2018 ENGINEER CATEGORY PROMOTION BENCHMARKS

PY 2018 Guidance Regarding Promotion Precepts and Benchmarks for Commissioned Corps Officers

Officers competing for promotion are rated on the five Promotion Precepts described in the electronic Commissioned Corps Issuance System (eCCIS) Instructions 331.01 (old CCPM 23.4.1) "Permanent Grade Promotions", and 332.01 (old CCPM 23.4.2) "Temporary Grade Promotions", and noted below. To assist officers in better understanding the Promotion Precepts, the Precepts are described in terms of Factors. Each Factor has a Benchmark, which is a level of achievement for the officer given the category and grade.

The purpose of this Guidance is to inform officers and promotion boards of the levels of achievement per Promotion Precept generally considered to describe the "best qualified" officer for a specific category at a specific grade. This document can also benefit the officer in setting some personal long term goals for his or her career advancement.

The Chief Professional Officers (CPO) and Professional Advisory Committee (PAC) Chairs, in consultation with their constituent category members, revise the Guidance annually to reflect the ever changing missions and policies of the Corps. All five Promotion Precepts are identical for all categories, as are the Benchmarks for Promotion Precepts 1, 4 and 5. The Benchmarks for Promotion Precepts 2 and 3 are category-specific.

The benchmarks for Precepts 1 - 5 are levels of achievement and/or standards of excellence that describe the "best-qualified" officer. They serve as a basis by which officers can be measured within each category. No Officer is expected to meet all the standards for Precepts 1 - 5. Many promoted officers will have achievements that exceed the factors for one or two precepts, but may not meet all the factors for others. Therefore these Benchmarks should not be considered a checklist of activities that must be completed in order to be promoted. Quality and impact of an officer's service is far more important than the quantity of activities in which they participate.

The individual factors within each Precept are not listed in priority order. The importance of each factor is left to the discretion of the Promotion Boards. The members of the Promotion Boards review the service records of each officer under consideration for promotion and each assigns a score for the specific Promotion Precept. Promotion Board members exercise their professional judgment and discretion in the review and rating of each record.

There is no time period that limits which of the officer's activities and accomplishments are eligible for consideration. However, activities and accomplishments subsequent to an officer's last promotion should receive priority consideration.

The Promotion Precepts are weighted as follows:

1. Performance Rating and Reviewing Official's Statement (Performance)	40%
2. Education, training, and professional development	20%
3. Career progression and potential	25%
 Professional contributions and services to the PHS Commissioned Corps (Officership) 	15%
5. Basic Readiness	***0%

IMPORTANT NOTE:

Although the Readiness precept no longer carries any weight with regard to numerical score for promotion, basic readiness remains one of the several administrative checks for promotion. Officers in a "not ready" status at the 31 Dec RedDOG status report prior to the promotion year will receive an automatic Board Not Recommend. In addition, officers in a "not ready" status at the subsequent 31 March RedDOG status report, who were otherwise successful, will be removed from the successful list. Officers are advised to maintain basic readiness at all times.

Promotion Board members examine many documents in the officer's electronic Official Personnel Folder (eOPF) during the promotion review. Examples of these documents include, but are not limited to: Commissioned Officers' Effectiveness Report (COER); Promotion Information Report (PIR); curriculum vitae; the Officer's and Reviewing Official's Statements; award narratives; and letters of appreciation. The most recent COERs (e.g., the last 3-5 years) are generally given the most consideration by Promotion Board members, although earlier COERs may also be reviewed.

Career development resources (e.g., Curriculum Vitae (CV) reviews, mentoring, internet training tools, career development seminars, fellow officers, serving in similar roles, etc.) provided by the PACs, agency liaisons, Division of Commissioned Corps Personnel and Readiness (DCCPR), and the CPOs should be explored and fully utilized by all officers.

The Benchmarks will change as the Commissioned Corps continues to evolve. Any comments or suggestions that you have on the Benchmarks may be submitted to your PAC Chair, and will be carefully considered for incorporation into the next annual revision.

1. Performance Rating and Reviewing Official's Statement (Performance)					
Factor	Benchmarks P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6	
 Commissioned Officers' Effectiveness Report (COER) Based on information contained in the Officer's 	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value.	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value.	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value.	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value.	
Statement, separate from the Reviewing Official's Statement, the officer will be rated on promotion readiness as it relates to:	Secondary assessment will include a review of the COER score, in the context of the officer's performance trends.	Secondary assessment will include a review of the COER score, in the context of the officer's performance trends.	Secondary assessment will include a review of the COER score, in the context of the officer's performance trends.	Secondary assessment will include a review of the COER score, in the context of the officer's performance trends.	
 Progression of responsibility Achievement and contributions to the agency mission Personal accountability for developing skills and leadership effectiveness 	Guidance provided as needed/requested to complete assignments of moderate complexity and impact. Skill development reflects potential for leadership and willingness/ability to assume increasing levels of responsibility.	Guidance provided as needed/requested to complete assignments of moderate complexity and impact. Skill development reflects potential for leadership and willingness/ability to assume increasing levels of responsibility. Completes assigned duty-related	Evidence of independent performance of complex tasks requiring developed proficiency and higher responsibility with positive impact on the program. Demonstrated leadership of program teams or projects.	Independent initiative, evidenced by development, oversight, coordination and/or leadership of projects of exceptional difficulty with expected expertise. Assumption of overall personal accountability for the involved program or project.	
	Completes assigned duty- related mandatory training and elective training to complement mandatory training.	mandatory training and elective training to complement mandatory training.	Completes assigned duty- related mandatory training and elective training to complement mandatory training.	Completes assigned duty- related mandatory training and elective training to complement mandatory training.	
	Supporting information that professional development contributes to the agency missions. The officer demonstrates they efficiently and effectively work at their current grade.	Supporting information that professional development contributes to the agency missions. The officer demonstrates they efficiently and effectively work at a higher level than their current grade.	Supporting information that professional development contributes to the agency missions. The officer demonstrates they efficiently and effectively work at a higher level than their current grade.	Supporting information that professional development contributes to the agency missions. The officer demonstrates they efficiently and effectively work at a higher level than their current grade and should currently occupy an	

PY 2018 FACTORS and BENCHMARKS FOR PROMOTION PRECEPTS

	1. Performance Rating	and Reviewing Official's S	Statement (Performance)	
Factor	Benchmarks P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
 Award History** 	There should be a record of	There should be a record of	There should be a record of	There should be a record of
	awards across the career.	awards across the career.	awards across the career.	awards across the career.
Progression of awards,	Officers should strive for	Officers should strive for	Officers should strive for	Officers should strive for
relevance to mission, quality,	increasing levels of	increasing levels of	levels of achievement that	levels of achievement that
as well as quantity, across	achievement including team or unit participation, which	achievement that reflects	are distinctly greater than expected and which should	reflects exceptional
the career is assessed:	may result in individual or	superior efforts, including	•	leadership and which should result in progressively higher
\circ PHS Individual and Unit	unit awards (e.g., a PHS	team or unit participation, which may result in individual	result in progressively higher individual awards or unit	individual awards or unit
Honor Awards (e.g.,	Citation Medal or Unit	or unit awards (e.g., an		
PHS Citation Medal,	Commendation).	Achievement Medal or Unit	recognition (e.g., a Commendation Medal or Unit	recognition (e.g., an Outstanding Service Medal
Outstanding Service	Commendation).	Commendation).	Commendation Medal of Office Commendation).	or Outstanding Unit Citation).
Medal, Unit	Division, Institute, and	Commendation).	Commendation).	of Outstanding Onit Citation).
Commendation)	Agency (including non-DHHS	Division, Institute, and	Division, Institute, and	Division, Institute, and
commendation	agencies), and professional	Agency (including non-DHHS	Agency (including non-DHHS	Agency (including non-DHHS
○ Other Awards &	organization awards, and	agencies), and professional	agencies), and professional	agencies), and professional
Recognition	recognition such as letters of	organization awards, and	organization awards, and	organization awards, and
Recognition	commendation.	recognition such as letters of	recognition such as letters of	recognition such as letters of
\circ PHS Service Awards	commendation.	commendation.	commendation.	commendation.
(e.g., Isolated Hardship	Service should clearly reflect	oon mondation.	oonmondation.	
Service Award, Special	the impact(s) that evolve	Service should clearly reflect	Service should clearly reflect	Service should clearly reflect
Assignment Service	from responsibility and	the impact(s) that evolve	the impact(s) that evolve	the impact(s) that evolve
Award)	performance of the officer.	from responsibility and	from responsibility and	from responsibility and
		performance of the officer.	performance of the officer.	performance of the officer.
Reviewing Official's	Exhibits Leadership	Exhibits Leadership	Demonstrates Leadership	Accomplished Leadership
Assessment for Promotion	Qualities	Qualities	Skills	Role
Readiness				
	Recognizing junior officers	Recognizing junior officers	Recognizing exceptional	Recognizing leaders who
Based on information	with the potential and	with the potential and	personal leadership skill and	have moved into key
contained in the Reviewing	inspiration to influence.	inspiration to influence.	significant potential or	leadership roles and have a
Official's Statement			competence as a leader or	proven record of influence
(separate from the Officer's			manager.	and achievement (e.g.,
Statement), the Officer will	For example: As assessed in	For example: As assessed in		Subject Matter Expert,
be rated on promotion	ROS, candidate excels:	ROS, candidate excels:		Program Chief/Director or
readiness as it relates to:			For example: As assessed in	equivalent).
	a) In attributes that serve the	a) In attributes that serve the	ROS, candidate excels:	
 Current Leadership Role 	leadership in a group, team,	leadership in a group, team,		For example: As assessed in
in Command/ Agency	committee, or branch work	committee, or branch work	a) In the contributions to and	ROS, candidate excels:
	and with the potential for	and with the potential for	support of a management,	
 Progression of 	team leadership or	team leadership or	supervisory, technical or	a) In an executive, senior
Leadership Potential	management role.	management role.	clinical expert and/or	management, expert, and/or
			program leadership role.	special advisory/consultant
	and/or	and/or		position.

Factor	Benchmarks	Benchmarks	Benchmarks	Benchmarks
	P-O2*	T-O4/P-O3*	T-O5/P-O4	T-O6/P-O5/P-O6
Contribution to the Agency Missions	 b) As a member of a task force or similar group at, or above, the local or regional Branch or Division level. Other considerations <i>may</i> include: Authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at, or above, the local/ regional Branch, or Division level). 	 b) As a member of a task force or similar group at, or above, the local or regional Branch or Division level. Other considerations <i>may</i> include: Authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at, or above, the local/ regional Branch, or Division level). Engages in collateral activities that contribute to the Agency/PHS mission. 	and/or b) As a member or leader of a task force or similar group at, or above, the local or regional Agency level. Other considerations may include: Primary or secondary authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at or above the local or regional Agency level). Engages in collateral activities that contribute to the Agency/PHS mission.	and/or b) As a leader of a task force or a similar group at either the regional, national or international Agency level. Other considerations may include: Primary or secondary authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at either the regional, national or international Agency level). Evidence that career duties and collateral activities contribute to visibility and impact of the Agency/PHS Commissioned Corps

2. Education, Training & Professional Development					
Factor	Benchmarks P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6	
• Degrees	If no certification or licensure, a bachelor's degree from an approved school in engineering, public health, or another field of clear potential value in Corps engineering activities.	If no certification or licensure, a master's degree or doctoral degree from an approved school in engineering, public health, or another field of clear potential value in Corps engineering activities.	Master's degree or doctoral degree from an approved school in engineering, public health, or another field of clear potential value in Corps engineering activities.	Master's degree or doctoral degree from an approved school in engineering, public health, or another field of clear potential value in Corps engineering activities.	
• Certifications, Credentialing, Licensure	Registration or board certification, by examination, as an Engineer in Training (EIT), Associate Safety Professional (ASP), or other registrations or board certifications recognized by the Council of Engineering and Scientific Specialty Boards and approved by the Director, Division of Commissioned Corps Personnel and Readiness (DCCPR). Other job-related certifications or licensure should be considered as value added.	Registration or board certification, by examination, as a Professional Engineer (PE), Health Physicist, Industrial Hygienist, Certified Safety Professional, Registered Architect, or other registrations or board certifications recognized by the Council of Engineering and Scientific Specialty Boards and approved by the Director, Division of Commissioned Corps Personnel and Readiness (DCCPR). Other job-related certifications or licensure should be considered as value added.	Registration or board certification, by examination, as a Professional Engineer (PE), Health Physicist, Industrial Hygienist, Certified Safety Professional, Registered Architect, or other registrations or board certifications recognized by the Council of Engineering and Scientific Specialty Boards and approved by the Director, Division of Commissioned Corps Personnel and Readiness (DCCPR). Other job-related certifications or licensure should be considered as value added.	Registration or board certification, by examination, as a Professional Engineer (PE), Health Physicist, Industrial Hygienist, Certified Safety Professional, Registered Architect, or other registrations or board certifications recognized by the Council of Engineering and Scientific Specialty Boards and approved by the Director, Division of Commissioned Corps Personnel and Readiness (DCCPR). Other job-related certifications or licensure should be considered as value added.	
Continuing Education	Average of 3CEU's or an equivalent of approximately 30 hours per year exhibiting continuous growth of the officer's education (i.e., technical, leadership, and management).				
 Public Health Training/ Experience 	Board should give credit to training (for example, advanced readiness, or bioterrorism training, or other courses that contribute to the public health mission of the Corps).	Board should give credit to training (for example, advanced readiness, or bioterrorism training, or other courses that contribute to the public health mission of the Corps).	Leadership development and work experience in leading public health programs and initiatives (i.e., SG or agency initiatives). Board should give credit to training, for example, advanced readiness (i.e., FMRB), or bioterrorism training, or other courses that contribute to the public health	A Leader of public health programs and initiatives (i.e., SG or agency initiatives). Board should give credit to training, for example, advanced readiness (i.e., FMRB), or bioterrorism training, or other courses that contribute to the public health mission of the Corps.	

3. Career Progression and Potential					
Factor	Benchmarks P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6	
Pillar Assignment	Officer encumbers a position that meets one of the five pillars.				
• Billet(s)	Currently occupy a billet equal to or greater than O3.	Currently occupy a billet equal to or greater than O4.	Currently occupy a billet equal to or greater than O5.	Currently occupy a billet equal to or greater than O6.	
 Assignments (DCCPR Orders) 	1-2 assignments that demonstrate progressively more responsibility, ability, and independence.	1-2 assignments that demonstrate progressively more responsibility, ability, and independence.	2-4 assignments that demonstrate progressively more responsibility, ability, and independence.	4-5 assignments that demonstrate progressively more responsibility, ability, and independence; at least 2 assignments demonstrating programmatic leadership.	
• Mobility – Geographic and/or programmatic (physical move or change of agency, or within an agency) change of program	≥ 1 Board should give additional credit for Isolation Hardship locations and hard to fill positions occupied.	 > 1 Board should give additional credit for Isolation Hardship locations and hard to fill positions occupied since the last promotion. 	≥ 3 Board should give additional credit for Isolation Hardship locations and hard to fill positions occupied since the last promotion.	≥ 5 Board should give additional credit for Isolation Hardship locations and hard to fill positions occupied since the last promotion.	
 Collateral Duties (Not Covered by Billet, such as participation in Agency mission-related duties not in billet description) 	≥ 1 At the local level as a team member.	≥ 3 At the local level as a team member.	≥ 3 At the area or national level.	≥ 3 With some of the duties indicating national leadership.	

Factor	Benchmarks P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
Honor/ Integrity/Duty	Displaying honor and integrity as an officer.	Displaying honor and integrity as an officer.	Displaying honor and integrity as an officer.	Displaying honor and integrity as an officer.
As a USPHS Officer				
 Honor and integrity are the consistent regard for the highest standards of behaviors and the refusal 	Officer participates in personal and professional duties to meet obligations. No disciplinary or adverse	Officer participates in personal and professional duties to meet obligations. No disciplinary or adverse	Officer participates in personal and professional duties to meet obligations. No disciplinary or adverse	Officer participates in personal and professional duties to meet obligations. No disciplinary or adverse
to violate one's personal and professional codes.	actions; officer in good standing.			
 Duty is the free acceptance of a commitment to service. 				
Officer CC Contributions Significant contributions are based on information contained in the Officer's Statement, CV, and documented in letters of appreciation. Examples	Appointed member or volunteer.	Appointed member or volunteer.	Appointed member or volunteer who leads subcommittee or demonstrates substantive role.	Appointed member or volunteer who serves as Chair or Vice-Chair, or leads subcommittees, or demonstrates substantive role.
may include:Membership/ Leadership/	Evidence that [CC and collateral activities impact and contribute to the PHS mission	Evidence that CC and collateral activities impact and contribute to the PHS	Evidence that CC and collateral activities impact and contribute to the PHS mission	Evidence that CC and collateral activities impact and contribute to the PHS
Involvement in PAC and Advisory Groups (e.g., Junior Officers Advisory Group, Minority Officers Liaison Council)	at the local level.	mission at the local level.	at the regional level.	mission at the regional, national or international level.
• Recruitment Activities		Documented recruitment activities.	Documented recruitment activities.	Documented recruitment activities.

Factor	Benchmarks P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
o Mentoring	Participates as a protégé in regular one-on-one or group	Participates as a protégé in regular one-on-one or group	Participates as a primary or supportive mentor in regular	Participates as a primary mentor in regular one-on-
Professional contributions Commitment to professional	mentoring activities.	mentoring activities.	one-on-one or group mentoring activities. Seeks	one or group mentoring activities. Seeks mentors
development and officer visibility, <i>i.e. while in</i>	Active member at the local, level.	Active member at the local, regional, levels.	mentors within peers or higher level.	within peers or higher level
<i>uniform.</i> Significant contributions are based on			Completes a formal mentor	Completes a formal mentor assignment verified via lette
information contained in the CV, and documented in letters of appreciation, awards, etc.			assignment verified via letter from PAC, Advisory Group, Agency leadership, etc.	from PAC, Advisory Group, Agency leadership, etc.
Examples may include:			Recruits other mentors to	Recruit, train, support and manage other mentors for
 Membership/ Involvement in Professional, Uniformed 			support professional development of peers.	the professional development of other officers.
Service, and Specialty Organizations			Active member at the regional, or national, or levels.	Active member at the national or international levels.
			Serves as contributing member to the organization through a committee or subcommittee.	Serves in a leadership role in the organization such as subcommittee Chair or Cha of the organization.
Presentations and Outreach	Participation at local and regional meetings or activities of professional organizations.	Presentations and/or outreach at local and regional meetings or activities of professional organizations.	Presentations and/or outreach regional meetings or activities of professional organizations. Evidence of greater visibility	Presentations and/or outreach regional, national or international meetings or activities of professional organizations.
			in promoting the Corps to broader audiences.	Sought out by meeting planners for presentations with evidence of greater impact in support of Corps/Agency missions.

5.Readiness				
Factor	Benchmarks	Benchmarks	Benchmarks	Benchmarks
	P-O2	T-O4/P-O3	T-O5/P-O4	T-O6/P-O5/P-O6
NA	Officer meets and maintains			
	Basic Readiness Standards.	Basic Readiness Standards.	Basic Readiness Standards.	Basic Readiness Standards.

Note: Officers may submit a request for a temporary medical waiver to the Medical Affairs for medical issues that would prevent an Officer from achieving or maintaining readiness status.