

Indian Health Service

Promotion Series:

Reviewing Official Statement

SEPTEMBER 2024



Agenda

- What is the Reviewing Officer Statement?
- General Guidance
- Factor Examples



➤ What is the Reviewing Officer Statement?

- The Reviewing Official Statement is part of the Commissioned Officers' Effectiveness Report (COER) that allows the agency to provide input to the Promotion Board regarding an officer's promotion readiness.
- The second line supervisor/Rater's supervisor



General Guidance

- Primarily addresses the period in the position or program.
- However, the RO may include items over the entirety of the officer's career.
- Required if an officer is up for promotion; optional if the officer is not up for promotion
- Factors Addressed
 - Promotion Readiness: Do you recommend the officer for promotion to the next higher rank?
 - Leadership: How does the officer take on a leadership role in the OPDIV/STAFFDIV/organization?
 - Mission: How does the officer contribute to the mission of the PDIV/STAFFDIV/organization?



Factors Examples – Promotion Readiness

- Preparation for promotion to the next rank; promotion recommendation statement
- Officer's potential to succeed/excel with the elevated responsibilities and challenges



Factors Examples - Leadership

- Independent initiative, evidenced by development, oversight, coordination and/or membership or leadership of projects with an expected level of expertise.
- Recognizes member or leader in key roles with a proven record of influence, achievement and potential to serve in management or executive roles in the Agency.
- Demonstrates leadership attributes of an executive, senior manager, expert, and/or special advisor or consultant
- Member or leader of an agency task force, workgroup, advisory group, or a similar group at the regional, national, or international level (e.g. As a Chair, Vice-Chair, or subcommittee lead within a PHS group or professional organization)
- Through regional, national, or international Agency activities. Recruitment, training, support, and management of other mentors for the Professional development of officers/employees.



Factors Examples - Mission

- Mission contribution factors in the agency and PHS that strive for increasing impact (e.g., at either the local, regional Branch or Division level, or national or international Agency level).
- Evidence of participation in executive leadership and/or public health training that enhances value of officer to the USPHS Commissioned Corps; substantive leadership, supervision, and mentorship to others in a community-based public health initiative or program
- Collateral duties in support of program, agency, or PHS initiatives or priorities, including at least one collateral duty at the senior/national level with a leadership role
- Documented presentations and/or outreach at regional, national, or international meetings or activities of professional organizations in support of Agency missions and public health initiatives.



Questions?

