



Commissioned Corps of the US Public Health Service
Scientist Professional Advisory Committee



**Scientist Category Handbook:
Promotion**

Last Updated: July 2019

Types of Promotion

There are three types of promotions in the Commissioned Corps:

1. Temporary Promotion – see CC23.4.2
 - https://dcp.psc.gov/ccmis/ccis/documents/CCPM23_4_2.pdf
2. Permanent Promotion – see CC23.4.1
 - https://dcp.psc.gov/ccmis/ccis/documents/CCPM23_4_1.pdf
3. Exceptional Proficiency Promotion (EPP) – see CC23.4.2 section 6-8 (page 7)
 - https://dcp.psc.gov/ccmis/ccis/documents/CCPM23_4_2.pdf

Upon call to active duty, officers are appointed at a temporary and permanent grade based on their creditable Training and Experience (T&E). Officers are eligible for regular promotion based on Time in Grade and Time in Service.

Helpful guidance regarding the promotion process can be found on the CCMIS website: https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_process_m.aspx

The Promotion directive covering regulations governing the permanent and temporary grade promotions of Regular Corps officers is available at the following link: <https://dcp.psc.gov/ccmis/ccis/documents/CC122.01.pdf>

For a list of the administrative requirements for non-competitive promotion, please see: https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_non_competitive_m.aspx

Promotions to grades O-4 and above are competitive and are subject to promotion board review. The promotion policy also allows for a special accelerated temporary promotion called Exceptional Proficiency Promotion (EPP). These promotions are highly competitive and allow promotion of an officer that possess truly exceptional capabilities and is performing an assignment above his/her current grade

Affordable Care Act (ACA) and Permanent Promotion

On March 23, 2010 (when the ACA was passed), officers on active duty who were not assimilated into the Regular Corps were deemed Regular Corps and received a new Promotion Credit Date that was equivalent to their Seniority Credit Date (last permanent grade promotion date). Officers assimilated into the Regular Corps prior to ACA were processed according to 42 USC 209 (b) which gave officers “constructive credit” (credit they were accumulating since their last permanent grade promotion). Based on the ACA, officers who were deemed Regular Corps on March 23, 2010, through the ACA had to be processed according to 42 USC 204 (b), which did not give these officers “constructive credit”. This resulted in some officers losing up to 10 years of constructive credit toward their next permanent grade promotion. The ACA did not impact permanent

grades for officers that were already assimilated or those officers who came into PHS after March 23, 2010

How to Know if You are Eligible for Promotion

1. Log into the secure area on the Commissioned Corps Management Information System (CCMIS) Officer Secure Area via the Department of Health and Human Services (HHS) Access Management System (AMS) at https://dcp.psc.gov/osa/osa_security_statement.aspx and the [Secure Area Dashboard of the Management Information System includes promotion details covering your eligibility date for temporary and permanent grade promotions.](#)
2. Review competitive temporary or permanent promotion eligibility criteria at: https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_competitive_eligibility_m.aspx
3. Health Services Professional Advisory Group (HSPAC) has created a Promotion Calculator that generates the timeline for when officers will be eligible for temporary and permanent promotion. This tool can be extremely valuable as officers plan how best to navigate their career and plan for their next promotion. The Promotion Calculator can be found on the HSPAC Career Development Subcommittee webpage at: <https://dcp.psc.gov/OSG/hso/sub-careerdev.aspx>

Scientific Benchmarks

In early 2004, the categories of the USPHS were asked to develop “benchmarks” or guidance for evaluating a career officer. These benchmarks were not intended to be a requirement standard for promotion, but are often used as a guide. A link to the current year’s benchmarks can be found on the CCMIS website:

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_category_benchmarks_m.aspx

All officers should be familiar with the benchmarks and understand that they are periodically updated!

Promotion To-Do List

Preparing for promotions is a task with which each officer should be continuously involved with over his/her entire PHS career. Consistent attention to your career plan and advanced planning can significantly reduce stress at this critical time in your career. Promotions to the O-4, O-5, and O-6 grades remain extremely competitive. Special attention should be given to several promotion materials that need to be submitted to the appropriate offices by their respective deadlines. Below is a guide of tasks that should be accomplished while preparing for promotion.

- Review Promotion Process Frequently Asked Questions:

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_FAQs_m.aspx

- Review the USPHS Scientist Category Benchmarks. This guidance can be found on the CCMIS website at the following link:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_category_benchmarks_m.aspx
- Review of the current year's Promotion Year Checklist. This checklist can be on the CCMIS website at the following link:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_checklist_m.aspx
- Review your electronic Official Personnel File (eOPF). The Commissioned Corps Management Information System (CCMIS) Officer Secure Area (OSA) integrated with the Department of Health and Human Services (HHS) Access Management System (AMS) on May 15, 2017. Access to the CCMIS OSA (https://dcp.psc.gov/osa/osa_security_statement.aspx) now requires an active HSPD-12 Access Card such as a Personal Identification Verification (PIV) card or a Common Access Card (CAC). Ensure the below information is updated in your eOPF:
 - The Promotion Information Report (PIR) is correct as the Promotion Board will review it.
 - An updated Curriculum Vitae (CV) and Continuing Education and Training report is on file. Information regarding the format of these documents for Scientist Category Officers is available on the SciPAC website under Resources and Links:
<https://dcp.psc.gov/osg/scientist/resources-and-links.aspx>
 - A current Commissioned Officer's Effectiveness Report (COER) is completed on time and is on file. Also, ensure that the COERs from the last 5 years, if applicable, are on file.
 - A current Officer's Statement is completed on time and is on file.
 - A current Reviewing Official Statement (ROS) is completed on time and on file. The 2018 COER was updated ([COER Changes](#)) to include the ROS as the fifth page of the COER, the overall performance of the officer (unsatisfactory, marginal, or satisfactory) being automatically calculated, and providing detailed information regarding digital signatures on electronic PDF COER forms.
 - This document can be signed electronically and is submitted through your liaison, not the officer. Liaisons typically like to receive this document by early December. Please contact your agency liaison for the specific timelines associated with this document.
 - All information you want the board to review must be uploaded to your eOPF by December 31st. Since documents submitted in mid or late December can take several weeks to appear in an officer's eOPF, it is recommended that you submit your materials as soon as possible.

- For permanent promotions, ensure your medical information is up-to-date. If not, submit the following four forms to the Medical Affairs Team (Assignments and Career Management Branch) and check the CCMIS secure site to confirm dates. Refer to:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_medical_requirements_m.aspx
[X](#)
 - Medical History Form (must be current within 1 year prior to review by the promotion board):
<http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2807-1.pdf>
 - Disclosure Statement (page 2 of the Instructions):
https://dcp.psc.gov/CCMIS/PDF_docs/AGENERALINSTRUCTIONSVersion8.pdf
 - Medical Examination Form (must be current within the last 5 years):
<http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2808.pdf>
 - Dental Examination form (must be current within the last 5 years):
<https://www.hhs.gov/sites/default/files/phs-6355.pdf>
- It is critical to ensure that Basic Readiness standards are met at all readiness checks. Readiness checks occur on a monthly basis. Officers should have no lapses in readiness throughout their career. Readiness is a condition of service and required at all times unless an officer has an approved waiver with Medical Affairs. If you have a waiver, please ensure it is reflected in your RedDog-Self Service portal. It is each Officer's responsibility to check their Readiness Status. Refer to:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_force_readiness_m.aspx

Link to the Basic Readiness Checklist:

https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf

How Promotion Boards Work

A promotion board is convened to consider all officers eligible for temporary and permanent promotions within a category. These promotion boards consist of five permanent O-6 level officers who, to the extent possible, are representative of the category in terms of agency/program distribution, specialty, race/ethnicity, and gender; and contain at least one officer assigned outside of the Washington, D.C. area.

Board members are instructed to base their rankings only on information documented in an officer's eOPF. For this reason, officers are reminded to be consistent in updating their eOPF by providing accurate and current information (e.g., annual CV). In their review of officers being considered for promotion, promotion boards are guided by the benchmarks established by each category. The benchmarks are used by promotion boards to score officers in each of the four Promotion Precepts:

- Precept I – Performance Rating and Reviewing Official’s Statement as reflected by the COER, Award History, and the ROS
- Precept II – Education, training, and professional development;
- Precept III – Career progression and potential as reflected by billet level, assignments with increased responsibility, and mobility (Programmatic and/or Geographic).
- Precept IV – Professional Contribution and Officership as reflected by contributions to the PHS mission.
- Precept V – Basic readiness is not scored by the promotion boards but is administratively applied by the Division of Commissioned Corps Personnel.

Boards can only consider information in the eOPF. Therefore, it is imperative that the eOPF contain information pertinent to the precepts. Extraneous information works against an officer because the board needs to sift through their eOPF in search of relevant materials. COERs, thoroughly prepared Officer and Reviewing Official Statements, and a current CV are central to the decision-making process of the boards.

The promotion board combines all information relevant to the precepts to yield an overall assessment of an officer's qualifications for promotion. This assessment results in a rank order list for each grade. The Assistant Secretary for Health and Human Services (ASH) establishes cutoff numbers for each rank order list considering numbers of vacancies in grade to which promotions can be made. Officers above the cutoff line are promoted during the cycle; those below the cutoff line are not promoted. All officers considered for promotion are notified of the results of the promotion competition.

Promotion Results

Officers may receive a phone call or e-mail in June or July informing them if they were selected for promotion. Your agency’s Commissioned Corps liaison office may also share the overall promotion results. The results for all categories are posted on the CCMIS website. Within a week or so, officers will receive a ranking on the front page of their CCMIS Officer Secure Area informing them how they fared in the promotion process [e.g., overall board results (total score), rank order, and board recommendation (yes or no)]. This posting will be temporary and will only last a month or so, so officers are encouraged to save this information for future reference. Also within a week or two of the promotion results being released, officers will receive their promotion board score sheet and a screenshot of their PIR in their confidential section of their eOPF. The promotion board score sheet will include two parts, part A and part B. Part A includes the boards score for the four precepts (Performance, Professional Qualifications, Career Progression, and Officership) and indicates if the officer was recommended for promotion or not. Part B includes comments from the board regarding the officer’s strengths as well as suggestions for improvement.

Promotion results, temporary and permanent, detailed by category, grade, and officer name, along with Promotion Statistics can be found on the following page:

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_index_m.aspx

What If I Am Not Promoted?

The promotion board score sheet is found in the “Confidential” section of the eOPF. Officers who have not been promoted should consider discussing their results with a senior officer (O-5 or above), potentially contact the SciPAC Chief Professional Officer (CPO) and/or a mentor, or contact the chair of the SciPAC Mentoring Subcommittee (<https://dcp.psc.gov/osg/scientist/mentoring-SC.aspx>) to be assigned a mentor. The promotion board comments, if any, are useful to officers as they may outline ways to improve performance and to become more competitive for the next promotion cycle. Additionally, officers ranking in the bottom quartile (25%) for temporary promotions are required to undergo counseling with the CPO or a senior leader in the category as designated by the CPO.

Officers should also follow the recommendations included on the Promotion Information Website under the tab titled, “Not Promoted? Now What?”:

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_not_promoted_m.aspx.