

Atlanta Commissioned Officers Association
Professional Development – Promotion TIPS Sheet

PROMOTIONS (PY 2008):

- **Eligibility:** 1 July 2008 – 30 June 2009
- **Notification:** Eligibility is posted CCMIS, on Officer's eOPF Main Page (Secure Area)
<https://dcp.psc.gov/cclogin/ccmislogin.aspx>
- Print out Promotion Information page, link is located under eligibility notification
- Printout 2008 Promotion Year **Checklist**
- **Review**
 - Your **eOPF**, make corrections/additions
 - Previous PIR to current **PIR**
 - Previous Promotion Board **Score Sheets**
 - Category **Benchmarks** (see **link below**)
 - Your accomplishments against benchmarks and previous Score Sheets
- **Know and Meet All DEADLINES!**
- **By 1 Nov:** Submit PIR corrections to OCCO
- **By 21 Dec:** Ensure Reviewing Official's Statement (**ROS**) is submitted to **CCPT**
- **By 31 Dec:**
 - Submit updated CV and Cover Sheet (must be submitted together)
 - Submit Officer's Statement (**OS**) to **eOPF**
 - Submit appreciation/thank you letters, certifications, etc to eOPF
(when you fax, load top in first)
 - Ensure all COERs are in your eOPF (recommend having no gaps)
- **Maintain Basic Readiness:** Checklist is available at the following website:
http://ccrf.hhs.gov/ccrf/Readiness/Checklist_050707.pdf
- Maintain license & certifications, submit to eOPF and update PIR
- Apply for Assimilation if eligible, update PIR
- Ensure ANACI certification in eOPF (or ANACI investigation initiated)
- Current 5-year physical on file with MAB
- Current 1-year report of Medical History on file with MAB (must for P-Grade promotion)

Upcoming Events/Deadlines:

- 18 Oct: **Promotion** – ACOA Lunch & Learn
- 20 Oct: APFT (St Pius HS, 8 am)
- 20 Oct: Staff USO at Hartsfield-Jackson
- 1 Nov: PIR corrections due
- 7 Nov: COER due to Reviewer
- 9 Nov: **Readiness** – ACOA Lunch & Learn (RADM David Rutstein)
- 10 Nov: **ACOA Fall Social**
- 14 Nov: PHS Officer Portraits (by appt)
- 17 Nov: APFT (St Pius HS, 8 am)
- 17 Nov: Staff USO at Hartsfield-Jackson
- 21 Nov: COER due to OCCO
- 28 Nov: PHS Officer Portraits (by appt)
- 7 Dec: **ACOA-EC Transition** Lunch & Learn
- 15 Dec: APFT (St Pius HS, 8 am); Staff USO
- 21 Dec: ROS due to CCPT
- 31 Dec: Basic Readiness Status Check
- 31 Dec: 2008 Promotion Board Deadline**
- 26 Jan: ACOA Formal**
- 1 Feb: 2008 Assimilation Board Deadline** (postmark date)

COERs Are Due!

- COER available in "secure area" of CCMIS
 - **17 Oct** COER due to Rater
 - **7 Nov** COER due to Reviewer
 - **21 Nov** COER due to OCCO
 - Review: "Read Before You Rate"
 - COER Resource:
http://dcp.psc.gov/PDF_docs/COER_Reference_Links.htm
 - COER Process overview (**POM 07-006**)
 - Officer, Rater, Reviewer Task Lists
 - Best practices / Helpful Hints
- Call to Duty after 1 July – COER not required (unless promotion eligible)
- Avoid any periods of missing COERs.**

CAPT Dan Cline [Team Lead, Commissioned Corps Personnel Team (CCPT), OWCD/CDC] adds for "promotion-eligible" officers: (1) Ensure ANACI at least initiated; (2) verify status of most recent physical submission to MAB in CCMIS Secure Area; (3) use "category-specific" format for CV & cover; (4) **ROS** submitted to our office **NLT 21 Dec 2007**; (5) **eOPF** Submission Fax# 301/480-1436 or -1407; (4) recommend Senior Officer review of promotion materials **pre-eOPF**.

Key Websites and Other Resources:

- Promotion Year '08 Benchmarks: http://dcp.psc.gov/promotion_pages_08/Benchmarks.aspx
- Commissioned Corps Management Information System (CCMIS): <http://dcp.psc.gov/>
- HHS Office of Force Readiness and Deployment (OFRD): <http://ccrf.hhs.gov/ccrf/>
- CDC Commissioned Corps Personnel Team (CCPT): <http://www.cdc.gov/od/occp/>
 - Awards, Basic Readiness, Assimilation, Uniform references & resources, etc.
- Atlanta Commissioned Officers Association: <http://www.atlantacoa.com/>