TO: All Officers on Extended Active Duty

SUBJECT: Exceptional Proficiency Promotion

1. This Personnel Operations Memorandum (POM) sets forth additional Corps eligibility requirements that an officer must meet in order to be eligible for a nomination for an Exceptional Proficiency Promotion (EPP) in accordance with CCI 332.01, “Temporary Promotions,” Section 6-8.b.(5). This POM also establishes the operational procedures by which potential nominations for an EPP are accepted by the Division of Commissioned Corps Personnel and Readiness (DCCPR).

2. Officers must meet the following requirements to be eligible for a nomination for an EPP:

   a. Must meet the criteria outlined in Section 6-8 of CCI 332.01;
   b. Must have 5 and 9 years of active duty service as an officer in the Corps for a nomination to the O-5 and O-6 grades, respectively;
   c. In compliance with the licensure requirement(s) for his/her discipline and/or category;
   d. In compliance with the force readiness standards for the Corps for each quarterly check for the previous year (e.g., for promotion year (PY) 2018, must have met the readiness standard for each quarter from 1 October 2016 through 1 October 2017);
   e. Most recent annual Commissioned Officers’ Effectiveness Reports (COER) is rated as satisfactory (e.g., for PY2018, the 2017 annual COER is rated as satisfactory);
   f. All required COERs for the past five (5) years are in the officer’s electronic Official Personnel Folder (eOPF); and
g. Must not have any outstanding adverse action(s).

3. Allegations of misconduct, substandard performance, or other additional information that may render a nominated officer either not qualified or not suitable for promotion to the next grade must be brought to the attention of the Director, DCCPR. The Director, DCCPR, will confer with the Deputy Surgeon General and the respective Chief Professional Officer and make a recommendation to the Surgeon General regarding whether the officer’s nomination should be accepted and reviewed by the promotion board.

4. DCCPR will notify each Health and Human Services (HHS) Operating Division (OPDIV), Staff Division (STAFFDIV), and non-HHS organization to which officers are assigned of the number EPP nominations that may be made. The criteria contained in Section 2 of this POM and CCI 332.01, Section 6-8.b., will be used in determining the number nominations authorized pursuant to CCI 332.01, Section 6-8.c.

5. Upon receipt of the potential nominations from the OPDIV, STAFFDIV, and non-HHS organizations, DCCPR will ensure that each officer meets the nomination criteria contained in this POM and CCI 332.01. Officers who do not meet the nomination criteria will be returned to the respective OPDIV, STAFFDIV, or non-HHS organization. Officers whose potential nominations are returned to the OPDIV, STAFFDIV, and non-HHS organization:

a. Will not be reviewed by the Annual Temporary Promotion Board (ATPB); and

b. Will not be considered to have been nominated for an EPP and remain eligible for an EPP nomination to the same temporary grade in subsequent years, provided the officer meets the nomination criteria of this POM and CCI 332.01.

6. Upon acceptance of a nomination by DCCPR, the officer’s promotion eligibility status in the Officer Secure Area (https://dcp.psc.gov/osa/osa_security_statement.aspx) will be updated to reflect the officer’s promotion eligibility for the grade nominated. The officer is responsible for:

a. Submitting to the eOPF all of his/her documents such as the curriculum vitae, Officer’s Statement, updated license/certification, and other documents that an officer may submit to the eOPF; and

b. Reviewing his/her eOPF to ensure that all necessary documents are scanned into the eOPF including, but not limited to, the Reviewing Official’s Statement and COER, and notifying his/her Liaison and DCCPR of any discrepancies. The Promotion Information page on the Corps’ website provides appropriate contact information

7. An officer nominated for an EPP and subsequently promoted is required to remain stationed at the OPDIV/STAFFDIV or non-HHS organization that nominated the officer for the EPP for a period not less than 1 year from the effective date of promotion.
8. This POM is effective immediately for PY2018 and will remain in effect until rescinded.

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VADM, USPHS
Surgeon General