



**Junior Office (JO) Voice Subcommittee
Communications and Publications Committee
Junior Officer Advisory Group
LT Brett Dodd and LT Ashante Thomas**

Submit Questions Through → <https://forms.office.com/g/u9JiyFQy2D>

FEBRUARY 2023 QUESTIONS AND RESPONSES

AWARDS

Q: How do you know which awards to apply for? Examples of what qualifies for a PHS Citation or Outstanding Service Medal. Real examples broken down by the duty station would be most appreciated.

A: Agency award programs provide sample award narratives for each level of individual and unit awards. We encourage you to consult with your Agency liaison to obtain your Agency award program points of contact. In addition, information on types of recognition and awards criteria is available on CCMIS.

https://dcp.psc.gov/CCMIS/COAP/COAP_award_criteria_m.aspx

Q: Can an officer nominate himself/herself for an award? We may not know anyone who is familiar with our accomplishments or willing to nominate us for an award but would still like to put our names forward. Thank you!

A: No, a PHS Form 6342-2 requires a nominator, along with other signature requirements. The nominator is meant to be the person who is familiar with the accomplishments covered by the award. For awards related to Agency work, your supervisor typically serves as the nominator. Officers can draft the award narrative and send it to the nominator for their review and concurrence. Once the narrative is finalized by you and the nominator, the nominator signs the PHS Form 6342-2, and the package is sent for review by the applicable award coordinator or award board.

PROMOTIONS

Q: Where can we find recommendations for our CV Cover Page?

A: The official formatting instructions for both the Curriculum Vitae (CV) and CV Cover Page (released by Commissioned Corps Headquarters) are required for use by all 11 categories as of Promotion Year (PY) 2023. To assist our officers with implementing the instructions, Professional Advisory Committees (PACs) provide sample templates specific to their category with directions on how to populate their information based on the formatting instructions. Although the CV Sample Templates provided by each

category almost exactly align with the standardized Format Instructions, there may be slight differences. It is recommended to review the CV Cover Page samples and recommendations developed by your PAC.

The following page on CCMIS contains CV information, including the Promotion CV Cover Page Guidance Document, Promotion CV Format Instructions, and other instructions:

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_curriculum_vitae_m.aspx

Q: Has PHS considered blind promotion packet reviews and boards? I question if or to what extent they would display equal & fair scoring towards all promotion eligible candidates when information such as name and gender are visible. Our sister services have blind promotion packet reviews and boards. Our current practice might be doing our officers a significant disservice and contributing to low morale.

A: This recommendation has been submitted previously to CCHQ and has been an area of discussion during multiple recent CCHQ outreach events.

Q: Is it possible to re-organize the awards section to prioritize awards in order of significance/merit, instead of in sequential order? If we received some high-level awards two years ago, I'm concerned the promotion board will overlook it due to other lower-level awards issued more recently. Given how little time the promotion team has to review officer files, it would make sense to help them clearly identify the quantity/quality of awards when reviewing this section.

A: The implementation of the new CV Cover Page addresses this. The performance section of the Promotion CV Cover Page Guidance Document on CCMIS states "Identify the three highest PHS awards earned throughout your career and all PHS and agency/non-PHS awards received since the date of last promotion."

Q: Will USPHS ever require formal education to supplement professional development/leadership skills?

A: Further education is encouraged for promotion and is also highlighted in officer efforts. Some categories or Agencies offer training sessions for inner mindsets, leadership, and soft skills. Additionally, work is being done to establish a "Leadership Academy" to ensure officers get the exposure they need to become more adept leaders.

READINESS

Q: Will readiness trainings be updated to address current public health needs? Some of our readiness trainings were developed over 20 years ago and the accreditation of others expired over a decade ago.

A: Readiness trainings have been updated by CCHQ and there are additional recorded and live (virtual and in-person) trainings available through CCHQ's partnership in the Deployment Safety Academy for Field Experiences (D-SAFE) Training Consortium with the University of Nebraska Medical Center.

QUALIFYING LIFE EVENTS

Q: Does PHS provide estate planning services (i.e., wills)?

A: Military bases often have free legal assistance that includes doing last will and testament. The following link provides a variety of family legal issues and a Legal Assistance locator:

<https://www.militaryonesource.mil/financial-legal/legal/family-legal-issues/family-legal-issues-the-essentials/>

OTHER

Q: How do officers become involved in JOAG?

A: The best way to get involved in JOAG is to subscribe to the JOAG listserv and view the Call for Volunteers document which is typically included in the biweekly JOAG listserv announcements. The JOAG Operational Year (OY) starts in October, so the largest number and variety of volunteer opportunities are typically available at the beginning of the OY. Additionally, a call for volunteers is typically sent on the JOAG listserv shortly after the OY begins, typically in October. You may also reach out directly to the co-chairs of a committee of interest to obtain more information on current volunteer opportunities or request to be contacted for future opportunities with the committee. Lastly, meeting information for each committee can be found on the JOAG website along with contact information:

<https://dcp.psc.gov/OSG/JOAG/committees.aspx>.

****This is an overview; there may be additional details and resources that are not listed****