



PROMOTION BOARD PROCESS

Commissioned Corps Headquarters (CCHQ)
Personnel and Career Management
2023



WHAT DO I NEED TO DO?

- See the [promotions checklist](#) for a complete list of actions; (notice changes this year, including a standardized format for curriculum vitae (CV), one standardized promotion benchmark, and a new Officer Promotion Package Verification System (OPPVS).

WHAT SHOULD I EXPECT?

- CCHQ reviews your promotion package to ensure eligibility requirements are met. You may be asked for additional information.
- OPPVS allows you to track your package; you may update it and verify its accuracy.

WHAT ELSE IS HAPPENING?

- CPOs will help select board members for the Surgeon General's (SG) approval
 - Board composition should be diverse, representing various agencies, geographical locations, ethnicities, and genders.
- OPPVS generates an initial Promotion Information Report (PIR), which shows a summary (officer's tenure, professional category, licensures and other documents) for officers who have started an application for promotion.

WHAT DO I NEED TO DO?

- No action is needed from you during this phase.

WHAT SHOULD I EXPECT?

- Progress is being made by promotion boards. You will hear the results during the next phase.

WHAT ELSE IS HAPPENING?

- Promotion boards meet to review officers' files and recommend promotions.
- CCHQ reviews promotion recommendations to ensure consistency and quality; additional work by the board may be needed.
- OPPVS generates and places a new PIR in the promotion folder whenever a document is placed in the electronic Official Personnel Folder (eOPF).
- Awards without documents, such as service awards, will also trigger a new PIR to be placed in the eOPF periodically.

WHAT DO I NEED TO DO?

- No action is needed from you during this phase.

WHAT SHOULD I EXPECT?

- You will receive notification whether you have been promoted or not.

WHAT ELSE IS HAPPENING?

- The SG and the Assistant Secretary for Health (ASH) approve promotion recommendations. If the promotion is permanent, approvals are also needed from the Secretary of Health and President of the United States (POTUS).
- CCHQ produces post-board memos to communicate the results to applicants.
- A PIR is created each week toward the end of the promotion process.
- CHCQ runs post-board administrative checks.