

# 2009 ENGINEER CATEGORY BENCHMARKS

## PY 2009 Guidance Regarding Promotion Precepts and Benchmarks for Commissioned Corps Officers

Officers preparing for promotion need to be familiar with the 5 promotion precepts described in the electronic Commissioned Corps Issuance System (eCCIS) Instructions 331.01 and 331.02 (old CCPM CC23.4.1 Permanent Grade Promotions and CC23.4.2 Temporary Grade Promotions), and noted below. To assist officers in better understanding the promotion precepts, the precepts are described in terms of factors that may be considered in scoring that precept. Each factor has a benchmark, which is a level of achievement for the officer given the category and grade. The purpose of this guidance is to inform officers and promotion boards of the levels of achievement per promotion precept generally considered to describe the “best qualified” officer for a specific category at a specific grade. This document can also benefit the officer in setting some personal long term goals for his or her career advancement.

The Chief Professional Officers (CPO) and Professional Advisory Committee (PAC) Chairs, in consultation with their constituent category members, revise the Benchmarks annually to reflect the ever changing missions and policies of the Corps. All five promotion precepts are identical for all categories, as are the benchmarks for promotion precepts 1, 4, and 5. The benchmarks for promotion precepts 2 and 3 are category-specific. Except for the promotion precept 5, “Readiness”, which has criteria developed by the Office of Force Readiness and Deployment, the benchmarks for the other precepts are not criteria required for promotion.

Benchmarks are levels of achievement and/or standards of excellence that describe the “best-qualified” officer. They serve as a basis by which officers can be measured within each category. The members of the Promotion Boards review the service records of each officer under consideration for promotion and each assigns a score for the specific promotion precept. Promotion Board members exercise their professional judgment and discretion in the review and rating of each record. No Officer is expected to meet all of the benchmarks. The Benchmarks are not to be considered a checklist of activities that must be completed in order to be promoted. Quality of service is more important than quantity.

The individual factors within each precept are not listed in priority order. The importance of each factor is left to the discretion of the Promotion Boards. There is no time period that limits which of the officer’s activities and accomplishments are eligible for consideration. However, activities and accomplishments subsequent to an officer’s last promotion should receive priority consideration.

The promotion precepts are weighted as follows:

- |   |     |
|---|-----|
| 1. Performance Rating and Reviewing Official Statement<br>(Performance)                   | 40% |
| 2. Education, training, and professional development                                      | 15% |
| 3. Career progression and potential   | 25% |
| 4. Professional contributions and services to the<br>PHS Commissioned Corps (Officership) | 15% |
| 5. Response Readiness   | 5%  |

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Promotion Board members examine many documents in the officer's electronic Official Personnel Folder (eOPF) during the promotion review. Examples of these documents include, but are not limited to: Commissioned Officers' Effectiveness Report (COER), Promotion Information Report (PIR), curriculum vitae, the Officers Statement, award narratives, and letters of appreciation. The most recent COERs (e.g., the last 3-5 years) are generally given the most consideration by Promotion Board members, although earlier COERs may also be reviewed. Promotion Board members evaluate both the letter values of the COER and the accompanying narrative.

Career development resources (e.g., Curriculum Vitae (CV) reviews, mentoring, internet training tools, career development seminars, fellow officers) provided by the PACs, agency liaisons, Office of Commissioned Corps Operations (OCCO), and the CPOs should be explored and fully utilized by all officers.

The benchmarks will continue to evolve as the Commissioned Corps continues to evolve. Any comments or suggestions that you have on the Benchmarks may be submitted to your PAC Chair, and will be carefully considered for incorporation into the next annual revision.



## 2009 ENGINEER CATEGORY BENCHMARKS

<b>1. Performance Rating and Reviewing Official Statement (Performance) – continued</b>			
<b>Factor</b>	<b>Benchmarks T-O4/P-O3</b>	<b>Benchmarks T-O5/P-O4</b>	<b>Benchmarks T-O6/P-O5/P-O6</b>
<ul style="list-style-type: none"> <li>• <b>Reviewing Official’s Assessment</b></li> <li style="padding-left: 20px;"><b>- Promotion Readiness</b></li>   <li style="padding-left: 20px;"><b>- Leadership Role in Command/Agency</b></li>               <li style="padding-left: 20px;"><b>- Contribution to the Mission of the Command/Agency and PHS</b></li> </ul>	<p>Yes, including Reviewer’s comments regarding officer’s readiness for promotion.</p> <p>Contributes (Reviewer’s assessment of the significance of officer’s contribution)</p> <p>a) in a management, supervisory, or leadership position</p> <p style="text-align: center;">and/or</p> <p>b) as a member of a task force or similar group at the Branch, Division, Area, Agency or CC level or local, regional, national, or international level</p> <p style="text-align: center;">and/or</p> <p>c) through publications or other written communication or oral presentations.</p> <p>Performs duties assigned by supervisor.</p>	<p>Yes, , including Reviewer’s comments regarding officer’s readiness for promotion.</p> <p>Contributes and exhibits leadership (Reviewer’s assessment of the significance of officer’s contribution)</p> <p>a) In a management, supervisory, expert and/or leadership position</p> <p style="text-align: center;">and/or</p> <p>b) as a member or leader of a task force or similar group at the Branch, Division, Area, Agency or CC level or local, regional, national, or international level</p> <p style="text-align: center;">and/or</p> <p>c) provides Office, Bureau, or Area-level expertise through publications or other written communication or oral presentations.</p> <p>Performs duties assigned by supervisor. Engages in collateral activities that contribute to the Agency/PHS mission.</p>	<p>Yes, including Reviewer’s comments regarding officer’s readiness for promotion.</p> <p>Leads (Reviewer’s assessment of the significance of officer’s contribution)</p> <p>a) In a management, supervisory, expert, and/or leadership position</p> <p style="text-align: center;">and/or</p> <p>b) leads a task force or a similar group at the Branch, Division, Area, Agency or CC level or local, regional, national, or international level</p> <p style="text-align: center;">and/or</p> <p>c) provides agency-level expertise through publications or other written communication or oral presentations.</p> <p>Compelling evidence that career duties and collateral activities contribute to the PHS mission.</p>
<ul style="list-style-type: none"> <li>• <b>Honor/Integrity/Duty</b></li> </ul>	<p>Unquestioned</p> <p>Displaying honor and integrity as an officer.</p> <p>No outstanding disciplinary or behavioral issues or adverse actions documented in eOPF.</p>	<p>Unquestioned</p> <p>Displaying honor and integrity as an officer.</p> <p>No outstanding disciplinary or behavioral issues or adverse actions documented in eOPF.</p>	<p>Unquestioned</p> <p>Displaying honor and integrity as an officer.</p> <p>No outstanding disciplinary or behavioral issues or adverse actions documented in eOPF.</p>

## 2009 ENGINEER CATEGORY BENCHMARKS

<b>2. Education, Training &amp; Professional Development</b>			
<b>Factor</b>	<b>Benchmarks T-O4/P-O3</b>	<b>Benchmarks T-O5/P-O4</b>	<b>Benchmarks T-O6/P-O5/P-O6</b>
<ul style="list-style-type: none"> <li><b>Degrees</b></li> </ul>	If no certification or licensure, an advanced degree that is consistent with Regular Corps Appointment requirements (eCCIS Inst 231.01 (old CCPM CC23.3.4)).	Advance degree that is consistent with Regular Corps Appointment requirements (eCCIS Inst 231.01 (old CCPM CC23.3.4)).	Advance degree that is consistent with Regular Corps Appointment requirements (eCCIS Inst 231.01 (old CCPM CC23.3.4)).
<ul style="list-style-type: none"> <li><b>Certifications, Credentialing, Licensure</b></li> </ul>	If no advanced degree, certification or licensure that is consistent with Regular Corps Appointment requirements (eCCIS Inst 231.01 (old CCPM CC23.3.4)).	Certification or licensure that is consistent with Regular Corps Appointment requirements (eCCIS Inst 231.01 (old CCPM CC23.3.4)). Other job-related certifications or licensure should be considered as value added.	Certification or licensure that is consistent with Regular Corps Appointment requirements (eCCIS Inst 231.01 (old CCPM CC23.3.4)). Other job-related certifications or licensure should be considered as value added.
<ul style="list-style-type: none"> <li><b>Continuing Education</b></li> </ul>	Average of 3 CEU's per year exhibiting continuous growth of the officer's education (i.e., technical, leadership, and management).		
<ul style="list-style-type: none"> <li><b>Public Health Training/Experience</b></li> </ul>	Completed BOTC. Possess current BLS. Board should give additional credit to training (for example, EMT or paramedic, or advanced readiness, or bioterrorism training, or other courses that contribute to the public health mission of the Corps).	Obtained CCTR. Possess current BLS. Leadership development and work experience in leading public health programs and initiatives. Board should give additional credit to training (for example, EMT or paramedic, or advanced readiness, or bioterrorism training, or other courses that contribute to the public health mission of the Corps).	Have CCTR and current BLS. A leader of public health programs and initiatives. Board should give additional credit to training (for example, EMT or paramedic, or advanced readiness, or bioterrorism training, or other courses that contribute to the public health mission of the Corps).

## 2009 ENGINEER CATEGORY BENCHMARKS

<b>3. Career Progression &amp; Potential</b>			
<b>Factor</b>	<b>Benchmarks T-O4/P-O3</b>	<b>Benchmarks T-O5/P-O4</b>	<b>Benchmarks T-O6/P-O5/P-O6</b>
<ul style="list-style-type: none"> <li><b>Billet(s)</b></li> </ul>	Currently occupy a billet equal to or greater than 0-4	Currently occupy a billet equal to or greater than 0-5	Currently occupy a billet equal to or greater than 0-6
<ul style="list-style-type: none"> <li><b>Assignments (OCCO Orders)</b></li> </ul>	1-2 assignments that demonstrate progressively more responsibility, ability, and independence	2-4 assignments that demonstrate progressively more responsibility, ability, and independence	4-5 assignments that demonstrate progressively more responsibility, ability, and independence; at least 2 assignments demonstrating programmatic leadership
<ul style="list-style-type: none"> <li><b>Mobility – Geographic and/or Programmatic (physical move or change of agency or change of program within an agency)</b></li> </ul>	<p>&gt; 1</p> <p>Board should give additional credit for Isolation Hardship locations and hard to fill positions occupied since the last promotion.</p>	<p>≥ 3</p> <p>Board should give additional credit for Isolation Hardship locations and hard to fill positions occupied since the last promotion.</p>	<p>≥ 5</p> <p>Board should give additional credit for Isolation Hardship locations and hard to fill positions occupied since the last promotion.</p>
<b>Vision &amp; Expectations</b> <ul style="list-style-type: none"> <li><b>Assimilation</b></li> <li><b>Future value to Corps</b></li> </ul>	Applied for Assimilation	Assimilated - Regular Corps; or recommended and awaiting Senate confirmation	Assimilated – Regular Corps
<ul style="list-style-type: none"> <li><b>Collateral Duties (Not Covered by Billet and less than 30 days) (such as participation in Agency mission-related duties not in billet description)</b></li> </ul>	<p>≥ 1</p> <p>At the local level as a team member.</p>	<p>≥ 3</p>	<p>≥ 5</p> <p>With some of the duties indicating national leadership.</p>

## 2009 ENGINEER CATEGORY BENCHMARKS

<b>4. Professional contributions and services to the PHS Commissioned Corps (Officership)</b>			
<b>Factor</b>	<b>Benchmarks T-O4/P-O3</b>	<b>Benchmarks T-O5/P-O4</b>	<b>Benchmarks T-O6/P-O5/P-O6</b>
<ul style="list-style-type: none"> <li><b>Membership/Involvement in PAC and Advisory Groups (e.g., Junior Officers Advisory Group, Minority Officers Liaison Council)</b></li> </ul>	Appointed member or volunteer. Contribution should be documented.	Appointed member or volunteer. Leads subcommittee or plays substantive role. Contribution should be documented.	Appointed member or volunteer who demonstrates leadership as Chair or Vice-chair, or leads subcommittees, or plays substantive role. Contribution should be documented.
<ul style="list-style-type: none"> <li><b>Recruitment Activities</b></li> </ul>	If any, recruitment activity contribution should be documented.	Associate Recruiter, formal appointment, active participation documented; other documented formal recruitment efforts or similar activities.  Informal recruitment activity, contribution should be documented.	Associate Recruiter Lead or Associate Recruiter, formal appointment, active participation documented; other documented formal recruitment efforts or similar activities.  Informal recruitment activity, contribution should be documented.
<ul style="list-style-type: none"> <li><b>Mentoring</b></li> </ul>	Participates in regular one-on-one mentoring or group mentoring either as a mentor or mentee, as evidenced by documentation in the CV.	Participates in regular one-on-one mentoring or group mentoring as a mentor as evidenced by documentation in the CV.  Completing a mentor assignment in the category's Mentoring and Orientation Program verified via letter from the Chair of the Category PAC Mentoring and Orientation Subcommittee, or  Serve as an assigned mentor to a less tenured officer, intern, or employee for at least 6 months with appropriate PAC documentation.	Participates in regular one-on-one mentoring or group mentoring as a mentor as evidenced by documentation in the CV.  Completing a mentor assignment in the category's Mentoring and Orientation Program verified via letter from the Chair of the Category PAC Mentoring and Orientation Subcommittee, or  Serve as an assigned mentor to a less tenured officer, intern, or employee for at least 6 months with appropriate PAC documentation.
<ul style="list-style-type: none"> <li><b>Basic Officer Training Course (BOTC) and Independent Officer Training Course (IOTC)</b></li> </ul>	Commissioned Corps Training Ribbon (CCTR) awarded.	Commissioned Corps Training Ribbon (CCTR) awarded.	Commissioned Corps Training Ribbon (CCTR) awarded.

## 2009 ENGINEER CATEGORY BENCHMARKS

<b>4. Professional contributions and services to the PHS Commissioned Corps-(Officership) – continued</b>			
<b>Factor</b>	<b>Benchmarks T-O4/P-O3</b>	<b>Benchmarks T-O5/P-O4</b>	<b>Benchmarks T-O6/P-O5/P-O6</b>
<b>●PHS Service Awards</b>	1	2	3
<ul style="list-style-type: none"> <li>• <b>Commitment to Visibility</b></li> <li style="padding-left: 20px;">- <b>Wearing of uniform</b></li> <li style="padding-left: 20px;">- <b>Presentations and outreach acknowledge the Corps</b></li> </ul>	<p>Wears the uniform every business day even if it exceeds the Local Uniform Authority (LUA) minimum, or as appropriate for officers on foreign tour.</p> <p>Oral presentations include acknowledgement of the Commissioned Corps; uniform wear at local and national meetings or activities of professional organizations</p>	<p>Wears the uniform every business day even if it exceeds the Local Uniform Authority (LUA) minimum, or as appropriate for officers on foreign tour.</p> <p>Oral presentations include acknowledgement of the Commissioned Corps; uniform wear at local and national meetings or activities of professional organizations</p>	<p>Wears the uniform every business day even if it exceeds the Local Uniform Authority (LUA) minimum, or as appropriate for officers on foreign tour.</p> <p>Oral presentations include acknowledgement of the Commissioned Corps; uniform wear at local and national meetings or activities of professional organizations</p>
<ul style="list-style-type: none"> <li>• <b>Other Commissioned Corps activities involvement such as but not limited to: e.g.,</b></li> <li style="padding-left: 20px;">PHS Administrative Boards</li> <li style="padding-left: 20px;">Honor Guard</li> <li style="padding-left: 20px;">Aide-de-Camp</li> <li style="padding-left: 20px;">PHS Ensemble</li> <li style="padding-left: 20px;">Transformation workgroups</li> </ul>	<p>Minimal Participation</p> <p>Frequency and/or impact documented</p>	<p>Participates and exhibits leadership</p> <p>Frequency and/or impact documented</p>	<p>Participates and exhibits leadership</p> <p>Frequency and/or impact documented</p>

## 2009 ENGINEER CATEGORY BENCHMARKS

### 5. *Readiness*

Factor	Benchmarks T-O4/P-O3	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
	<p>For PY 2009, officers can meet this standard by meeting <u>all</u> of the requirements of the “OFRD Basic Level” of readiness that are in place for the OFRD program as referenced in the Manual Circular, “PHS Readiness Standards”.</p> <p><b>Application of Benchmark Standard:</b></p> <p>Officers who satisfy <u>all</u> the requirements for PY 2009 will be given the maximum number of points under the Readiness Precept.</p> <p>Officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive zero points under the Readiness Precept.</p> <p>In addition and for <b>Temporary Grade promotion only</b>, officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive an automatic “Not Recommend” by the Annual Temporary Promotion Board. Officers “not recommended” for promotion will be referred to a Retention Board.</p>	<p>For PY 2009, officers can meet this standard by meeting <u>all</u> of the requirements of the “OFRD Basic Level” of readiness that are in place for the OFRD program as referenced in the Manual Circular, “PHS Readiness Standards”.</p> <p><b>Application of Benchmark Standard:</b></p> <p>Officers who satisfy <u>all</u> the requirements for PY 2009 will be given the maximum number of points under the Readiness Precept.</p> <p>Officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive zero points under the Readiness Precept.</p> <p>In addition and for <b>Temporary Grade promotion only</b>, officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive an automatic “Not Recommend” by the Annual Temporary Promotion Board. Officers “not recommended” for promotion will be referred to a Retention Board.</p>	<p>For PY 2009, officers can meet this standard by meeting <u>all</u> of the requirements of the “OFRD Basic Level” of readiness that are in place for the OFRD program as referenced in the Manual Circular, “PHS Readiness Standards”.</p> <p><b>Application of Benchmark Standard:</b></p> <p>Officers who satisfy <u>all</u> the requirements for PY 2009 will be given the maximum number of points under the Readiness Precept.</p> <p>Officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive zero points under the Readiness Precept.</p> <p>In addition and for <b>Temporary Grade promotion only</b>, officers who do not satisfy <u>all</u> the requirements for PY 2009 will receive an automatic “Not Recommend” by the Annual Temporary Promotion Board. Officers “not recommended” for promotion will be referred to a Retention Board.</p>

Note: Officers may submit a request for a temporary medical waiver to the Medical Affairs Branch for medical issues related to vaccinations or the Annual Physical Fitness Test.