**8/22/19 NPAC General Body Conference Call/FAQs**

1. **How do we request an NPAC Mentor?**

Request through the usphsnsgmentor@aol.com email listserv.

1. **Can I list ongoing college courses under the Continuing Education table? If so, how do we list the credits?**

If the college course is applicable to your USPHS duties, then the officer may use their discretion and list the courses. According to the American Nurses Credentialing Center (ANCC), 1 academic **semester** credit equals 15 continuing education units (CEUs) and 1 academic **quarter** credit equals 12.5 contact hours.

1. **If I have a mentee, can we list this individual under the Mentor/Mentee Activity table?**

Yes, please list both Mentor(s) and Mentee(s) relationships Including N-PAC formal mentors and other professional mentors

1. **If I have an outside position in order to obtain clinical hours, am I required to list the hours worked?**

Yes, list the hours worked per month and location of clinical site. Specify if the outside position is voluntary or paid.

1. **Do I need to create a separate page for publications?**

No. This is no longer needed. Note that publications are not in table format.

1. **Can we list civilian awards prior to CAD?**

Yes. This would be listed under the “Other Awards” section in the table.

1. **Can we list Dinner with a Captain under the Mentor/Mentee Activity table?**

No, unless the Captain is also your Mentor.

1. **Can we list publications prior to CAD?**

Yes. Limited to a total of 15 of your most significant publications.

1. **Can we list presentations prior to CAD?**

No.

1. **How do you list TDYs?**

In section 2, list TDYs and concurrent details in a separate row from your primary duty station. This can include TDYs at same duty station as long as this is not partially/completely separate from current assignment. See example:

# USPHS CAREER PROGRESSION OVERVIEW

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Temporary Rank & Grade** | **Billet Grade** | **Agency Title** | **Title in Personnel Orders** | **Agency Position Status** | **Agency** |
| 01/18/2011–Current | CDR O-5 | O-6(supervisor) | Deputy | Deputy Division Director, NortheasternDivision | - | Health Resources and ServicesAdministration |
| 2/4/2018 – Current  | CDR O-5 | O- 5(non- supervisory) | Director | Compliance and Risk Management Director | Mission Critical TDY | Defense Health Agency, Department of Defense |

1. **Can we include publications that has been approved/accepted but pending publication?**

Yes, include in the citation “pending publication.”

1. **Section 2: USPHS Career Progression: If my billet and/or rank changes within the same assignment should I list the assignment with each change?**

No. Do not re-list assignment, if the same assignment, just update that section in the table (for example, 0-3/0-4). The title page will list the date of temporary promotion.

1. **How should I indicate if I do not have an Employee ID (EMP ID#) number?**

Delete the “EMP ID# and only have the header have PHS#. Since the CC migration away from Direct Access, new officers will no longer be issued an EMP ID#.

1. **I have already received permanent promotion, but the CV calls for last temporary promotion. Should I include most recent permanent promotion?**

No. The temporary promotion is most relevant to reviewers. This rank is worn, can be compared to when positions were obtained, and compared to current billet/position responsibility. Reviewers may also be able to see if or when the officer will be up for another temporary promotion.

**Please email the NPAC Career Development Subcommittee CV Team with any other questions/comments.** NPACCareerDevelopmentSubcommitteeCVTeam@mail.nih.gov