



Nurse Professional Advisory Sub Committee

CAREER DEVELOPMENT SUB-COMMITTEE

N-PAC 2019 CV Format

Frequently Asked Questions (FAQs)

Publications

1. Are only scientific publications acceptable or can other publications be used?

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

2. 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 may put N/A or use a dash to indicate it is not applicable.

Languages

3. 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

4. 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.

5. 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.

6. Would you (and the N-PAC Leadership team) consider adding a section for significant pre-USPHS activities, awards, and 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.

7. 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.

8. Are prior assignments listed in the new format?

Response: No, only USPHS assignments are to be included in the new CV format. Please do not include civil service or prior military assignments.

9. If we factor prior military and civilian service into our decision making process when reviewing potential new officers, why would we then remove that relevant experience from the CV?

Response: Only USPHS assignments are to be included in the new CV format. Please do not include civil service or prior military assignments.

10. The new CV instructs us to leave off work history prior to commissioning. I am a fairly new officer (Feb 2017) and worked in my position as a civilian for nearly 5 years prior to changing over to PHS. Several of my projects/accomplishments started while I was a civilian, and then continued during my time as an officer. Should that civilian position be included on the CV?

Response: Only USPHS assignments are to be included in the new CV format. Please do not include civil service or prior military assignments.

PHS Assignments

11. Recommendations for how to list concurrent detail assignments with official positions?

Response: I would separate the entries so that it is clear that it was a detail assignment versus the official position.

12. Where temporary duty will fall under – will it be under Response/Agency table?

Response: TDY would fall under Section 2: USPHS Career Progression table.

Job Promotions

13. How should within job promotions be listed? Say from LT to LCDR, or LCDR to CDR but holding same job? Should they be separate entries?

Response: It can be listed as separate entries under the Career Progression Overview table however for the Assignments, Duties and Impact it should only be listed once since the assignment is the same.

14. Should the date of last temporary promotion be the effective date or the personnel order date?

Response: Personnel Order date.

Benchmarks

15. Our 2019 Benchmarks list under “Career Progression & Potential” one factor used when evaluating officers is – “Mobility – Geographic and / or Programmatic (consideration over nursing career including military or civilian service)”, why would we remove this relevant experience from the CV? This is confusing and appears contradictory when the CV is one of the documents reviewed during promotion boards. Will the language on our category Benchmarks be updated to correlate with the requirements of our new CV?

Response: The Benchmarks will be reviewed by N-PAC leadership during the upcoming annual revision.

16. During the presentation for the new CV, it was mentioned a couple of times that prior service and civilian service was not to be included on the new CV only PHS information since commissioning. However, the Category Benchmarks specifically state under “Career Progression & Potential” “Mobility – Geographic and / or Programmatic (consideration over nursing career including military or civilian service)” as factors considered for each progressive rank. How are we to accurately document this on our CV if we aren’t to include any prior service or civilian service on our CV?

Response: The Benchmarks will be reviewed by N-PAC leadership during the upcoming annual revision.

Employee ID number

17. There are newly commissioned officers that do not have EMP ID #'s, what should they put in that area on their CV?

Response: If an officer was not assigned an Employee ID then they should put N/A.

Deployments

18. 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.

19. 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.

20. What type of deployment activity will fall under Response/Agency table?

Response: Deployments would be listed under SECTION 11: RESPONSE. In this section, you will list your USPHS and Agency deployments along with your role and year.

Note: Training activities for deployment should be included in the training table (Section 7) of the CV. To clarify, response are deployments not trainings. For example, Anniston, AL training in preparation for deployment for Liberia goes under training (Section 7) and the actual response/deployment would fall under response under USPHS.

Mentoring

21. 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.

22. 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.

23. 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.

24. 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.”

25. Where would I put that I am a Mentor in the BOP National Mentorship Program?

Response: In regards to the unofficial mentoring, you can list them in Section 12 under Other PHS Nurse/Agency Mentor/Mentees (s).

PHS Activities

26. Where do PHS sponsored (JOAG, NPAC, PPAC, BCOAG, COA) events get listed? (Examples: Volunteer for FDA Immunization Program, Volunteer at BCOAG Sponsored MLK Day of Service, and/or Event Lead for a JOAG Sponsored event)

Response: These activities would be listed under Section 15: Civic, Community and Volunteer Activities.

Fellowships/Internships

27. Where do fellowships and internship get captured? Do they go under education or training?

Response: Fellowships/Internships would be captured under Section 7: Trainings.

Outside PHS activities

28. Where do you input outside PHS activities such as the SG run or a civic event? I initially thought Section 5 but upon reviewing the instructions, this appears to be for leadership roles and more formal PHS activities. Do we include this information now or not? Please advise.

Response: These activities are listed under Section 15: Civic, Community and Volunteer Activities.

29. Where is it appropriate to put PACE events (like teaching)? They are technically presentations, but they are also community outreach programs, so do they go in both fields or community outreach only?

Response: The presentations would only need to be included under presentations section.

30. Where do I put career fairs, where I had a PHS table and represented the Corps in Career Fairs for potential recruitment?

Response: These activities are listed under Section 15: Civic, Community and Volunteer Activities.

24. Where do I put PHS Athletic Events, community outreach as well?

Response: These activities are listed under Section 15: Civic, Community and Volunteer Activities.

31. What are examples of things we would put for trainings and what would be considered PHS collateral duties? Seems like I have stuff in both USPHS Group/Committees and USPHS Assignment collateral duties? For example, things like COA and JOAG would that go into USPHS group/committees and would USPHS collateral duties include BLS instructor for FMC Devens staff in the BOP?

Response: Yes, an instructor for a class that is required for your agency is considered a collateral duty. COA and JOAG related activities would go under Section 5. BLS instructor would be considered a collateral duty and would be listed under USPHS Assignment, duties and impact.

32. Where would a nurse capture continued clinical service outside of normal duty station requirements? If I work administratively, and maintain my clinical hours, where should I include this in my CV?

Response: It would be listed under Section 15.

Tables/Certifications

33. If an officer doesn't have any information to place in a table (i.e., no certifications, no deployment responses from an Agency standpoint) what should officers put in the table? N/A, None, leave the table blank, etc.

Response: The office should insert a N/A in any areas of the table that do not apply to the officer's career.

34. Under the continuing education, should other certifications such as PMP be included?

Response: All certifications should be listed under Section 6: Certification. Any continuing education in which CEUs, CE or CNE is earned should be listed under Section 6.

CV Address

35. We work on a remote/isolated area on the Tohono O'odham Nation. For "work address" is it recommended for the physical address or mailing address? What is recommended on the new nursing CV "OPDIV NAME", what should I put? I currently work for the Tohono O'odham Nation which a tribal facility (Tohono O'odham Nation Health Care). Do I put Tohono O'odham Nation Health Care, Tohono O'odham Nation, or what is recommended?

Response: You would still list your OPDIV as IHS even though it is Tribal. In addition, I would recommend using the mailing address in the event any mail correspondence would be necessary.

Title/Cover Page

36. Do we not need a cover page anymore? In CCMIS, still have older information that we need submit cover page for promotion.

Response: A cover page is not required with the FY2019 N-PAC Official CV.

37. Should we leave FY 2019 OFFICIAL NURSE CATEGORY CURRICULUM VITAE at the top of the CV?

Response: No, the title is not required.

38. Could you please confirm that a CV coversheet is no longer required?

Response: A CV coversheet is no longer required.

39. Does the heading "FY 2019 OFFICIAL NURSE CATEGORY CURRICULUM VITAE" need to stay? Or was this interned just for the template? There is no indication per the instructions for the header.

Response: This was just for the template and can be removed.

Format

40. The template provided by N-PAC has formatting of Times New Roman 11 in the tables but the CV format instructions say Times New Roman (font size: 12). Is a font size off 11 acceptable in the tables?

Response: Yes, font size of 11 is acceptable in the tables.

41. Under section 5 "USPHS," is the order based on reverse chronological order or importance?

Response: In this section, you would list your leadership and roles for each organization by priority/importance and then by reverse chronological order.

Agency Position

42. What is the difference between the Agency Position Type and Agency Position Title that is required on the Career Progression Overview? Not sure what is trying to be captured.

Response: Agency Position Type is your position according to your agency i.e. Infectious Disease Coordinator. Agency Position Title is your position title that is listed on your orders i.e. Staff Program Manager.

Awards and Recognition

43. Under USPHS is it only USPHS ribbons and awards? Or ribbons earned while a PHS officer? As an officer assigned to DoD, there are several DoD ribbons earned while PHS officer. Plus have ribbons from AF days. Should all LOAs be posted?

Response: In this section, you will list your awards and recognition obtained since your call to active duty to USPHS. Including ribbons from other branches.

44. Those who were deployed for the Hurricane Harvey/Irma/Maria were recently advised that they will be receiving 3 Service Awards. Do we need to wait until they are in our PIR before we place them in our CV? I know they have to be in the PIR for us to wear the service award, but I was not sure about the CV.

Response: You do need to wait until the awards are in your PIR to list them in your CV as well.

Addendum

1. Under the collateral duties, do I list just agency collaterals or do I list agency and USPHS collaterals?

Response: USPHS Collaterals should be listed in Section 5: Contributions to Nurse, USPHS & Professional Organizations.

2. If an officer was a JRCOSTEP and/or SR COSTEP, where should the officer list this?

Response: COSTEP time counts toward pay/retirement, and you're considered active duty. It should be included under USPHS Career Progression Table.

3. Will N-PAC leadership consider forming a CV Review Committee? In other words, is there a plan to have nurse officers from different agencies available to review CVs for format and content?

Response: This question specifically was posed to the N-PAC voting members and other nursing leadership. The CDS co-chairs suggested to the N-PAC voting members and leadership that all questions regarding CV formatting and content should be directed to the nurse officer's mentor as opposed to forming a separate committee. If a nurse officer does not have a mentor, it is highly recommended that he/she request one, not just for guidance regarding the CV but for career guidance in general. To request a mentor: usphsnsgmentor@aol.com.

4. I have a question about the Contributions to Nurse Category, USPHS and Professional Organizations section. Does this section only include leadership positions? If we are members of a JOAG subcommittee, or an NPAC subcommittee for example, do we not list it here if we are not Chairs or Co-Chairs?

Response: List in Section 5: Contributions To Nurse Category, USPHS and Professional Organizations section is not for leadership only positions. It includes any of level of membership.

5. In the Public Health/Response trainings section, are officers to list only PHS trainings or trainings attended prior to commissioning in the USPHS (like trainings obtained in the Air Force or other services)?

Response: Only trainings that you attended as a USPHS officer should be listed here.

6. In the "Non-Public Health/Response trainings section, are officers to list only training attended while in the USPHS or do we also include trainings attended prior to USPHS if they had a public health or response focus?

Response: Only trainings that you attended as a USPHS officer should be listed here.

7. In the Awards and Recognition section—are only USPHS awards to be listed here?

Response: Yes.

8. In the Awards and Recognition section under "Other Awards"—can we list awards obtained prior to USPHS service (like awards received in the Air Force or other services)?

Response: No, this section is for awards (like work related or agency specific awards/recognition) obtained during years as a USPHS officer.