



Commissioned Officers Training Academy

Top 10 Tips for Promotion Success

References

Promotion Information page:

<http://dcp.psc.gov/CCMIS/promotions/promotions.aspx>

electronic COMMISSIONED CORPS ISSUANCE SYSTEM (eCCIS):

Book 1, Chapter 2, Section 2, Instruction 01

Book 3, Chapter 3, Sections 1 and 2

Promotion Coordinator: PHSPromotions@hhs.gov

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Disclaimer

These slides:

- are intended to assist in the promotion preparation
- are not intended for distribution as a primary source of promotion information.
- are not intended as reference material.

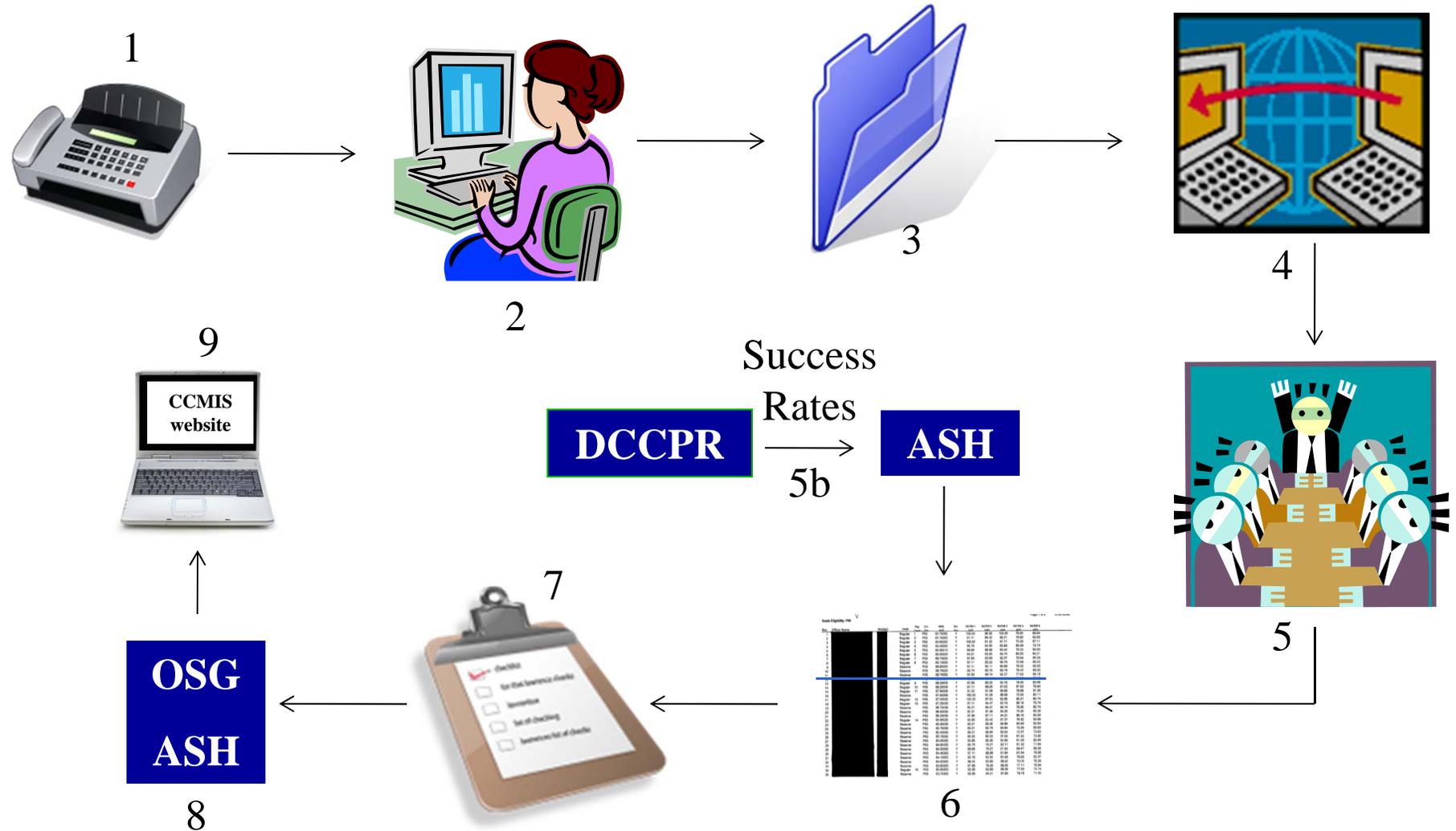
Refer to the Promotion Information page of the CCMIS website for the most current and accurate info.

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The Process in a Nutshell



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1. Promotion Eligibility

Know when you're eligible:

http://dcp.psc.gov/CCMIS/PDF_docs/PY2014_Cheat_Sheet.pdf

Prepare early & often; the promotion process is a marathon, not a sprint.

Please refer to the Promotion Information page of the CCMIS website for the most current and accurate info.

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2. Promotion Information Page

Refer to the Promotion Information page of the CCMIS website for the most current and accurate info.

<http://dcp.psc.gov/promotions/promotions.aspx>

Use the Promotion Checklist to prepare

Be familiar with your Category Benchmarks

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3. Preparing Your EOPF

Ensure that your PIR & eOPF are correct

Fax lines: 301-480-1407 or 301-480-1436

- Put your PHS# on upper right corner
- Always*** keep your fax confirmation sheet/log

Do not fax same document multiple times

Do not wait until the December 31st deadline

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4. Licensure

Fax line: 240-453-6142 (not eOPF fax lines)

-Put your PHS# on upper right corner

-Always keep your fax confirmation sheet/log

Maintain current credentials in your file at all times

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5. CV

Use your current category-specific format

Use clear, concise language & show impact;
quantify whenever possible

Back up CV claims with documentation – interim transcripts, letters, etc.

Do not embellish

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Use of Acronyms

- At FDA, conducted lab research on CV and ortho medical device materials including PS, PE (incl. HDPE) Ti, PTFE, and PTCA catheters.
- At BOP, worked at CO/HSD in the S & R section. Completed a TDY with the MXRO and recruited for various instit. Including MRCs BUH, LEX, DEV, CRW, and SPG.

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6. COERS

Verify that all required COERs are in your eOPF

COER narrative is more important than the numbers

Don't agree with your COER? Submit a rebuttal by 31 December if you'd like the Board to see it.

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7. OS & ROS

Use the current year's forms only; remember to sign & date before faxing

OS – Use your Category Benchmarks as a guide

ROS – Notify your RO in September that you're up for promotion & offer to assist

Must be submitted through your agency Liaison; do not fax ROS to eOPF fax lines

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8. PHS Support Activities

Contribute to your PAC/PAG

- Document your impact, not just membership
- Most categories acknowledge with a letter or award

Letters of Appreciation

- May not mention promotion in any way
- Fax altogether in one batch for the entire year, if possible. It's easier for the Board to access.

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9. Administrative Checks

Are applied after Boards have met. Failure to meet any one of these will result in removal from the Promotion List, regardless of your rank order:

- Basic Readiness – 31 December & 31 March
- Current, validated license on file at DCCPR
- No missing COERs in past 5 years
- Current COER is satisfactory
- No current or pending adverse actions

Permanent Promotion: Report of Medical History

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10. HELP

Agency Liaison is your first point of contact

Promotion Coordinator: phspromotions@hhs.gov

COER Coordinator: phscoers@hhs.gov

Awards Coordinator: phsawards@hhs.gov

PIR Corrections: phsccassignments@hhs.gov

eOPF Corrections: phsopffix@hhs.gov

Readiness Issues:

http://ccrf.hhs.gov/ccrf/readiness_assistance_form.htm

---Include your PHS # in your email---

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Commissioned Officers Training Academy Promotion Information Pages

U.S. Department of Health and Human Services

Home About DCCPR FAQ Email Updates

COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE MANAGEMENT INFORMATION SYSTEM

Secure Area Separations Services Policies Payroll Resources Publications Statistical Reporting Training Links

- Active Duty Roster Search
- Admin Code Lookup
- Billet/Position Information
- COER Information
- Commissioned Officers Awards Program
- Direct Access Self-Service FAQ
- Direct Access Self Service Tutorial
- Electronic Official Personnel Folder FAQs
- FAQ for 'Deemed Regular' Corps under the ACA
- Information Regarding the Detailing of Officers
- Official forms
- Ordering ODU Online
- Promotion Information**
- Telework FAQ
- Travel and Transportation Information

May 2, 2014

THE heart TRUTH

HHS.gov /Open LET'S MOVE! FLU GOV

Supporting Military Families

E-Bulletin
View the current issue or archived issues of our e-bulletin

Corps Policies

The following is an overview of the causes for and types of disciplinary action. It is a synopsis of several Regulations and INSTRUCTIONS. It is not intended to reproduce the Commissioned Corps Personnel Manual (CCPM). The official policy/regulation is in the CCPM. (Please note: INSTRUCTIONS and Regulations are in a PDF file format, which requires Acrobat Reader. If you do not have a copy of Adobe Acrobat Reader, you may download a free copy from the Adobe web site.)