

U.S. DEPARTMENT OF HEALTH  
AND HUMAN SERVICES

PERSONNEL OPERATIONS MEMORANDUM



POM 821.74  
EFFECTIVE DATE: 23 June 2020

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By Order of the Surgeon General of the U.S. Public Health Service:

VADM Jerome M. Adams, MD, MPH

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TO: All members of the Regular Corps and the Ready Reserve Corps.

SUBJECT: Promotion Precepts and Criteria

1. In accordance with Commissioned Corps Instruction (CCI) [331.01](#), "Permanent Promotions," and [CCI 332.01](#), "Temporary Promotions," this Personnel Operations Memorandum (POM) establishes the relative weights for the promotion precepts, how an officer's eligibility for promotion is determined, and when an officer's name is removed from the approval list.
2. Promotion Precepts.
  - a. The four promotion precepts with their associated relative weights are:

(1)	Performance Rating and Reviewing Official's Statement	40%
(2)	Education, training, and professional development	20%
(3)	Career progression and potential	25%
(4)	Professional contributions, basic level of force readiness history, and services to the Corps	15%
  - b. These relative weights for the promotion precepts are effective on the date of this POM, beginning with the 2020 annual promotion boards that review officers eligible for promotion year (PY) 1 July 2020 to 30 June 2021 (PY2020).
  - c. As a condition of service all officers must maintain continuous compliance with the Corps' basic level of force readiness requirements. Promotion boards will review the readiness history of officers as follows:
    - (1) For PY2020, the promotion boards will review the readiness history for the previous 3 years (i.e., 1 January 2017 through 31 December 2019).

- (2) For PY2021 the promotion boards will review the readiness history for the previous 4 years (i.e., 1 January 2017 through 31 December 2020).
  - (3) For PY2022 and subsequent years, the promotion boards will review the readiness history for the previous 5 years (i.e., 1 January 2017 through 31 December 2021 for PY2022, 1 January 2018 through 31 December 2022, for PY2023, etc.).
  - (4) The boards will use officers' readiness history as a factor in the score for promotion precept 4 (professional contributions, basic level of force readiness history, and services to the Corps), as well as, the overall recommendation for promotion.
3. Eligibility Criteria. To be considered by an Annual Temporary Promotion Board (ATPB) or an Annual Permanent Promotion Board (APPB) an officer must meet the Corps' licensure and Commissioned Officers' Effectiveness Report (COER) requirements, the readiness standards pursuant to [CCI 241.01](#), "Readiness and Duty Requirements," and must not have an active Administrative Action (e.g., Letter of Reprimand, a pending non-medical board to determine the officer's continuation on active duty) (See [CCD 111.02](#), "Disciplinary Action," [CCD 123.01](#), "Involuntary Separation," [CCD 124.01](#), "Retirement," and [CCI 385.01](#), "Involuntary Retirement (20 Years)").
- a. Readiness. In accordance with [CCD 111.03](#), "Conditions of Service," an officer must continuously meet the Corps' basic force readiness standards. For the purposes of determining an officer's eligibility for promotion, an officer who is marked as "Not Qualified" for any month beginning on 1 September of the year preceding the PY up to and including 1 January of the PY is not eligible for consideration for promotion by the ATPB or APPB (e.g., for PY2020 CCHQ will check 1 September 2019 and each subsequent month up to and including 1 January 2020).
  - b. License. In order to meet the basic level of force readiness an officer must maintain in Commissioned Corps Headquarters (CCHQ) a current unrestricted professional license/certification/registration appropriate for the officer's category and discipline. Therefore, the officer's readiness status is used to determine if the officer meets the license eligibility requirement (see Section 5.a.).
  - c. COER. An officer who does not have the current year's Annual COER on file within CCHQ on 1 January of the PY is not eligible for consideration for promotion by the ATPB or APPB. Furthermore, an officer who is missing any required annual COER for the previous 5 years is not eligible for consideration for promotion by the ATPB or APPB.
  - d. Active Administrative Action.
    - (1) Letter of Reprimand (LOR). An officer who has an LOR with an effective date or end date that is on or after 1 October of the year preceding the PY through the end of the PY (e.g., 1 October 2019 through 30 June 2021 for PY2020) is not eligible for consideration for promotion by the ATPB or APPB.

- (2) Pending Non-Medical Board. An officer who has an involuntary separation process/board started/convened, whether or not the process/board has concluded/met, to determine the officer's continuation on active duty is not eligible for consideration for promotion by the ATPB or APPB. Such processes/boards include, but are not limited to Probationary separations, Involuntary Termination Board (ITB), Board of Inquiry (BOI), and Involuntary Retirement Board (IRB).
4. Promotion Approval Process. After an ATPB and APPB has adjourned, it will submit the results to the Director, CCHQ, who will assess the officers' records to confirm each officer's continued eligibility for promotion. The Director, CCHQ, will prepare a list of officers for the Surgeon General (SG) who are recommended for elimination from the final approval list. An officer will be recommended for elimination from the list in any of the following circumstances:
  - a. Readiness. Marked as "Not Qualified" for any month beginning on 1 February up to and including the first day of the month on which an officer's promotion would be effective or the first day of the month in which the Director, CCHQ, forwards his/her recommendation to the SG.
  - b. License. Marked as "Not Qualified" due to failure to submit an updated license or required credential to CCHQ for any month beginning on 1 February through the first day of the month on which an officer's promotion would be effective or the first day of the month in which the Director, CCHQ, forwards his/her recommendation to the SG.
  - c. COER. Most recent COER is unsatisfactory.
  - d. Active Administrative Action.
    - (1) Letter of Reprimand (LOR). An LOR that was issued or received by CCHQ after the promotion eligibility list was finalized.
    - (2) Absence Without Leave (AWOL). An AWOL order for one or more days was issued within the preceding 12 months.
    - (3) Pending Non-Medical Board. An involuntary separation process/board started/convened after the promotion eligibility list was finalized.
  - e. Pending Separation. The officer has a pending separation from active duty during the PY that is either voluntary or involuntary.
  - f. Suspension of Elimination. The Director, CCHQ, may recommend the suspension of the elimination process for a period not to exceed 180 days to allow sufficient time for the adjudication of the allegations/investigation in the following circumstances:
    - (1) Misconduct or Performance. The Director, CCHQ, is aware of allegations of misconduct, or marginal or unsatisfactory performance.

- (2) Medical Investigation. The Medical Affairs Branch (MAB), CCHQ, is preparing for or conducting a Medical Review Board (MRB) to determine if the officer is eligible for a disability retirement or separation.
  - (3) Suspension from Duty. The Director, CCHQ, has placed the officer in a non-duty with pay status in accordance with CCI 611.03, "Nonduty With Pay Status."
- g. Additional Information. The Director, CCHQ, is aware of additional information that may render the officer either not qualified or not suitable for promotion to the next grade. Such additional information is limited to the officer's failure to meet any of the Corps' conditions of service outlined in CCD 111.03, "Conditions of Service" (e.g., security and suitability, weight standards).
- h. A recommendation to eliminate an officer from the approval list or to suspend the elimination process may be made by the Director, CCHQ, at any time during the PY provided the effective date of the promotion has not passed and the SG's decision to eliminate or suspend the elimination is made prior to the effective date (e.g., an officer whose promotion is scheduled to be effective on 1 October may be eliminated from the approval list or suspended up to, and including, 30 September).
- 5. This POM replaces POM 821.74, "Promotion Precepts and Criteria," dated 16 October 2019. This POM will remain in effect until superseded or rescinded.

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