

# Preparing for Promotion *Success*



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

# Agenda

- Begin with the Benchmarks
- Purposeful Promotion Documents
- Administrative Requirements
- Tips to Take Away
- Where to Find Help



# BEGIN WITH THE BENCHMARKS



# The Benchmarks

- Levels of achievement for each Category and grade
- Benchmarks determine the “best qualified” officer
- Each officer is compared to the best qualified officer
- Benchmarks are Guidelines, not requirements
- Most often adversely affected for IHS officers: Awards, Billet, Mobility, Officership Activities



## Promotion Precepts (Applicable to All Competitive Promotions)

<i>Precept</i>	<i>What's included?</i>	<i>Wt.</i>
Performance	COERs, awards, ROS	40%
Professional Qualifications	License, Advanced Degrees, Certifications, CEUs	20%
Career Progression/ Potential	Increased responsibility, billet, mobility, collateral duties	25%
Prof. Contributions to the Corps (Officership)	PAC, JOAG, uniform, recruitment, mentoring, PHS support activities	15%
Basic Readiness	Meets/Does not meet Board doesn't score this	*0%



# Benchmarks: Common Pitfalls

- Awards
- Reviewing Official Statement
- Billet
- Mobility
- Officer Statement
- Commissioned Corps Activities



# PURPOSEFUL PROMOTION DOCUMENTS



# Purposeful Promotion Documents

## Curriculum Vitae (CV)

- Category format
- Highlight important, impactful information
- Streamline it to address the benchmarks
- Consider the audience
  - Diversity of fields/expertise
  - Time constraints
- Address job/career-related weaknesses
- Back up statements with documentation





# Purposeful Promotion Documents

## Officer Statement (OS)

- One page document for officers to summarize:
  - Your support of PHS activities
  - Your commitment to visibility as an officer
  - Your vision and expectations of a career in the PHS Commissioned Corps, including commitment to the PHS mission
- Submitted through eDOCU
- Must be on the current year's form



# Purposeful Promotion Documents

## Officer Statement (OS)

- Avoid paragraphs unless value is added
- Highlight most impactful accomplishments
- Specify *contribution*, not just membership
- Focus on Corps/community/officership
- Address Corps-related under-developed areas
- Back up statements with documentation



# Purposeful Promotion Documents

## Reviewing Official's Statement (ROS)

- Allows the Agency to provide input:
  - ✓ Promotion readiness
  - ✓ Leadership attributes
  - ✓ Contributions to the *agency* mission
- Reviewing Official is typically the 2<sup>nd</sup> line supervisor (your supervisor's supervisor)
- Must be submitted through your CC Liaison
- Must be on the current year's form



# Purposeful Promotion Documents

## Reviewing Official's Statement (ROS)

- Inform supervisor and RO well in advance
- Provide link to the ROS section of the Promotions menu
- Draft supporting document
- Focus is on agency/command contribution
- Paragraphs *may* be more valuable than bullets
- Use to confirm statements in other documents and/or address perceived weaknesses.



# ADMINISTRATIVE REQUIREMENTS



# Administrative Requirements

Regardless of score, these must be met in order to be promoted

## Temporary Grade

- Required Annual COERs on file (last 5 years)
- A current satisfactory COER, if required
- A current valid license, if applicable
- No current or pending adverse actions
- Meet and maintain basic level of readiness



# Administrative Requirements

Regardless of score, these must be met in order to be promoted

## Permanent Grade

- A current satisfactory COER, if required
- Valid license
- No current or pending adverse actions
- Meet & maintain basic level of readiness
- Current 5 year Physical Exam on file w/Med. Affairs
- Report of Medical History (DD2807-1) *and*
- Disclosure Statement dated within 1 year of Apr. 30 of the promotion year



# TIPS TO TAKE AWAY





## Additional Tips to Take Away

- Remember the basics
  - Name and Serno on all documents
  - Adhere to formatting guidelines
  - Verify all documents are in the eOPF
  - Adhere to all deadlines on the Promotion Checklist
- Fulfill all administrative requirements
  - Not just at promotion time, but at all times



## Tips to Prepare

- Do not give up!
- Take responsibility for your promotion
- Confirm submitted documents are in the eOPF
- Ensure *current* credentials in the eOPF at all times
- Ensure the PIR/eOPF are correct
  - Submit corrections to [phsopffix@hhs.gov](mailto:phsopffix@hhs.gov) (contact us first)
- Always keep proof of submission



## Tips to Prepare

- Ensure the CV is formatted correctly & shows impact
- Do not embellish
- Back up CV claims with documentation
- Be concise and clear
- Be familiar with the Benchmarks
- Be familiar with the Promotion website and deadlines
- Assist the Reviewing Official with the ROS



## Tips to Prepare

- Spend appropriate time on the OS
  - Consider your community activities and how to promote the Corps as an officer and reflect it on the OS
  - Focus on PHS support activities, not your day-to-day job duties
- Consider rebutting a COER with which you do not concur (by Dec. 31 if eligible for promotion)
- Verify all required COERs are in the eOPF
- Do not wait until the eOPF deadline... please!!
- Seek help when needed



# Where to Find Help

From the CCMIS website: [dcp.psc.gov/ccmis/](https://dcp.psc.gov/ccmis/)

The screenshot shows a web browser window with the URL <https://dcp.psc.gov/ccmis/>. The page header includes the U.S. Public Health Service logo and the text "COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE". A search bar contains the text "I'm looking for...". A navigation menu is visible with the following items: Login, Assignments, COER, Compensation, Forms, Medical Affairs, Officer Support, Policy, Promotions (highlighted), Readiness, and Training Academy. The Promotions dropdown menu is open, displaying a list of links: Introduction, Promotion Results, Promotion Process, Competitive Promotion Eligibility (Temporary and Permanent), Non-Competitive Promotions, Promotion Year 2018 Checklist (due dates and reminders), Reviewing Official's Statement (ROS), Officer's Statement (OS), Electronic Official Personnel Folder (eOPF), Promotion Information Report (PIR), Commissioned Officer Effectiveness Reports (COERS), Curriculum Vitae (CV), Licensure and Certifications, Category Benchmarks, Career Counseling/Mentoring, Medical Requirements for Permanent Grade Promotion, RedDOG Force Readiness Information, Link to list of Chief Professional Officers (CPO) (PDF, 348kb), Link to list of Liaisons (PDF, 266kb), Link to list of Professional Advisory Committee (PAC) Chairs (PDF, 19kb), Promotion Board Recommendations, Not promoted? Now What?, and FAQs. On the left side of the page, there is a section for "About" with the "eCORPS" logo and a photo of a group of uniformed personnel. Below this is a link for "Commissioned Corps Leadership, Groups & Associations". At the bottom of the page, there is a "MANAGEMENT INFORMATION SYSTEM" banner. The browser's address bar shows the URL [https://dcp.psc.gov/ccmis/ccmis\\_menu\\_m.aspx?TITLE=Promotions](https://dcp.psc.gov/ccmis/ccmis_menu_m.aspx?TITLE=Promotions).



## Where to Find Help

- Directive/Policy:
  - Book: 1, Chapter: 2, Section 2, Instruction: 01 (CCD 122.01)
  - Book: 3, Chapter: 3, Sections 1, 2, and 3
    - CCI 331.01 – Permanent Grade
    - CCI 332.01 – Temporary Grade
    - CCI 333.01 – Failure to Promote
- Your IHS Regional CC/DCPS Liaison Office
- Category PAC/PAG\*
- [PHSPromotions@hhs.gov](mailto:PHSPromotions@hhs.gov)



# Summary

- Familiarize yourself with the promotion process
- Start planning early and be judicious
- Tailor documents to the audience and goals
- Submit supporting documentation
- Utilize available resources, including one-on-one promotion counseling
- FOLLOW UP to ensure a complete, accurate record



Thank you



Best wishes for Promotion  
Success

