

Reviewing Official Statement (ROS) Guidance

General Guidance:

- The ROS should be in bullet (hyphen/dash) format to improve readability for the board member.
- **Reviewing officials (RO's) should only include information that they can personally attest to.**
- In general, bullets should be arranged in order of impact (most significant first). ROs can also consider utilizing reverse chronological order to stratify accomplishments of similar magnitude.
- The ROS should cover the officer's career highlights, focusing on their most recent work, generally since their most recent promotion in temporary grade.
 - ROS's are not required to be limited to the previous COER/calendar year.
 - RO's may validate previous position/agency accomplishments/impacts against previous COERs/ROSs.
- The reviewing official should provide context on how the officer's work relates to the agency's mission.
 - Any Corps-related accomplishments and impacts, such as deployments or advisory boards, included in the ROS should clearly relate to the officer's agency work.
- Reviewing officials should not speak to uniform wear, basic readiness status, deployment team membership, or APFT status in the ROS.
- The ROS should not be a duplicate of the CV, COER, or OS and should go into greater detail regarding the impacts of the officer's accomplishments, emphasizing the officer's leadership when possible.
- The ROS should not list awards but may focus on the accomplishments and impacts that have earned awards. Information should provide additional context and detail rather than duplicate the information in the PIR or CV.
 - Accomplishments and impacts may be mentioned in either the leadership or the mission section – whichever relates most closely to the nature of the award.
 - Reviewing officials may validate agency-specific awards that do not appear on the PIR.
- Reviewing officials may include officers' education and training-related accomplishments but must emphasize the impact and/or relationship of the training to the officer's work.

1. Promotion Readiness

- The promotion readiness section should open with an introductory statement from the reviewing official to endorse the officer's promotion status.
- This section should contain the officer's most significant/impactful achievement(s), recommend ≤ 3 bullets.

2. Leadership

- This section should contain details and context about efforts or programs that the officer has personally led or initiated. This section may also include an officer's unique expertise that directly contributes to program expansion or development.
- Reviewing officials may use this section to provide additional details about how the officer operates in a leadership capacity, such as strength of interpersonal relationships, stewardship of resources, and representation of their program(s) to internal and external partners.
- The ratio of space/text on the ROS dedicated to the leadership vs. mission sections should gradually increase, i.e., a LT would have more space dedicated to mission, while a more senior officer should have more space for leadership activities.

3. Mission

- This section should contain details and context about efforts or programs that the officer has contributed to and/or participated in, but not personally led or initiated.
- Reviewing officials should characterize the scope of the officer's contributions as local, regional, or national. Impacts may be further quantified as of a limited or broader scope, such as affecting a small subset of specialty practice or a larger population.
- Officers of all ranks should provide examples of how they directly support the agency's mission through teamwork and collaboration.
- The reviewing official should include intra-agency TDYs and/or details in this section.