



# Commissioned Corps BULLETIN

## (Supplemental Article)

Division of Commissioned Personnel • Program Support Center, DHHS

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☆☆☆ ONLY AVAILABLE ON THE DIVISION OF COMMISSIONED PERSONNEL'S WEB SITE—<http://dcp.psc.gov>. ☆☆☆

## 2004 Promotion Cycle

The Division of Commissioned Personnel (DCP) is preparing for the Promotion Year 2004 (PY04) cycle (July 1, 2004 through June 30, 2005) for the temporary and permanent grades. A significant number of changes to the promotion policy are being implemented in 2004 as recommended by the Surgeon General's Commissioned Corps Promotion Task Force, concurred with by the Surgeon General, and approved by the Acting Assistant Secretary for Health. The new Public Health Service (PHS) Commissioned Corps promotion policy is contained in revised INSTRUCTIONS 1 and 2, Subchapter CC23.4 of the Commissioned Corps Personnel Manual (CCPM). These INSTRUCTIONS are available on the Division of Commissioned Personnel's (DCP) Web site—<http://dcp.psc.gov>. Select the 'What's New' tab, then click 'Updates and Additions to the DCP Web Site.'

### Eligibility for Promotion

Eligibility for consideration for temporary promotion now includes training and experience, time in grade, and time in service requirements. A table outlining the eligibility requirements for each temporary grade can be found in Section D.1.c. of INSTRUCTION 2, Subchapter CC23.4. Currently, there are no changes to the eligibility requirements for permanent grade promotions. Officers are encouraged to periodically review promotion requirements and be aware of when they will be eligible for promotion consideration.

DCP will electronically provide a memorandum to individual officers notifying them of their eligibility for promotion. Officers should logon to the 'Officer and Liaison Activities' screen under the

'Secure Area' of the DCP Web site—<http://dcp.psc.gov>—to determine if they are eligible for **competitive** temporary and/or permanent grade promotion consideration. The procedure for access to the 'Secure Area' of the DCP Web site is as follows: Access the DCP home page at <http://dcp.psc.gov>. Select the 'Secure Area' tab, and then the 'Officer and Liaison Activities' tab. Enter your **Logon ID** and **Password**. Call DCP's Helpdesk at 301-594-0961 or e-mail the Helpdesk at [dcpelpdesk@psc.gov](mailto:dcpelpdesk@psc.gov) if you have difficulty accessing your electronic eOPF or if you do not have an ID and password.

At the top of the first page, officers will see a statement that indicates whether or not they are eligible for consideration by the 2004 Promotion Boards. If an officer is eligible for a competitive promotion, he/she should note the eligible grade(s) and click on the link to the notification memorandum for promotion eligibility. It is imperative that officers eligible for competitive promotion carefully read the information contained in the memorandum and follow the instructions. This is especially important due to the significant changes to the promotion policy being implemented in PY04.

### Electronic Official Personnel File (eOPF)

The eOPF includes documents such as the Commissioned Officers' Effectiveness Reports (COERs), Promotion Information Report (PIR), Curriculum Vitae (CV), licensure validation, and educational information. The eOPF and the PIR will be available to the Promotion Boards for review during the Spring of 2004. Upon receipt of the eligibility

memorandum, officers are required to review their eOPF to ensure that all documents included are correct. **Do not just scan the eOPF index; be sure to actually view and review the individual pages.** If any errors pertaining to the existing documents in the eOPF are discovered, corrections should be e-mailed to [opffix@psc.gov](mailto:opffix@psc.gov). Additional documentation can be submitted for inclusion in the eOPF through the Material Fax Lines included below. NOTE: Please check your eOPF before faxing documents to be certain that you are not submitting duplicates. All faxed documents are automatically scanned into an electronic queue where they will then be indexed into your eOPF. Officers are encouraged to complete a follow-up review of their eOPF 2 - 4 weeks after submitting documents to ensure they were received and properly indexed.

Please note the following guidelines for submission of documents to your eOPF:

- The faxed documents enter an electronic workflow (no paper copies are produced). Thus, the resulting images are only as good as the fax machine used to submit the documents (streaks, crooked pages, etc., originate with the sending fax machine).
- The DCP software only accepts 8½" x 11" images that are from clean copies (copies with various shades of contrast do not fax well). Therefore, please refrain from using 'highlighter' markers, since the highlighted sections appear as dark lines and cannot be read.
- On the upper right corner of all submitted sheets, include name, PHS

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serial number, and category. For multiple page documents, indicate page sequence (e.g., Page 1 of 3, Page 2 of 3, etc.).

- Only the most recent CV submitted will show in your eOPF. Thus, the CV should always be submitted in its entirety and include the *CV cover sheet* as Page 1.
- Continuing education documents and PHS support documents (e.g., letter of thanks/appreciation) should be grouped *by year* (documents older than 7 years are not retained in the eOPF).
- **DCP will not accept photographs, publication reprints, program agendas, and/or promotion recommendations (other than the official version of the Reviewing Official's Statement) for inclusion in the eOPF.**
- **Do not fax licenses, certifications, and/or registrations to the eOPF fax lines.** These documents must be faxed directly to the Licensure Technician at 301-443-5366 to ensure they are updated as required on the PIR. DCP will then scan and index these documents into the eOPF.
- Documents initiated by DCP (e.g., COERs and PHS awards) are *automatically* placed into the eOPF when received through official channels. These documents are *not* accepted directly from the officer.

DCP relies on each officer to serve as the 'quality assurance' check for his/her own eOPF. **Thus, you (the officer) must review the images in your eOPF to ensure that documents submitted were received (please allow 2 - 4 weeks for documents to appear in your eOPF), and that your eOPF is in proper order.** To ensure documents are included into the eOPF for Promotion Board review during PY04, materials must be faxed to DCP no later than **January 31, 2004**, to either **one** of the following fax numbers:

*Material Fax Lines:*

**301-480-1436 (or) 301-480-1407**

### **Promotion Information Report (PIR)**

The PIR is a document generated from DCP which reflects 'real time' information as documented in DCP's data system. The PIR is a succinct summary of

verified computerized information about an officer as of a specific date in time. The PIR is located in the **green** section of your eOPF. Information on the PIR includes general dates, current billet title and equivalent grade, creditable service toward retirement (including military and creditable civil service in the PHS), PHS/military awards authorized for wear on the uniform, COER ratings for the last 5 years, and PHS assignment history. **NOTE: Officers who have prior military service are strongly encouraged to verify that the military service time on the PIR is correct.** Prior military service is a factor in determining total time in service per the new promotion policies.

If you believe that there is an error on your PIR, please submit a copy of the PIR to DCP at the following address with your requested changes in writing and the appropriate substantiating documentation (e.g., copy of your personnel orders, award certificates, etc.) to:

Division of Commissioned Personnel  
ATTN: PIR Coordinator/OSB  
5600 Fisher Lane, Room 4-36  
Rockville, MD 20857-0001

Changes cannot be made to the PIR without official documentation. All requests and the supporting documentation for changes related to your PIR **MUST** be **postmarked** no later than **Saturday, January 31, 2004**. Do not provide or send information or documentation about areas that are not reflected on the PIR. Also, please do not contact DCP if the data is correct. **NOTE:** The Officer Information Summary (OIS) used by some Agencies is not the same as the PIR. DCP does *not* update the OIS.

For further questions regarding corrections and/or submissions to your eOPF, including the PIR, please call the Officer Support Branch, DCP, at 301-594-3108 (or toll free at 1-877-INFO-DCP, listen to the prompts, select option #1, and dial 301-594-3108).

### **Curriculum Vitae (CV)**

The CV, which is located in the **green** section of your eOPF, is the best place to present a concise picture of your entire career as well as information not reflected on your PIR. The importance of a current CV in the eOPF cannot be over-emphasized. An absent or outdated CV will put you at a disadvantage and will make you less competitive.

Officers submitting CVs should note that if a summary page (informative cover sheet) is used, it must be included as Page 1 of the CV **as only the MOST RECENTLY SUBMITTED CV document is retained in the officer's eOPF.** **REMINDER: DCP will not accept photographs, publication reprints, and program agendas for inclusion in the eOPF** as this information is more effectively documented in writing through the CV. Contact your Chief Professional Officer (CPO) and/or Professional Advisory Committee (PAC) for recommended CV format. Links to the Web sites of these resources are available through the DCP Web site under the 'Links' tab. Additionally, contact information can be found through the DCP Web site under the "About Us" tab.

### **Commissioned Officers' Effectiveness Report (COER)**

The COER is located in the **blue** section of your eOPF. **ALL officers** (regardless of date of entry onto active duty) who are eligible for promotion **should** have **either** an Annual or an Interim COER in the OPF. The interim COER should **ONLY** be completed if you were called to duty after March 1, 2003, so that the Promotion Boards will have a means of assessing your recent performance. All officers on duty prior to March 1, 2003, should have completed and have an Annual 2003 COER in their eOPF (**Note: An Interim COER will not be accepted if an Annual COER is required**). To print an Interim COER, go to the DCP Web site and select the 'Services' tab, then click 'Official Forms' and scroll down to the COER documents. **All COERs must be processed through your Agency/Operating Division (OPDIV) channels and Commissioned Corps Liaisons, and received in DCP by January 31, 2004.** They will **not** be accepted directly from officers or through the above fax numbers.

### **Career Counseling/Category Benchmarks**

DCP has realigned how services are provided to our customers. Service to officers for career counseling is no longer provided from members of the DCP staff formerly known as Staffing Officers. Therefore, officers are being directed to assume more personal responsibility for their career development. Resources are available in the Agencies, from the Chief

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Professional Officers and the Professional Advisory Committees, and DCP's Web site under 'Frequently Asked Questions (FAQs).' If you desire **career or promotion counseling**, consult your supervisor, a senior member of your category, your CPO and/or PAC. You may grant any of these individuals temporary access to your eOPF (or parts of it) to provide you consultation. To access this eOPF feature, follow the procedure above to access your eOPF, select the 'Access New OPF Activity Menu' tab, and follow the guidelines on granting limited access to your eOPF.

Starting in PY04, category benchmarks will be used by the Promotion Boards to identify the 'best qualified' officers. They are available through your category's Web site. The link for the CPO/PAC representatives and other information can be accessed through the DCP Web site under 'About Us.' All questions, comments, inquiries, concerns, and explanations related to career recommendations in relation to the benchmarks must be addressed through your category CPO and PAC representatives.

### **Exceptional Proficiency Promotion (EPP)**

Pursuant to Section L of INSTRUCTION 2, Subchapter CC23.4, the following applies to EPP eligibility:

1. An officer may only be nominated one time per grade for an EPP;
2. An officer must hold his/her current temporary grade for 1 year by March 1, 2004;
3. An officer may not otherwise be eligible in his/her own right;
4. An officer must meet time in grade requirements; and
5. An officer must be in compliance with administrative requirements (e.g., current license, COER).

DCP will provide each Agency/OPDIV with the number of officers who may be submitted for EPP consideration based on each Agency/OPDIV's calculated quota. Each Agency/OPDIV quota will be limited to nominating *not* more than 5 percent of officers in their Agency/OPDIV who meet the eligibility requirements for EPP consideration. EPP nominations are not limited to any particular category or temporary grade. Each Agency/OPDIV will be authorized **at least one** nomina-

tion regardless of the number of eligible officers they have. **The nominating Agency/OPDIV is responsible for notifying each officer of his/her nomination for an EPP so that the officer has the opportunity to ensure his/her record is in order (i.e., submission of Officer's Statement (OS), CV updated, 2003 COER on file, PIR corrected, Reviewing Official's Statement (ROS) completed, etc.).** EPP candidates are required to prepare for promotion consideration in the same manner as officers being considered in their own right. Officers should refer to the appropriate areas of this supplement for additional promotion information and eOPF/PIR preparation. **NOTE: DCP will not provide any additional EPP-specific notification.**

Officers who are recommended for EPPs will be reviewed and ranked by their professional categorical board along with all officers eligible for the same temporary grade in their own right using the same precepts. Agency/OPDIV nomination memoranda and/or rank order lists do **NOT** need to be submitted to DCP. Information provided to the Promotion Boards will be the same for all officers, regardless of whether recommended for an EPP or eligible in their own right. **NOTE: Each officer nominated for EPP consideration should have an ROS and an OS completed.** Each Agency/OPDIV must submit to DCP the list of officers they wish to nominate for EPPs **no later than February 6, 2004.**

### **Promotion Boards / Precepts**

An officer's billet will not preclude his/her consideration by the Promotion Board in PY04. Officers considered for competitive promotion will have their eOPFs reviewed regardless of the rating of their current billet. The records of officers eligible for promotion are reviewed by categorical/group boards. Each Promotion Board consists of five O-6 grade officers from the category/group who are as representative as possible of the category or group in terms of Agency/OPDIV representation, specialty, and other characteristics. Every effort is made to assure diversity among the Promotion Board's membership.

This review includes careful consideration of the officer's career as it relates to five precepts upon which promotion recommendations are based. These five precepts are as follows (listed after each

precept is the percentage 'weight' that has been assigned to each precept for *all* temporary and/or permanent competitive grades):

1. Performance Rating and Reviewing Official's Statement (40%)
2. Education, training, and professional development (Professional Qualifications) (15%)
3. Career Progression and Potential (25%)
4. Professional contributions and service to the PHS Commissioned Corps (15%)
5. Response Readiness (5%)

In considering an officer for promotion, the Board considers several factors for each of the precepts.

For **Precept 1 – Performance Rating and Reviewing Official Statement**, these factors are: (1) performance on COERs (emphasis is placed on the past 3 years); (2) performance-based awards and other recognition (including commissioned corps honor awards and other awards); (3) Reviewing Official's Statement; and (4) officer's CV.

#### *Reviewing Official's Statement (ROS)*

Starting in PY04, officers who are eligible for promotion consideration will **no longer** be placed in Agency cohorts. The ROS is NEW and will be used by the Promotion Board to assist in evaluating your performance and career potential. Your designated Reviewing Official (RO) develops a 1-page formal performance assessment—the ROS—that briefly addresses specific points. The RO may solicit outside letters of recommendation for use in evaluating collateral duties, e.g., those conducted outside of the PHS Commissioned Corps or Agency/OPDIV assignment. The Agency/OPDIV is given discretion to call for higher level concurrence of the RO's assessment within the Agency/OPDIV. The Boards, however, will review **only the 1-page ROS**, and will remain unaware of any such concurrence.

The following factors should be addressed in the ROS:

1. **Promotion Readiness:** Is the officer ready for promotion and to serve at the next higher rank? [Yes/No]. Explain.

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2. *Leadership*: How does the officer take on a leadership role in the Agency?
3. *Mission*: How does the officer contribute to the mission of the Agency?

Once received in DCP from the Agencies, the ROS will be scanned and indexed into the **blue** section of your eOPF. Please be advised that the ROS will only be accepted through official channels (i.e., Commissioned Corps Liaisons). **This process will be handled between DCP and the Agencies. DCP will NOT accept Reviewing Official's Statements which are sent from the officer. If you have questions, concerns, or comments related to your ROS, please contact your Commissioned Corps Liaison. NOTE: Only the DCP VERSION of the ROS form will be accepted for promotion consideration and for inclusion in the eOPF. NO OTHER VERSIONS WILL BE ACCEPTED.**

For *Precept 2 – Education, Training, and Professional Development (Professional Qualifications)*, the factors are: (1) educational degrees, certifications and credentials; (2) licensure; (3) continuing education (over last 5 years); and (4) public health training/experience. Evidence of these factors should be found in the officer's CV, continuing education summary, and other supporting documentation in the eOPF.

For *Precept 3 – Career Progression and Potential*, the factors are: (1) present/past billet(s); (2) assignments; (3) geographic/programmatic mobility; (4) assimilation; (5) collateral duties; and (6) performance-based awards and other recognition (including commissioned corps honor awards and other awards). Evidence of these factors should be found in the officer's CV, official PIR, and the reviewing official's statement of the officer's readiness for promotion.

For *Precept 4 – Professional Contributions and Service to the PHS Commissioned Corps*, the factors are: (1) membership/involvement in PAC/Advisory Groups sanctioned by the Surgeon General; (2) Associate Recruiter; (3) mentoring; (4) Basic Officer Training Course (BOTC) / Independent Officer Training Course (IOTC); (5) participa-

tion in professional organizations; (6) PHS Commissioned Corps service awards; (7) wearing of the uniform daily; and (8) other official PHS Commissioned Corps/PHS activities (i.e., honor/color guard; PHS ensemble; aide-de-camp). Evidence of these factors should be found in the Officer's Statement (OS), CV, COER, and other supporting documentation in the eOPF.

#### *Officer's Statement (OS)*

The OS is NEW and will be used by the Promotion Boards. It is a 1-page document which provides you the opportunity to summarize: (1) Your support of PHS Commissioned Corps activities; (2) Your commitment to visibility as an officer (including the frequency and occasion of the wearing the PHS uniform; and (3) Your vision and expectations of a career in the PHS Commissioned Corps, including commitment to the PHS mission.

The official OS form is available through the link provided on the DCP Web site. **NOTE: Only the DCP VERSION of the OS form will be accepted for promotion consideration and for inclusion in the eOPF. NO OTHER VERSIONS WILL BE ACCEPTED.**

The software used for Word Processing Software such as Microsoft Word, Corel Word Perfect, etc., typically store data using various characters and a different format from the OS form. Therefore, it is recommended that you:

- (1) Use a text processing software like Microsoft Notepad, Microsoft Wordpad, etc., or save your document as an ASCII text file when completing your OS.
- (2) Copy/paste the content to the OS form.

The OS form should be faxed to DCP for placement into your eOPF, using the eOPF fax numbers provided above, no later than **January 31, 2004**. The OS will be located in the **blue** section of your eOPF once scanned and indexed by the processing technicians.

For *Precept 5 - Response Readiness*: For PY04 **ONLY**, Promotion Boards will *solely* assess whether or not the officer meets the '**BASIC**' level of readiness based on information provided by the Commissioned Corps Readiness Force (CCRF). Officers who *meet* the basic level

of readiness will receive the maximum number of points available in PY04 for the Response Readiness precept; officers who do NOT meet the basic level will receive zero points in PY04 for this precept.

Please refer to the memorandum from the Director of CCRF dated January 6, 2004, with the subject, 'CCRF Program as it Relates to New CCPMs and Manual Circular' under 'Requirements to be Considered 'Deployable' for Promotion Year 04' for information on the basic level requirements and a more detailed explanation of Response Readiness. For further information on this memorandum, other CCRF-related matters, and for CCRF contact information, go to the DCP Web site, select the 'Links' tab, click 'Other Links of Interest,' scroll down to the CCRF link. **Please direct all questions, comments, inquires and concerns on CCRF-related matters directly to the CCRF office at 800-USA-NDMS or 301-443-1167.**

Officers should refer to the benchmarks developed by the CPO and PAC for their professional category (i.e., medical, dental, nurse, engineer, etc.) for Precepts 1 through 4. These benchmarks define characteristics of the best-qualified officer for each specific category and grade. The benchmarks will be used by the Promotion Boards to assist them in gauging the progression of the officers' careers. Officers are encouraged to review the benchmarks for their category for use in career planning and development.

#### ***Physical Examination Requirements for Permanent Promotion***

Pursuant to Secretarial Regulation set forth in Section J.4. of INSTRUCTION 1, Subchapter CC43.4, every officer of the Regular Corps and the Reserve Corps being considered for a permanent promotion shall undergo a physical examination within 1 year prior to the effective date of the promotion. You may view the date of your last physical examination in the 'Secure Area' of DCP's Web site. Promotion Board members **do not** consider this as part of their review of your record and they **do not** have access to this information. This requirement will be applied prior to permanent promotion orders being issued.

If you have not had a recent physical examination, you must submit DD Form

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2808, "Report of Medical Examination," that is completed by a licensed physician or mid-level provider. DD Form 2808 is available on DCP's Web site by selecting the 'Services' tab then clicking 'Official Forms' and scrolling down to the medical forms. The completed form is to be sent to the Chief, Medical Affairs Branch, Room 4C-06, 5600 Fishers Lane, Rockville, MD 20857.

**Licensure**

You are also reminded that in order to be promoted, you must be in compliance with the licensure policy as set forth in INSTRUCTION 4, Subchapter CC26.1 of the CCPM. **Officers who are required to have a valid license should review the information listed on the screen after logging into the 'Secure Area' and ensure that a copy of their most recent license is in their eOPF. Copies of new licenses should be faxed**

**to 301-443-5366, ATTN: Licensure Technician, prior to or immediately upon expiration of the previous license.**

**eOPF/Promotion Frequently Asked Questions (FAQs)**

It is recommended that you review the eOPF Frequently Asked Questions (FAQs) on the DCP Web site to obtain an overview of the eOPF and the types of documents you should submit to your eOPF. There are also questions and answers that may be helpful in your preparation for promotion in the 'Promotion Process Frequently Asked Questions' tab under 'FAQs' on DCP's Web site—<http://dcp.psc.gov>.

**2004 'Opt-Out' Memorandum**

Pursuant to Section F.5 of INSTRUCTION 2, Subchapter CC23.4, officers eligible for promotion consideration during the PY04 *ONLY* may elect to waive ex-

amination for temporary promotion during the 2004 promotion year. If you are considering this option, click the 'Opt-Out' link located under the 'Promotion Information' link on the DCP Web site to download and print the memorandum, with the subject, **"Request to Waive Temporary Promotion Examination in 2004."** This form must be completed in its entirety, signed, **notarized**, and post-marked no later than Friday, **February 6, 2004**, in order to be accepted and processed by DCP. **Please read the memorandum in its entirety and ensure that you are fully informed and completely understand the ramifications of 'opting out' of PY04. NOTE: Only the DCP VERSION of the PY04 'Opt-Out' form (must be notarized) will be accepted for promotion consideration waiver and for inclusion in the eOPF. NO OTHER VERSIONS WILL BE ACCEPTED.**



**IMPORTANT DATES TO REMEMBER**

- PIR Corrections Postmarked No Later Than* ..... January 31, 2004
- Documents Faxed for Inclusion in Electronic OPF No Later Than* ..... January 31, 2004
- ROS/OS Statements to DCP No Later Than* ..... January 31, 2004
- "Opt-Out" Memorandum Postmarked No Later Than* ..... February 6, 2004

**IMPORTANT PHONE NUMBERS**

- For PIR Questions: 301-594-3353 (or toll-free at 1-877-INFO DCP, listen to the prompts, select option #1, dial 301-594-3353).
- For Licensure Questions: 301-594-3352 (or toll-free at 1-877-INFO DCP, listen to the prompts, select option #1, dial 301-594-3352).