

**CDR Example T. Two, DMD
PHS #12345
Dec 2018**

CV Promotion Summary

Precept #1: Performance

Current Leadership Role and Contribution to Agency/PHS Mission

- Chief Dental Officer FCI Danbury (O-5 billet): supervises 1 USPHS dentist, 1 BOP dental hygienist, and 2 contract dental assistants. Ensures the effective management of the dental clinic by planning, organizing, and directing activities to meet the needs of the patient of over 1100 patients at FCI Danbury, CT.
- Examines, diagnoses, and treats dental diseases and pathology. Develop, implement, and evaluate patients to create comprehensive dental treatment plans that includes a full range of dental care needs.

Uniformed Service Decorations and Awards (in order of precedence per CC512.01)

- PHS Commendation Medal 2016
- PHS Achievement Medal 2013
- PHS Citation 2006
- Presidential Unit Citation 2015
- PHS Unit Commendation 2010
- Hazardous Duty Award 2004
- Regular Corps Ribbon 2010
- Commissioned Corps Training Ribbon 2004

Other Awards

- DePAC Letters of Appreciation (x6) 2010-2017
- JOAG Letters of Appreciation (x5) 2008-2017
- Non-PHS Letters of Appreciation (x12) 2004-2017

Publications and Oral Presentations

- Management of Dental Emergencies (COA, AMSUS) 2015

Precept #2: Education, Training, and Professional Development

Professional Degree, Specialty Training, Graduate Degrees with Oral Health/Public Health Emphasis

- Doctor of Dental Medicine Tufts University School of Dental Medicine 2003

Board Certification

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Advanced Certificates and Fellowships in Dentistry or Public Health

- Advanced Clinical Practice Residency in Exodontia, US Navy 2005

Public Health Training

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Continuing Education

Year:	2014	2015	2016	2017	2018
Total Credit Hours:	16	36	32	32	32

Precept #3: Career Progression and Potential

Position Title	Agency and Location	Pay Grade	Billet Level	Supervisory	Dates
Chief Dental Officer	BOP, FCI Danbury, CT	O-5	O-5	Local	04/12-Present
Staff Dental Officer	BOP, FCI Berlin, NH	O-4	O-4		08/08-04/12
Staff Dental Officer	IHS, Anchorage, AK	O-3	O-4		08/06-08/08

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Collateral Duties

- FCI Danbury Lead Health Services Recruiter 08/13-Pres
- FCI Danbury Radiation Safety Officer 05/13-Pres
- FCI Danbury Acting HSA 02/13-Pres
- FCI Berlin Medical/Dental Infection Control Officer 04/09-04/12
- FCI Berlin Medical/Dental Supply Officer 04/09-04/12
- FCI Berlin Acting CDO 08/08-04/12
- IHS Anchorage Quality Improvement Officer 12/05-08/08
- IHS Anchorage Medical/Dental Infection Control Officer 03/05-08/08

Public Health Experience

- COA and AMSUS Presentation - Management of Dental Emergencies 2015
- FCI Berlin Staff Presentations - OHI and Dental Health 06/09-06/12
- IHS Anchorage Dental Outreach Program Coordinator 05/05-08/08

Field Medical Readiness Badge

2012

Precept #4: Professional Contribution and Service to the Corps (Officership)

Dental Professional Advisory Committee (DePAC) and Other Advisory Groups

- DePAC Voting Member 2018
- DePAC Retention Workgroup Chairman 2018
- DePAC Readiness Workgroup member 2016-2018
- DePAC Minority Issues Subcommittee member 2015-2016
- DePAC Smoking Cessation Workgroup 2014

Recruitment Activities

- ADA photo representative for recruitment into ADA Federal Services 2011-2012
- BOP representative for USPHS Combined Recruitment PowerPoint presentation 2006

Mentoring Activities

- DePAC Mentoring Program, Mentor 2009-2010
- DePAC Mentoring Program, Protégé 2004

Professional Contributions and Outreach

- Institute for Healthcare Improvement "Becoming a Leader in Health Care" course 2014
- USPHS Dental Category Appointment Board Member 2013 (x2)
- RedDOG Camp LeJeune Dental Provider Augmentation 2007
- COA Local Chapter President 2006-2008

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PRECEPT #1: PERFORMANCE

Current Leadership Role/ Mission Contribution to Agency

- Chief Dental Officer FCI Danbury (O-5 billet): supervises 1 USPHS dentist, 1 BOP dental hygienist, and 2 contract dental assistants. Ensures the effective management of the dental clinic by planning, organizing, and directing activities to meet the needs of the patient of over 1100 patients at FCI Danbury, CT.
- Examines, diagnoses, and treats dental diseases and pathology. Develop, implement, and evaluate patients to create comprehensive dental treatment plans that includes a full range of dental care needs.

Commissioned Corps (CC) Awards

CC Individual Honor Awards	Accomplishment	Date
Commendation Medal	Service of duty at FCI Danbury,CT. Sole provider due to provider shortages for extended periods. Highest Inmate Dental Health Percentage in Region.	2016
Achievement Medal	For care and duty provided from Aug2008-April 2012	2014
USPHS Citation Medal	Increasing Native American Dental Health by traveling to remote reservations in Alaska	2006
CC Unit Honor Awards		
USPHS Presidential Unit Citation	For USPHS international efforts to fight Ebola	2015
USPHS Unit Commendation	For production output after 30% increase in inmate numbers per year	2010

Other CC and Non-CC Honor Awards (e.g. DePAC, agency, or professional organization)

Awards	Accomplishment	Date
Field Medical Readiness Badge	For completing the required training, deployments, and physical fitness requirements	2012
Hazardous Duty Award	For travel to remote outposts in Alaska	2004

PRECEPT #2: EDUCATION, TRAINING, AND PROFESSIONAL DEVELOPMENT

Degrees, Residencies, and Post-Doctoral Training (with dates)

- Advanced Clinical Practice Residency in Exodontia 2006
- Doctor of Dental Medicine Tufts University School of Dental Medicine 2003
- BS in Zoology University of Florida 1999

Public Health Training/Experience (with dates)

- USAF Battlefield Acupuncture Training (Local) 2014
- Incident Command Structure Training (National) 2006
- Immunizations for the Dental Professional (International) 2006
- Armed Forces Institute of Pathology Forensic Identification Course (International) 2005

PRECEPT #3: CAREER PROGRESSION AND POTENTIAL

Chief Dental Officer	FCI Danbury,CT	Position Billet O-5	4/12-present
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Duties:

- Chief Dental Officer FCI Danbury (O-5 billet): supervises 1 USPHS dentist, 1 BOP dental hygienist, and 2 contract dental assistants. Ensures the effective management of the dental clinic by planning, organizing, and directing activities to meet the needs of the patient of over 1100 patients at FCI Danbury, CT.
- Examines, diagnoses, and treats dental diseases and pathology. Develop, implement, and evaluate patients to create comprehensive dental treatment plans that includes a full range of dental care needs.
- Overseeing the overall working condition, cleanliness and infection control of the entire dental clinic, which includes sterilization procedures, dental supply, equipment, and the establishment of a preventive maintenance program for dental equipment and supplies.

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- Quality Improvement Technical Supervisor. Ensure active participation and compliance with the Quality Improvement Program
- Oversee the preparation of reports, updating the dental clinic policy and procedures manual, and maintain records connected with assigned duties
- Ensure efficient and effective use of all assigned Dental Officers and civilian dental employees
- Ensure that appropriate training is conducted on a regularly scheduled basis
- Ensures position and billet descriptions are accurate and that credentials and privileging requirements are met and that appropriate training is conducted on a regularly scheduled basis

Collateral Duties:

- FCI Danbury Lead Health Services Recruiter Actively recruiting three new possible officer candidates
- FCI Danbury Radiation Safety Officer Schedule testing and certification of radiograph equipment
- FCI Danbury Acting HSA Review clinic operations with warden to meet Prison Standard Operating Procedures

Staff Dental Officer	FCI Berlin, NH	Position Billet O-4	8/08-4/12
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Duties:

- Supervise 2 dental hygienist and 3 dental assistants in an inmate population of 750.
- Ensure that appropriate training is conducted on a regularly scheduled basis
- Provide Comprehensive dental care ensuring health of inmates

Collateral Duties:

- FCI Berlin Medical/Dental Infection Control Officer ensured clinic passed all Federal inspections
- FCI Berlin Medical/Dental Supply Officer in charge of a \$40,000 annual supply budget
- FCI Berlin Acting CDO during CDO deployments and leave ensuring clinic operated in an efficient manner
- DEPAC Minority Issues Subcommittee member

Staff Dental Officer	IHS, Anchorage, AK	Position Billet O-3	8/05 – 7/08
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Duties:

- I provide support for the Regional Chief by monitoring clinic operations, monitoring staff, and ensure dental health of the 3000 members in our AOR
- Participate in the revisions of the SOP, and conduct PEER reviews and compliance with QI studies.
- Collaborates with the CDO to help ensure compliance in monitoring dental customer satisfaction & patient advisory committee survey feedback.
- Provide Comprehensive dental care ensuring dental health of the Native American Population

Collateral Duties:

- Dental Outreach Program Coordinator ensuring remote Native Americans had access to care
- IHS Anchorage Quality Improvement Officer ensured processes are running efficiently and improved upon
- IHS Anchorage Medical/Dental Infection Control Officer monitored nosocomial infection rates and CSR processing
- Clinic Morale Chairman to keep staff in a positive working environment
- DePAC Smoking Cessation workgroup member

Residency	USN Training Center Great Lakes, IL	Position Billet O-3	12/04 – 12/05
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Duties:

- Provide Surgical and post-surgical care to Navy recruits in both a clinical and hospital setting
- Supervisor of 3 dental assistants
- Train new dentists in exodontia at end of residency

Collateral Duties:

- Weekly Literature Review presentations
- Prepare and present table clinic at Chicago Midwinter
- Present CE lecture to Navy staff

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PRECEPT #4: PROFESSIONAL CONTRIBUTIONS/ SERVICE TO THE CORPS (OFFICERSHIP)

Recruitment and Mentoring (with roles and dates)

- ADA photo representative for recruitment into ADA Federal Services 2011-2012
- DePAC Mentoring Program, Mentor 2009-2010
- BOP representative for USPHS Combined Recruitment PowerPoint presentation 2006
- DePAC Mentoring Program, Protégé 2004

Deployments (with roles and dates)

- Camp LeJeune, North Carolina Dental Provider 2007

Other Official CC/PHS Activities (with roles and dates)

- DePAC Voting member 2018
- DePAC Retention Workgroup Chairman 2018
- DePAC Readiness and Deployment Workgroup 2016-present
- DePAC Minority Issues Subcommittee 2015-present
- DePAC Smoking Cessation Workgroup contributed to White Paper 2014
- USPHS Dental Category Appointment Board Member 2013 x2

Professional Organizations (with roles and dates)

- Academy of General Dentistry 1998-present
- Commissioned Officers Association; Chapter President 2006-2008 2004-present

Presentations (title, location, date)

- COA and AMSUS Presentation - Management of Dental Emergencies 2015
- FCI Berlin Staff Presentations - OHI and Dental Health 2009-2012