

Dental Category CV Instructions

The Dental Category Curriculum Vitae (CV) is divided into two sections: the CV Promotion Summary and the CV Body. The first section, the CV Promotion Summary, directly follows the items outlined in the benchmarks. It is designed with a rigid, standardized format so that Promotion Board members can quickly and easily see how well each officer meets the benchmarks in the limited time they are given. The second section, the CV Body, can also be used by Promotion Boards, but has no standardized format other than to include descriptions of accomplishments for each award and descriptions of the duties and collateral duties at each duty station. This open format allows each officer to express themselves as they see fit, while still including the descriptions outlined above to ensure that all of the information in the previous CV is still available. Hopefully, this will make the CV more easily adaptable when applying for jobs within the PHS or after retirement/separation.

Instructions for the first section (CV Promotion Summary) are described below in **red**.

General Instructions:

- Do not alter the format or font of the CV Promotion Summary section, it is based directly on the benchmarks and is standardized for ease of Promotion Board referral.
- Do not delete sections, even if you don't have anything to put under it.
- Unless otherwise indicated, items should be in reverse chronological order with the most recent item first. Align dates to the 6.5" mark on the ruler (see example CVs).
- Please be truthful and accurate, false or misleading information could ruin your chances at a promotion, job application, award nomination, etc.

CV Promotion Summary

Precept #1: Performance

Current Leadership Role and Contribution to Agency/PHS Mission

- XXXXXXXXXXXX
- XXXXXXXXXXXX

List your current role in command/agency, and indicate any collateral duties and activities that contribute to the visibility and impact of the agency/PHS mission.

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

- XXXXXXXXXXXX XXXX
- XXXXXXXXXXXX XXXX

This section is for any PHS or DoD decorations and awards that you are authorized to wear on your uniform. List in order of precedence as described in sections 6-3 to 6-19 of CC512.01. The assumption will be that all awards are from the PHS, unless otherwise indicated. If the award is not from the PHS, or you think it might be confusing, indicate which uniformed service issued the award in parentheses. For example:

- Commendation Medal
- Achievement Medal (PHS)
- Achievement Medal (USCG)

Compare this section with your Promotion Information Report (PIR) in your eOPF to ensure accuracy; Promotion Boards will likely use the PIR award data over what is listed in the CV since the PIR has been validated. Descriptions of each award will be written in the CV Body section below.

Other Awards

- XXXXXXXXXXXX XXXX
- XXXXXXXXXXXX XXXX-XXXX

This section includes other awards such as DePAC awards, JOAG awards, agency awards, and awards from professional organizations. Use one line to list all letters of appreciation from different entities, list in best estimate of order of

precedence.

Publications and Oral Presentations

- XXXXXXXXXXXX XXXX

List any publications you have authored or oral presentations you have given.

Precept #2: Education, Training, and Professional Development

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

- XXXXXXXXXXXX XXXX-XXXX
- XXXXXXXXXXXX XXXX-XXXX

Your professional degree is either your DDS or DMD degree. Specialty training includes the nine ADA recognized specialties and the 2-year AEGD/AGPR/Comprehensive Dentistry programs. Graduate degrees with oral health or public health emphasis include degrees such as a PhD, MSD, MPH, MHA, MHSc, MSPH, MS, etc. These degrees can have been obtained before or after the professional degree. If you are currently working towards a degree, note that it is in progress and indicate the period of time you have been working to obtain the degree. For example:

- Masters of Public Health, Georgetown University (in progress) 2017-present

You may list other degrees you have earned (e.g. Bachelor's degree) in the CV Body portion of this document.

Board Certification

- XXXXXXXXXXXX XXXX

Board certification (or eligibility) includes only the recognized boards that are eligible for special pay. Indicate whether you are board-eligible or board-certified.

Advanced Certificates and Fellowships in Dentistry or Public Health

- XXXXXXXXXXXX XXXX

Advanced certificates include 1-year AEGD/GPR, 1-year Advanced Clinical Practice Programs (e.g. Exodontia, General Dentistry, Endodontics), Fellowship or Mastership in the Academy of General Dentistry, certificates in Disaster Management, Forensic Odontology, Geriatrics, etc.

Public Health Training

- XXXXXXXXXXXX XXXX
- XXXXXXXXXXXX XXXX

This includes additional coursework in public health, emergency preparedness, RedDOG training deployments, and other training related to the agency and/or PHS mission. Enrollment in or completion of the Epidemic Intelligence Service Fellowship is cited as an example of public health training in the Dental Category Promotion Benchmarks.

Continuing Education

Year:					
Total Credit Hours:					

List total credit hours of dental CE earned for each of the last 5 years (current year in right-most column). Leave cells blank for any years prior to earning professional degree. You can succinctly explain any extenuating circumstances below the table (e.g. Enrolled in Pediatric Dentistry Residency in 2005 and 2006).

Precept #3: Career Progression and Potential

Position Title	Agency and Location	Pay Grade	Billet Level	Supervisory	Dates

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Position titles should be consistent with your eOPF. For each position indicate the level of supervision (local, regional, or national); leave blank if position is not supervisory. Add rows if needed and delete any rows of unused cells.

Collateral Duties

- XXXXXXXXXXXX XXXX-XXXX
- XXXXXXXXXXXX XXXX-XXXX

List local or agency mission-related duties that are not included in your billet descriptions. Descriptions of duties and collateral duties for each position will be in the CV Body section below.

Public Health Experience

- XXXXXXXXXXXX XXXX
- XXXXXXXXXXXX XXXX

Public health experiences include participating in public health/prevention activities. Examples include presenting public health training or abstracts, authoring articles in national dental publications/journals, or developing large scale prevention projects or surveillance efforts. There is some overlap here with "Publications and Oral Presentations" in precept #1.

Field Medical Readiness Badge

- XXXXXXXXXXXX XXXX

If you have been awarded the Field Medical Readiness Badge (FMRB), indicate the date it was awarded and delete the bullet below (see examples). If you have not been awarded the FMRB, concisely indicate any progress you have made towards achieving it. The criteria required for earning the FMRB can be found here: https://dcp.psc.gov/CCMIS/COAP/COAP_award_criteria_m.aspx#32.

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

Dental Professional Advisory Committee (DePAC) and Other Advisory Groups

- XXXXXXXXXXXX XXXX
- XXXXXXXXXXXX XXXX-XXXX

Indicate whether elected as a voting member or into a leadership position in DePAC or other PHS advisory groups such as the Junior Officer Advisory Group (JOAG), Minority Officers Liaison Council (MOLC), etc. List each advisory group together for ease of viewing.

Recruitment Activities

- XXXXXXXXXXXX XXXX
- XXXXXXXXXXXX XXXX-XXXX

Document recruitment activities; official recruiting (DePAC, JOAG, etc.) carries more weight than informal recruiting, as it is documented and can be verified with a letter of appreciation.

Mentoring Activities

- XXXXXXXXXXXX XXXX
- XXXXXXXXXXXX XXXX-XXXX

Document participation as a protégé and/or as a mentor. Official mentoring carries more weight than informal mentoring as it is documented and can be verified with a letter of appreciation from the DePAC Mentoring Workgroup.

Professional Contributions and Outreach

- XXXXXXXXXXXX XXXX
- XXXXXXXXXXXX XXXX-XXXX

Document commitment to professional development and officer visibility. Include participation, presentations, or outreach at local, regional, national, or international meetings or activities of professional organizations, ideally with an impact in support of agency or PHS missions.

CV Body

Officers are free to decide what to include in the CV Body section and how to present it. Any professional looking font or format is acceptable, including that of the previous version of the Dental Category CV.

There are only two items that are necessary to include in the CV Body section:

- 1) Descriptions of the accomplishment for each award
- 2) Descriptions of the duties and collaterals at each duty station