

## 2004 HSO Promotion Benchmarks – Final 01/21/04

<i>1. Performance</i>			
BENCHMARK/GRADE	0-4	0-5	0-6
<b>COERs and COER attachments (past 3 years)</b>	The primary focus in reviewing the COER should be on the accompanying narrative. Narrative indicates progression of responsibility, achievement and contributions to the agency mission. A secondary assessment of the COER will include a review of the COER score, in the context of looking at performance trends. The officer should be in a billet at or above their grade.	The primary focus in reviewing the COER should be on the accompanying narrative. Narrative indicates progression of responsibility, achievement and contributions to the agency mission. A secondary assessment of the COER will include a review of the COER score, in the context of looking at performance trends. The officer should be in a billet at or above their grade.	The primary focus in reviewing the COER should be on the accompanying narrative. Narrative indicates progression of responsibility, achievement and contributions to the agency mission. A secondary assessment of the COER will include a review of the COER score, in the context of looking at performance trends. The officer should be in a billet at or above their grade.
<ul style="list-style-type: none"> <li>• <b>Award History --</b></li> <li><input type="checkbox"/> <b>CC Honor Awards</b></li> <li> </li> <li><input type="checkbox"/> <b>Non-Corps Awards</b></li> </ul>	<p>A continuum of awards at the Achievement Medal or below</p> <p>Yes, Value added</p>	<p>A continuum of awards at the Commendation Medal or below. There should be a progression of awards across the career of the officer.</p> <p>Yes, Value added</p>	<p>A continuum of awards at the OSM or below. There should be a progression of awards across the career of the officer.</p> <p>Yes, Value added</p>
<ul style="list-style-type: none"> <li>• <b>Reviewing Official's Assessment --</b></li> <li><input type="checkbox"/> <b>Promotion Readiness (Y/N)</b></li> <li> </li> <li><input type="checkbox"/> <b>Leadership Attributes (i.e., influencing, operating, and improving the mission of the PHS)</b></li> <li> </li> <li><input type="checkbox"/> <b>Integrity/Duty</b></li> <li> </li> <li><input type="checkbox"/> <b>Mission Contribution</b></li> </ul>	<p>Yes</p> <p>Contributes as a member of a formal task force or similar group at the Branch, division, agency, or CC level. Identifies leadership role.</p> <p>Unquestioned No outstanding disciplinary or behavioral issues</p> <p>As assigned by the supervisor</p>	<p>Yes</p> <p>Volunteers for a demonstrates leadership as a contributing member of a formal task force or similar group at the division, agency or CC level.</p> <p>Unquestioned No outstanding disciplinary or behavioral issues</p> <p>Actively seeks outside activities that also contribute to the mission</p>	<p>Yes</p> <p>Volunteers for and serves in a leadership role (e.g., Chair, vice-chair) of a formal task force or similar group at the agency, CC, or PHS level.</p> <p>Unquestioned No outstanding disciplinary or behavioral issues</p> <p>Clear evidence that career (duties and outside activities) has and will continue to contribute significantly to PHS (impact evident)</p>

## ***2. Education, Training, & Professional Development Related to the Needs of the PHS***

<b>BENCHMARK/GRADE</b>	<b>0-4</b>	<b>0-5</b>	<b>0-6</b>
<ul style="list-style-type: none"> <li><b>Degrees</b></li> </ul>	Bachelor's	Master's	Master's
<ul style="list-style-type: none"> <li><b>Certifications/Credentialing, Licensure (beyond that required for appointment)</b></li> </ul>	Additional certification in field or other related areas	<ul style="list-style-type: none"> <li>- Advanced practice credentials or certification in field or other related area (e.g., EMT or Diplomat status)</li> <li>- member in discipline certifying body or college</li> </ul>	<ul style="list-style-type: none"> <li>- Advanced practice credentials or certification in field or other related area (e.g., EMT or Diplomat status)</li> <li>- fellow in discipline certifying body or college</li> </ul>
<ul style="list-style-type: none"> <li><b>Continuing Education</b></li> </ul>	Accumulate at least 16 hours of CE credits per year or equivalent through training and/or by attending 2 days of professional meetings	Accumulate at least 24 hours of CE credits per year or equivalent through training and/or by attending 3 days of professional meetings	Accumulate at least 32 hours of CE credits per year or equivalent through training and/or by attending 4 days of professional meetings
<ul style="list-style-type: none"> <li><b>Public Health Training/Experience beyond initial degree (can also be counted in continuing education)</b></li> </ul>	Additional course work or experience in public health or course work related to job that contributes to current or future PHS assignments (e.g., Health Care Management, Information Systems Technology, Bioterrorism)	Advanced course work or experience in public health or course work related to job that contributes to current or future PHS assignments (e.g., Health Care Management, Information Systems Technology, Bioterrorism)	MPH or Masters degree in public health-related program (for those entering with MPH or other public health-related Masters degree, at least 1 year of advanced public health-related course work or course work related to job that contributes to current or future PHS assignments (e.g., Health Care Management, Information Systems Technology, Bioterrorism))

### **3. Career Progression and Potential**

<b>BENCHMARK/GRADE</b>	<b>0-4</b>	<b>0-5</b>	<b>0-6</b>
<ul style="list-style-type: none"> <li><b>Billet level</b></li> </ul>	$\geq$ O-4 Progressively higher billets	$\geq$ O-5 Progressively higher billets	$\geq$ O-6 Progressively higher billets
<ul style="list-style-type: none"> <li><b>Assignments</b></li> </ul>	$\geq$ 2 assignments that demonstrate progressively more responsibility/ability and independence	$\geq$ 3 assignments (including at least 1 with Team leader level responsibility) that demonstrate progressively more responsibility/ability and independence	$\geq$ 5 assignments (including at least 1 with Management/ supervisory responsibility) that demonstrate progressively more responsibility/ability and independence
<ul style="list-style-type: none"> <li><b>Mobility – Geographic and/or Programmatic (includes hardship tours and details)</b></li> </ul>	$\geq$ 1 move	$\geq$ 2 moves	$\geq$ 4 moves
<ul style="list-style-type: none"> <li><b>Assimilation</b></li> </ul>	Applied	Regular Corps or awaiting Congressional confirmation	Regular Corps
<ul style="list-style-type: none"> <li><b>Collateral Duties</b></li> </ul>	Participation in $\geq$ 1 organizational collateral duty/activity at the local/institutional level	Participation in $\geq$ 2 organizational collateral duties/activities at the local/institutional and regional level	Participation in $\geq$ 3 organizational collateral duties/activities with increased responsibility and/or leadership role at the local/institutional, regional, and national level

#### ***4. Characteristics of Career Officer and Service to the Corps***

<b>BENCHMARK/GRADE</b>	<b>0-4</b>	<b>0-5</b>	<b>0-6</b>
<ul style="list-style-type: none"> <li>• <b>Membership/Involvement in PAC/Advisory Groups</b></li> </ul>	Volunteer or elected member including field reps/Subcommittee members, etc.	Elected member, assume level of responsibility by Chairing a Task Force/Subcommittee	Elected member, serves in Chair or Vice-Chair leadership roles
<ul style="list-style-type: none"> <li>• <b>Associate Recruiter</b></li> <li>• <b>Mentoring</b></li> </ul>	Member  Value added	Member  Leadership Recognition	Member  Leadership Recognition
<ul style="list-style-type: none"> <li>• <b>BOTC/IOTC</b></li> </ul>	Yes, BOTC	Yes with Ribbon	Yes with Ribbon
<ul style="list-style-type: none"> <li>• <b>Professional Organizations</b></li> </ul>	Active member	Serves as a contributing member of a Committee or subcommittee	Serves as Chair, Vice-Chair or in other significant leadership roles in Committees or as a member of the Board
<ul style="list-style-type: none"> <li>• <b>Service Awards</b></li> <li>• <b>Special Assignment Award</b></li> <li>• <b>Isolated Hardship Award</b></li> <li>• <b>Hazardous Duty</b></li> <li>• <b>NEPA/CRSA</b></li> <li>• <b>Foreign Duty</b></li> </ul>	$\geq 1$	$\geq 2$	$\geq 3$
<ul style="list-style-type: none"> <li>• <b>Daily Wearing of Uniform</b></li> </ul>	Daily	Daily	Daily
<ul style="list-style-type: none"> <li>• <b>Other Official Commissioned Corps/PHS Activities (i.e., Honor Guard, Color Guard, PHS Ensemble, Aide-de-Camp)</b></li> </ul>			

#### ***5. Response Readiness***

For 2004 an officer will receive 5 points if they meet the basic level of readiness or 0 if they do not meet this standard. An officer's readiness will not be reviewed by the 2004 promotion boards; the 0 or 5 points will automatically be integrated with the board's scores based on data (as of 31 January 2004) provided to DCP by CCRF.