



NOTE: This tool is a *worksheet of REMINDERS* for important dates ONLY, and is BY NO MEANS an indication, recommendation, or guarantee of successfully affecting promotion during the upcoming promotion cycle.

PROMOTION YEAR 2023 CHECKLIST

Commissioned Corps Headquarters (CCHQ)
Personnel and Career Management
2023

2023 PROMOTION YEAR ELIGIBILITY DATES INCLUDE:

Temporary Grade:
July 1, 2023, through June 30, 2024
And/or

Permanent Grade:
July 1, 2023, through June 30, 2024

DEADLINE: ASAP

Benchmarks

- Review [Promotion Benchmarks](#) to assist in preparing for promotion

CV Format

- CCHQ has created a standardized CV format for use by all 11 categories. The new CV format is available on the [CV webpage](#).
 - By Promotion Year (PY) 2023, all officers must use the one standardized CV format. Officers are highly encouraged to use the new format for PY 2022.

DEADLINE: 12/01/2022 23:59 EST

PIR Corrections

- Review and submit corrections to the appropriate resource email for Promotion Information Report (PIR) only. (Do not email Personally Identifiable Information (PII)):
 - PIR: PHSPIR@hhs.gov
 - Awards: PHSCOAP@hhs.gov
 - COER: PHSCOERs@hhs.gov
 - Officer information and Assignments: PHSCCAssignments@hhs.gov
 - Licensure: PHSLicensure@hhs.gov

**** IMPORTANT!!!** Items with a double asterisk are required documents for promotion and will be reviewed during CCHQ's pre-Board and post-Board administrative checks.

DEADLINE: 12/31/2022 23:59 EST

eOPF Corrections

- Review electronic Official Personnel Folder (eOPF) and submit requests for corrections to PHSOPFFix@hhs.gov prior to the deadline. For incorrect or missing Commissioned Officer's Effectiveness Reports (COERs) and Awards, email directly at addresses in box above. **Deadline for eOPF Fix Requests is 12/18/2022 23:59 EST**
 - Please make sure you are uploading documents in the correct category or section by reviewing the [eDOC-U User Guide](#).

CV and Cover Page Submission

- Submit current CV and CV Cover Page (as one PDF Document, **DO NOT USE PDF PORTFOLIO**) to your eOPF using the eDOC-U upload system in the [Officer Secure Area](#) on CCMIS.
 - **NOTE:** Be sure to select the correct document using the drop-down menu and enter the correct date.

COERs **

- Ensure that you are not missing any COERs in your eOPF. Review COERs to ensure that all pages are present and legible.
 - **For New Officers:** we recommend that you have a recent COER in your eOPF, even if not required.
 - **2022 COERs are due to Agency Liaison by December 31, 2022.**
 - For additional assistance with COER-related matters, first visit the [COER Information Page](#), and then contact your [CC Liaison](#) if you need additional assistance.

Officer's Statement

- Submit a [2023 Officer's Statement \(OS\)](#) to your eOPF using the eDOC-U upload system in your secure area eOPF.
 - **NOTE:** Only the 2023 form will be accepted.

Reviewing Official's Statement (ROS)

- ROSs are incorporated into the online annual COER. If you complete your annual COER online, your ROS will be submitted with your COER. The COER is due to your Agency Liaison on December 31, 2022; consequently, your ROS must be submitted to your Agency Liaison on December 31, 2022, since the ROS is embedded within the COER.

Required License/Certification **

- If required, ensure that your PIR reflects your current (not expired), valid Professional License or Certification at all times and at least by the checklist deadline. The actual license does not need to display in your eOPF by the deadline.
 - **Upload your current professional license through eDOC-U.**
 - Information is available on the [Licensure Webpage](#).

eOPF Support Documents

- Self-service documents must be uploaded to the eOPF via eDOC-U (ex. Letter of appreciation, Continuing Education).
- DO NOT USE PDF PORTFOLIO**

DEADLINE: 02/15/2023 23:59 EST

Officer Promotion Packet Verification System (OPPVs)

- Verify your OPPVS promotion folder by the deadline to ensure your complete promotion packet is visible to promotion board members.

DEADLINE: ONGOING

Force Readiness **

- Ensure that you maintain all Basic Force Readiness Requirements. You may check your status in the Officer Secure Area dashboard and Readiness Self Service application. Review the [Readiness: Down to Basics Guide](#) for documents and submission requirements. Force Readiness standards will be verified as of both dates listed.

Basic Readiness checks occur on a MONTHLY basis. If you are marked as "Not Qualified" for any month from September 1, 2022, to January 1, 2023, you will NOT be eligible for promotion board review.

For PY2023, promotion boards will review the readiness history of officers for the previous 5 years (i.e., January 1, 2018, through December 31, 2022).

The boards may use this information as a factor in the score for professional contributions, basic level of force readiness history and services to the Corps as well as the overall recommendation for promotion.

Medical Requirements for Promotion **

- Refer to the [Medical Requirements for Permanent and Temporary Promotion](#) for more information. **Check the Officer Secure Area (OSA) of CCMIS to verify the dates of your medical documents on file.**