



Promotion

Types of Promotion

There are three types of promotions in the Commissioned Corps:

1. Temporary promotion
 - http://ccmis.usphs.gov/eccis/documents/CCPM23_4_2.pdf
 - http://ccmis.usphs.gov/eccis/documents/POM12_003.pdf
2. Permanent promotion
 - http://dcp.psc.gov/eccis/documents/CCPM23_4_1.pdf
3. Exceptional Proficiency Promotion (EPP)
 - http://dcp.psc.gov/eccis/documents/CCPM23_4_2.pdf

When entering on active duty, officers are appointed at a temporary and permanent grade based on their creditable Training and Experience (T&E). Officers are eligible for regular promotion based on time in grade and time in service. Generally, all officers who are eligible for promotion to the temporary O-2 (LTJG) or O-3 (LT) grade will be promoted without review by a promotion board on the date that eligibility is attained, providing that the administrative requirements are met.

Helpful guidance regarding promotions can be found on the CCMIS website:
http://dcp.psc.gov/ccmis/MENU_promotions_m.aspx

The Promotion Directive covering regulations governing the permanent and temporary grade promotions of Regular Corps officers is available at the following link:
<http://ccmis.usphs.gov/ccmis/ccis/documents/CC122.01.pdf>

For a list of the administrative requirements for non-competitive promotion please see:
http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_non_competitive_m.aspx

Promotions to grades O-4 and above are competitive and are subject to promotion board review. The promotion policy also allows for a special accelerated temporary promotion called Exceptional Proficiency Promotion. These promotions are highly competitive and allow promotion of an officer when that individual possesses truly exceptional capabilities and is performing an assignment above his/her current grade.

How to Know if You are Eligible for Promotion

1. Log into the secure area on the Commissioned Corps Management Information System (CCMIS) at <http://dcp.psc.gov/ccmis/> and read the top of the first page, which will inform you whether you are eligible for temporary and/or permanent promotion during the upcoming promotion year. This information will typically be updated in September of each year.
2. Review documentation on eligibility criteria at:
http://dcp.psc.gov/CCMIS/PDF_docs/PY2015_Cheat_Sheet.pdf

Scientific Benchmarks

In early 2004, the categories of the USPHS were asked to develop “benchmarks” or guidance for evaluating a career officer. These benchmarks describe the “ideal” or “best qualified” officer, and were not intended to be a requirement standard for promotion. A link to the current year’s benchmarks can be found on the CCMIS website:

http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_category_benchmarks_m.aspx

All officers should be familiar with the benchmarks and understand that they are periodically updated!

Promotion To-Do List

Preparing for promotions is a task with which each officer should be continuously involved over his/her entire PHS career. Consistent attention to your career plan and advanced planning can significantly reduce stress at this critical time in your career. Promotions to the O-5 and O-6 grades remain extremely competitive, and unfortunately, not everyone will receive promotions to the O-6 grade during their careers. Special attention should be given to a number of promotion materials that need to be submitted to the appropriate offices by their respective deadlines. Below is a guide of tasks that should be accomplished while preparing for promotion.

- Review Promotion Process Frequently Asked Questions:
http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_FAQs_m.aspx
- Review the USPHS Scientist Category Benchmarks. This guidance can be found on the CCMIS website at the following link:
http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_category_benchmarks_m.aspx
- Review of the current year’s Promotion Year Checklist. This checklist can be on the CCMIS website, under the “Promotion” tab (see link below for “Promotion” tab):
http://dcp.psc.gov/ccmis/MENU_promotions_m.aspx

- Review your electronic Official Personnel File (eOPF) available on the CCMIS website (<http://dcp.psc.gov/ccmis/>) to ensure that:
 - The Promotion Information Report (PIR) is correct as the Promotion Board will see a screenshot of this.
 - An updated Curriculum Vitae (CV) and Continuing Education and Training report is on file. Information regarding the format of these documents for Scientist Category Officers is available on the SciPAC website: <http://usphs-scientist.org/wp-content/uploads/cv-guidelines.pdf>
 - A current Commissioned Officer’s Effectiveness Report (COER) is completed on time and is on file. Also, ensure that the COERs from last 5 years, if applicable, are on file.
 - A current Officer’s Statement is completed on time and is on file.
 - A current Reviewing Official Statement is completed on time and on file. This document must have a “wet signature” from your Reviewing Official; it is submitted through your liaison, not the officer. Liaisons typically like to receive this document by early December; please contact your agency liaison for the specific timelines associated with this document.
 - All information you want the board to review is submitted to your eOPF by December 31st. Since documents submitted in mid or late December can take several weeks to appear in an officer’s eOPF, it is recommended that you submit your materials as soon as possible. Officers should retain any fax confirmation sheets in case issues arise and ensure that their information is incorporated into their eOPF.

- For permanent promotions, ensure you submit four forms to the Medical Affairs Team (Assignments and Career Management Branch) and check the CCMIS secure site to confirm dates. Refer to: http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_medical_requirements_m.aspx
 - Medical History Form (must be current within 1 year prior to review by the promotion board): <http://www.dtic.mil/whs/directives/forms/eforms/dd2807-1.pdf>
 - Disclosure Statement (page two of the Instructions): http://dcp.psc.gov/CCMIS/PDF_docs/AGENERALINSTRUCTIONSVersion8.pdf
 - Medical Examination Form (must be current within the last 5 years): <http://www.dtic.mil/whs/directives/forms/eforms/dd2808.pdf>
 - Dental Examination form (must be current within the last 5 years): http://dcp.psc.gov/CCMIS/PDF_DOCS/PHS-6355plain.PDF

- Ensure that Basic Readiness standards are met at both pre-board (December) and post-board (March) quarterly readiness checks. Refer to: http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_force_readiness_m.aspx

Link to the Basic Readiness Checklist:

http://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf

How Promotion Boards Work

A promotion board is convened to consider all officers eligible for temporary and permanent promotions within a category. These promotion boards consist of five permanent O-6 level officers who, to the extent possible, are representative of the category in terms of agency/program distribution, specialty, race/ethnicity, and gender; and contain at least one officer assigned outside of the Washington, D.C. area.

Board members are instructed to base their rankings only on information documented in an officer's eOPF. For this reason, officers are reminded to be consistent in updating their eOPF by providing accurate and current information (e.g., annual CV). In their review of officers being considered for promotion, promotion boards are guided by the benchmarks established by each category. The benchmarks are used by promotion boards to score officers in each of the four Promotion Precepts:

- Precept I – Performance as reflected by the COER, PHS and non-PHS award history (with emphasis on the past 5 years for both factors), and the ROS;
- Precept II – Education, training, and professional development;
- Precept III – Career progression and potential as reflected by billet level, assignments with increased responsibility and mobility, and collateral duties.
- Precept IV – Officership as reflected by contributions to the PHS mission.
- Precept V – Basic readiness is not scored by the promotion boards, but is administratively applied by the Division of Commissioned Corps Personnel and Readiness after the December 31 quarterly basic readiness check. A post-board administrative review of readiness is also conducted using the March 31 reported data from the Readiness and Deployment Operations Group (ReDDOG--formerly OFRD).

Revised weighting of existing precepts and/or the inclusion of new precepts may be considered. However, at this time, the COER remains the major factor in determining an officer's performance in Precept I.

Boards can only consider information in the eOPF. Therefore, it is imperative that the eOPF contain information pertinent to the precepts. Extraneous information works against an officer because the board needs to sift through their eOPF in search of relevant materials. COERs, thoroughly prepared Officer and Reviewing Official Statements, and a current CV are central to the decision-making process of the boards.

The promotion board combines all information relevant to the precepts to yield an overall assessment of an officer's qualifications for promotion. This assessment results in a rank order list for each grade. The Assistant Secretary for Health and Human Services (ASH) establishes cutoff scores for each rank order list considering numbers of vacancies in grade to which promotions can be made. Officers above the cutoff line are promoted during the cycle; those below the cutoff line are not promoted. All officers considered for promotion are notified of the results of the promotion competition.

Promotion Results

Officers may receive a phone call or e-mail in June or July informing them if they were selected for promotion. Your agency's Commissioned Corps liaison office may also share the overall promotion results. The results for all categories are posted on the CCMIS website. Within a week or so, officers will receive a ranking on the front page of their CCMIS Officer Secure Area informing them how they fared in the promotion process [e.g., overall board results (total score), rank order, and board recommendation (yes or no)]. This posting will be temporary and will only last a month or so, so officers are encouraged to save this information for future reference. Also within a week or two of the promotion results being released, officers will receive two documents in their confidential section of their eOPF. One of these documents is the promotion board score sheet and the other is a snapshot of the PIR. The promotion board score sheet will include two parts, part A and part B. Part A includes the boards score for the four precepts (Performance, Professional Qualifications, Career Progression, and Officership) and indicates if the officer was recommended for promotion or not. Part B includes comments from the board regarding the officer's strengths as well as suggestions for improvement.

Promotion results, temporary and permanent, detailed by category, grade, and officer name, along with Promotion Statistics can be found on the following page:

http://ccmis.usphs.gov/ccmis/promotions/PROMOTIONS_index_m.aspx

What If I Am Not Promoted?

The promotion board score sheet is found in the "Confidential" section of the eOPF. Officers who have not been promoted should consider discussing their results with a senior officer (O-5 or O-6), potentially contact the SciPAC CPO and/or a mentor, or contact the chair of the SciPAC Mentoring Subcommittee (<http://usphs-scientist.org/subcommittees/mentoring/>) to be assigned a mentor to discuss the comments from the promotion board. These comments, if any, are useful to officers as they may outline ways to improve performance and to become more competitive for the next promotion cycle. Additionally, officers ranking in the bottom quartile (25%) for temporary promotions are required to undergo counseling with the CPO.

In addition, officers should follow the recommendations included on the Promotion Information Website under the tab titled, "Not Promoted? Now What?":

http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_not_promoted_m.aspx.