

IHS Environmental Health Officer Promotion Recommendation Score Sheet

Refer to the "Indian Health Service, Environmental Health Officer, Promotion Recommendation Policy" for detailed information on completing this score sheet.

Provide the information requested for each box, assign point values, and attach a copy of your current CV and other supporting documents, sign, and forward the completed form to your Area DEHS Director.

Impact on the Mission of the IHS

Factor 1: Responsibility and Supervision

Responsibility

Your current T-Grade _____

Your current Billet Grade _____

Score:

5 points for billet 3 grades higher than T grade

4 points for billet 2 grades higher than T grade

3 points for billet 1 grades higher than T grade

2 points for billet equal to T grade

-2 points for billet lower than T grade

Maximum of **5** points allowed, Minimum **-2** points.

Responsibility
score

Supervision

Number of employees you currently supervise directly, both professional and paraprofessional/support. To claim supervision, you must have supervised the employee for the last six months of the current promotion year and have completed the official performance evaluation for that employee. Serving as a COSTEP or intern preceptor does not qualify for Supervisory credit.

Number of Employees

Supervised

Points Allowed

1-2

2

3-4

4

5 or more

6

Maximum of **6** points allowed, Minimum **0** points.

Supervision
score

Factor 2: Geographic Mobility, Remote Hard to Fill Assignments

Remote Hard to fill Assignments

1 point if your initial Call to Active Duty (CAD) was to an officially designated Remote, Hard to Fill (formerly ISOHAR) assignment.

2 points for each subsequent Remote, Hard to Fill assignment.

To receive credit the duty station must appear on the official PHS list of identified remote sites. The official list changes periodically. You are responsible for providing proof that the site was on the list during your assignment at the site.

CAD: _____

Others: _____

Maximum of **3** points allowed, Minimum **0** points.

Assignment
score

Factor 3: Professional Projects, Activities, Presentations, and Papers

Project Based Contributions

Points in this section of Factor 3 can only be claimed for work performed **5 years or less** from the completion date of this scoring sheet. The date of the project's completion must be indicated on the score sheet.

2 points are awarded for each project or activity developed and implemented that successfully addressed an environmental health status objective as defined in Healthy People 2000, Healthy People 2010, or brings about the resolution of a significant epidemiologically defined environmental health problem and is consistent with the 10 Essential Public Health Services. Supporting documents must be attached to the score sheet. Non-environmental health related projects would not be awarded credit. Website for HP 2010: <http://www.health.gov/healthypeople>. Website for 10 Essential Public Health Services: <http://www.cdc.gov/nceh/ehs/home/HealthService.htm>.

An example of an acceptable project is an officer undertaking a systematic effort to determine the incidence of disease in community, developing programs to address the issue, and the resulting reduction of disease and injury in the community. Specific examples include; waterborne diseases, blood lead levels in children, playground injuries, fall injuries, incidence of cancer, etc.

Credit will not be awarded for routine work or "projects" that are conducted as part of the officer's duties as a member or chair of a Community Injury Prevention Committee; O&M coordinator responsibilities; or health care facility Safety Officer, Safety Committee Chair, or Safety Committee member.

One point will be awarded for each project for which the officer is officially designated as "project officer". The project officer must perform duties such as: assist awardees in reporting requirements, provide technical assistance on a routine basis, provide written recommendations for continuance (if award is recurring), conduct or participate in site visits, conduct regular conference calls with awardees. Official designation by Grants Management, Procurement, or through an inter/intra-agency agreement is required. Simply assisting awardees/grantees with funded projects is not creditable unless the above criteria are met.

Minimum **0** points.

Project score

Name: _____

Promotion to: Temp O - _____ 4

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Factor 3: Professional Projects, Activities, Presentations, and Papers

<p><u>Management Based Contributions</u></p> <p>The intent of this section of Factor 3 is to recognize the contributions of officers serving in management-based assignments. The nature of management-based assignments does not normally offer incumbents the opportunity to perform community-based environmental health work. Management-based positions do offer officers the opportunity to engage in duties above and beyond their normal duties that contribute to the mission of Environmental Health Services. If Officer is in multiple acting positions, pick one and use it.</p> <p>Officers in management-based positions will be awarded points as follows:</p> <p>8 points for Area OEHE Director or equivalent position (IHS DEHS Director, EHSC Office Director)</p> <p>6 points for Area DEHS Director or equivalent position (IHS DEHS Dep. Director, HQ IP Program Manager, HQ IEH Program Manager, EHSC Division Director, Area DOHSM Director)</p> <p>5 points for Area IEH, IP or equivalent position (O&M, EHSC Consultant, non-traditional EHO positions at HQ or Area level)</p> <p>4 points for District Sanitarian or equivalent position (District IEH, IP, O&M)</p> <p style="text-align: right;">Minimum 0 points.</p>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;">Management score</td> </tr> </table>	Management score
Management score		

Maximum of **10** points allowed for Project and Management based contributions combined.

Factor 3: Professional Projects, Activities, Presentations, and Papers

Committee and Workgroup Activity

Points in this section of Factor 3 can only be claimed for work performed **3 years or less** from the completion date of this scoring sheet. The dates of your committee work must be indicated on the score sheet.

1 point is awarded for your participation on agency or Area-wide committees and workgroups.

1 additional point is awarded if you served as committee chairperson/co-chair/leader.

You must provide a brief narrative or backup information detailing the various committees or work groups, its functions and their impact or value to the IHS. No credit will be awarded without supporting documentation.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Maximum of **8** points allowed, Minimum **0** points.

Workgroup
score

Presentations and Papers

Points in this section of Factor 3 can only be claimed for work performed **3 years or less** from the completion date of the scoring sheet. The date of the presentations or paper publications must be indicated on the score sheet.

2 points are awarded for each professional presentation or publication of a technical or informational nature that you have made.

Presentations at professional meetings on work based on your expert technical knowledge or research will receive credit. The information presented must be the result of your technical or scientific work, presented in a professional meeting. This typically involves you submitting an abstract to a professional society meeting or being invited to speak. An informational briefing of program activities or explanation of IHS policy, such as self-governance, will not be award credit. Professional presentations made before groups at the state or national organizations such as COA, NEHA, APHA, and other professional society meetings will count for credit. Presentation made as the result of performing normal duties, such as presentations at Service Unit staff meetings, tribal council sessions, food handler classes, Area Workshops, JCAHO survey, etc. will not receive credit. Points will not be awarded for presentation of Injury Prevention Fellowship projects at the Injury Prevention Symposium or for presentation of IEH Residency projects at the annual IEH meeting. They are already included in the points for Special Skills.

Credit will also be given for formal recruitment visits made to accredited graduate or undergraduate EH programs.

Credit will be awarded for publication of technical or informational articles in recognized peer review journals such as NEHA, AJPH, Public Health Reports, The Provider, etc. Informational articles printed in local newspapers and newsletters will not be awarded credit.

Presenting as an instructor for an EHSC, national-level course, or at a national level workshop (e.g. Sleep Safe) is creditable.

In cases where a paper is published or a presentation is made at multiple meetings, 2 points will be awarded for the initial publication/presentation and 1 additional point for all subsequent publications/presentations for a maximum of 3 points per publication/presentation.

Maximum of **6** points allowed, Minimum **0** points.

Presentation/Paper
score

Name: _____

Promotion to: Temp O - _____ 8

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Factor 4: Registration

Registration

9 points are awarded if you possess a current professional registration as a sanitarian/environmental health specialist, certified industrial hygienist, certified health/radiation physicist, or certified safety professional.

3 additional points may be awarded if you possess a second current credential in one of the specialties cited above (RS/REHS, CIH, CH/RP, CSP, etc.).

If you claimed 9 points for NEHA Sanitarian/EHS registration, you can not claim an additional 3 points for state Sanitarian/EHS registration.

1 additional point is awarded if you are a Diplomat of the American Academy of Sanitarians.

Maximum of **13** points allowed, Minimum **0** points.

Registration
score

Factor 5: Regular Corps

Regular Corps

3 points are awarded if you have completed the Regular Corps application process and been recommended for assimilation by the IHS.

2 additional points are awarded if you have successfully assimilated into the Regular Corps.

Maximum of **5** points allowed, Minimum **0** points.

Regular Corps
score

Factor 6: Professional Membership, Skills, Education, Non-PHS Awards, and Public Health Emergencies

Professional Memberships

1 point is awarded for each of your current professional society/association. A maximum of 2 memberships are awarded credit. To receive credit as a member of a professional society, the organization must be an active participant in the profession of environmental health.

Examples of valid professional societies/associations include: COA, NEHA, IAMFES, APHA, or other applicable professional associations.

Examples of organizations which will not receive credit include: ROA, TROA, and AMSUS.

1. _____
2. _____

1 point is awarded for each, with a maximum 3 points; if you have served as an Officer, Committee Member or Committee Chairperson at the local, state or national level of associations listed above.

1 point is awarded for serving as a member of the EHOPAC.

Maximum of **5** points allowed, Minimum **0** points.

Membership
score

Factor 6: Professional Membership, Skills, Education, Non-PHS Awards, and Public Health Emergencies

Special Skills

5 points will be awarded for successful completion of the IHS Institutional Environmental Health Postgraduate Program or the IHS Injury Prevention Specialist Fellowship.

1 point each will be awarded for other special skills. Examples of other skills include: CHEM Certification, Registered Hydrologist, Underground Storage Tank Certification, Indoor Air Quality Specialist, Lead & Asbestos Abatement Certification, Certification in Solid Waste Management Technology, Emergency Management, Health Systems Administrator, Hazardous Waste Specialist, Environmental Management, Environmental Auditor, Accredited Safety Auditor, Registered Environmental Assessor, Certified Lead Inspector, Playground Safety Inspection Certification, and other certifications of Environmental Health professional skill certification.

Credit will not be awarded for certifications of course completion or non-environmental health course certifications such as CPR, Project Officer training, Basic Supervisory Training Course, etc.

1 point will be awarded for proficiency in a language other than English.

<u>Special Skills</u>	<u>Points</u>
Injury Prevention Specialist Fellowship	5
Institutional Env Health Postgraduate Program	5
Other skills	1

1. _____
2. _____
3. _____
4. _____
5. _____

Maximum of **5** points allowed, Minimum **0** points.

Special Skill score

Factor 6: Professional Membership, Skills, Education, Non-PHS Awards, and Public Health Emergencies

Advanced College Degrees

5 points are awarded if you have earned graduate degree from an accredited institution. Examples of acceptable degrees include those degrees cited as creditable for Regular Corps assimilation as well as an MBA or similar Master's Degree.

Degree/Institution

Maximum of **5** points allowed, Minimum **0** points.

Degree
score

Non-PHS Awards

1 point is awarded for each award received from an organization or agency other than the PHS Commissioned Corps. The non-PHS award must bear the same prestige of one of the PHS honor awards and have been awarded during your PHS career.

Credit will not awarded for certificates of appreciation. Exceptions may be made in cases where the certificate does in fact bear similar prestige of a PHS honor award. Credit may be awarded if the individual provides documentation of the individual/organization from which the certificate was awarded and the reason for which the certificate was awarded.

1. _____

2. _____

3. _____

4. _____

Maximum of **4** points allowed, Minimum **0** points.

Non-PHS Awards
score

Factor 6: Professional Membership, Skills, Education, Non-PHS Awards, and Public Health Emergencies

Public Health Emergencies

Points in this section of Factor 6 can only be claimed for work performed **5 years or less** from the completion date of this scoring sheet. The dates of the Emergency response must be indicated.

1 point is awarded for each declared public health emergency, PHS disaster relief deployment, or PHS special assignment of 3 days or more.

Credit will be given if the individual is deployed in response to a declared natural disaster (such as a flood or hurricane), a humanitarian response to a foreign nation (such as the Rwandan deployment), or a significant national event (such as the Boy Scout Jamboree).

One point is awarded if officer serves on a committee/workgroup supporting Emergency Support Function #8 activities.

1. _____

2. _____

3. _____

4. _____

5. _____

Maximum of **5** points allowed, Minimum **0** points.

Emergencies
score

Name: _____

Promotion to: Temp O - _____ 14

Factor 7: Area Evaluation

Area Evaluation

Your Area DEHS Director assigns a subjective numerical score between 1 and 20 points. This Factor is designed to measure the overall effectiveness and value of you to the IHS and PHS. This rating is based on recommendations of senior environmental health staff in the Areas, who were asked to rate the officer's overall effectiveness in relation to your peers.

Maximum of **20** points allowed, Minimum **0** points

Area Evaluation
score

Sub-Total of Factors 1 - 6

Factors 1-6
Sub-total

Total Score

Total Score

I attest that all information provided in this document is true and accurate to the best of my knowledge.

Environmental Health Officer

Date

Director, DEHS

Date