



INDIAN HEALTH SERVICE HEADQUARTERS

Welcome to the IHS Commissioned Corps All-Hands Call July 7, 2021

You will hear music as you wait for the meeting to begin.

Conference Dial In: 1-888-391-3141
Participant Code: 8680097

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





INDIAN HEALTH SERVICE HEADQUARTERS

IHS Corps Officers All-Hands

July 7, 2021

Division of Commissioned Personnel Support
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Agenda

- Commissioned Corps Updates
- Category Benchmarks
- Writing for Impact
- Answering Your Submitted Questions



Commissioned Corps Updates



Commissioned Corps Updates

- Modernization Effort
- Officer Promotion Verification System (OPPVS)
- Active Duty Dental Program – Delta Dental
- Practice Hours
- eCORPS
- Commissioned Officer List Serve



IHS Commissioned Corps Officers (14 Subscribers)



2022 Category Benchmarks



2022 Promotion Benchmarks

Promotion Precepts and Benchmarks

- | | |
|---|-----|
| 1. Performance Rating and Reviewing Official's Statement
(Performance) | 40% |
| 2. Education, training, and professional development | 20% |
| 3. Career progression and potential | 25% |
| 4. PHS Commissioned Corps (Officership) | 15% |



2022 Promotion Benchmarks

Eligibility for Promotion

- Basic Readiness Not-Qualified Status
 - Prior to Promotion Board (1 September – 1 January)
 - After Promotion Board (1 February – 1st day of the month officer's is effective for promotion)
- Readiness History for the previous 5 years (factoring in Precept 4), previously Readiness History was a 0% weight.



2022 Promotion Benchmarks

Factor 1: Performance

- COERs
- ROSs
- Award History



2022 Promotion Benchmarks

Factor 2: Education, Training and Professional Development

- Credentials
- Licensure
- Continuing Education
- Public Health Training & Experience



2022 Promotion Benchmarks

Factor 3 – Career Progression & Potential

- Mission Priority
- Billet Level
- Assignments
- Mobility
- Collateral Duties



2022 Promotion Benchmarks

Factor 4 – Professional Contributions & Officership

- Honor/Integrity
- Other Commissioned Corps and Professional Contributions
- Presentations and Outreach
- Basic Readiness



Writing for Impact



Writing for Impact

- Writing Style
- Effective Bullets
- Application



Writing Style

Why is it so important?

- Recognition
- Promotion



Writing Style

Who needs to know how to write using uniformed services style?

- Supervisors
- Commissioned Officers
- Anyone involved in the process



Writing Style

Formatting Techniques

- Clear, concise “bottom line” of an idea
- Single accomplishment and its impact



Writing Style

Punctuation and Grammar

- Bullets do not have periods
- Use exclamation marks sparingly
- Use double dashes, ellipsis and semicolons
- Avoid using articles, conjunctions and pronouns
- Avoid negative words



Writing Style

Writing Tips continued

- Hard hitting facts
- Active Voice
- Common Terms
- Validate with Comments
- Proofread



Effective Bullet

Three parts

- Action
- Result (accomplishment)
- Impact



Effective Bullet

Good Example

Managed \$4.2B training assets; provided superb training to 350 providers...100% area compliant

Poor Example

Truly outstanding officer, leader, supervisor and manager who possesses resourcefulness, initiative and character to accept and succeed at the most demanding of tasks



Effective Bullet

COER Accomplishments

Acting clinical director. Former operations chief for incident command.

Supervisor and evaluator for all providers including medical, pharmaceutical, psych, optometry, dental and dietary staff. Initiated drive-through mass testing protocol.

Questions:

What did the officer do? Both as clinical director and as the ops chief? How many staff? Instead of listing all the sections out summarize the number of sections and include the number of staff supervised. How did the officer initiate mass testing protocol?



Application

- Officer statement (OS)
- Reviewing official statement (ROS)
- Commissioned officers' Effectiveness Report (COER)
- Awards



Officer Statement

- Officer Only: 1 page document
- Three specific questions addressed:
 - Support of PHS Commissioned Corps Activities
 - Commitment to visibility of an officer
 - Vision and expectations of a career in the PHS Commissioned Corps including commitment to the USPHS mission



OFFICER'S STATEMENT
for 2021 Promotion Board Review

PHS 882901

SECTION I – Officer Information: enter your SERNO in the upper right corner. Enter your name and category below.

Officer Name (Last, First, MI)	Professional Category (e.g., Medical, Nurse, Health Services, Pharmacy, etc.)
	Dental

SECTION II – Address the following three points in bullet format in the space provided. Any additional sheets will be discarded.

1. Your support of PHS Commissioned Corps activities.
2. Your commitment to visibility as an officer.
3. Your vision and expectations of a career in the PHS Commissioned Corps, including commitment to the USPHS mission.

1. Support of PHS Commissioned Corps activities:

SECTION III – Signature

Signature & Date:

Reviewing Official Statement

- Reviewing Official Only: 1 page document
- Three specific questions addressed:
 - Promotion Readiness
 - Leadership
 - Mission

REVIEWING OFFICIAL'S STATEMENT
for 2011 Promotion Board Review

FBI SERNO

SECTION I – Officer Information: Enter officer's SERNO in the top right corner. Enter officer's name and category below.

Officer's Name (Last Name, First Name MI) Professional Category (Select from the drop-down menu.)

Health Services

SECTION II – Reviewing Official's Assessment must address the following three points in the space provided.

1. **PROMOTION READINESS:** Do you recommend this officer for promotion to the next higher rank?
2. **LEADERSHIP:** How does the officer take on a leadership role in the Command/Agency?
3. **MISSION:** How does the officer contribute to the mission of the Command/Agency?

(Text is limited to 3600 characters including spaces and returns.)

SECTION III – Signature

Reviewing Official Name/Title (please type or print) Reviewing Official Signature/Date:

SECTION IV – Commissioned Corp/ Liaison Verification

Liaison Signature/Date:



Commissioned Officer Effectiveness Report

- Officer Only:
 - Description
 - Goals
 - Accomplishments

SECTION 2: OFFICER'S COMMENTS: To Be Completed by Officer.
OFFICER INSTRUCTIONS: Describe your duties, goals and accomplishments during the performance period. Use the space provided. Additional pages will be discarded.
Description. Describe the main duties and responsibilities in your job during the performance period. (5 lines = 400 Courier New 10 pt. characters)
Goals. List your work-related goals for the next performance period and long term career goals. (5 lines = 400 Courier New 10 pt. characters)
Accomplishments. List your accomplishments related to the elements you will be rated on in section 3. (21 lines = 1680 Courier New 10 pt. characters)



Awards

- 1 – Single spaced typed page
 - Times New Roman, 12 point, 1 inch margins
 - If unavailable for use, use a comparable font
 - Standard Opening / Closing Statement
 - Awards Sections
 - Opening Statement
 - Bottom Line Up Front/Synopsis of Award Reason
 - Accomplishments/Impact
 - Closing Statement
 - Write out acronyms
 - Past Tense
-



Award Nomination Process

Justification Criteria:

Scope of Impact

Level of Achievement

Leadership/Initiative

Length of time

Exceeded Expectations



Award Nomination Process

MERITORIOUS SERVICE MEDAL

LIEUTENANT COMMANDER AURORA ROSE

Opening Statement:

The Meritorious Service Medal is awarded to Lieutenant Commander Aurora Rose for exceptionally meritorious service. Lieutenant Rose distinguished herself as Section Chief, Joint Regional Development Office assigned to Indian Health Service, Phoenix Area, Phoenix Indian Medical Center from 01 January 2018 to 06 July 2020.

Overview of Award:

During this period, Lieutenant Commander Rose led a 56 member team in the design, engineering and development of the first-ever single security architecture for the cyber maintenance standards. She was instrumental in helping senior leaders develop defensive cyber maintenance standards, tracking over 1,000 cyber inspections items across 16 locations. Under her guidance and leadership, during the 2019 Cyber Readiness Inspection, the maintenance flight was able to mitigate over 140,000 security vulnerabilities, catapulting the unit to the top three percent excellent rating and achieving the highest 2018 overall score.



Award Nomination Process

Accomplishments/Impacts:

- Updated intranet phone book – reducing calls to base operators by 80%
- Inspected, inventoried, and palletized \$735K of equipment for the units first deployment exercise
- Retooled the intranet by removing over a gigabyte of outdate content – recovered 1TB of valuable server space
- Disabled over 2,000 noncompliant webpages – directly contributed to the over “Excellent” rating on the Unit Compliance Inspection
- Created web-based qualification-training records tracking program – decreased paperwork by 90 percent and allowed for full accountability of the mobility personnel

Closing Statement:

The singularly distinctive accomplishments of Lieutenant Commander Rose reflect the highest credit upon herself and the United States Public Health Service.



Awards

- Specific Timelines

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

- All awards must be submitted by 31 August of each year to be reviewed and placed for that promotion year.



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)



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

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

Thank you!

