



PROMOTION YEAR 2024 CHECKLIST

Commissioned Corps Headquarters (CCHQ)
Personnel and Career Management
2024

DEADLINE: ONGOING

Benchmarks

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

CV Format

- Review the standardized [CV format](#). All officers are required to use this format, regardless of category.

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.

Basic Readiness checks occur on a MONTHLY basis. If you are marked as "Not Qualified" 2 or more times in the previous 12 months of the check or more than 6 times in the previous 5 years, you will be eliminated from the promotion roster.

For PY2024, promotion boards will review the readiness history of officers for the previous 5 years (i.e., January 1, 2019, through December 31, 2023).

The boards may use this information as a factor in the score for Precept 4: Professional Contributions & Service to the PHS Commissioned Corps.

DEADLINE: 11/01/2023 23:59 EST

Opt-Out

- Request opt-out/promotion deferral, if applicable.

2024 PROMOTION YEAR ELIGIBILITY DATES INCLUDE:

July 1, 2024 through June 30, 2025

DEADLINE: 12/31/2023 23:59 EST

CV and Cover Page Submission

- Submit current CV and CV Cover Page (as one document) 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.

Officer's Statement

- Submit a [2024 Officer's Statement \(OS\)](#) to your eOPF using the eDOC-U upload system in your secure area eOPF.
 - NOTE: Only the 2024 form will be accepted.

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.
 - 2023 COERs are due to Agency Liaison by December 31, 2023.
 - For additional assistance with COER-related matters, first visit the [COER Information Page](#), and then contact your [CC Liaison](#) if you need additional assistance.

Reviewing Official's Statement (ROS)

- ROSs are incorporated into the online annual COER. The COER is due to your Agency Liaison on December 31, 2023; consequently, your ROS must be submitted to your Agency Liaison on December 31, 2023 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 (e.g., letters and certificates of appreciation, continuing education summary sheet).

DEADLINE: 12/01/2023 23:59 EST

PIR Corrections

- Review and submit corrections to the appropriate resource box below.
 - PIR: PHSPIR@hhs.gov
 - Awards: phs corrections@hhs.gov
 - COER: PHSCOERs@hhs.gov
 - Officer information and Assignments: PHSCCAssignments@hhs.gov
 - Licensure: PHSLicensure@hhs.gov

DEADLINE: 12/18/2023 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.
 - Please make sure you are uploading documents in the correct category or section by reviewing the [eDOC-U User Guide](#).

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.