2020 ENVIRONMENTAL HEALTH CATEGORY PROMOTION BENCHMARKS

PY 2020 Guidance Regarding Promotion Precepts and Benchmarks for Commissioned Corps Officers

Officers competing for promotion are rated on the five Promotion Precepts described in the Commissioned Corps Instruction 331.01 "Permanent Grade Promotions", and 332.01 "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 ge nerally 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:

Performance Rating and Reviewing Official's	40%
Statement (Performance)	40%
2. Education, training, and professional development	20%
3. Career progression and potential	25%
4. 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 Readiness and Deployment Operations Group (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 (CV); 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., 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 2020 1 ACTORS and Di	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: • Progression of	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. 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.	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 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 a higher level than their current grade.	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. 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 a higher level than their current grade.	Independent initiative, evidenced by development, oversight, coordination and/or leadership of projects of exceptional difficulty with an expected level of 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. 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 O-6 billet.		

	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	
Award History** Progression of awards, relevance to mission, quality, as well as quantity, across the career is assessed:	There should be a record of awards across the career. Officers should strive for increasing impacts at the local level, including team or unit participation, which may	There should be a record of awards across the career. Officers should strive for increasing impacts at the local level, including team or unit participation, which may	There should be a record of awards across the career. Officers should strive for increasing impacts at the regional level which may result in progressively higher in this ideal accords.	There should be a record of awards across the career. Officers should strive for increasing impacts at the regional, national or international level which may	
 PHS Individual and Unit Honor Awards (e.g., PHS Citation Medal, Outstanding Service Medal, Unit Commendation) 	result in individual or unit awards (e.g., a PHS Citation Medal or Unit Commendation). Division, Institute, and	result in individual or unit awards (e.g., an Achievement Medal or Unit Commendation). Division, Institute, and	individual awards or unit recognition (e.g., a Commendation Medal or Unit Commendation). Division, Institute, and	result in progressively higher individual awards or unit recognition (e.g., an Outstanding Service Medal or Outstanding Unit Citation).	
 Other Awards and Recognition PHS Service Awards (e.g., Isolated Hardship Service Award, Special Assignment Service 	Agency (including non-DHHS agencies), and professional organization awards, and recognition such as letters of commendation.	Agency (including non-DHHS agencies), and professional organization awards, and recognition such as letters of commendation.	Agency (including non-DHHS agencies), and professional organization awards, and recognition such as letters of commendation.	Division, Institute, and Agency (including non-DHHS agencies), and professional organization awards, and recognition such as letters of commendation.	
Award)	Service should clearly reflect the impact(s) that evolve from responsibility and performance of the officer.	Service should clearly reflect the impact(s) that evolve from responsibility and performance of the officer.	Service should clearly reflect the impact(s) that evolve from responsibility and performance of the officer.	Service should clearly reflect the impact(s) that evolve from responsibility and performance of the officer.	
Reviewing Official's Assessment for Promotion Readiness	Exhibits Leadership Qualities.	Exhibits Leadership Qualities.	Demonstrates Leadership Skills.	Accomplished Leadership Role.	
Based on information contained in the Reviewing Official's Statement (separate from the Officer's	Recognizing junior officers with the potential and inspiration to influence. For example: As assessed in	Recognizing junior officers with the potential and inspiration to influence. For example: As assessed in	Recognizing exceptional personal leadership skill and significant potential or competence as a leader or manager.	Recognizing leaders who have moved into key leadership roles and have a proven record of influence and achievement (e.g.,	
Statement), the officer will be rated on promotion readiness as it relates to: • Current Leadership Role	a) In attributes that serve the leadership in a group, team,	a) In attributes that serve the leadership in a group, team,	For example: As assessed in ROS, candidate excels:	Subject Matter Expert, Program Chief/Director or equivalent).	
in Command/Agency o Progression of Leadership Potential o Contribution to the	committee, or branch work and with the potential for team leadership or management role	committee, or branch work and with the potential for team leadership or management role	a) In the contributions to and support of a management, supervisory, technical or clinical expert and/or program	For example: As assessed in ROS, candidate excels: a) In an executive, senior	
Agency Missions	and/or	and/or	leadership role and/or	management, expert, and/or special advisory/consultant position	

Factor	Benchmarks	Benchmarks	Benchmarks	Benchmarks
	P-O2	T-O4/P-O3	T-O5/P-O4	T-O6/P-O5/P-O6
	b) As a member of a task force or similar group at, or above, the local or regional Branch or Division level Additional attributes may include: a) 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 Additional attributes may include: a) 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.	b) As a member or leader of a task force or similar group at, or above, the local or regional Agency level Additional attributes may include: a) 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 Additional attributes may include: a) 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 mission.

^{*} Temporary O2 and O3 promotions for all categories and Temporary O4 promotions for the Medical and Dental Categories are determined by an administrative file review as outlined in CCl 332.01; officers are encouraged to use the Factors and Benchmarks listed for T-O4/P-O2 and O3 for career development purposes.

** Please refer to CCI 511.01 Awards Program for a description of the Honor and Service Awards.

2. Education, Training and Professional Development					
Factor	Benchmarks	Benchmarks	Benchmarks	Benchmarks	
	T-O3/P-O2	T-O4/P-O3	T-O5/P-O4	T-O6/P-O5/P-O6	
	Bachelor's Degree.	Bachelor's Degree.	Bachelor's Degree.	Master's or Doctoral Degree.	
Degrees	Environmental Health, Indu Preparedness and Respon doctorate degree).	strial Hygiene, Information Sys se (MBA, MPA, MS, MPH or co	For officers with accredited bachelor's degree, has initiated the process and is pursuing an advanced degree from a regionally or nationally accredited institution that contributes to current or future PHS assignments. mited to: Public Health, Health Contributes and Technology, Health Phomparable master's degree; PhD	ysics, Emergency , DrPH, or comparable	
	Additional Degrees should COER, OS, and/or CV. Pursuing professional	Current professional	ion of the agency and/or PHS. The Current professional	Current professional	
Certifications, Credentialing, and Licensure	environmental health credential (REHS/RS) or industrial hygiene, safety, or health physics certification (CIH, CSP, or CHP). If officer has more than one of the above credentials, it will satisfy the additional credential requirement below. Officer is also pursuing an additional professional	environmental health credential (REHS/RS) or industrial hygiene, safety, or health physics certification (CIH, CSP, or CHP). If officer has more than one of the above credentials, it will satisfy the additional credential requirement below. Officer also has an	environmental health credential (REHS/RS) or industrial hygiene, safety, or health physics certification (CIH, CSP, or CHP). If officer has more than one of the above credentials, it will satisfy the additional credential requirement below. Officer also has an additional professional certification or	environmental health credential (REHS/RS) or industrial hygiene, safety, or health physics certification (CIH, CSP, or CHP). If officer has more than one of the above credentials, it will satisfy the additional credential requirement below. Officer also has an additional professional certification or	
	certification or graduate certificate.	additional professional certification or graduate certificate.	graduate certificate.	graduate certificate.	
	 Certifications can include, Seafood, Blood Banks or E hold value to advance the r For additional information a 	but are not limited to: an agency Drugs), NIMS SOFR Type I, 24- mission of the agency and/or PI and clarification of sub-discipling	t limited to: CHMM, HEM, CPH, (y specific certification (e.g., FDA) or 40-hour HAZWOPER, etc. Ac HS. These can be demonstrated e examples, review the EHO 'Ber page, under Career Development	certification in Medical Devices, Iditional certifications should in the COER, OS and/or CV nchmark 2' Supplemental	

2. Education, Training and Professional Development					
Factor	Benchmarks	Benchmarks	Benchmarks	Benchmarks	
	T-O3/P-O2	T-O4/P-O3	T-O5/P-O4	T-O6/P-O5/P-O6	
Public and Environmental Health Training	Course work, continuing education, or training experiences in environmental health or related to job, that contributes to current or future PHS assignments.	Course work, continuing education, or training experiences in environmental health, or related to job and contributes to current or future PHS assignments.	Course work, continuing education, or training experiences in environmental health, or related to job and contributes to current or future PHS assignments. Recent trainings and experiences should support development of leadership and management skills.	Course work, continuing education, or training experiences in environmental health, or related to job and contributes to current or future PHS assignments. Recent trainings and experiences should support development of leadership and management skills.	
	 Examples include, but are not limited to: Health Care Management, Information Systems Technology, Emergency Preparedness and Response, Management and Leadership Skills. Training should be documented in CE Summary in e-OPF. Additional Trainings should hold value to advance the mission of the agency and/or PHS. Value and purpose can be demonstrated in the COER, OS and/or CV. 				

3. Career Progression and Potential					
Factor	Benchmarks T-O3/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				
	Currently occupy a billet ≥ O-3.	Currently occupy a billet ≥ O-4.	Currently occupy a billet ≥ O-5.	Currently occupy a billet ≥ O-6.	
Billet Level		rogressively higher billets through propriately document the level of ition letters in e-OPF.		rvisory duties, in the OS, ROS,	
Assignments (Personnel Orders)	≥ 1 assignment(s) that demonstrate progressively more responsibility, ability, and independence.	≥ 2 assignments that demonstrate progressively more responsibility, ability, and independence. For example, independently conducts projects of moderate complexity with limited guidance.	≥ 3 assignments that demonstrate progressively more responsibility, ability, and independence. For example, independently performs professional tasks or provides leadership as a team or project leader.	≥ 5 assignments that demonstrate progressively more responsibility, ability, and independence. For example, considered an expert in their area of work with responsibility for independently leading projects and teams.	
	 Shall include programmatic reassignments within an agency as long as progressively increased responsibilities, abilities, and independence are demonstrated. Shall include any detailed assignments ≥ 90 consecutive days (TDY). TDY assignments should be documented in eOPF and CV. Consider diverse assignments over career, including military, PHS or civilian service. 				
Geographic Mobility	≤ 1 permanent change of station (PCS) excluding original call to active duty.	≥ 1 permanent changes of station PCS excluding original call to active duty.	≥ 2 permanent changes of station PCS excluding original call to active duty.	≥ 3 permanent changes of station PCS excluding original call to active duty.	
Collateral Duties (Duties not covered by billet)	Collateral duties are expected, which may or may not relate to environmental health, but support PHS, agency, and program initiatives.	Collateral duties are expected, which may or may not relate to environmental health, but support PHS, agency, and program initiatives.	Collateral duties are expected, which may or may not relate to environmental health, but support PHS, agency, and program initiatives.	Collateral duties are expected, which may or may not relate to environmental health, but support PHS, agency, and program initiatives. At least one collateral duty at the senior/national level with a large-scale leadership role.	
	 Examples include, but are not limited to: PHS or Agency Emergency Response, RedDOG Deployment Team Lead/Member, Information Technology Duties, Training Officer/ Coordinator Duties, JR COSTEP Preceptor, EHO or Agency Mentor, etc. Collateral Duties must be documented in CV, OS, ROS, COER, and when possible, in the e-OPF. 				

4. Professional Contributions and Services to the PHS Commissioned Corps (Officership)				
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 o Honor and integrity are the consistent regard for	Completes mandatory Commissioned Corps (CC) training.	Completes mandatory CC training.	Completes mandatory CC training.	Completes mandatory CC training.
the highest standards of behaviors and the refusal to violate one's personal and professional codes	Officer participates in personal and professional duties to meet obligations.	Officer participates in personal and professional duties to meet obligations.	Officer participates in personal and professional duties to meet obligations.	Officer participates in personal and professional duties to meet obligations.
Duty is the free acceptance of a commitment to service	No disciplinary or adverse actions; officer in good standing.	No disciplinary or adverse actions; officer in good standing.	No disciplinary or adverse actions; officer in good standing.	No disciplinary or adverse actions; officer in good standing.
Officer CC Contributions Significant contributions are based on information contained in the Officer's Statement, CV, and documented in letters of appreciation. Examples may include:	Appointed member or volunteer. Evidence that CC and collateral activities impact and contribute to the PHS mission at the local level.	Appointed member or volunteer. Evidence that CC and collateral activities impact and contribute to the PHS mission at the local level.	Appointed member or volunteer who leads subcommittee or demonstrates substantive role. Evidence that CC and collateral activities impact and contribute to the PHS mission at the regional level.	Appointed member or volunteer who serves as Chair or Vice-Chair, or leads subcommittees, or demonstrates substantive role. Evidence that CC and collateral activities impact and contribute to the PHS mission at the regional, national or international level.
	 Examples of involvement that contribute to PHS service and officership: Examples include but are not limited to: Junior Officers Advisory Group (JOAG), Minority Officers Liaison Counc (MOLC), COSTEP preceptor, local or national COA leadership positions, EHO Professional Advisory Committee Leadership positions in local or national professional organizations. Examples include but are not limited to AIHA ACGIH, NEHA, APHA, MOAA, ASHRAE, NFPA etc. 			
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
Mentoring	Participates as a protégé in	Participates as a protégé in	Participates as a primary or	Participates as a primary
	regular one-on-one or group	regular one-on-one or group	supportive mentor in regular	mentor in regular one-on-
 Professional 	mentoring activities.	mentoring activities.	one-on-one or group	one or group mentoring
contributions			mentoring activities. Seeks	activities. Seeks mentors
Commitment to professional	Active member at the local,	Active member at the local,	mentors within peers or	within peers or higher level.
development and officer	level.	regional, levels.	higher level.	_
visibility <i>, i.e. while in</i>				Completes a formal mentor
<i>uniform.</i> Significant			Completes a formal mentor	assignment verified via lette
contributions are based on			assignment verified via letter	from PAC, Advisory Group,
information contained in the			from PAC, Advisory Group,	Agency leadership, etc.
CV, and documented in letters			Agency leadership, etc.	
of appreciation, awards, etc.				Recruit, train, support and
Examples may include:			Recruits other mentors to	manage other mentors for
			support professional	the professional
 Membership/Involvement 			development of peers.	development of other
in Professional, Uniformed				officers.
Service, and Specialty			Active member at the	A - 1 : 1
Organizations			regional, or national, or	Active member at the
Mentoring junior officers in			levels.	national or international
the EHOPAC mentoring			On the second side of the second	levels.
program, and mentoring in			Serves as contributing	Composin a landarahin rala
Officer's Agency			member to the organization	Serves in a leadership role
assignments. Includes			through a committee or subcommittee.	in the organization such as subcommittee Chair or Chai
informal PHS junior officer and peer-to-peer			Subcommittee.	of the organization.
mentoring.				or the organization.
mentoning.	Participation at local and	Presentations and/or	Presentations and/or	Presentations and/or
	regional meetings or activities	outreach at local and	outreach regional meetings or	outreach regional, national
	of professional organizations.	regional meetings or	activities of professional	or international meetings or
	or protosoforial organizations.	activities of professional	organizations.	activities of professional
		organizations.	organizations.	organizations.
Presentations and Outreach			Evidence of greater visibility	
			in promoting the Corps to	Sought out by meeting
			broader audiences.	planners for presentations
				with evidence of greater
				impact in support of
				Corps/Agency missions.

^{*} Temporary O2 and O3 promotions for all categories and Temporary O4 promotions for the Medical and Dental Categories are determined by an administrative file review as outlined in CCI 332.01; officers are encouraged to use the Factors and Benchmarks listed for T-O4/P-O2 and O3 for career development purposes.

5. Readiness				
Factor	Benchmarks	Benchmarks	Benchmarks	Benchmarks
1 4000	P-O2	T-O4/P-O3	T-O5/P-O4	T-O6/P-O5/P-O6
	Officer meets and maintains	Officer meets and maintains	Officer meets and maintains	Officer meets and maintains
Readiness	Basic Readiness Standards.	Basic Readiness Standards.	Basic Readiness Standards.	Basic Readiness Standards.
Reaumess	Note: Officers may submit a request for a temporary medical waiver to the Medical Affairs Branch for medical issues that would prevent an officer from achieving or maintaining readiness status.			