

#### 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



# 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**



## **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%



## **Eligibility for Promotion**

- Basic Readiness Not-Qualified Status
  - Prior to Promotion Board (1 September 1 January)
  - After Promotion Board (1 February 1<sup>st</sup> 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.



## Factor 1: Performance

- COERs
- ROSs
- Award History



## Factor 2: Education, Training and Professional Development

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



## <u>Factor 3 – Career Progression & Potential</u>

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



### <u>Factor 4 – Professional Contributions & Officership</u>

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



# **Writing for Impact**



## **Writing for Impact**

- Writing Style
- Effective Bullets
- Application



## Why is it so important?

- Recognition
- Promotion



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

- Supervisors
- Commissioned Officers
- Anyone involved in the process



## **Formatting Techniques**

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



#### **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 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?



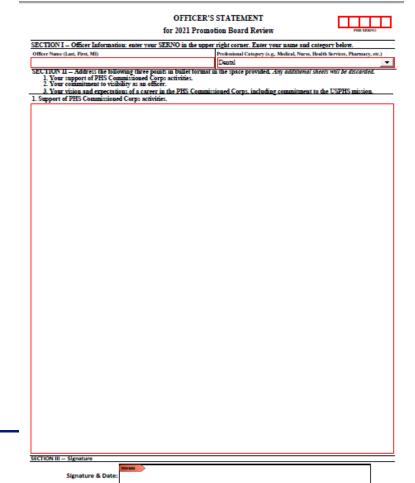
## **Application**

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



#### Officer Statement

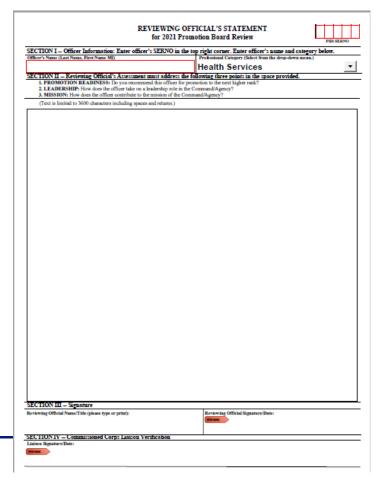
- Officer Only: 1 page document
- Three specific questions addressed:
  - Support of PHS Commissioned Corps Activities
  - Commitment to visibility of an officer
  - Vision and expectations of a career in the PHS Commissioned Corps including commitment to the USPHS mission





## **Reviewing Official Statement**

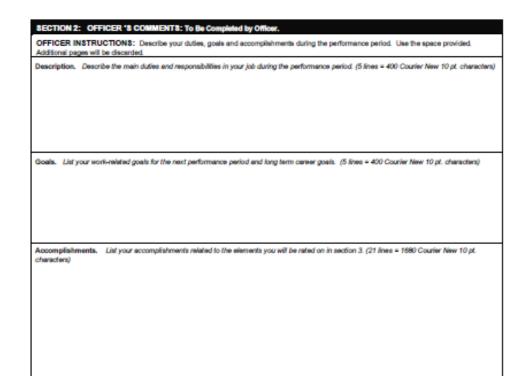
- Reviewing Official Only: 1 page document
- Three specific questions addressed:
  - Promotion Readiness
  - Leadership
  - Mission





## **Commissioned Officer Effectiveness Report**

- Officer Only:
  - Description
  - Goals
  - Accomplishments





#### **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 <a href="https://www.ihs.gov/dcps/regionaloffices/full-list-by-region/">https://www.ihs.gov/dcps/regionaloffices/full-list-by-region/</a>

Or contact us at <a href="mailto:IHSCorpsInquiries@ihs.gov">IHSCorpsInquiries@ihs.gov</a>

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

Thank you!

