

**DEPARTMENT OF HEALTH & HUMAN SERVICES**

Nurse Professional Advisory Sub-Committee

 **CAREER DEVELOPMENT SUB-COMMITTEE**

 **N-PAC 2019 CV Format**

 **Frequently Asked Questions (FAQs)**

 **Publications**

1. What type of publications can be used (i.e. scientific only) or can other types of publications count?

**Response: Yes, other types of publications can be used as well. Examples include newsletters, notice of funding opportunities, internet documents, published databases, etc.**

1. If an officer does not have any publications or certifications, are the tables included with headings but left blank?

**Response: Yes.** **Include the tables and headers and for the body of the table you many put N/A or use a dash to indicate it is not applicable.**

**Languages**

1. Would the N-PAC consider adding a section for languages? I ask because often CVs are reviewed as they are selecting individuals for deployments. Having these skills on the CV would be helpful. The system which allows one to share their language skills via RedDog doesn’t appear to work.

**Response: Languages to include proficiency in the different languages can be added on the CCMIS Officer Secure Area RedDOG – Self Service. Under the RedDog Forms, there is a dropdown tab labeled Update Language Skills.**

**Prior USPHS Employment**

1. Would N-PAC consider adding a section for prior USPHS employment? Again, I ask because often CVs are reviewed as they are selecting individuals for deployments. Information about prior USPHS experience could be helpful in selecting individuals for deployment. For example, if the deployment involves the Department of Defense, prior DOD experience would be helpful. Furthermore, if the deployment requires work with underserved communities, one’s prior USPHS experience working with underserved and vulnerable communities as well as other communities would be helpful.

**Response: The FY 2019 Nurse Category CV serves several purposes to include review by the promotion board; to apply for Nursing Professional Advisory Committee (N-PAC) specific positions (ex. voting membership, subcommittee position, etc.); and for documentation within an officer’s eOPF.**

**Any deployments after your call to duty would be placed under the Response section (11) of the CV.**

**The N-PAC Career Development Subcommittee is working on a “Job Application CV” that will be formatted for hiring and addresses the professional duties and specific criteria or selective factor required by the position and will capture prior USPHS experience.**

**In addition, on the CCMIS Officer Secure Area RedDOG – Self Service under RedDog Forms there is a dropdown tab labeled Update Personal where work and training, to include prior military service can be added.**

1. Insomuch as prior military and industry experience may actually form the basis for the true intent of EPP (i.e. “... officers who possess unusual levels of training, professional experience, and/or unique qualifications for early promotion.” ), it seems that the information upon which the EPP nomination is likely based would be absent from the CV that is reviewed by the promotion board if industry and military experience are omitted. I imagine we have all seen the intent of the EPP be corrupted to focus mainly on the performance in the officer’s current role as the basis for the nomination; however, that is inconsistent with the official guidance.

**Response: This information can be included in the Officer’s Statement as well as reflected on the Reviewing Officials Statement.**

1. Would you (and the N-PAC Leadership team) consider adding a section for significant pre-USPHS activities, awards, accomplishments? It could be limited to 10 bullets like the other sections.

**Response: The FY 2019 Nurse Category CV serves several purposes to include review by the promotion board; to apply for Nursing Professional Advisory Committee (N-PAC) specific positions (ex. voting membership, subcommittee position, etc.); and for documentation within an officer’s eOPF.**

**The N-PAC Career Development Subcommittee is working on a “Job Application CV” that will be formatted for hiring and addresses the professional duties and specific criteria or selective factor required by the position and will capture prior USPHS experience.**

**In addition, if this experience contributes to the Corps it can be included in the Officer’s Statement**

1. While I like the new format and believe it is a definite improvement, I share in the concern voiced today that we are eliminating a critical part of many officers career by limiting to only PHS information. Many officers bring valuable career experience, both non-uniformed and from prior military experience and by cleansing the CV of this information we disadvantage both the officer and the PHS. The new format is good and needs no modification, we just need to include the officers entire career contributions and body of work when considering them for promotion.

**Response: The N-PAC Career Development Subcommittee is working on a “Job Application CV” that will be formatted for hiring and addresses the professional duties and specific criteria or selective factor required by the position and will capture prior USPHS experience.**

**In addition, if this experience contributes to the Corps it can be included in the Officer’s Statement**

**Deployments**

1. Can we include deployments to the EOC? So, I may leave my job and deploy to the EOC to lead or work on a response team. Can those be included?

**Response: Yes, it can be included in the CV and if it is a RedDOG deployment it would be placed under Section 11, Response**.

1. I did a 45-day detail with RedDOG in which I helped with multiple details, but I deployed the officers versus going out myself. Can I capture that in this area, or another area?

**Response: If it was a temporary detail it would be listed under Section 2: USPHS Career Progression Table. If it was a deployment then it would be listed under Section 11: Response.**

**Mentoring**

1. Is there a way that we can find out who we officially mentored in the past? At the 2013 USPHS Symposium, I volunteered at the Nurse Mentor sessions and did mentor some nurses, but I don’t remember who the officers were. I also was a member of the mentoring committee years ago but do not recall whom I actually mentored through that committee. I have unofficially mentored staff here where I work but it seems like that I am not able to claim them? Or can they be included in Section 12 under Other PHS/Agency Mentor/Mentees (s) without having any proof?

**Response:**  **In regards to the unofficial mentoring, you can list them in Section 12 under Other PHS Nurse/Agency Mentor/Mentees (s) without having any proof.**

1. I had just a quick question about the new CV format and Section 12 on mentoring. What type of official proof should we have in our eOPFs to document our mentoring? Should this be a letter to state that we are an official mentor or should this be something for every mentor who we are assigned?

**Response**: **A letter stating that you are an official mentor is sufficient. For other officers who are not official mentors and may not have a letter, can list names.**

1. eOPF documentation of mentorship: For agency mentoring programs, irrespective (but not necessarily exclusive) of CC officers, would it be appropriate to upload documentation of mentorship membership?

**Response: Regarding the eOPF documentation of mentorship, uploading documentation of the mentorship membership is appropriate.**

1. With the new CV 2019 format, how do we place a person as our mentor or have a person place us as their mentor? Is there a form or official documentation that needs to be completed?

**Response: If the mentoring is part of the Nurse Category Mentoring program, the LOA or COA that is issued is sufficient as documentation in your eOPF. In addition, the names can be listed within the table under the “Nurses Category Mentor/Mentee”.**

**For other PHS/Agency mentoring, supporting documentation is not required however, if available it can be submitted in your eOPF as well. In addition, the names of those you mentor can be added to the table under “Other PHS/Agency Mentor/Mentee.**