



Office of Commissioned Corps Operations (OCCO)

Career Development Annual Self Checklist

CAREER DEVELOPMENT ELEMENTS	OFFICER RESPONSIBILITIES	Check here when completed
<p>(A) Administrative Officer Responsibilities:</p> <p>Hints:</p> <ul style="list-style-type: none"> • Maintain a weekly log of your professional accomplishments • Maintain annual listing of: <ul style="list-style-type: none"> o CEUs o Thank-You Letters o Letters of Appreciation 	<p>1) Promotion Information Report (PIR): Review and update all information to include Call to Active Duty (CAD) Date, Seniority Date, Retirement Date, Assimilation Dates, Licensure Status, Current Assignment Information, Creditable Service Computation, COER 5-Year History, Awards Information, and Assignment History.</p> <p>To Make Necessary Changes: Contact your Agency's Liaison and/or the Promotion Program Coordinator at OCCO for all necessary changes.</p>	<p>Date: _____</p>
	<p>2) Electronic Official Personnel File (eOPF): Review for accuracy and/or update as necessary. Sections to review include:</p> <ul style="list-style-type: none"> a. Letters of Reprimand b. COER Documents c. Current Curriculum Vitae (CV) d. Licensing Information e. PHS and Non-PHS Awards f. Continuing Education g. Special Skills h. Outside Activities Forms and Information i. PHS Support Activities j. Privacy Act Information k. ID Card Information l. Insurance Forms m. Statement of Service n. Miscellaneous Documents o. Personnel Orders p. Security Clearance Information q. Application Documentation r. Confidential Documents from various boards <p>To Make Necessary Changes: Contact the Personnel File Specialist at 240-453-6045</p> <p>To Fax Documentation to your eOPF: 301-480-1436 and/or 301-480-1407</p>	<p>Date: _____</p>
	<p>3) Curriculum Vitae (CV): Review for accuracy and/or format and update annually. Refer to Professional Category format and present in a way that shows progression and accomplishments.</p> <p>Fax CV to eOPF @ 301-480-1436 / 1407</p>	<p>Date: _____</p>



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	<p>4) Commissioned Officer Evaluation Report (COER): Submit your COER to your supervisor by the due date annually.</p> <ul style="list-style-type: none"> • Maintain a weekly log of accomplishments • Relate accomplishments to Job Description • Meet with supervisor regularly to discuss clarification of expectations. 	<p>Date: _____</p>
	<p>5) Billet: Review and update your billet to reflect any changes in levels of responsibility or major job functions.</p> <ul style="list-style-type: none"> • Supervisor must initiate billet changes and forward through Liaison to OCCO. 	<p>Date: _____</p>
	<p>6) Website Review: http://dcp.psc.gov</p> <p>Information important to review includes the:</p> <ol style="list-style-type: none"> a) OCCO/OCCFM Contact Information b) Frequently Asked Questions c) eOPF and PIR d) Commissioned Officer Leave Tracking System (COLTS) e) Vacancy Announcements f) Available Services g) Commissioned Corps Personnel Manual (CCPM) h) Payroll Information i) Information Pamphlets j) Training Information k) Other Links of Importance (pay, OFRD, etc) l) Day-to-day Operational Changes m) Transformation Information n) Policy Updates and Manual Circulars o) Uniform of the Day Memo p) Promotion Information q) Professional Advisory Committee (PAC) Information r) Deployment Notifications 	<p>Review Monthly or more frequently:</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
	<p>7) Listserv Communication: (At a minimum)</p> <ol style="list-style-type: none"> a) OCCO b) Professional PAC c) OFRD d) Agency/OPDIV 	<p>Date: _____</p>



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	7) Vacancy Announcement and Tracking System (VAATS): a) Review for potential new assignments; b) Review for professional interest; c) Review to identify career enhancing positions; d) Apply to show Agency potential qualifications	Date: _____
	8) Training: Apply for training that: a) Helps Agency meet mission; b) Prepares officer for deployment; and c) Enhances Public Health Mission	Date: _____
(B) Assimilation Timeline:	1) Completed 2 years continuous Active Duty 2) Completed 3 years of continuous active duty before a board may review file 3) Meet all Appointment Standards 4) Must not have any open Adverse Actions 5) Must meet current Readiness Standards 6) Meet Medical Standards at time of application and assimilation 7) Earned an Overall D or E on current COER 8) Meet all Licensure compliance issues if applicable	Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____
(C) Physical Examinations: Choose the type(s) of examination(s) that affects your status.	_____ Retention: Complete Physical Exam every 5-Years (DD Form 2808 and DD Form 2807-1) _____ Assimilation: Current Physical Exam (Within 5-Years) for both application and final assimilation. _____ Permanent Promotion: Current Physical Exam with DD Form 2808 (Within 5 Years) & DD Form 2807-1. Disclosure Statement within 1 year prior to effective date of promotion. _____ Separation or Retirement: Complete Physical Exam prior to effective date of personnel action.(May be Waived by Officer)	Date: _____



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<p>(D) Professional Credentials: (Applicable Categories ONLY)</p>	<p>1) Maintain and/or update professional license, certification, or required registration.</p> <p>2) Update CV and other professional documentation.</p> <p>3) Fax documents to the Credentialing Specialist. Please put PHS # on all faxed documents to OCCO.</p> <p>FAX number is: 240 453-6142</p>	<p>Date: _____</p>
<p>(E) Agency Performance Standards</p>	<p>Meet with Supervisor quarterly or as often as necessary to assess expectations of required Performance Standards. (Ask what is expected to reach goals)</p> <ul style="list-style-type: none"> a) Keep weekly log of accomplishments b) Focus on successes c) Work on areas of improvement d) Take on additional responsibilities e) Exceed Agency Standards f) Committee Work 	<p>Date: _____</p>
<p>(F) Agency Program Roles: The Experience Continuum</p>	<p>Determine where you belong on the continuum of experience within your current “Program Role” within the Agency. (Remember – you are always working toward being the best that you can be)</p> <ul style="list-style-type: none"> a) Novice or Beginner - (Green)* b) Intermediate - (Yellow)* c) Advanced or Expert - (Red)* • See Exhibit #1 – Career Development Guide 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
<p>(G) Agency Program Roles: Reach Higher</p>	<p>Continually develop your skills and competencies in order to enhance the Agency’s mission and your ability to qualify for the next level of responsibility. Determine where you fit professionally:</p> <ul style="list-style-type: none"> a) Program/Clinical Involvement b) Program/Clinical Management c) Adv. or Natl. Program/Clinical Management or Supervisory/Advanced Leadership • See Exhibit #1 – Career Development Guide 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>



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(H) Awards	1) Seek out Award Opportunities: <ul style="list-style-type: none"> a) Opportunities within Scope of Work b) Opportunities within Agency/OPDIV c) Opportunities within Professional PAC d) Opportunities within Professional Organization e) Opportunities within the Community 	Date: _____ Date: _____ Date: _____ Date: _____ Date: _____
(I) Training: Officer	Complete training based on needs of Agency, Benchmarks, and future needs of the PHS: <ul style="list-style-type: none"> a) BOTC / IOTC (4-6 years T&E) b) Novice Leadership (4-8 years T&E) c) Intermediate Leadership 98-17 years T&E) d) Advanced Leadership (>17 years T&E) 	Date: _____ Date: _____ Date: _____ Date: _____
1) Training: Personal	1) Financial Planning: <ul style="list-style-type: none"> a) Thrift Savings Plan b) Individual Retirement Account (IRA): Regular or ROTH c) Stock Investments d) Bond Investments e) Mutual Fund Investments f) Insurance Annuity Investments g) Real Estate 2) Retirement Planning: <ul style="list-style-type: none"> a) Begin Planning Early b) Begin no later than 15 active years c) Review Retirement Planning Checklist 	Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____



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<p>(I) Readiness Standards: (BASIC)</p>	<ol style="list-style-type: none"> 1) Complete Physical Exam every 5 Years 2) Required Immunizations 3) Height/Weight Recorded 4) APFT or President's Challenge (Annually) 5) 12 Training Modules (9 mandatory, 3 elective) 6) Current Basic Life Support (BLS) 7) Professional Competency <ol style="list-style-type: none"> a) Deployment Role / Required Clinical Hours b) Licensure/Certification (if applicable) 8) Required Uniforms <p style="margin-left: 20px;">Review OFRD and OCCO websites for current regulations regarding Readiness Standards.</p>	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
<p>(J) Promotion Precept #1:</p> <p style="margin-left: 40px;">Benchmarks are Indicators</p>	<p>Performance: (Benchmarks)</p> <ol style="list-style-type: none"> a. COERs with COER Attachments (Past 3 Years) b. Awards (Corps & Non-Corps Awards) c. Reviewing Officer Statement to include: <ol style="list-style-type: none"> i. Promotion Readiness ii. Leadership Attributes iii. Mission Contributions 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
<p>(K) Promotion Precept #2:</p> <p style="margin-left: 40px;">Benchmarks are Indicators</p>	<p>Education, Training, & Professional Development Related to the Needs of the PHS: (Benchmarks)</p> <ol style="list-style-type: none"> a. Degrees (Beyond Appointment Standards) b. Certifications/Credentialing c. Licensure (Beyond Appointment Standards) d. Continuing Education Requirements e. Public Health Training 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>



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<p>(L) Promotion Precept #3:</p> <p style="text-align: center;">Benchmarks are Indicators</p>	<p>Career Progression and Potential: (Benchmarks)</p> <ul style="list-style-type: none"> a. Billet Level > Current Grade b. Assignments show progression c. Mobility (Geographic, Agency, Program) d. Assimilation e. Collateral Duties 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
<p>(M) Promotion Precept #4:</p> <p style="text-align: center;">Benchmarks are Indicators</p>	<p>Characteristics of Career Officer and Service to the Corps: (Benchmarks)</p> <ul style="list-style-type: none"> a. Membership/Involvement in PAC/Advisory Groups b. Associate Recruiter Program c. Mentoring d. BOTC/IOTC e. Professional Organizations f. Awards g. Daily Wearing of the Uniform h. Official PHS/Commissioned Corps Activities 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
<p>(N) Promotion Precept #5:</p>	<p>Response Readiness: (Benchmarks)</p> <ul style="list-style-type: none"> a. Basic Readiness Standards 	<p>Date: _____</p>
<p>(O) Category Professional Career Track: (Choose desired Career Track)</p>	<ul style="list-style-type: none"> 1) Clinical/Clinical Management 2) Epidemiology/Public Health Practice 3) International Health 4) Program Management 5) Regulatory Affairs 6) Research 	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>