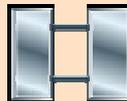


# Promotion Preparation for PY 2012



Angela Mtungwa, M.S.  
CDR, U.S. Public Health Service  
Office of Commissioned Corps Operations  
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240-453-6036



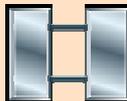


# Disclaimer

These slides:

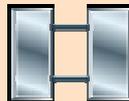
- are intended to assist in the presentation
- are not intended for distribution as a primary source of promotion information.
- are not intended as reference material.

The Promotion Information page of the CCMIS website has the most current information.



# Agenda

- General Promotions Update
- Understanding the Results
- Not Promoted? Now What?
- Preparing for PY2012 and Beyond
- Administrative Requirements
- Take Home Lessons
- Where to Find Help
- Eligibility Criteria





# General Promotions Update

- *Competitive* promotion results are available
- Permanent Promotions
  - All Permanent Promotions are competitive!
  - Personnel orders will be delayed
  - Eligibility will be reflected in the Secure Area
  - Ensure your email is up to date in Direct Access
- Temporary Promotions
  - Unchanged (O2 & O3 are still non-competitive)
  - Personnel orders for PY2011 are in eOPFs



# Agenda

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# Understanding the Results

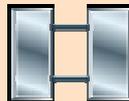
## Promotion Board Scoring

- In Your Secure Area

Individual Permanent Grade Promotion Results for Promotion Year 2011

<b>Grade Eligible</b>	<b>Board Results</b>	<b>With Readiness</b>	<b>Rank Order *</b>	<b>Board Recommendation</b>
P04	56.55	61.55	7	Y

\*Rank Order is your board score sequential position related to other officers' scores in your eligible grade and category.

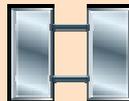




# Understanding the Results

## Promotion Board Scoring

- Promotion Board scoring has two parts:
  - An overall recommendation for promotion
    - Recommend
    - Not Recommend
    - Defer (Temporary grade only)
  - A numerical score for creating the rank order list
- A Recommend does not ensure an officer is promoted.
- A Not Recommend ensures an officer DOES NOT get promoted and faces further review.





# Understanding the Results

## Part 1: Recommendation

- Recommend – If the success rate was 100%, this officer should be promoted.
- Not Recommend – This officer should not be promoted and should be reviewed for retention.
- Defer (T grade only) – This officer is not ready for promotion to the next rank.
- Majority rules – the overall recommendation is determined by the majority.



# Understanding the Results

## Promotion Board Score Sheet

Category: HEALTH SERVICES OFFICER      Permanent    1    2      Date: 01/22/2011

### PART A - PRECEPT SCORES

(Scores reflect average of all raters)

Precept	Score	Board Review Profile
---------	-------	----------------------

Performance

93

Number of Recommends: 5

Professional Qualifications

93

Number of Non-Recommends: 0

Career Progression

90

Number of Recusals: 0

Officership

92

Total Board Members: 5

Overall Recommendation for Promotion:

Recommended

### PART B - STRENGTHS/SUGGESTIONS FOR IMPROVEMENT

Strength -- Strong Performance

Strength -- Substantial recognition from supervisors/others (e.g., awards)

Strength -- Highly productive/motivated

Strength -- Advanced degrees/education





# Understanding the Results

## Part 2: Numerical Score

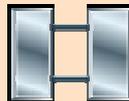
Each precept is scored 0 – 100 by each board member

0-5-10-15-20-25-30-35-40-45-50-55-60-65-70-75-80-85-95-100

– For each officer

– Excluding Precept 5 (Basic Readiness)

- Scores are averaged to obtain a Precept Score
- (Precept Score) x (Precept Weight) = Points
- Points are added to obtain a Total Score
- The Total Score determines the rank order list





# 2011 Promotion Board Calculation Example

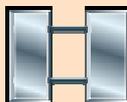
	<u>RATER 1</u>	<u>RATER 2</u>	<u>RATER 3</u>	<u>RATER 4</u>	<u>RATER 5</u>	<u>PRECEPT AVERAGE</u>
PERFORMANCE	95	90	90	95	95	<b>93</b>
PROF. QUAL.	90	95	95	95	90	<b>93</b>
CAREER PROG.	90	95	85	90	90	<b>90</b>
OFFICERSHIP	90	90	95	90	95	<b>92</b>

Performance =  $[95+90+90+95+95] = 465 / 5 = \text{AVERAGE RATER SCORE} = 93$

Professional Qualifications =  $[90+95+95+95+95+90] = 465 / 5 = \text{AVERAGE RATER SCORE} = 93$

Career Progression/Potential =  $[90+95+85+90+90] = 450 / 5 = \text{AVERAGE RATER SCORE} = 90$

Career Officer Characteristics =  $[90+90+95+90+95] = 460 / 5 = \text{AVERAGE RATER SCORE} = 92$





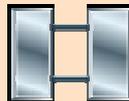
# 2011 Promotion Board Calculation Example

	BOARD AVERAGE		WEIGHT OF PRECEPT		WEIGHTED POINTS
PERFORMANCE	93	X	40%	=	37.20
PROF. QUALIFICATIONS	93	X	15%	=	13.95
CAREER PROGRESSION	90	X	25%	=	22.50
OFFICERSHIP	92	X	15%	=	13.80
			<b>95%</b>		<b><u>SUM = 87.45</u></b>

Precept score x Precept weight = Weighted Points per Precept

Sum of weighted points = Total Points

**FINAL POINTS = 87.45 + 5 FOR BASIC READINESS = 92.45**





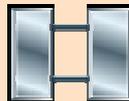
# Example of Rank Order List

## HSO Eligible for Temporary O-5

- 35 HSO officers eligible for T05
- Success rate of 45%

$$35 \times .45 = 15.75 \rightarrow \text{Rounded to } 16$$

On the rank order list, draw a line under the officer ranked 16<sup>th</sup>. His/her total score becomes the cutoff score.



# Copy of Rank Order List

Final Rank Order List for Officers Considered for Promotion for Board: 07SP016 (100%)



Report Printed: 03/09/2007  
Page 1 of 9 10:48:40AM

Grade Eligibility: P05

Rec	Officer Name	PHSNO	Corps	Reg Count	Grd Stk	100% AVG	Brd Rec	RATER 1 AVG	RATER 2 AVG	RATER 3 AVG	RATER 4 AVG	RATER 5 AVG
1			Regular	1	P05	92.75000	Y	100.00	96.05	100.00	78.95	86.84
2			Regular	2	P05	91.75000	Y	97.11	88.42	99.21	78.95	92.89
3			Regular	3	P05	90.65000	Y	100.00	91.32	97.11	75.26	87.11
4			Regular	4	P05	90.45000	Y	95.79	93.95	93.68	86.58	79.74
5			Regular	5	P05	89.95010	Y	98.68	88.68	93.42	78.32	90.00
6			Regular	6	P05	89.95000	Y	94.21	93.95	94.74	80.00	84.21
7			Regular	7	P05	89.75000	Y	97.89	93.68	92.37	76.84	85.26
8			Regular	8	P05	89.10000	Y	97.11	86.32	95.79	72.89	90.53
9			Reserve		P05	88.80000	Y	97.11	92.11	92.89	78.32	82.63
10			Reserve		P05	88.75020	Y	95.79	90.79	90.79	78.42	85.00
11			Reserve		P05	88.75000	Y	97.89	89.74	92.37	77.63	83.16
12			Reserve		P05	88.65000	Y	95.00	93.42	94.47	68.68	88.68
13			Regular	9	P05	88.55000	Y	97.89	86.05	93.16	78.95	83.68
14			Regular	10	P05	88.25000	Y	97.11	88.95	87.63	87.63	76.84
15			Regular	11	P05	87.90000	Y	91.32	91.58	93.68	78.68	81.05
16			Reserve		P05	87.80000	Y	100.00	91.05	88.95	72.63	82.11
17			Regular	12	P05	87.55000	Y	100.00	87.63	92.89	69.21	84.74
18			Regular	13	P05	87.20000	Y	97.11	94.47	93.16	68.16	79.74
19			Reserve		P05	86.75000	Y	99.21	89.47	84.74	76.05	80.79
20			Reserve		P05	86.60000	Y	92.37	91.58	85.26	75.00	85.26
21			Reserve		P05	86.20000	Y					80.00
22			Regular	14	P05	85.95020	Y				32	83.95
23			Reserve		P05	85.95000	Y				58	82.63
24			Reserve		P05	85.70000	Y				26	82.63
25			Reserve		P05	85.50000	Y				37	72.63
26			Reserve		P05	85.15000	Y				32	73.95
27			Reserve		P05	85.05000	Y				58	82.89
28			Reserve		P05	84.85000	Y				32	71.84
29			Reserve		P05	84.50000	Y				47	80.00
30			Reserve		P05	84.45000	Y				84	78.68
31			Reserve		P05	84.10000	Y	90.79	82.63	81.58	78.95	82.37
32			Reserve		P05	84.00000	Y	98.42	83.68	88.42	70.00	75.26
33			Reserve		P05	83.85000	Y	97.89	76.58	86.58	77.11	76.84
34			Regular	15	P05	83.60000	Y	92.89	82.89	86.58	77.63	74.74
35			Reserve		P05	83.75000	Y	92.89	84.21	87.89	78.16	71.32

Successful

All were recommended but not successful

Not successful

# Agenda

- General Promotions Update
- Understanding the Results
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- Eligibility Criteria

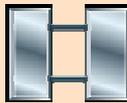


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# Not Promoted? Now What?

- Review the score sheet
- Schedule a meeting with your supervisor
- Seek mentoring through your PAC/Agency
- Review the 2012 Benchmarks
- Start addressing areas of concern now.
- Ensure the eOPF/PIR are accurate
- Don't be discouraged.

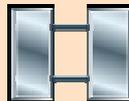


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# Agenda

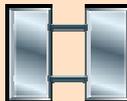
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# Preparing for PY2012 & Beyond

- Calculate eligibility for the next promotions
  - Click **Competitive Promotion**, then **Calculate Eligibility**
- Review the 2012 Benchmarks
- Start planning now for future promotions
  - Advanced degree
  - Advanced certification
  - Higher level position
- Review the Promotion Information Page
  - [http://dcp.psc.gov/promotions\\_table\\_of\\_contents.aspx](http://dcp.psc.gov/promotions_table_of_contents.aspx)
- Update your eOPF regularly



# Eligibility Worksheet

## Promotion Eligibility Worksheet

The requirements for promotion are found on the Promotion Information page at [http://dcp.psc.gov/promotion\\_pages\\_11/PY11\\_Cheat\\_Sheet.pdf](http://dcp.psc.gov/promotion_pages_11/PY11_Cheat_Sheet.pdf)

### Temporary Grade

Current T Grade (TG): \_\_\_\_\_ Next Higher T Grade (TG): \_\_\_\_\_

Training & Experience (T&E) Requirement	Time in Service (TIS) Requirement	Time in Grade (TIG) Requirement
A. TED: _____	D. Today's Date: _____	There is no TIG requirement for eligibility to O-2, O-3, or O-4.  <b>Complete this section only for eligibility to O-5 or O-6.</b>
B. T&E credit required for eligible T grade: _____ years	E. TIS required for eligible T grade: _____	
C. (A+B) TED + credit required = _____ This is your T&E Eligibility Date.	F. PHS Active Duty time: _____	
	G. Prior Active Duty Military Time: _____	
	H. (F+G): _____ + _____ = _____	
<b>If your rank is ENS or LTJG, you may stop here.</b>	<i>Align months with months, years w/years, days w/days</i>	Have you received a temporary promotion?
<b>All other ranks continue to Time In Service.</b>	<b>If <math>H \geq E</math> and you meet the required PHS time, enter Today's Date in K below &amp; go to Time in Grade</b>	<i>If NO, enter your CAD Date in L. If YES, enter the effective date of last TG promotion:</i>
	<b>If <math>H &lt; E</math>, continue below aligning months with months, days with days, and years with years.</b>	L. _____
	<b>5 yrs = 11m 30d 4y; 9 yrs = 11m 30d 8y</b>	M. TIG required: _____ years <i>(For eligibility to: O-5 enter 2; O-6 enter 3)</i>
	I. (E-H): _____ - _____ = _____	N. (L+M): TG Effective Date + TIG required
	J. (D+I): _____ + _____ = _____	
	<b>Enter J in K.</b>	
C: T&E Eligibility Date: _____	K: TIS Eligibility Date: _____ <i>If no TIS requirement, enter None.</i>	N. TIG Eligibility Date: _____ <i>If no TIG requirement, enter None</i>

O. Enter the later of the dates in C, K, or N: \_\_\_\_\_. This determines your eligibility for temporary promotion.  
Is the date in O the first of the month? If YES, this is the effective date of the promotion. If NO, the effective date is the 1st of the following month.

<b>Effective date of next temporary promotion:</b> _____	Promotion boards meet in the spring to review officers eligible during the upcoming promotion year. The promotion year (PY) runs from July 1 - June 30.  <i>Example: PY2012 runs July 1, 2012 to June 30, 2013</i>  <i>The promotion board would meet in Spring 2012.</i> eOPFs must be updated by Dec. 31 prior to the boards. In the example above, the deadline is Dec. 31, 2011.
<b>Deadline to update your eOPF:</b> _____	
<p>TED (T&amp;E Date) may be found on your personnel orders or PIR CAD Date is found on your CAD personnel orders or PIR Effective Date of last temporary (TG) promotion is found on the latest temporary promotion orders</p>	

### Permanent Promotion

For Permanent Promotion, simply add the required credit to the appropriate TED, SCD, or PCD to determine effective date of next permanent promotion.

<b>TED = Training and Experience Date</b>	<b>SCD = Seniority Credit Date</b>	<b>PCD = Promotion Credit Date</b>	<i>These dates are located on the PIR.</i>
<b>PIR = Promotion Information Report</b>	<b>CAD = Call to Active Duty</b>		

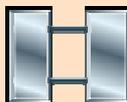


# PY2012 Promotion Precepts

(Applicable to All Classifications of Promotion)

<i>Precept</i>	<i>What's included?</i>	<i>Wt.</i>
Performance	COER, 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, OBC, uniform, recruitment, mentoring, PHS support activities	15%
Basic Readiness	Meets/Does not meets	*0%

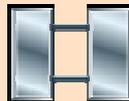
**\*Basic Readiness is still an administrative requirement**





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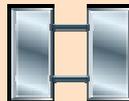
# Administrative Requirements

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

- Annual COERs on file (last 5 years) (T grade)
- A current satisfactory COER
- Valid license, if required\*
- No current or pending adverse actions
- Meet & maintain basic level of readiness

## Permanent Grade Only

- Current 5 year physical exam in MAB
- Report of Medical History (DD2807-1) and “Disclosure Statement” within 1 year in MAB





# To Receive any Promotion

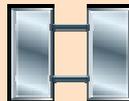
Officers Must Meet **and** Maintain Basic Readiness Status

OCCO performs a pre-board (Dec. 2011) and a post-board (March 2012) Readiness check

Officers not Basic Ready at the pre-board check will receive an automatic *Not Recommend*\* for promotion.

Officers not Basic Ready at the post-board check will be removed from the promotion pool, regardless of score.

\*Temporary grade – Also referred to a Retention Review Board





# Unsuccessful Promotion Attempts

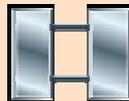
Amendment to the Three and Freeze Policy for Temporary Grade

## Retention Review Board

- Score in the lowest 10% 3 consecutive years
- Not Basic Ready
- Not Recommend from the promotion board

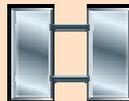
## Required Counseling

- Score in the lowest 25% of the rank order list
- Defer from the promotion board



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# The Official Personnel Folder and Officer's Statement



Your only opportunity to place items  
before the Promotion Board.

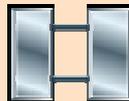




# Promotion Boards

What do they see?

-  COERs
-  PIR
-  CV
-  Continuing Education Summary
-  OS & ROS
-  Letters of appreciation
-  Awards
-  Licenses/Certifications/Credentials





# Promotion Boards

## What they do not see

- Medical information
- Compensation information
- Personal information: marriage/divorce, birth certificates, insurance
- Previous board scores
- Previous OS/ROS
- Readiness Status
- Documents that haven't been submitted





# Take Home Lessons

- Take responsibility for your promotion
- Determine your eligibility
- Don't assume anything
- Confirm faxed documents are in the eOPF
- *Current* credentials in the eOPF at all times
  - Faxed to the Licensure Tech at 240-453-6142
- CV formatted correctly & shows impact
- Always add your PHS # to all faxed docs
- Always keep the fax confirmation sheet





# Take Home Lessons

- Electronic Official Personnel File (eOPF)
  - Fax: 301-480-1436 or 301-480-1407
- Ensure the PIR/eOPF are correct
  - Submit corrections to [phsopffix@hhs.gov](mailto:phsopffix@hhs.gov)
- Letters of appreciation cannot mention promotion
- Verify all required COERs are in the eOPF
- Go beyond membership to contribution
- Do not embellish
- Back up CV claims with documentation





# Take Home Lessons

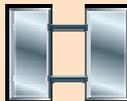
- Assist your Reviewing Official with the ROS
- Spend appropriate time on the OS
- Ensure OS & ROS are on the current year's form
- Be familiar with the Benchmarks
- Be involved in your PAC/PAG
- Be familiar with the Promotion Information page
- Board members have ~ 10 mins. to review your file. Be concise & clear.





# Take Home Lessons

- If a negative COER is unfair or inaccurate, submit a rebuttal by Jan. 15.
- Do not wait until the eOPF deadline
- Seek help from the Liaison if an ROS or COER isn't being done.
- Prepare early and often
- Promotion preparation is a marathon, not a sprint
- Seek help when needed.



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COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE MANAGEMENT INFORMATION SYSTEM

**FLU.GOV**  
Know what to do about the flu.  
VISIT FLU.GOV  
SHARE THIS WIDGET

- Promotion Information
- Billet Information
- DEERS
- Direct Access Training Video
- Admin Code Lookup
- Online Applicant System
- Regular Corps Assimilation Program
- Information Regarding the Detailing of Officers
- Travel and Transportation Information
- Official Forms
- On-line Application Requests
- Associate Recruiter

**E-Bulletin**  
View the current or archived issues of our e-bulletin

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**Contact Us**  
Contact the office of the Commissioned Corps

**Home** August 16, 2010

the Commissioned Corps Management Information System Web site



**12th Anniversary to the Marine Hospital Fund**  
to the eventual creation of the Commissioned Corps of the U.S. Public Health Service (Corps).

Corps as we know it today grew from a law that was initially passed by the 5th Congress and signed into law on 16 July 1798, by John Adams, the Act for the Sick and Disabled Seaman.

**Interagency Institute for Health Care Executives**

**ISSUANCE**

Electronic Commissioned Corps Issuance System Recent Updates

-  **POM 10-001, Uniform of the Day - Spring and Summer 2010**  
15 April 2010.
-  **PPM 10-003, Revision to Incentive Awards Program**  
05 April 2010.



# COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE MANAGEMENT INFORMATION SYSTEM

## Promotion Information Web Site

- » Promotion Process
- » Competitive Promotion Eligibility (Temporary and Permanent)
- » Non-Competitive Promotions
- » Exceptional Proficiency Promotions (EPP)
- » Promotion Year 2010 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)

### Introduction

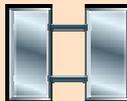
Welcome to the Promotion Information Web site! The promotion system can be confusing and frustrating at times, but we have created this site to provide officers with as much familiar with this information as possible about the process. All officers should become very familiar with this information as it will help you prepare for success in this process. This Web site is the official source of promotion information. The Office of Commissioned Corps Operations (OCCO) strongly urges against using any information that may be found elsewhere as it may be outdated or incorrect.

If you are eligible for promotion during Promotion Year 2010 (PY10), which is all officers with a temporary grade eligibility date from July 1, 2010 through June 1, 2011 and/or a permanent grade eligibility date from July 1, 2010 through June 30, 2011, **please thoroughly review all the information in the table of contents to the left.** It contains vital information pertinent to preparing for promotion.

Promotion policy information is contained in the electronic Commissioned Corps Issuance System (eCCIS) which is available on the [CCMIS web site](#). From the main web site, select "Publications," "Commissioned Corps Issuance System", "Table of Contents", "Book 3 - Personnel Management", "Chapter 3 - Promotions and Reductions" and then "Section 1 [Inst 331.01]" for Permanent Grade policy and "Section 2 [Inst 332.01]" for Temporary and EPP Grade policies.

# Where to Find Help

- Promotion info page:  
[http://dcp.psc.gov//promotions\\_table\\_of\\_contents.aspx](http://dcp.psc.gov//promotions_table_of_contents.aspx)
- Electronic COMMISSIONED CORPS ISSUANCE SYSTEM (eCCIS):
  - Book: 1, Chapter: 2, Section 2, Instruction: 01
  - Book: 3, Chapter: 3, Sections 1, 2, and 3
- Your Agency Liaison, PAC/PAG, senior officers
- [PHSPromotions@hhs.gov](mailto:PHSPromotions@hhs.gov) or 240-453-6036
  - include your PHS number for all non-generic questions



# Questions?





# Eligibility Requirements

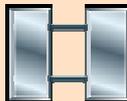
## Temporary Grade and Exceptional Proficiency Promotions

✓ Training and Experience Credit

✓ Time in Service

✓ Time in Grade

The effective date is date you meet the last requirement if it is the 1<sup>st</sup> of the month, or the 1<sup>st</sup> of the following month.



# Temporary 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	None
O-3	8 years	None	None
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 by prom 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

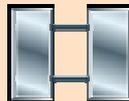


# Calculating Temporary Grade Promotion Eligibility

**PYNN – July 1, 20NN to June 30, 20(NN+1)**  
**PY12 runs from July 1, 2012 to June 30, 2013**  
**PY12 boards meet in Spring 2012**

## Example – LCDR Ima Engineer

- TED: January 1, 1996 + **17 years** = Jan 1, 2013 ✓
- 7 years PHS service (**5 years service w/2 in PHS?**) ✓
- 3 years as an O-4 (**2 years as O-4?**) ✓



# Calculating Eligibility Example #2

PYNN – July 1, 20NN to June 30, 20(NN+1)

## Example – CDR Ywanna B. Adoc

- TED: October 1, 1987 + **24 years** = **Oct. 1, 2011**
- TIS (**Need 9 years service with at least 3 in PHS**)
  - Prior Navy with 2 years active duty service
  - CAD in PHS: August 3, 2009 + **7 years** = **August 3, 2016**  
(August 3, 2009 + **9 years** – 2 years prior Navy)
- TIG (**Need 3 years as an O-5**)
  - CAD as O-5 on Aug. 3, 2009 + **3 years** = **August 3, 2012**

What would be the effective date? September 1, 2016

Deadline to update the eOPF? December 31, 2015



# Permanent Promotion Eligibility

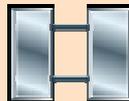
<b>Eligible Grade</b>	<b>Credit Required for Regular Corps Officers</b>
O-2	7 years T&E
O-3	3 years Promotion Credit
O-4	10 years Promotion Credit
O-5 Restricted	7 years Seniority Credit
O-5 Non-Restricted	17 years Promotion Credit
O-6	4 years Seniority Credit





# 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 and/or professional experience, or unique qualifications
- Officer can only be nominated once per grade
- Board is unaware of which officers are EPP nominees and which are eligible in their own right



# 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)

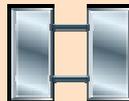
Must meet TIG. Can meet TED or TIS, but not BOTH





# Criteria for EPP Nominations

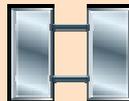
- Officers cannot be eligible in their own right
- Officer must meet time in grade requirement
- Officer must be in a billet grade equal to or greater than the eligible rank
- Officer is in compliance with all requirements
  - Standards of Conduct
  - Licensure
  - COERs
  - Basic Readiness





# Exceptional Proficiency Promotion Process

- OCCO will only recognize nominations from Agency/OPDIV directors or their designees.
- Agencies receive quotas
  - 5% of total eligible for EPP in the agency
- An officer will be advised by the agency of the EPP nomination effort, so they can prepare their eOPF.
- Officer and Reviewing Official Statements must be submitted to the officer's eOPF by the deadline.





# Exceptional Proficiency Promotion

- Officers transferring from a ***nominating*** agency will be removed from consideration unless
  - Supported by the ***receiving*** agency
  - Receiving agency has not met its quota
- Officers transferring to a lower billet than required will be removed from consideration
- EPP candidates are subject to all consequences of low scoring or a *Not Recommend/Deferral*

