

# Career Enhancement, Promotions and Assimilation

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24 May 2010

# CAREER ENHANCEMENT/ CAREER OFFICER

Topics:



- Getting By vs. Career Enhancement
- Making It Happen
- Para-CC Career Matters
- Leaders Are Readers and Vice Versa

# Getting By vs. Career Enhancement

## ■ Getting By

- I just want to do my job.
- Why didn't someone tell me?
- Are you just doing the minimum?

# Getting By vs. Career Enhancement (cont'd)

## ■ Career Enhancement

### ■ Stay current on CC requirements:

■ CCMIS website: <http://dcp.psc.gov/>

■ CCMIS ListServ:

■ [http://dcp.psc.gov/message\\_signup.aspx](http://dcp.psc.gov/message_signup.aspx)

■ HS-PAC ListServ:

■ <http://usphs-hso.org/pac/listserv.shtml>

# Getting By vs. Career Enhancement (cont'd)

## ■ Career Enhancement (cont'd)

### ■ Participate in bi-monthly HS-PAC Conference Call

■ <http://usphs-hso.org/pac/minutes.shtml>

### ■ Apply for assimilation ASAP

■ <http://dcp.psc.gov/assimilation.asp>

# Career Enhancement: **Making It Happen**

- Get a formal mentor
  - <http://learning.hhs.gov/development/mentoring.html>
- Create a Career Management Binder and add:
  - Category Benchmarks; Basic Readiness checklist; Promotion Year checklist and documents

## Career Enhancement: Making It Happen (cont'd)

- Write out: “1-Year, 5-Year, 10-Year Plan/Goals”
  - **S.M.A.R.T. Goals**—specific, measurable, attainable, realistic, timely
- Ensure that supervisor is informed (CC basic readiness, awards, promotion process, and COERs at the least)

## Career Enhancement: Making It Happen (cont'd)

- “Readers are Leaders and Leaders are Readers”
- Reading List:
  - *QBQ: The Question Behind the Question*  
(on personal accountability)
  - *Total Money Makeover*
  - *What Got You Here Won't Get You There*

# Career Enhancement: **Para-CC Career Matters**

- FINANCIAL Goals:
  - Financial planning and life documents (e.g., Wills), debt elimination, benevolence, reading.
- RELATIONSHIP ENHANCEMENT Goals :
  - Empathic listening, interdependent relationships, reading.

## Career Enhancement: Para-CC Career Matters (cont'd)

- PERSONAL HEALTH Goals:
  - ID needed lifestyle goals, develop exercise and nutrition plan, accountability partner, reading.
  - Mental and Spiritual Health awareness/activities: stress reduction, counseling, exercise, prayer partner, community service or volunteering.

# PROMOTIONS

Topics:

- What Are Some Keys?
- The Promotion Checklist
- HSO Promotion Benchmarks
- Other Resources



## Promotions:

# What Are Some Keys?

- Anticipate—know when your next T- and P-Grade promotion year eligibility occurs
  - Calculate Eligibility:
    - [http://dcp.psc.gov/promotion\\_pages\\_10/PY10\\_Cheat\\_Sheet.pdf](http://dcp.psc.gov/promotion_pages_10/PY10_Cheat_Sheet.pdf)
  - Check Eligibility (eOPF login):
    - <https://dcp.psc.gov/cclogin/ccmislogin.aspx>

# Promotions:

## What Are Some Keys? (cont'd)

- T-05 Example:

### Temporary Promotion Eligibility Criteria

(Applies to all officers including new CADs, recalls to extended active duty and inter-service transfers.)

Eligible Grade	T&E Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
O-2	4 years	None	None
O-3	8 years	None	None
O-4	12 years	6 months on current tour as officer in the PHS Commissioned Corps (as of March 1 <sup>st</sup> of the year reviewed by prom board)	None
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	2 years as O-4
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5

T & E, Promotion and Seniority Credit dates are located on the officer's PIR. Bolded dates provided are for Promotion Year 2010 (PY10) - Promotion Boards meet in Spring 2010 to determine officers eligible for promotion from 7/1/10 - 6/1/11.

## Promotions:

# What Are Some Keys ? (cont'd)

- Prepare—familiarize with the HSO Promotion Benchmarks
  - <http://dcp.psc.gov/PY2010.aspx>
  - Use the benchmarks to set goals (e.g., higher individual CC award)
  - How are your professional contributions (e.g., PAC involvement)

## Promotions:

### What Are Some Keys ? (cont'd)

- Career Counseling—obtain a formal one and place in your binder
  - Possible sources—your agency liaison's staff, PAC members, mentor or senior officer
  - May use the input to modify your *1-Yr, 5-Yr, 10-Yr Plan*

## Promotions:

### What Are Some Keys ? (cont'd)

- Know that each CC officer holds two grades:
  - Temporary (T) grade—associated with rank and pay (e.g., T-04 = LCDR)
  - Permanent (P) grade—often lags T-Grade by 1-2 grades less, but may be same (e.g., T-06 and P-06)

# The Promotion Checklist

- **CV**—category specific; current
- **OS**—officer faxes to eOPF by 31 December
- **ROS**—to OCCO through your agency's CC liaison
  - **[NOTE: The liaison office's due date is often  $\geq$  1 week before the 31 December (OCCO deadline)!]**

# The Promotion Checklist (cont'd)

- Medical Exam/5-Yr Physical
- Medical History—for *permanent* promotion, must be within one year (normally by 30 April of promotion cycle)

# The Promotion Checklist (cont'd)

- Professional licenses and certifications—current by 31 December (if required)
- Note other checklist items also
- Where to find checklist?
  - [http://dcp.psc.gov/2010\\_Promotion\\_Year\\_Checklist.aspx](http://dcp.psc.gov/2010_Promotion_Year_Checklist.aspx)

# HSO Promotion Benchmarks

- The benchmarks for Precepts 1 – 5 are levels of achievement and/or standards of excellence that describe the “best-qualified” officer. No officer is expected to meet all of the standards.

# HSO Promotion Benchmarks (cont'd)

- Promotion Precept 5, “Readiness”  
— *only criteria required for promotion*
- **Improvements** to the benchmarks over PY2009 include: progression in “awards” and “assignments” (instead of specific levels or #'s)

# HSO Promotion Benchmarks (cont'd)

- Where to find category-specific Promotion Benchmarks?
  - <http://dcp.psc.gov/PY2010.aspx>

# Other Resources

## ■ Promotion Info Web Site

- [http://dcp.psc.gov//promotions table of contents.aspx](http://dcp.psc.gov//promotions%20table%20of%20contents.aspx)

## ■ Promotion Results FAQs

- [http://dcp.psc.gov/prom\\_faq.asp](http://dcp.psc.gov/prom_faq.asp)

## ■ OPF FAQs

- <http://dcp.psc.gov/opffaq.asp>

## ■ General FAQs

- <http://dcp.psc.gov/faqs.asp>

# ASSIMILATION

Topics:

- What is assimilation?
- Eligibility
- The process
- Assimilation Program



# Assimilation - **UPDATE**

- “Patient Protection and Affordable Care Act“ will convert Reserve Corps officers to Regular Corps
- To convert all Reserve Corps officers will require, (Section 5210) the Corps to prepare a nomination package to be submitted through HHS to President for appointment,
- Then to the Senate for Confirmation.
- There are also some policy issues that will need to be addressed to proceed with this provision.

# What is “Assimilation”?

- All newly-appointed Public Health Service (PHS) Commissioned Corps officers are commissioned in the *Reserve Corps*.
- **Assimilation:** Reserve Corps officers are appointed into the Regular Corps of the Commissioned Corps.

# What is “Assimilation”?

- The **Regular Corps** is the *career component* of the PHS Commissioned Corps.
- Regular Corps officers have made a long-term commitment to the mission and goals of the Corps.
- Appointment is made by the President (consent by U.S. Senate).
- Refer to CCI 324.01 for comparison

# Assimilation: Eligibility

Officer must:

- complete a minimum of 2 years of continuous active duty in current CC tour.
- have 3 years of service as of March 1 of the board year to be eligible for consideration.
- meet specific appointment standards of Regular Corps professional category (CCI 231.03)
- have medical physical (DD Form 2808) completed within 5 years of nomination by the President.
- have medical history (DD Form 2807-1) completed within 1 year of the nomination.

# Assimilation: Eligibility

Officer must:

- meet professional license, registration, and certification requirements.
- have received a “D” or “E” overall score on most recent COER.
- have satisfactory background (including credit check) investigation completed.
- be compliant with any disciplinary and administrative actions.
- meet Basic Readiness standards.

# Assimilation: The Process

- **Officer** completes and submits package
- **Package:**
  - 1) PHS-7034 Application
  - 2) Commitment memo or officer's statement  
(reasons for requesting appointment and a statement that officer is applying for assimilation)
  - 3) supervisor's support statement\*
  - [\*Recommended for officers of all P-Grades!];
- Supervisor (endorses) signs application
- Forwarded to the Office of Commissioned Corps Operations (OCCO) Assimilation Coordinator

# PHS-7034

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE COMMISSIONED CORPS

**APPLICATION FOR ASSIMILATION INTO THE REGULAR CORPS\***

I hereby apply for consideration for assimilation into the Regular Corps of the Public Health Service Commissioned Corps. I qualify for such consideration in accordance with the requirements stated in INSTRUCTION 4, Subchapter CC23.3 of the Commissioned Corps Personnel Manual, by virtue of the following training:

	Degree	Major	Date Awarded (Month and Year)
Bachelors Degree			
Masters Degree			
Doctorate			

	Type	Issuing Organization	Expiration Date (Month and Year)
License			
Certificate			

**Other Credentials:**

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that my statements may be investigated and that any false representation is sufficient cause for disciplinary action pursuant to INSTRUCTION 1, Subchapter CC46.4 of the Commissioned Corps Personnel Manual. Further, I understand that any false statement herein may be punished as a felony under Section 1001, Title 18, U.S. Code.

APPLICANT'S SIGNATURE	PHS SERIAL NUMBER	DATE
APPLICANT'S NAME (Please type or print)		
OPERATING DIVISION/ STAFF DIVISION/ NON-PHS ORGANIZATION	BUILDING	ROOM NO./ MAIL STOP
E-MAIL ADDRESS		
STREET ADDRESS	CITY	STATE
ZIP CODE		
DUTY STATION'S AREA CODE AND PHONE NUMBER (       )		

**SUPERVISOR'S ENDORSEMENT**

SUPERVISOR'S SIGNATURE	SUPERVISOR'S NAME (Please type or print)	DATE
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\* 1. This application must be accompanied by a statement about the officer's reasons for requesting appointment to the Regular Corps and his/her commitment to a career in the Public Health Service Commissioned Corps.

2. Any officer who is eligible for assimilation may, at his/her option, attach to the application a statement from his/her immediate supervisor justifying and supporting the application.

<p>All applications must be endorsed by the officer's immediate supervisor and forwarded to the address to the right. NOTE: If you have not previously submitted evidence in the form of final transcripts of the award of any degrees listed, you should request such transcripts immediately, indicate all those documents which will be forwarded (e.g., masters degree, doctorate, certificate, and/or license), and forward all documents to the address to the right.</p>	<p>Send original application to: Office of Commissioned Corps Operations ATTN: Assimilation Coordinator, DCCOS 1101 Wootton Parkway, Suite 100 Rockville, MD 20852 Faxes/copies are not accepted.</p>
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PHS-7034 (Rev. 4/06) PHS (Graphic 200) 443-0086 2/2

# Officer's Statement

## Officer Statement

From: LT Iamanu Officer

SUBJECT: Officer Statement for Assimilation Application

Provide one or two short paragraphs that elaborate on how you see the relevant aspects of your career. You may add a couple of items of interest about you, specifically things that make you a unique officer. There is no real format for this except; there must be a statement by you regarding your commitment to the Commissioned Corps.

In the final paragraph you should include your request for appointment to the Regular Corps. Some people add a few lines regarding their understanding of what this means. It is **not necessary** to include the following statement: (I qualify for such consideration in accordance with the requirements stated in the Commissioned Corps Personnel Manual INSTRUCTION 4, Subchapter CC23.3, by virtue of the training shown on my 2004 Assimilation Application). Please do not regurgitate this statement!

Similar to an Officer's Statement provided during promotions, the idea of this statement is to give the board members a little peek into you, the officer.

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(Signature)

(PHS No.)

(Date)

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Name (Printed or Typed)

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(Organization: Agency, Coordinating Center, National Center/Program/Office)

# Assimilation: The Process

- Officer must have current 5-year medical exam and medical history form ( $\leq$  one-year-old) and be “basic ready” qualified prior to Personnel Orders being cut.
- Officers not approved for assimilation for 3 consecutive years must submit a new application.

# Assimilation: The Process

- An agency review board may *Highly Recommend*, *Recommend* or *Not Recommend* the officer.
- No agency review board this cycle.
- OCCO Assimilation Board will
  - (Two multidisciplinary boards will review candidates: lower and upper board)
  - evaluate officer's qualifications—i.e. performance, career progression, mobility, awards, and career potential
  - rank all candidates, across category lines, for assimilation
  - (selected officers will be administratively reviewed)
  - results will be forwarded to the Director of OCCO

# Assimilation: The Process

- The Director will forward the selected officers to the Surgeon General (SG)
- The SG will forward to the Secretary
- The Secretary will forward to the President for nomination and Senate for confirmation
- Medical and admin standards are reviewed
- An affidavit (oath) will be sent to officer
- Certificate, ribbon, and personnel orders issued

# Assimilation: The Process

Be familiar with the assimilation process and know how to access references.

- Commissioned Corps Management Information System (CCMIS) Website:

- <http://dcp.psc.gov/assimilation.asp>

*Click on “Assimilation Package” link on web page*

- Commissioned Corps Personnel Office (CCPO)/CDC Website:

- <http://www.cdc.gov/od/occp/officership>

# Assimilation: Scenario I

- What qualifies an officer for the assimilation “Lower Board”, and does it matter?
- Candidates applied with less than 3.5 years continuous active duty in current CC tour or
- Is permanent grade O-3 and below
- Historically 90% of total selectees come from this group.  
[NOTE: The percentages for this have changed, so this is here for historical reference only.]

# Assimilation: Scenario II

## What qualifies an officer for the assimilation “Higher Board”, and does it matter?

- Candidates applied after 3.5 years active duty in current CC tour; and
- Is permanent grade O-4 and above
- **Historically 10%** of total selectees come from this group. .  
[NOTE: The percentages for this have changed, so it is here for historical reference only.]

# Assimilation: Scenario III

Should a T-Grade O-6 officer apply, or continue applying, for assimilation?

- Historically, this has been recommended mainly for officers desiring to be a Chief Professional Officer (CPO)
- For officers striving for “flag” grade
- For eligibility for career beyond 30 years\*.

\*With agency/CC Retirement Board approval and needs of the service.

# Assimilation: Scenario IV

Upon a return to Active Duty in the Corps, does a previously assimilated (Regular Corps) officer need to wait until “2 years on current CC tour” before re-applying for assimilation?

- No. An officer in this situation may submit a new application packet without “minimum” time if they do so within the first two years on the new tour.
- See Slide # 8 (The Process—“Package”).

# Assimilation: Scenario V

An officer who has more than 2 years prior active duty military service, does that officer get a “pass” on the “minimum 2 years” requirement as far as being able to immediately apply for assimilation?

- No. The Corps’ assimilation guidance states that an officer must have “a minimum of two years of continuous active duty in the current tour of duty” to be eligible to apply for assimilation.
- See page 3, Commissioned Corps Instruction CCI 324.01, Regular Corps Assimilation Program, (old CC23.3.7)  
[http://dcp.psc.gov/eccis/documents/CCPM23\\_3\\_7.pdf](http://dcp.psc.gov/eccis/documents/CCPM23_3_7.pdf)

# Office of Commissioned Corps Operations (OCCO) Info

## **Mail Assimilation Applications to:**

Office of Commissioned Corps Operations Division of  
Commissioned Corps Officer Support

ATTN: Assimilation Coordinator

Tower Building, Plaza Level, Suite 100

1101 Wootton Parkway

Rockville, MD 20852

## **OCCO Assimilation Coordinator:**

**CDR Clifton U. Reckley Jr. : (240) 453-6066**

# References

- **CCI 324.01** Regular Corps Assimilation Program (old CCPM: CC23.3.7)
- **CCI 221.02** Medical Examination Requirements (oldCCPM: CC29.3.5)
- **CCI 231.03** Category Specific Appointment Standards
- **POM 09-001:** Personnel Operations Manual  
Subject: Regular Corps Assimilation Program  
(rescinds POM07-002, dated 11 June 2007)
- **PHS-7034:** Application for Assimilation into the Regular Corps

# Commissioned Corps Personnel Office (CCPO)

## **CDC/ATSDR Assimilation Consultations:**

Commissioned Corps Personnel Office (CCPO),  
OWCD/CDC (M/S E-50),

Office: (404) 498-1803

Fax: (404) 498-1825

Century Center, Building 2400

Atlanta, GA 30345

# QUESTIONS

