

**Nurse Category  
Curriculum Vitae Format Instructions  
(FY 2019)**





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## Table of Contents

<b>Background .....</b>	<b>3</b>
<b>Getting Started .....</b>	<b>4</b>
<b>Nurse Category CV Content and Section Instructions .....</b>	<b>6</b>
Section 1 (Title) .....	6
Section 2 (USPHS Career Progression) .....	7
Section 3 (Education) .....	7
Section 4 (USPHS Assignments, Duties, Impacts) .....	8
Section 5 (Contributions to Nurse Category, USPHS, and Professional Organizations) .....	9
Section 6 (Continuing Education) .....	10
Section 7 (Trainings) .....	10
Section 8 (Certifications) .....	10
Section 9 (Licensure) .....	11
Section 10 (Awards & Recognition) .....	11
Section 11 (Response) .....	11
Section 12 (Mentor/Mentee Program) .....	12
Section 13 (Publications) .....	12
Section 14 (Presentations) .....	12
Section 15 (Civic, Community, and Volunteer Activities) .....	13



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## BACKGROUND

### Purpose

The FY 2019 Nurse Category CV may be used for several purposes:

- review by the promotion board
- to apply for Nursing Professional Advisory Committee (N-PAC) specific positions (ex. voting membership, subcommittee position, etc.); and
- documentation within an officer's eOPF.

*When applying for other positions and assignments, officers are encouraged to utilize the **Job Application CV** that is in a format for hiring and addresses the professional duties and specific criteria or selective factors required by the position. The **Job Application CV** can be found at [\(link will be inserted when available\)](#).*

### Effective Date

**This FY 2019 NURSE Category CV is effective for the 2019 promotion cycle. The new NURSE Category CV must be uploaded in your eOPF before December 31, 2018.**

### Overview

The FY 2019 NURSE Category CV should reflect the officer's career progression and demonstrate increasing leadership, officership, and responsibilities as well as complexity in work assignments using the following promotion precepts ([see NURSE benchmarks](#)):

- Performance
- Education, Training, and Professional Development
- Career Progression and Potential
- Professional Contributions and Services to the PHS Commissioned Corps (Officership)
- Basic Readiness

The Nursing Professional Advisory Committee (N-PAC) has developed a formatted Sample FY 2019 NURSE Category CV. This model document provides a common format for reporting crucial data that will be reviewed during the promotion process. Standardization allows the Board to quickly locate and review critical elements in an officer's CV.

**You are expected** to use these tools to format your FY 2019 NURSE Category CV. Some general considerations on the content of your FY 2019 NURSE Category CV are described below. We also offer detailed language suggested for use in describing your job and describing what may potentially be included in each of the above referenced four precepts.



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Additionally, while a strong FY 2019 NURSE Category CV is crucial to a successful promotion cycle, it is only one component of the application. A strong CV by itself will not guarantee that an officer will be promoted.

## GETTING STARTED

Ideally, you should begin preparing your FY 2019 NURSE Category CV several months in advance of the due date. This period will allow for reflection, revisions, and feedback. We suggest that you distribute your FY 2019 NURSE Category CV to officers within the NURSE Category for their comments regarding clarity of message, demonstrated impact, etc.; including officers **outside of your Agency**. Additionally, take advantage of the N-PAC Mentoring Program.

As you develop (or edit) your FY 2019 NURSE Category CV, there are several *very* important factors that you need to keep in mind. Failure to observe these concepts could negatively impact your chances for promotion. All are important but probably the first is of the greatest importance:

- 1. Focus on *Impact in your job description*** – As an officer, it is important that you demonstrate how your activities and accomplishments have made an impact to your agency, the people you serve, or to public health in general. An impact statement summarizes in lay terms<sup>1</sup>, the difference your efforts have made.

### Questions to think about:

- Did you have any definite, quantifiable, positive outcomes to your work?
- Did you exceed or meet the goals?
- Were people's lives or health affected in some way?
- Did you help save lives, prevent sickness, help change policies that saved time, money, or alleviated stress?
- Did you advance the goals of your agency in any way, etc.?
- Are you a Subject Matter Expert?
- Did you develop new policies/ procedures that improved efficiencies?
- Did you create or improve research protocols, etc.
- How has your participation as part of a research team worked to move the trial/ research to the next phase?

### Here are some ways to quantify your impact:

- Show how many: For example, "Implemented a new outreach strategy with NIH that allowed the division to reach 25% more consumers".

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<sup>1</sup> To learn more about writing in plain language, please see the following resources: <https://www.nih.gov/institutes-nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language> and <https://www.cdc.gov/healthliteracy/developmaterials/plainlanguage.html>



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- b. Show how much: For example, “Developed the Protocol Review Tool for the Division of Microbiology and Infectious Diseases (DMID), which decreased protocol development time by 50%, saving 2 million dollars.”
- c. Show how often: Recently tasked with reviewing medical records, effectively reviewed an average of 25 records per day from previous average of 10.

**Here are examples of drafting poor to excellent impact statements:**

*Example One*

Poor Impact: Conducted presentations to FDA staff.

Good Impact: Led the development and implementation of 50 BOP-wide presentations on oncology-related topics to over 1200 health care professionals.

**Great Impact: Led the development, organization, and implementation of 50 FDA-wide presentations on oncology-related topics to over 1200 health care professionals. The quality of pre-referral evaluations performed by the providers improved and as a result, evaluation errors reduced by 56%.**

*Example Two*

Poor Impact: Responded to numerous medical emergencies.

Good Impact: Responded to numerous medical emergencies with positive outcome for all 12 cases.

**Great Impact: Responded to 25 medical emergencies during a two-week period of time and was selected to lead 12 complex emergency cases that resulted in positive outcomes for all 12 cases.**

2. **Be concise** –The Promotion Board has a limited amount of time to review a single application package per candidate. The reviewer needs to be able to review your materials and quickly discern the important details.
  - a. Avoid the fluff. Better to have a small amount of information that is impactful.
  - b. Reduce the verbiage to get your point across effectively.
  - c. Do not provide excessive details about every position and skill you have. Focus on the most important points



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- d. Don't get ambiguous! Make sure you explain concepts in plain language. Have someone who is not familiar with your work review your narrative.

*(More will be presented about appropriate documentation for each section later in this document).*

3. **Concentrate on consistency throughout the document** – Make sure your format is consistent throughout the document. Do not change the way you present information mid-stream as this will make it difficult for board members to follow.
4. **Use action verbs rather than passive verbs at every opportunity** – Whenever you are describing your duties, accomplishments and impacts or other characterizations of yourself in the CV, try to use action verbs as these convey an active rather than passive officer.

Example:

Instead of writing, “Was involved in chronic heart disease study,” write, “Investigated risk of factor X leading to chronic heart disease.”

### **Format**

All entries should be in reverse chronological order in all sections unless otherwise noted below in Section Title Instructions. Please use the Sample FY 2019 NURSE Category CV as a guide for formatting and content. Basic format items required:

1. **Font:** Times New Roman 12 pt.
2. **Bullets:** Bullets should be used to identify descriptions within a section, i.e. duties and accomplishments under the individual positions in the Agency Assignment section. Examples are provided in the Sample FY 2019 NURSE Category CV.
3. **Margins:** No less than left and right at 0.75”, top and bottom at 1.0”. This would permit a balanced presentation, and the use of headers and footers as shown in the Sample FY 2019 NURSE Category CV.
4. **Single Spacing**
5. **Headers and Footers:**
  - a. Each page must have your rank and name, EMP ID#, PHS serial number, category (Nurses), in the upper right-hand corner.
  - b. The date (Month Day, Year) must be listed in the upper left-hand corner of each page.
  - c. The page number should be listed on the center bottom of each page.
6. **Initials and Acronyms:**
  - a. Please spell out any initials or acronyms the first time they are used, followed by the initials or acronym within parentheses.
  - b. After the initial disclosure, acronym usage is not restricted.



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**NURSE Category CV Content and Section Instructions (FY 2019)**

**SECTION 1: TITLE**

1. The first page of your CV should begin with your rank and name, degree(s), duty station OPDIV name and address, work email, and work phone number.
2. Under your title information, include your Call to Active Duty date (found in your PIR) and the date of your last promotion (found under the Personnel Orders section of the eOPF).

**SECTION 2: USPHS CAREER PROGRESSION**

1. Use the table format with the below listed **seven** columns, adjust column width as needed.
2. List all current and past USPHS active duty assignments in reverse chronological order.
3. Only list **your significant TDY's and details that are outside of your normal job duties that demonstrate your leadership and impact on public health.**
4. **Do not list TDY's or deployments** that should be captured under *Response* in Section 10.

**This CV is for USPHS assignments. DO NOT include positions prior to call to USPHS active duty date. Those positions can be listed in the Job Application CV when seeking a new position**

**Table Instructions:**

Date	Temporary Rank and Temporary Grade	Billet Grade	Agency Position Type	Agency Position Title	Agency Position Status (TDY, Mission Critical, Isolated Hardship, Hazardous Duty)	Agency
Mo./Day/Year	Your current T-rank and grade	List billet grade and whether position was supervisory or non-supervisory.	<i>Self-report whether the position is:</i> a SME, Team Lead, Director, etc. The position type should be according to your Agency Position Title.	List your Agency Title. Do not list your billet title	<i>List one or more of the following which applies to your position:</i> TDY, Mission Critical, Isolated Hardship, Hazardous Duty, Foreign Duty or (-) if no of the above criteria are met.	Spell out Agency Name



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**SECTION 3: EDUCATION**

In table format with the below listed **five** columns (adjust column width as needed, document the degrees obtained:

1. Start with your most recent degree. Ongoing degree programs can be included in this section with an anticipated matriculation date. Also, please remember to ensure that all transcripts are submitted to DCCPR and are visible in your eOPF. If you are working on a degree, please remember to submit a transcript after matriculating from the program.
2. Indicate the academic institution and include the year you received your degree.
3. Indicate if the degree is your qualifying degree. **There should only be ONE “Yes” for the degree that you were commissioned with.**

Degree	Specialty	College/University	Year of Degree	Qualifying Degree (Y/N)

**SECTION 4: USPHS ASSIGNMENT(S), DUTIES AND IMPACT**

1. List all USPHS full time, temporary assignments, and details.
2. **Non-USPHS Assignments should not be listed in this CV. This CV is for USPHS assignments. DO NOT include positions prior to call to active duty date. Those position can be listed the *Job Application CV* for seeking positions**
3. All other duties above and beyond your key responsibilities should be captured in the Collateral Duties section.

**Position Title:**

**Billet Grade:** *(Indicate if billet is classified as supervisory or managerial.)*

**Date(s):**

**Agency:**

**Division/Center/Unit:**

**Division/Unit Mission:** Include one or two sentences in lay terms describing the Division or Unit your work (**not your agency mission**) in order to provide context. A reviewer needs to understand your role as it relates to your organization.

**Duties and Responsibilities:** Duties and responsibilities are not included in an officer’s eOPF. The CV is often the only document in the eOPF that describes an officer’s level of responsibility.

- Summarize, in bullet format, your key responsibilities and duties. Do not include extraneous duties that are not meaningful or associated with impact. Be concise.
  - Example: Serve as the Team Lead for the National Nurse Corps Scholarship and Loan Repayment Programs that provide monies to



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students and clinicians dedicated to providing primary care in underserved communities.

- **Limit your bullets to no more than 10.**

**Impact/Accomplishments:** In bullet format, identify major accomplishments associated with the position.

- Your impact should mirror the corresponding duty listed above and demonstrate your contributions and the difference you made as an officer to your organization. Also, in this section, you can include impacts of your agency collateral duties.
  - Example: As a result of successfully leading 12 complex emergency cases with positive outcome for all 12 cases, I was selected to lead the agency’s quality work group.
- Impact reflects initiative, leadership, and the ability to influence and enhance organizational change in a positive manner in addition to a job well done.
- **Limit you bullets to no more than 10.**

**USPHS ASSIGNMENT Collateral Duties**

In table format with the below listed **three** columns (adjust column width as needed), **list ONLY collateral duties under your duty station/assignment.** Collateral duties are those in which you have been assigned that are over and above your primary job responsibilities. Examples of collateral duties:

- a COTR/COR (include the level),
- assignment to an agency workgroup,
- appointment to an agency board or advisory group,
- selected or volunteered to take on an additional project or assignment,
- represented your agency as a Subject Matter Expert, etc.

Role	Description	Date(s)
Identify your role (member, lead, etc.)	Provide description of duty	

**(Repeat this section for each assignment as an officer in the USPHS at the end of each assignment section)**

**SECTION 5: CONTRIBUTIONS TO NURSE CATEGORY, USPHS & PROFESSIONAL ORGANIZATIONS**

This section includes support activities such as involvement in the N-PAC Category (ex. Co-Chair of Career Development Subcommittee), USPHS, Professional Advisory Group (PAG), and other Professional Organizations. In these subsections, list your leadership and roles for each organizational type by priority and then by reverse chronological order. ***Do not include general***



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membership for these categories (ex. N- PAC member). Use the below tables and adjust column width as needed.

**N-PAC Category**

Group/Committee	Role	Year(s)
<i>Start with N-PAC, then PAG, then other ad hoc PAC and PAG workgroups</i>		

**USPHS**

Group/Committee	Role	Year(s)
<i>Start with RedDOG response team, then other groups in USPHS.</i>		

**Professional Organizations**

Group/Committee	Role	Year(s)
<i>List in reverse chronological order</i>		

**SECTION 6: CONTINUING EDUCATION**

In this section, list your continuing education **from the past 2 years**.

- Record continuing education as CEU, CE, CNE, or CME as appropriate.

**CONTINUING EDUCATION**

Description (CEU, CE, CNE, or CME)	Organization	Date(s)	Hours

**SECTION 7: TRAININGS**

In this section list **up to 15 (max) of your most significant trainings completed since joining the corps**. Use the below table and adjust column width as needed. Required is defined as a position/OPDIV requirement.

**TRAININGS**

	Description	Organization	Required/ Optional	Year	Hours or Days
<b>Public Health/Response Trainings</b>	List up to 15 public health trainings				



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<b>Non-Public Health/Response Trainings</b>	List up to 10 non-public health trainings				
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**SECTION 8: CERTIFICATIONS**

In this section, you will document your certifications in table format with the below listed **four** columns. Be sure to indicate the certifying organization and whether or not the certification was required and the date. The certifications could be for your agency position(s), USPHS, or your discipline. Required is defined as a position/OPDIV requirement.

Description	Organization	Required or Optional	Date(s)

**SECTION 9: LICENSURE**

Please indicate your current license(s) in a table format with the below listed **four** columns, adjust column width as needed. Include the type, state in which you are licensed, expiration date, the required number of continuing education credits. If CMEs/CEs are not required, enter N/A in the last box. For example, if your license requires 40 hours of CME/CE every two years, the licensing period is two years.

Type	State	Expiration Date	# of CE Hours Required per Licensing Period

**SECTION 10: AWARDS & RECOGNITION**

In this section you will list your awards and recognition obtained since your call to active duty for USPHS in a table format with the below listed **three** columns. DO NOT list service awards or other awards received **prior** to USPHS call to active duty.

**USPHS Awards**

Awards should be listed by importance: 1.) Individual Honor Awards, 2.) Surgeon General Awards, 3.) Unit Honor Awards, 4.) Services Awards, 5.) Campaign Medal, 6.) Other Ribbons, 7.) Badges and Insignia, and then by year (reverse chronological order)

**Other Awards**

For other awards, list by year and reverse chronological order in the following order:

- Uniformed services awards
- USPHS certificates of appreciation and letters of appreciation
- Agency awards and letters of appreciation/recognition (all).



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	Type	Year(s) Awarded
USPHS		
Other Awards		

### SECTION 11: RESPONSE

In this section, you will list your USPHS and Agency deployments along with your role in table format with the below listed **three** columns (adjust column width as needed). Training activities for deployment should be included in the training table (Section 7).

	Mission	Role	Year
USPHS			
Agency			

### SECTION 12: MENTOR/MENTEE PROGRAM

In this section, you will list your mentor and non-mentor/mentee program participation in table format with the below listed **two** columns. Supporting documentation for the Nurses Category Mentor/Mentee must be included in your eOPF. List your NURSE Category mentor(s) and your mentee(s). For other PHS/Agency Mentor/Mentees, supporting documentation is not required.

<b>Nurses Category Mentor/Mentees(s)</b>	<b>Year</b>
Mentor: CAPT .....	
Mentee: LT . . . .	
<b>Other PNURSE/Agency Mentor/Mentees(s)</b>	<b>Year</b>
Dr./Ms./Mrs./Mr. ....	

### SECTION 13: PUBLICATION(S)

List **up to 15** of your most significant journal articles, books, and internet documents/databases;

1. Start on a new page.
2. **BOLD** the last name of the officer(s) in the publications.
3. Number the publications on the left side in reverse chronological order.
4. The URL: <http://www.nlm.nih.gov/pubs/formats/internet.pdf> includes formats for bibliographic citation of Internet documents including journals, monographNurse, databases and homepages.
5. Website examples: No ending period is used after a URL or other Internet address in a citation unless it concludes with a slash (“/”). The period may interfere with a hyperlink. For example: <http://www.nlm.nih.gov/pubs/formats/internet.pdf>. Insert a period in this example because it ends.

### SECTION 14: PRESENTATION(S)



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List **up to 15** major presentations at meetings, conferences and workshops in which you provided significant organization support, and other professional activities that reflect leadership, organization, and professional abilities.

Follow this format:

1. List Month/Year,
2. Type of Activity [Oral Presentation, Poster, etc.],
3. Title of Presentation,
4. Title of Meeting, and
5. Location (if not webinar).

**SECTION 15: CIVIC, COMMUNITY, AND VOLUNTEER ACTIVITIES: (OPTIONAL)**

List current community and civic activities, e.g., Boy or Girl Scout Troop Leader, chairman of a school or church committee, or president of the local chapter of the Sierra Club.

1. Include organization, role, and length of service.
2. Do not repeat officership highlights under this section.