

U.S. Public Health Service Commissioned Corps
Temporary Promotion Eligibility Criteria

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

Eligible Grade	T&E Credit Required	Time in Service Requirement	Time in Grade Requirement During Current PHS tour
O-2	4 years	None	None
O-3	8 years	None	None
O-4	12 years	6 months on current tour as officer in the PHS Commissioned Corps (<i>as of March 1st 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 2015 (PY15). Promotion Boards meet in Spring 2015 to consider officers eligible for promotion from 7/1/15- 6/1/16.

1. Time In Service (TIS):

- a. At the O-4 grade TIS must be during the current tour and must be met by 3/1 of the year reviewed by the promotion board (**3/1/15**). 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 (**9/1/14**).
- 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 **6/1/16**.
- 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 the current tour and must be met during the promotion year with an effective date of promotion on or before **6/1/16**.

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

4. **Inter-service transfers** must serve at least six (6) months in the Corps 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;

U.S. Public Health Service Commissioned Corps
Permanent Promotion Eligibility Criteria

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

Eligible Grade	Credit Required for Regular Corps Officers
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 2015 (PY15). Promotion Boards meet in Spring 2015 to consider officers eligible for promotion from 7/1/15 - 6/30/16.

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.**
 - a. 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).
 - b. 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. **Inter-service transfers** must serve at least six (6) months in PHS prior to any promotion (CCI 374.01, [Old CCPM 23.3, INST 5], "Inter-Service 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 MA;

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

U.S. Public Health Service Commissioned Corps
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. A current, satisfactory COER (overall score of S);,
- 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 when a current COER is not on file.

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.

- Examples:** 1) Meets all requirements prior to 11/15/15, promotion effective date will be 12/1/15
2) Meets all requirements 11/16/15-12/15/15, promotion effective date will be 1/1/16.

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 email 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,
CDR Mary McCormick at Mary.Mccormick@hhs.gov*

U.S. Public Health Service Commissioned Corps
Exceptional Proficiency Promotions

(Must meet TIG; can meet TED or TIS, but not BOTH)

Eligible Grade	T&E Credit Required	Time in Service Requirement	Time in Grade Requirement During Current PHS tour
O-2	4 years	None	1 year as O-1 (as of 3/1)
O-3	8 years	None	1 year as O-2 (as of 3/1)
O-4	12 years	6 months on current tour as officer in the PHS Commissioned Corps (<i>as of March 1st of the year reviewed by prom board</i>)	1 year as O-3 (as of 3/1)
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	1 year as O-4 (as of 3/1) <u>and</u> a total of 2 years as O-4 during the promotion year
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5 during the PY

T & E Date and Time in Service are located on the officer's PIR. Bolded dates provided are for Promotion Year 2 (PY15). Promotion Boards meet in Spring 2015 to consider officers eligible for promotion from 7/1/15 - 6/1/16.

1. Eligibility Requirements:

- a. Not eligible in their own right during the promotion year (through **6/1/16**).
- b. Has held current temporary grade for at least one (1) year as of 3/1 of the year reviewed by the promotion board (**3/1/15**). **Important note: current means current tour.**
- c. Is in a billet grade at or above the grade of the proposed promotion.
- d. Meets TIG requirements outlined in the promotion eligibility criteria table.
- e. Has a valid license (if required), satisfactory COER, no current or pending adverse actions, and meets applicable basic readiness standard.
- f. Has not been reviewed by a Promotion Board for an EPP to the same temporary grade previously. Officers only receive one opportunity for EPP review per grade. (Considerations for Exceptional Capability Promotion prior to 2004 do not count towards this requirement).

2. Quotas:

Agencies are limited to not more than 5% (see note below) of the total number of officers eligible for EPPs in their agency. Nominations may be submitted for any category and/or temporary grade. All agencies will be allowed to nominate at least one officer regardless of agency size, assuming they have at least one officer who is eligible for the EPP.

- **NOTE:** Officers who **transfer from the nominating agency** before the promotion results are finalized will be removed from the promotion list if the receiving agency does not support the EPP nomination or has reached its quota.

3. Promotion Effective date:

Officers are promoted on either the date established by the ASH or the date the officer meets the TIG requirement, **whichever is later**. All promotions are effective on the first (1st) day of the month.