



POM 821.87
EFFECTIVE DATE: 8 June 2024

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

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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," this Personnel Operations Memorandum (POM) establishes the relative weights for the promotion precepts in promotion year (PY) 2025 and when an officer's name is eliminated from the approval list in PY 2025.
2. Promotion Precepts.
 - a. The four promotion precepts for PY 2025 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 U.S. Public Health Service (USPHS) Commissioned Corps	15%
 - b. These relative weights for the promotion precepts are effective only for the PY 2025 annual promotion boards that review officers eligible for promotion in PY 2025 (i.e., 1 July 2025 to 30 June 2026).
 - c. As a condition of service, all officers must maintain continuous compliance with the USPHS Commissioned Corps' basic level of force readiness requirements. Promotion boards will review the readiness history of officers as follows:
 - (1) Readiness in the previous 5 years (i.e., 1 January 2020 through 31 December 2024).
 - (2) As a factor in scoring promotion precept 4 (professional contributions, basic level of force readiness history, and services to the USPHS Commissioned Corps), as well as in making the overall recommendation for promotion.

3. Elimination from the Promotion Roster. After a Permanent Promotion Board (PPB) has adjourned, it will submit the promotion roster, that consists of all officers that the PPB examined, to the Director, Commissioned Corps Headquarters (CCHQ), who will assess the records of each officer on this roster (including those ranked below the success rate) to confirm officers' continued eligibility for promotion.
 - a. The Director, CCHQ, will eliminate an officer from the promotion roster (including those ranked below the success rate) in any of the following circumstances:
 - (1) Readiness.
 - (a) CCHQ has identified and marked an officer who is on the promotion roster (including those ranked below the success rate) as "Not Qualified" in accordance with [POM 821.75](#), "Readiness Compliance," for 2 or more times in the 12 months prior to the month in which the Director, CCHQ, submits the list to the Surgeon General (SG). This list will include those officers on the promotion roster whose PPB standing on the rank order list places them above the Assistant Secretary for Health (ASH) established success rate (e.g., if the Director, CCHQ, submits officers to the SG on 10 May 2025, the dates checked will be 1 May 2024 through and including 1 April 2025); or
 - (b) CCHQ has identified and marked an officer who is on the promotion roster (including those ranked below the success rate) as "Not Qualified" in accordance with [POM 821.75](#), "Readiness Compliance," more than 6 times in the 5 years prior to the month in which the Director, CCHQ, submits the list in Section 3.a.(1)(a) to the SG. However, if the officer has been on duty in the USPHS Commissioned Corps for 4 years, then they must not be marked as "Not Qualified" more than 5 times since their appointment to the USPHS Commissioned Corps (or no more than 4 times if they have been on duty between 3 and 4 years, 3 times if on duty between 2 and 3 years, and 2 times if on duty between 1 and 2 years).
 - (2) License. CCHQ has identified and marked an officer who is on the promotion roster (including those ranked below the success rate) as "Not Qualified" in accordance with [POM 821.75](#), "Readiness Compliance," for readiness status due to their failure to submit an updated, independent license or required credential to CCHQ as outlined in Section 3.a.(1).
 - (3) Commissioned Officers' Effectiveness Report (COER). CCHQ has identified an officer who is on the promotion roster (including those ranked below the success rate) whose most recent COER is unsatisfactory or a required Annual COER from the past 5 years is missing from their electronic Official Personnel Folder (eOPF) (e.g., for PY 2025 an officer must have Annual COER for 2020 through 2024).
 - (a) If the officer has been on duty in the USPHS Commissioned Corps for less than five years, the officer must have all required COERs since their appointment to the USPHS Commissioned Corps.
 - (b) The Director, CCHQ, without further delegation, in consultation with the Agency Liaison and with consideration of the specific circumstances, may exempt an officer from the requirement to have an Annual COER (e.g., resulting from a redress complaint). If the Director, CCHQ, exempts an officer from the requirement to have an Annual COER, CCHQ will annotate the officer's eOPF to reflect the decision.

- (4) Active Administrative Action.
 - (1) Letter of Reprimand (LOR). CCHQ has identified an officer who is on the promotion roster (including those ranked below the success rate) who has an LOR in their record with an effective date or end date that is after the date that officers must upload documents to their eOPF.
 - (2) Absence Without Leave (AWOL). CCHQ has identified an officer who is on the promotion roster (including those ranked below the success rate) who has an AWOL personnel order for one or more days that was issued within the preceding 12 months.
 - (3) Pending Non-Medical Board. The USPHS Commissioned Corps has initiated or convened an involuntary separation or retirement process/board, whether or not the process/board has concluded/met, to determine the officer's continuation in an active status.
 - (5) Pending Separation. The officer has a pending separation or retirement from active status during the PY that is either voluntary or involuntary. However, an elimination from the promotion roster due solely to an officer's separation will not count as a failure of promotion if the officer returns to an active status at a later time.
 - (6) Other Conditions of Service. 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 USPHS Commissioned Corps' conditions of service outlined in Commissioned Corps Directive (CCD) [111.03](#), "Conditions of Service" (e.g., security and suitability, weight standards (see [CCI 231.04](#), "National Security and Suitability Background Investigations," and [POM 821.66](#), "Retention Weight Standards")).
- b. Suspension of Elimination.
- (1) The Director, CCHQ, may suspend the elimination process for a period not to exceed one year to allow sufficient time for the adjudication of the allegations/investigation in the following circumstances:
 - (a) Misconduct or Performance. The Director, CCHQ, is aware of allegations of properly documented misconduct, or marginal or unsatisfactory performance (this includes any active investigation into misconduct or performance).
 - (b) Medical Investigation. The Medical Affairs Branch (MAB), CCHQ, is preparing for or conducting a Medical Review Board (MRB) or Expedited MRB to determine if the officer is eligible for a disability retirement or separation.
 - (c) 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."
 - (2) By the end of the suspended elimination period, the Director, CCHQ, must either eliminate the officer from the promotion roster or add the officer to the promotion roster and, if their standing on the rank order list places them above the ASH established success rate, submit the officer for approval of the promotion. Alternatively, the Director, CCHQ, may submit a request to the SG to extend a

suspended elimination beyond one year if the Director, CCHQ, anticipates that the adjudication of the allegations/investigation will exceed one year.

- (3) While elimination is suspended, the Director, CCHQ, will not forward the officer for promotion, designate the officer for a promotion examination, nor promote the officer.

c. Periodic Review.

- (1) The Director, CCHQ, may periodically review the records of officers who have pending promotions and may eliminate an officer from the promotion list or suspend the elimination process if the officer meets any of the criteria in Section 3.a. or 3.b. provided the effective date of the promotion has not passed and the decision of the Director, CCHQ, to eliminate or suspend the elimination is made prior to the effective date (e.g., an officer whose promotion will be effective on 1 October may be eliminated from the approval list or suspended up to, and including, 30 September). In addition, an officer also meets the criteria in Section 3.a.(1) if CCHQ has identified and marked the officer as "Not Qualified" for 2 or more times in the 12 months (or more than 6 times in the 5 years) prior to (or in a 12 month/5 year period that includes) the month in which the Director, CCHQ, performs a periodic review.
- (2) The Director, CCHQ, may convene a Permanent Promotion Reduction Board (PPRB) after the effective date of an officer's promotion even if the reason for convening the PPRB is related to issues that occurred prior to the effective date of that promotion.

4. This POM replaces POM 821.74, "Promotion Precepts and Criteria," dated 3 October 2023. This POM is effective only during PY 2025.