



INDIAN HEALTH SERVICE HEADQUARTERS

# IHS Corps Officers All-Hands

FEBRUARY 3, 2021

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Division of Commissioned Personnel Support  
Office of Human Resources  
Commissioned Corps Liaison  
Indian Health Service

# Agenda

- Commissioned Corps Updates
- Promotion Eligibility and Exceptional Proficiency Promotion
- Updates on Items from Previous Monthly Meetings
- Your Submitted Questions
- Live Questions & Answers
- Closing Remarks



# COMMISSIONED CORPS UPDATES





# Commissioned Corps Updates

- USPHS Commissioned Corps 132<sup>nd</sup> Birthday and Doctrine (1/4/21)
- COVID-19 Pandemic Campaign Medal (C-19PCM) (1/5/21)
- Rear Admiral Selections (O-7/O-8) (1/7/21)
- 2020 Permanent Grade Promotion Results (1/15/21)
- Pending Policy Updates (1/19/21)
- Commissioned Corps Awarded the Presidential Unit Citation (1/19/21)





# Commissioned Corps Updates

- Collection of 2020 Deferred Social Security Tax (1/21/21)
- OSG/CCHQ Leadership Changes (1/26/21)
- COVID-19 Vaccinations for USPHS Commissioned Corps Officers (1/27/21)
- Fiscal Year 2020 Excess Leave (1/28/21)
- New USPHS Commissioned Corps Physical Training Uniforms (1/29/21)
- Other: Retirements-Electronic signatures on CG4700. Estimate of Retired Pay





# PROMOTION ELIGIBILITY





# Eligibility Requirements

## Temporary Grade

- ✓ Training and Experience Credit
- ✓ Time in Service
- ✓ Time in Grade

The eligibility date is the latest date you meet all 3 requirements

Effective date:

- The first of the month on or after meeting the 3 requirements
- Determines the promotion year (PY) you will be eligible

Promotion Year (PY) runs from July 1 of the PY to June 30 of the next year

Example: PY2021 = July 1, 2021 to June 30, 2022\*

\* June 2-30, 2022 eligibility date = July 1, 2022 effective date (PY22)



# Temporary Promotion Eligibility

Eligible Grade	T&E Credit Required	Time in Service Requirement	Time in Grade Requirement During <u>Current PHS Tour</u>
O-2	4 years	None	None
O-3	8 years	None	None
O-4	12 years	6 months on <b>current tour</b> as officer in the PHS Comm. Corps <i>(as of March 1<sup>st</sup> of the year reviewed by the board)</i>	None
O-5	17 years	5 years (2 years must be as an officer in the PHS Commissioned Corps)	2 years as O-4
O-6	24 years	9 years (3 years must be as an officer in the PHS Commissioned Corps)	3 years as O-5







# Calculating Eligibility

Original Entry on Duty:	14 Jul 2006
Latest Entry on Duty:	14 Jul 2006
Seniority Credit Date:	01 Jul 2019
Retirement Credit Date:	13 Dec 2005
Training and Experience Date:	01 Jan 2002
Promotion Credit Date (Regular Corps Only):	01 Mar 2009

Officer is an O-5. When is he eligible for T O-6?

## Licensure Information

License:	Issued By:
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## Current Assignment

Program Coordinator  
 CIVIL SERVICE SERIES 0201: PERSONNEL MANAGEMENT  
 Position Grade: 6  
 Position Primary Job: 92 : MANAGEMENT

## Creditable Service (as of 03 Feb 2021)

PHS Commissioned CORPS  
 Prior Military Service:

14 Years 6 Months 19 Days  
 7 Months 1 Day

T&E: 01 Jan 2002 + 24 years  
 = 01 Jan 2026

TIS: Has 15+ years total TIS  
 14 Jul 2006 + 9 years  
 = 14 Jul 2015

TIG: 01 Jul 2019 + 3 years  
 = 01 Jul 2022

Officer would be reviewed PY**25**  
 eOPF deadline: 31 Dec **2024**



# Permanent Promotion Eligibility

CCI 331.01

Eligible Grade	Credit Required for Regular Corps Officers
O-2	7 years T&E
O-3	3 years Promotion Credit
O-4	10 years Promotion Credit
O-5 Restricted	7 years Seniority Credit
O-5 Non-Restricted	17 years Promotion Credit
O-6	4 years Seniority Credit

**Officers must hold the temporary grade for 1 year before promotion to the *equivalent* permanent grade.  
Permanent grade can never exceed the temporary grade.**



# Permanent Promotion Dates

Seniority Credit - the length of time in the current permanent grade

## Seniority Credit Date (SCD):

- Effective date of last permanent promotion or
- Call to duty date if not yet promoted
- Changes with each permanent promotion

## Promotion Credit Date

- Seniority Credit Date minus any constructive credit (if applicable) awarded when an officer becomes Regular Corps
- Assimilation, being deemed, or called to active duty in the Regular Corps
- Does not change

# EXCEPTIONAL PROFICIENCY PROMOTION





# Exceptional Proficiency Promotion

- A type of temporary grade promotion received before the officer has met all three eligibility criteria.
- Nominations are based on the possession of unusual levels of training, professional experience, or unique qualifications (not just great performance).
- Nominations accepted only from Agency/OPDIV directors or their designees (typically Commissioned Corps Liaisons).
- Agencies receive quotas on number of nominations
  - 5% of total eligible for EPP in the agency



# Criteria for EPP Nominations

- Cannot be eligible in their own right
- Must meet time in grade requirement
- Must be in a billet grade at or above the eligible rank
  - Example: For EPP to O-6, must be in an O-6 billet
- Must be in compliance with all requirements
- Cannot have been previously reviewed by a promotion board for the same grade

# Exceptional Proficiency Promotion Eligibility

Eligible Grade	T&E Credit Required	Time in Service Requirement	Time in Grade Requirement During Current PHS Tour
O-2	4 years	None	1 year as O-1 (as of 3/1)
O-3	8 years	None	1 year as O-2 (as of 3/1)
O-4	12 years	6 months on <b>current tour</b> as officer in the PHS Commissioned Corps ( <i>as of March 1<sup>st</sup> of the year reviewed</i> )	1 year as O-3 (as of 3/1)
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	1 year as O-4 (as of 3/1) 2 years as O-4 (during PY cycle)
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5 (during PY cycle)

**Must** meet TIG. Can meet either TED or TIS, but not BOTH

# More About the EPP Process

[CCI 332.01](#) and [https://dcp.psc.gov/ccmis/promotions/PROMOTIONS\\_EPP\\_m.aspx](https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_EPP_m.aspx)

- Officers transferring from a ***nominating*** agency will be removed from consideration unless:
  - Supported by the ***receiving*** agency
  - Receiving agency has not met its quota (highly unlikely)
- Officers transferring to a lower billet than required will be removed from consideration
- If successful, officers are required to remain at the sponsoring agency for 1 year
- Board is unaware of which officers are EPP nominees and which are eligible in their own right. We do not recommend putting an EPP nomination on your CV
- EPP nominees are subject to all eOPF deadlines and administrative requirements





# More About the IHS EPP Process

- Eligibility list sent to Area/HQ Office Directors who determine their internal selection process
- Selectees reviewed by an internal IHS review board of senior leaders
  - Scored and ranked according to promotion benchmarks
  - Consensus ranking determines the recommendations to IHS Director
- Once approved by IHS Director, nominations sent to CCHQ
- Area/Office Directors and officers are notified of results
- Nominees' CV and OS are reviewed by Liaisons before eDOC-U submission
- Promotion eligibility will reflect in the officer's dashboard after manual entry
- All promotion deadlines apply



# UPDATES ON ITEMS FROM PREVIOUS MONTHLY MEETINGS





# Updates on Items from Previous Monthly Meetings

- Desk Audits for positions occupied by officers. Can these be started now?
- What can be done for officers who were receiving HPSP agreements that expired during the suspension of retirements?
- Are former or current pharmacy residents eligible to receive an Accession Bonus?
- Is Hazardous Duty Incentive Pay authorized for officers in direct response to the COVID-19 Pandemic?
- Family Separation Allowance: Finalizing the FSA request submission process
- Intra-agency COVID-19 Activities Deployment Credit: Forthcoming survey



# ANSWERING YOUR SUBMITTED QUESTIONS





# Your Questions

## Regarding Commissioned Corps Awards

Q1. In what ways should officers expect that the awards process should be improved, and have there been reductions in time to approve awards or reduced number of rewrites?





# Your Questions

Submitting Organization	Endorsement(s)	Board	Final Approval	Submission to COAP
Agency with Delegated Approval Authority	Within 90 days of nomination date	Within 180 days of nomination date	Within 60 days of board recommendation/convene date	Within 30 days of final approval date



# Your Questions

## Regarding Commissioned Corps Awards

Q2. How are Awards Boards provided guidance on the new structure, and is there a plan to recognize that the limited narrative space reduces the level of detail that can be provided?





# Your Questions

## COMMENDATION MEDAL

### **(Opening Statement-Standard)**

The Commendation Medal is awarded to LCDR Mickey E. Mouse for continuous exceptional service. LCDR Mickey E. Mouse distinguished herself as an Engineering Consultant assigned to the Indian Health Service, Area Sanitation Facilities Construction Branch, from December 1, 2014 to August 30, 2020.

### **(Summary of Award Write Up)**

**ACCOMPLISHMENTS:** LCDR Mickey E. Mouse was detailed to the Area office on for a 120 day detail that was extended to 12 months before she was ultimately hired into an O-5 Engineer Consultant billet at the Area office. For the previous three years and during a period of reduced budgets and lapsed positions, the SFC Program had operated with a single Director at the Area office. Having historically been staffed with a Director (O-6 billet) and two Deputy Directors (O-6 billet), the Area Office had fallen far behind in the project management and reporting responsibilities/requirements of a Program consisting of 23 engineers, 15 support staff, ten (10) offices, and an annual design/construction budget of approximately \$15M - \$20M for service to 47 Tribes in four states.







# Your Questions

## (Bullet 1 with Impact)

- Management of finance records –
  - o Responsible for first line approval of all financial transactions for a portfolio of over 200 projects totaling over \$60M. **IMPACT:** Her leadership and guidance reduced financial submission errors to nearly 100% where timeliness is critical to ensure prompt payment to Tribes to avoid late interest charges on projects where every dollar is vital.
  - o Reconciled all project financial records in the national SFC data system that is reported annually to Congress **IMPACT:** HQ initiative to clean-up financial records for auditing purposes and through her single-handed work, it was completed ahead of schedule





# Your Questions

## (Bullet 2 with Impact)

- National Environmental Policy Act (NEPA) Coordinator
  - o Oversees completion of NEPA checklists associated with \$10M-\$15M in projects on an annual basis, mentors/trains the entire SFC staff, and issues updates as laws and regulations change. **IMPACT:** The NEPA coordinator position was in the past a funded position for only the specific duty of NEPA. However, LCDR Mickey E. Mouse accepted the collateral role and was able to complete these responsibilities as well as her other duties, allowing additional engineers to be hired to complete sanitation projects.
  - o Produced a scope of work for an Architectural and Engineering firm resulting in the completion of an Environmental Assessment for the \$20M Arsenic Mitigation Project. **IMPACT:** This project has national significance as it is the largest project funded in SFC History and also reduces arsenic levels, a contaminant regulated by the Environmental Protection Agency in drinking water for approximately 1,300 homes.





# Your Questions

Regarding Uniform and Appearances

Q: As the Corps seeks to modernize, are there any plans to relax or adopt the grooming standards to align with the Navy and other services?





# Your Questions

Regarding Practice Hours

Q. Why are officers in Job Code 81 positions required to submit clinical hours?





# Your Questions

## Regarding Ready Reserve

Q1: Has there been any discussion of whether officers with an active duty obligation will be able to switch to the Ready Reserve for partial payment of the Active Duty Obligation?

Q2: Will the Ready Reserve time convert to Active Duty time similar to that of Department of Defense?



# Your Questions

Regarding COVID-19 Deployment Activity

Q: Is there an update on tracking deployment types related to the COVID activities performed at home duty station?





# Your Questions

Regarding Promotion Precepts

Q1. How do officers know if they are in a Isolated Hardship location?





# Your Questions

Regarding Promotion Precepts

Q2. Besides the ISOHAR & Hazardous Duty awards, are there other ways to communicate these duty characteristics to the Promotion Board?







# Your Questions

## Regarding Permanent Promotions

Q1. No one in my category was permanently promoted to O-5. What could have happened?

Q2. I was recommended for permanent promotion but was not selected. How can I find out why I was not promoted?





# Your Questions

## Regarding TSA Pre-Check

Q. The November 4, 2020 webinar included the fact that PHS officers were going to be included in TSA Pre-check and that officers did not need to take any action. Is there any update on this, and how do officers verify if they are now covered by TSA Pre-check?

# LIVE QUESTIONS AND ANSWERS



# The DCPS Website

## Division of Commissioned Personnel Support (DCPS)

Training Webinars

Announcements

Frequently Asked Questions (FAQs)

Regional Offices

Officer Resources

Contact Us

Division of Commissioned Personnel Support (DCPS) ([www.ihs.gov/dcps](http://www.ihs.gov/dcps))



The Division of Commissioned Personnel Support (DCPS) is a division within the Indian Health Service (IHS) Office of Human Resources (OHR). DCPS is responsible for the administration of the Commissioned Corps programs for approximately 2,000 commissioned officers assigned to IHS/Tribal/Urban facilities throughout the United States. DCPS staff serve as subject-matter experts and consultants to IHS leadership, program officials, commissioned officers, and their dependents and survivors, on all Commissioned Corps matters, including personnel actions, recruitment and retention, career development, leave of absence, performance management, honor and service awards, discipline, standards of conduct, promotions, training, travel, assignments to Tribal and Urban programs through memoranda of agreement.

# Contact Us

Find contact information for Regional or HQ DCPS representatives on the DCPS website at <https://www.ihs.gov/dcps/regionaloffices/full-list-by-region/>

Or contact us at [IHSCorpsInquiries@ihs.gov](mailto:IHSCorpsInquiries@ihs.gov)

**The next IHS Corps Officers All-Hands will be  
3 March 2021 at 3:30 PM EST**

## Thank you!

