

## Temporary Promotion Eligibility Criteria

(Applies to all officers including new CADs, recalls to extended active duty and interservice transfers.)

Eligible Grade	T&E Credit Required	Time in service requirement	Time in grade requirement during current tour with the Corps
O-2	4 years	None	None
O-3	8 years	None	None
O-4	12 years	6 months on <b>current tour</b> as officer in the PHS Commissioned Corps ( <i>as of March 1<sup>st</sup> of the year reviewed by prom board</i> )	None
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	2 years as O-4
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5

*T & E Date and Time in Service are located on the officer's PIR. Bolded dates provided are for Promotion Year 2018(PY18). Temporary Promotion Boards meet in Spring 2018 to consider officers eligible for promotion from 7/1/18- 6/1/19.*

1. Time In Service (TIS):

- a. At the O-4 grade TIS must be during current tour and must be met by 3/1 of the year reviewed by the promotion board (**3/1/18**). In other words, for officers to meet the TIS criteria, they must be called to active duty no later than 9/1 of the prior year (**9/1/17**).
- b. At the O-5 and O-6 grades, total TIS can be a combination of current and previous tours in the PHS Commissioned Corps and must be met on or before **6/1/19**.
- c. All officers may use prior active duty military time towards TIS at the O-5 and O-6 grades (up to 3 years and up to 6 years respectively) as noted in the table.

2. Time In Grade (TIG):

Time in grade must be during current tour with the Corps and must be met during the promotion year with an effective date of promotion on or before **6/1/19**.

3. Temporary Promotion Effective date:

The effective date of the promotion will be July 1 of the promotion year or the first day of the month following the officer's date of eligibility, whichever is later (meets all T&E, TIS, and TIG requirements) with the following exception. If the officer's eligible date is the first day of the month, then his/her effective date will be the same (first day of the month) as the eligible date.

- Examples:
- 1) Meets all requirements 9/15/18, promotion effective date will be 10/1/18.
  - 2) Meets all requirements 10/1/18, promotion effective date will be 10/1/18.
  - 3) Meets all requirements 1/1/19, promotion effective date will be 1/1/19.

4. Interservice transfers must serve at least 6 months in PHS prior to any promotion, in addition to meeting specified Time in Service requirements.

5. Administrative requirements for temporary promotion:

- a. A current, satisfactory COER (overall score of S);
- b. All required annual COERS on file.
- c. Valid license, if required, on file in the eOPF;
- d. No current or pending adverse or disciplinary actions; and
- e. Meet and maintain basic level of readiness;

*This reference document is provided for informational purposes only; it is not an official policy document. Consult CCI 331.01 & 332.01 (Old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2), for official policy guidance.*

## **Permanent Promotion Eligibility Criteria**

(Applies to all officers including new CADs, recalls to extended active duty and interservice transfers.)

<b>Eligible Grade</b>	<b>Credit Required for Regular Corps Officers</b>
O-2	7 years T&E
O-3	3 years Promotion Credit
O-4	10 years Promotion Credit
O-5 Restricted	7 years Seniority Credit
O-5 Non-Restricted	17 years Promotion Credit
O-6	4 years Seniority Credit

*T & E, Promotion and Seniority Credit dates are located on the officer's PIR. Promotion Year 2018 (PY18). Promotion Boards meet in Spring 2018 to consider officers eligible for promotion from 7/1/18 - 6/30/19.*

1. **Restricted** = Nurse, EHO, Pharm, Diet, Ther, HSO
2. **Non-Restricted** = Med, Dent, Eng, Sci, Vet
3. **Seniority Credit Date** - Regular Corps: The later date of a) permanent grade credit date established at the time of appointment to the Regular Corps or b) last permanent grade promotion.
4. **Promotion Credit Date establishes eligibility to P O-3 and P O-4 for all categories and P O-5 for Non-Restricted categories.**

For officers appointed into the Regular Corps under 42 USC §209(a) & (b), Promotion Credit Date = Seniority Credit Date minus years of constructive credit awarded related to P Grade held when originally appointed to the Regular Corps (P1 =0; P2 =0; P3 =3 years; P4 =10 years; P5 =17 years).

For officers deemed Regular Corps by the Affordable Care Act under 42 USC §204(b), constructive credit = 0 for all permanent grades; therefore Seniority Credit Date = Promotion Credit Date.

5. Interservice transfers must serve at least 6 months in PHS prior to any promotion (CCI 374.01, [Old CCPM 23.3, INST 5], "Interservice Transfer of Commissioned Officers," Section G.2.c., found in Book: 3, Chapter: 7, Section: 4, Instruction: 01 of the eCCIS).
6. Permanent promotion Effective Date: The effective date of the promotion will be July 1 of the promotion year or the officer's date of eligibility, whichever is later.
7. Administrative requirements for permanent promotion:
  - a. A current, satisfactory COER (overall score of S);
  - b. Annual COERS on file, as applicable;
  - c. Valid license, if required, on file in the eOPF;
  - d. No current or pending adverse or disciplinary actions;
  - e. Meet and maintain basic level of readiness; and
  - f. Current 1 year Report of Medical History with signed Disclosure Statement on file with Medical Affairs.

*This reference document is provided for informational purposes only; it is not an official policy document. Consult CCI 331.01 & 332.01 (Old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2), for official policy guidance.*

## **Non-Competitive Promotions**

### **1. Who is Eligible for a Non-Competitive Promotion?**

All Officers eligible for Temporary O-2 or O-3, and Medical and Dental Officers eligible for Temporary O-4 do not go to a promotion board, but are promoted through an administrative review (non- competitive) process.

### **2. Requirements for promotion:**

- a. All required Commissioned Officers' Effectiveness Reports (COERs) are in the officer's electronic Official Personnel Folder (eOPF). The current COER has an overall score of S (satisfactory);
- b. Valid license, if required, on file in the eOPF;
- c. No current or pending adverse or disciplinary actions,
- d. Meet the basic level of readiness;
- e. For Medical and Dental officers eligible for temporary O-4, a letter of recommendation to the Surgeon General from the Agency must be submitted.

### **3. Unsatisfactory COERs or other Administrative Issues**

Officers with unsatisfactory COERs (overall Unsatisfactory) are reviewed by the annual promotion boards. Also, officers with other identified reasons to submit the record to the board (e.g., past, present, or pending adverse action) will be reviewed by the annual promotion boards.

### **4. Effective Date of Promotion**

Effective date of a non-competitive promotion is the first day of the month on or following the date of eligibility contingent upon all required administrative documentation being received in DCCPR by the 15th of the month prior to the effective date. Non-competitive promotions are reviewed on a quarterly basis.

Examples: 1) Meets all requirements prior to 9/15/17, promotion effective date will be 10/1/17  
2) Meets all requirements 12/15/17, promotion effective date will be 1/1/18.

### **5. Notification of Non-Competitive Promotion**

It is the officer's responsibility to ensure that all administrative requirements are met before the date of eligibility. When all requirements are met and all necessary documentation is received in DCCPR, officers will be notified of the promotion via a personnel order (P.O.) A copy will be scanned and indexed into the Personnel Orders section of the eOPF. When the P.O. is placed into the eOPF, the officer will receive an automated e-mail informing him/her of that action. This is the officer's only notification of a non-competitive promotion. Non-competitive promotions **are not** posted on the CCMIS website.

*Questions may be directed to the Promotions Coordinator at:*  
[OSPHSPromotions@hhs.gov](mailto:OSPHSPromotions@hhs.gov)