

**Indian Health Service  
Environmental Health Officer  
Promotion Recommendation Policy  
Promotion Year 2003**

**INTRODUCTION**

Beginning Promotion Year (PY) 1996, the Division of Commissioned Personnel (DCP) began using a new precept called Agency Recommendations in the competitive promotion process.

Agency Recommendation is one of six precepts used by the promotion boards to evaluate officers eligible for temporary (T-grade) and permanent (P-grade) promotions. The six promotion precepts are:

- (1) performance, (2) mobility, (3) awards, (4) career progression, (5) career potential, and (6) agency recommendations.*

The agency recommendation precept is worth 15 percentage points for all grades, and includes rating factors that reflect the:

- (a) Officer's contributions to the mission of the agency, and
- (b) Value added to the agency by the officer.

The Division of Commissioned Personnel (DCP) requires each agency establish a method for allocating the agency recommendation points to every officer eligible for temporary promotion to O-4, O-5, and O-6. DCP requires agencies divide their promotion eligible officers into four quartiles, and allocate the 15 points for agency promotion recommendation to officers based on their quartile. Agencies do not report their ranking of officers to DCP, only the quartile groupings of officers. The point weighting of the quartiles are:

- Group 1 = 15 points
- Group 2 = 12.75 points
- Group 3 = 10.5 points
- Group 4 = 8.25 points
- Not Recommended for Promotion.

Officers in each quartile will receive the point weighting for agency promotion recommendation for their quartile. All officers falling into Group 1 will receive 15 points for the Agency Recommendation precept; all officers in Group 2 will receive 12.75 points; and so forth. If there is a tie between officers at the line between quartiles, the officer who received the most points for Factor 3 Project Based Contributions will receive the higher ranking.

DCP requires each agency establish a process for determining their promotion recommendations. The Indian Health Service decided that the agency recommendation would be determined by the professional categories. Each IHS professional category has developed their own methodology for evaluating and ranking officers eligible for promotion.

Following the category's evaluation of officers, each professional category convenes a board of peer officers to determine the IHS Agency Recommendation. Each category convenes their agency recommendation boards prior to the PHS promotion board. At the category boards, the promotion eligible officers are ranked by grade and grouped into quartiles. Following the ranking of officers by grade, the quartile groupings are determined as follows:

- Group 1 includes no more than 25% of the officers eligible for that grade,
  - Group 2 includes no more than 50% of the officers eligible at that grade,
  - Group 3 includes no more than 75% of the officers eligible for that grade, and
  - Group 4 includes up to 100% of the officers eligible for that grade.
- Not Recommended for Promotion are any officers the board does not recommend for promotion.

The IHS professional category chief ratifies the recommendations board of their agency promotion board and forwards the results to DCP prior to the promotion boards. The ranking of officers are not reported to DCP, just the quartile groupings. The officer's group number will be recorded in their OPF.

The Environmental Health Officer category in IHS developed a method for the evaluation of each officer eligible for promotion. The officer evaluation is a combination of officer self-assessment of accomplishments and Area evaluation of the officer. The officer evaluation was developed by a work group of IHS Environmental Health Officer's from Area and Field locations. The work group members were specifically selected to provide representation for all IHS Environmental Health Officers. The remainder of this document provides background information and explanation of the Environmental Health Officer evaluation score sheet.

## **OVERVIEW OF SCORING FACTORS**

In considering a recommendation for a promotion eligible IHS Environmental Health Officer, the officer's career is carefully reviewed relative to seven factors. These factors and the relative weight (based on a 100 point scale) are as follows:

<b><u>IMPACT ON MISSION OF IHS</u></b>		
FACTOR 1.	RESPONSIBILITY AND SUPERVISION	11 points
FACTOR 2.	GEOGRAPHIC MOBILITY	3 points
FACTOR 3.	PROFESSIONAL ACTIVITIES	<u>24 points</u>
	and PROJECTS	
	Sub Total	<b>38 points</b>
<b><u>VALUE ADDED TO THE PROFESSION</u></b>		
FACTOR 4.	REGISTRATION	13 points
FACTOR 5.	REGULAR CORPS	5 points
FACTOR 6.	PROFESSIONAL ACTIVITIES, SKILLS, EDUCATION and NON-PHS AWARDS	24 points
FACTOR 7.	AREA EVALUATION	<u>20 points</u>
	Sub Total	<b>62 points</b>
<b>GRAND TOTAL</b>		<b>100 points</b>

### **ENVIRONMENTAL HEALTH OFFICER SCORING PROCESS**

Promotion eligible Environmental Health Officers are responsible for completing the scoring sheet for Factors 1-6, and submitting the completed score sheet to their Area Division of Environmental Health Services (DEHS) Director. The Area DEHS Director are responsible for verifying the accuracy of the information, scoring Factor 7, and sending the completed score sheets to IHS Headquarters East DEHS.

The following details the steps of the officer evaluation

- A. DEHS, HQE sends copies of the IHS-EHO Agency Promotion Recommendation score sheets, IHS-EHO Agency Promotion Recommendation Narrative, and Officer Information Summary (OIS) to the Area DEHS Director where promotion eligible Environmental Health Officer's are located.
- B. Area DEHS Directors provides promotion eligible Environmental Health Officers in their Area a copy of their OIS, the IHS-EHO Agency Promotion Recommendation score sheets, and the Agency Promotion Recommendation Narrative.
- C. Promotion Eligible Officers
  - (1) Review the IHS-EHO Agency Promotion Recommendation Narrative and their OIS.
  - (2) Complete the scoring of Factors 1-6 on their copy of the IHS-EHO Agency Promotion Recommendation score sheet.
  - (3) Submit the signed sheet and a copy of their current curriculum vitae (CV) to their Area DEHS Director, and

- (4) Retain a copy of their score sheet.
- D. Area DEHS Directors
- (1) Assure the accuracy of Factors 1-6 for each officer. This is accomplished through the DEHS Director's knowledge of the officer, conversations with the officer and the officer's supervisor, and a review of the officer's OIS and CV.
  - (2) Change the scoring of Factors 1-6, through consultation with the officer, if adjustments are necessary.
- E. Area DEHS Directors complete Factor 7, the Area Evaluation, of each officer's score sheet.
- F. Area DEHS Directors sign the completed score sheet for each promotion eligible officer and transmit them to IHS Headquarters.
- G. DEHS, HQE compile and review the score sheets. Consultation with Area DEHS Directors are conducted if there appears to be inconsistent evaluations among Areas.
- H. Director, DEHS HQE appoints an IHS EHO Agency Promotion Recommendation Review Board. The Board consists of a maximum of five 0-6 Environmental Health Officers with a minimum of two from Area Offices.
- I. The recommendation review board reviews the score sheets and supporting documents. The Board may make recommendations for changes to an officers score sheet. Changes in an officer's score will be made only after consultation with the Director DEHS HQE and the officer's Area DEHS Director.
- J. The recommendation review board rank the officers eligible for temporary promotion to 0-4, 0-5, and 0-6 and group all eligible officers according to quartiles. In the event of a tie score at a quartile line, the board will decide an appropriate criterion to break the tie based on objective data submitted on the score sheets.
- K. Director, DEHS HQE reviews, ratifies the board's recommendations, and provides DCP the result of recommendation board.
- L. Promotion Eligible Officers may request their quartile standing from DCP after the promotion results are released by DCP.

## IMPACT ON THE MISSION OF IHS

### **FACTOR 1 Responsibility. (Billet and Temporary Grade).**

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

An officer's current assignment is evaluated as it relates to the level of position and supervisory responsibilities. This factor considers the officer's current billet. Officers are awarded points based on the level of responsibility of the billet they are in, evaluated against their current temporary grade.

- 5 points for billet three grades higher than T grade
- 4 points for billet two grades higher than T grade
- 3 points for billet one grade higher than T grade
- 2 points for billet equal to T grade
- 2 points for billet below T grade

**EXAMPLE**

An officer is currently in a 0-5 billet (Sanitarian IV, 06HGO65 billet, as indicated on his/her Personnel Orders) but his/her actual temporary grade is 0-3. The officer is in a billet two grades higher than his/her temporary grade = 4 points.

**FACTOR 1** **Supervision.** *Maximum 6 points. Minimum 0 points.*

The number of employees the Officer directly supervises, both professional and paraprofessional/support staff (see point distribution on score sheet). An Officer is deemed the supervisor if he/she completes the official performance evaluation and has supervised the employee for the last six months of the current promotion year. Supervisory credit should also be granted to those officers who are responsible for ensuring the quality of work performed by employees under nonfederal contract. Serving as a COSTEP or intern preceptor does not qualify for Supervisory credit.

**EXAMPLE**

An Officer directly supervises four (4) employees (3 professional and 1 clerical) = 4 points. An Officer supervises three (3) clerical employees = 4 points. An Officer is responsible for a nonfederal contract which employees six (6) employees = 6 points.

**FACTOR 2** **Geographic Mobility.** *Maximum 3 points. Minimum 0 points.*

An officer will earn one (1) point if the initial Call to Active Duty (CAD) was to an officially designated Remote, Hard to Fill (formerly ISOHAR) assignment.

Two (2) points will be awarded to the Officer for all subsequent Remote, Hard to Fill assignments.

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

**EXAMPLE**

<b>Points</b>	<b>Remote, Hard to Fill Assignments</b>
1	CAD from Seattle, Washington to Bethel, Alaska.
2	From Bethel, Alaska to Pine Ridge, South Dakota.
0	From Pine Ridge, South Dakota to Oklahoma City, Oklahoma.
<u>1</u>	Oklahoma.
3 points	(No points awarded for Oklahoma City, it is not a Remote, Hard to Fill assignment.)

NOTE: If Officer's third assignment was his/her first remote assignment the Officer is entitled to 2 points. The only other way to earn the other point is to have been initially CAD to a Remote, Hard to Fill assignment.

**FACTOR 3 Professional Activities and Projects.**

**Contributions to IHS Environmental Health Services Branch Objectives.**

*Maximum 10 points. Minimum 0 points.*

The intent of Factor 3 is to identify and credit work that is above and beyond what are normally expected duties of an officer's job. Work that is inherently part of an Environmental Health Officer's expected duties will not be awarded credit. The Commissioned Officers Effectiveness Report (COER) receives significant weight for an officer in the promotion process. The COER score will provide credit for the ordinary things that an officer has done well. This factor was established to recognize and reward officers who perform additional, extra-ordinary work that contributes to the mission and objectives of improved environmental health for American Indians and Alaskan Natives.

**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 the scoring sheet.

Two (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. The date of the projects completion must be indicated on the score sheet. 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.

### **Management Based Contributions**

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. Example: Officer is Acting DEHS Director and Acting Area Injury Prevention Specialist so could be awarded 6 points for Acting DEHS Director.

Officers in management-based positions will be awarded points as follows:

8 points for Area OEHE Director position or equivalent position (IHS DEHS Director, EHSC Director)

6 points for Area DEHS Director position or equivalent (IHS DEHS Deputy Director, HQ IP Program Manager, HQ IEH Program Manager, EHSC Division Director, Navajo Area DOHSM Director)

5 points for Area IP Program Manager, IEH Program Manager or equivalent (Area O&M, EHSC Consultant, non-traditional EHO positions at National or Area level)

4 points for District Sanitarian position or equivalent (District IEH, IP, O&M)

Total points allowed for Project and Management Based Contributions combined can not exceed 10.

### **FACTOR 3 Professional Activities and Projects. Committee and/or Workgroup Activity.** *Maximum 8 points. Minimum 0 points.*

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.

One (1) point is awarded for an officer's participation on agency or Area-wide committees and workgroups.

One (1) additional point is awarded if officer served as committee chairperson/co-chair/leader of the committee/workgroup.

The officer 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. Examples of committees and workgroups include; Area Awards, TQM, Injury Prevention, Topical Workgroups, On-going Committees, RRM Workgroup, and interdisciplinary Service Unit committees.

### **EXAMPLE**

An officer served on an Area Injury Prevention Steering Committee and the IHS, DEHS, RRM workgroup three years prior to the completion date of the scoring document. In addition, the officer served as the Chairman of the DEHS, RRM workgroup. Two points would be awarded officer for serving as a member on the Injury Prevention Steering Committee and RRM workgroup and an additional point awarded officer for serving as Chairperson of RRM workgroup. Three points awarded based on this example.

### **FACTOR 3 Professional Activities and Projects. Presentations and Papers.**

*Maximum 6 points. Minimum 0 points.*

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.

Two (2) points are awarded for each professional presentation or publication that is technical or informational in nature. This section of Factor 3 can build on the work done by officers in the previous sections of Factor 3. For officers initiating special projects and work, the next step is presenting and publishing their work. This section rewards officers who complete additional, extra-ordinary work that contributes to the mission and objectives of improved environmental health for American Indians and Alaskan Natives.

Credit will be awarded for presentations by officers at professional meetings on work

based on their expert technical knowledge or research. The information presented must be the result of the officer's technical or scientific work, presented in a professional meeting. This typically involves an officer 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 graduate and/or undergraduate programs accredited by the Accreditation Council for Environmental Science and Protection, the American Board of Industrial Hygiene, or by the Council for Education in Public Health.

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 news papers and news letters will not be awarded credit.

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

Two (2) points are awarded for each presentation and publication, maximum 6 points. In instances in which 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.

### **VALUE ADDED TO THE PROFESSION**

#### **FACTOR 4 Registration.. *Maximum 13 points. Minimum 0 points.***

Nine (9) points are awarded to officers who possess a current professional registration as a sanitarian/environmental health specialist, certified industrial hygienist, certified health/radiation physicist or certified safety professional.

Three (3) additional points may be awarded if the officer possesses 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 EHS/Sanitarian registration, you can not claim an additional 3 points for state EHS/Sanitarian registration.

One (1) additional point is awarded if the officer is a Diplomat of the American Academy of Sanitarians.

The Review Board will give consideration to professional credentials other than those cited above if the individual provides supporting evidence which identifies the group that awards the credential, and what was required to receive the credential (i.e., testing, experience, and continuing education requirements).

### **EXAMPLE**

An officer is a professionally registered sanitarian with the State of Maryland and a Certified Safety Professional. Officer is also Diplomat of the American Academy of Sanitarians. Nine points awarded for RS, three points awarded for the CSP and one points awarded for DAAS. Total 13 points.

### **FACTOR 5 Regular Corps. *Maximum 5 points. Minimum 0 points.***

Three (3) points are awarded to officers who have completed the Regular Corps application process and been recommended for assimilation by the IHS.

Two (2) additional points are awarded to the officer that has successfully assimilated into the Regular Corps.

### **FACTOR 6 Professional Membership, Skills, Education, Non-PHS awards and Public Health Emergencies. Professional Society/Association Membership. *Maximum 5 points. Minimum 0 points.***

One (1) point is awarded for each current professional society/association. A maximum of two (2) memberships will be 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.

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

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

### **EXAMPLE**

If an officer is a member of COA and NEHA the officer is entitled to two points. Additionally, if the officer served as President of a local COA chapter and Chairperson of EHOPAC one point would be awarded for each activity. Officer awarded a total of four points based on this example.

## **FACTOR 6 Professional Activities, Skills, Education, Non-PHS awards and Public Health Emergencies.**

### **Special Skills.**

*Maximum 5 points. Minimum 0 points.*

Up to five (5) points may be awarded for the officer's development and subsequent application of a special skill(s) that contribute an additional value to the IHS Environmental Health Program. To receive credit, the special skill must enhance the officer's ability to perform their job over and above what is normally expected.

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

One (1) point each will be awarded for other special skills. Other skills may 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.

Proficiency in a language other than English will receive credit.

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

**FACTOR 6 Professional Activities, Skills, Education, Non-PHS awards and Public Health Emergencies.**

**Advanced College Degrees.**

*Maximum 5 points, minimum 0 points.*

Five (5) points are awarded if the officer has an 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.

**FACTOR 6 Professional Activities, Skills, Education, Non-PHS awards and Public Health Emergencies.**

**Environmental/Public Health Non-PHS Awards.**

*Maximum 4 points. Minimum 0 points.*

One (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.

**EXAMPLES:**

Tribal leader presents an officer a tribal award in recognition for outstanding service/accomplishment. A local or state government recognizes an officer for outstanding work.

**FACTOR 6 Professional Activities, Skills, Education, Non-PHS awards and Public Health Emergencies.**

**Public Health Emergencies.**

*Maximum 5 points. Minimum 0 points.*

One (1) point is awarded for each declared public health emergency, PHS disaster relief deployment, or PHS special assignment of 3 days or more during the preceding 5 years.

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.

**FACTOR 7 Area Evaluation**

*Maximum 20 points. Minimum 0 points.*

The Area DEHS Director assigns a subjective numerical score between one and twenty points. This Factor is designed to measure the overall effectiveness and value of the officer 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 his/her peers. Some factors to consider in determining this Factor, include:

- Career mobility
- Responds to disaster within his/her IHS Area
- Level of independence (how much self-direction does officer have)
- Ability to manage time and plan projects
- Problem solving ability
- Maintain professionalism
- Role model
- Commitment to Agency and program goals
- Information and resource development for the Agency
- Would officer be hard to replace if he/she transferred out of the Agency
- Contributions to mission of Agency
- Imitative/resourcefulness
- Does officer have major responsibility for IHS programs
- Quality of specific products/services for Agency
- Fosters team atmosphere - group motivation and morale
- Facilitating the work of others
- Focus on positive change within the organization
- Interest in subordinate growth
- Does officer maintain currency in profession
- Outside activity involvement
- Is officer performance commensurate with the next grade
- What has officer done outside of billet in support of IHS
- Publications/presentations reflecting on Agencies mission
- Mentoring within the Agency
- Value as reflected not only to program but Agency