

INSTRUCTIONS FOR COMPLETING THE REVIEWING OFFICIAL STATEMENT (ROS)
PROMOTION YEAR 2005

INSTRUCTIONS TO OFFICERS:

- Save this ROS pdf document template to your local C drive.
- Create an e-mail message to your **current COER Reviewing Official** (at this time) that includes the following information:
 - your full name & rank,
 - your PHS serial number,
 - your category,
 - the name, address, and phone number of your Commissioned Corps Liaison, and
 - request that the Reviewing Official complete the ROS form.
- Attach the saved copy of this form to the e-mail message (or refer them to the CCMIS web site).
- Send the e-mail to your Reviewing Official (recommend that you "cc" your supervisor).

INSTRUCTIONS TO REVIEWING OFFICIALS:

- Use a basic word processing software (e.g., WordPad or other text editor) to create your 'comments' document.
- Use the spell check features of the word processing software to check spelling.
- Save the 'comments' document to your local C drive.
- Copy the text from the 'comments' document & paste onto the blank ROS form on page 2 below.
- Enter the officer's information at the top of the form (PHS serial number, name, and category).
- Enter your name & title at the bottom of the form.
- Print the form then sign and date.
- Send the form to your Agency's Commissioned Corps Liaison.
(go to http://dcp.psc.gov/PDF_DOCS/SGPAC2.pdf for a listing of Liaisons, if needed)
- The form is due to OCCO by December 31, 2004, to ensure review by the 2005 promotion boards.
(please allow adequate processing time through the Liaison to meet this deadline date)

ADDITIONAL GUIDELINES & SUGGESTIONS FOR REVIEWING OFFICIALS:

- Utilize a "bullet" format for ease of review (use a "dash" as done here).
- Repeat the questions being addressed in the body of the form. This assists in clarity and review of document by promotion board members.
- The Adobe Reader program does not recognize special characters and formatting (e.g., bold, underline, italics, etc.) so avoid using these characters.
- The Adobe Reader program does not recognize different font sizes, so there is no need to adjust fonts. (if you have full Adobe package & can adjust fonts, use no smaller than Times New Roman 11 point font),
- When completed, assure that text fits in space allowed (doesn't scroll off the screen) and prints correctly.

NOTE: If you need a copy of the Adobe Reader, go to: <http://www.adobe.com/products/acrobat/readstep2.html>

REVIEWING OFFICIAL'S STATEMENT
for 2005 Promotion Board Review

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PHS SERIAL NUMBER

SECTION I -- Officer Information: enter officer's PHS serial number in boxes in upper right corner and enter officer's name and category below.

Officer's Name

Professional Category (e.g., Medical, Nurse, Health Services, Pharmacy, etc.)

SECTION II -- Reviewing Official's Assessment: must address the following three points in space provided (*any additional sheets will be discarded*).

1. **PROMOTION READINESS:** Is the officer ready for promotion and to serve at the next higher rank? Mark yes or no and explain.
2. **LEADERSHIP:** How does the officer take on a leadership role in the Command/Agency?
3. **MISSION:** How does the officer contribute to the mission of the Command/Agency?

1. **PROMOTION READINESS:** Is the officer ready for promotion and to serve at the next higher rank? Yes No

SECTION III -- Signature

ReviewingOfficialName/Title(pleaseprint):

ReviewingOfficialSignature/Date:

Liaison Signature

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