



DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE COMMISSIONED CORPS

OPT OUT REQUEST
(US Public Health Service Officer Promotions Program)
Privacy Act Notice is on the Second Page

IDENTIFICATION

1. NAME (Last, First, Middle Initial)	2. GRADE/RANK	3. SERNO
4. ORGANIZATION	5. DUTY PHONE NUMBER	6. WORK EMAIL

7. ☐ I am requesting to opt out of the current Promotion Year and meet the eligibility requirements described in Personnel Operations Memorandum 821.89, "Promotion Opt Out."

8. CERTIFICATION

I certify that I have read and understand [CCI 331.01](#) and [POM 821.89](#), and I have read and attest to the fact that I am eligible for Promotion Opt Out as stated in the aforementioned Instructions and that the above information is true and correct. Further, I understand that making a false statement or claim against the U.S. Government is punishable by a fine, or imprisonment, or both. 18 U.S.C. §287; 18 U.S.C. §1001.

OFFICER'S PRINTED NAME

OFFICER'S SIGNATURE

DATE (mm/dd/yyyy)

(continued on next page)

INSTRUCTIONS FOR COMPLETING FORM PHS-7090 OPT OUT REQUEST (US Public Health Service Officer Promotions Program)

CCI 331.01 "Permanent Promotions" and POM 821.89, "Promotion Opt Out" allow officers to request deferral from promotion examination. Officers may only request to Opt Out of a promotion examination if they meet the eligibility requirements listed in Section 2 of POM 821.89.

Items 1 thru 6 Self-explanatory.

Item 7 Check this box to indicate that you are requesting to opt out of the current promotion year

Item 8 To be completed by officer: Sign and date certification form.

PRIVACY ACT NOTICE PHS COMMISSIONED CORPS OPT OUT REQUEST (FORM PHS-7090)

General

This information is provided pursuant to the Privacy Act of 1974 (P.O. 93-579) for US Public Health Service Commissioned Corps officers requesting to opt out of a promotion examination.

Records System

09-40-0001, "PHS Commissioned Corps General Personnel Records," HHS/PSC/HRS; 09-40-0002, "PHS Commissioned Corps Medical Records," HHS/PSC/HRS; 09-40-0003, "PHS Commissioned Corps Board Proceedings," HHS/PSC/HRS; 09-40-0004, "PHS Commissioned Corps Grievance, Investigatory and Disciplinary Files," HHS/PSC/HRS; 09-40-0011, "Proceedings of the Board for Correction of PHS Commissioned Corps Records," HHS/PSC/HRS; and 09-90-1402, "HHS Payroll Records," HHS.

Authority for Collection of Information

CCI 331.01 "Permanent Promotions" and POM 821.89, "Promotion Opt Out"

Purposes and Uses

The purpose of this form is to document a request to opt out of a promotion examination. (CCI 331.01 "Permanent Promotions" and POM 821.89, "Promotion Opt Out") Disclosure: Voluntary; however, not submitting this form will result in full examination of promotion if an officer is eligible, whether or not they have submitted the other required promotion documents. Not submitting all required promotion documents may result in a "Failure of Promotion," consequences of which are discussed in the referenced policies. Officer's PHS serial number is required for identification purposes. The information also may be used for study purposes and/or collection of statistical data for reports to other Federal agencies and the Congress. It may also be used for other lawful purposes including collection of a debt owed the Federal Government, law enforcement, and litigation.

Effect of Nondisclosure

Officers are required to submit this form if they wish to opt out of a promotion examination. Failure to supply complete and accurate information may result in delays and/or errors in approving your request to opt out of a promotion examination. All statements are subject to verification.