 CV Format). These general CE should <u>not</u> be duplicated in this section of the CV.</p>
PRECEPT 3: Career Progression and Potential		
Mission Priority		
All	This entire factor is new	Throughout an officer’s career, assignments should meet one or more of the Mission Priority (MP) buckets. MP buckets are defined as follows:

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		<ul style="list-style-type: none"> • MP Bucket 1] Permanent duty assignment in organizations that primarily serve underserved and vulnerable populations (e.g., IHS, BOP, DHS-IHSC) • [MP Bucket 2] Permanent duty assignment in organization that provides direct clinical care (e.g., IHS, BOP, DHS-IHSC, NIH Clinical Center, DoD, USCG) • [MP Bucket 3] Serve in a difficult to retain discipline (physician, veterinarian, nurse practitioner, dentist, physician assistant) • [MP Bucket 4] Permanent duty assignment in a hazardous duty or isolated hardship location, or in national health security • [MP Bucket 5] Assignments that demonstrate leadership (e.g., supervisor, manager, executive); considered a subject matter expert; independently leads programs, projects, and/or teams <p>The intent is to create a level playing field for those in clinical billets and other types of billets that may have been difficult to retain officers. It is not necessary to meet the highest level on this factor. CV Section 4 includes a “USPHS Career Progression Overview” table to highlight career progression. Officers can highlight their contributions in this area through this table.</p>
	Billet Level	
All	No significant changes	Important for highlighting career progression in positions and leadership/responsibilities. Captured under CV Section 2 – “USPHS Assignments(s), Duties & Impact” and CV Section 4 – “USPHS Career Progression Overview”.
	Assignments	
All	Number of assignments are specified depending on rank	Key point is to demonstrate increased responsibility through rank accession. This should be highlighted in an officer’s ROS and OS, but also through CV Section 2 – “USPHS Assignment(s), Duties & Impact” (Precept 1) and CV Section 4 – “USPHS Career Progression Overview”.
T-O5/P-O4	≥2 assignments that demonstrates progressively more responsibility, ability, and independence	
T-O6/P-O5/P-O6	≥3 assignments that demonstrates progressively more responsibility, ability, and independence	

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	Mobility	
T-O5/P-O4	≥2 geographic or programmatic moves excluding initial call to duty	This is captured in CV Section 4 – “USPHS Career Progression Overview”. A geographic move is defined as a change of billet with a change of city or agency. A programmatic move is defined as a change of billet within the same agency. Documentation of either form of mobility must be via personnel orders and/or the PIR.
T-O6/P-O5/P-O6	≥3 geographic or programmatic moves excluding initial call to duty	
	Collateral Duties	
T-O6/P-O5/P-O6	At least one collateral duty at the senior/national level includes a leadership role	This is captured in CV Section 2 – “USPHS Assignment Collateral Duties” (Precept 1). For these ranks, to meet the benchmark, officers should be striving for opportunities to participate in collateral duties requiring a leadership role. The CV also affords the opportunity for Category and USPHS collateral duties to be identified under CV Section 5 (for example, Mentoring, Presentations, Outreach, etc.).
PRECEPT 4: Professional Contributions & Service to the PHS Commissioned Corps (Officership)		
	Honor/Integrity/Duty	
All	CCHQ managed deployments (not interagency deployments)	All deployments are important and will be captured in CV Section 5 – “Honor/Integrity/Duty (Deployment)”. The CV provides opportunity for officers to specify their USPHS deployments vs. their agency deployments.
	Other Commissioned Corps and Professional Contributions	
All	Mentoring is a consideration under this factor	Mentoring has always been important for career development and growth. These activities can be highlighted under Section 5 - “Mentoring Activities”.
	HSPAC Advanced Readiness initiative is removed	This program is still encouraged for highlighting deployment related training, development, and progression. It is no longer a specific referenced accomplishment. Reference to accomplishment of this program can be included in the CV (suggesting under Section 3 – “Public Health Training & Experience”) or the ROS/OS where significant to support the documentation of officer progression.
T-O5/P-O4	Completing formal mentor assignment verified via letter is removed	Specific to senior officers: Mentoring is still an encouraged activity with the emphasis of further documenting the output of mentoring efforts in other areas of the CV, rather than exclusively documenting that you are a mentor under CV Section 5 – “Mentoring Activities”.
T-O6/P-O5/P-O6		

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Presentations and Outreach		
T-O3/P-O2	Documented promotion of Corps visibility to broader audiences	Significant achievements of outreach should be referenced on the ROS and OS.
T-O4/P-O3		<p>These activities can also be captured within CV Section 5 – “Professional Contributions & Service to the PHS Commissioned Corps (Officership)” or may be referenced under CV Section 2 – “USPHS Assignment Collateral Duties” if related to a USPHS Assignment collateral duty.</p> <p>An officer’s engagement in activities to broader audiences should increase as their leadership role increases.</p> <p>Wearing a uniform in an external engagement is not significant, an active role such as presenting or speaking or publishing as a primary or secondary author is the goal.</p>
T-O5/P-O4		
All	Recruitment activities are no longer a separate factor	Significant recruitment activities should be captured within CV Section 5 – “Professional Contributions & Service to the PHS Commissioned Corps (Officership)” or may be referenced under CV Section 2 – “USPHS Assignment Collateral Duties” if related to a USPHS Assignment collateral duty.