

## Environmental Health Officer CV Cover Sheet Supplemental Guidance

The intent of the CV Cover Sheet is to provide CV information in an abbreviated format for the specific purpose of highlighting information related to benchmarks for promotion precepts for the promotion board. It cannot exceed one page. You determine important career highlights to concisely demonstrate your professional competencies, career progression, contributions, and performance as an environmental health professional to the promotion board.

### Formatting

- The CV and CV Cover Sheet should be submitted as one document, as the eOPF only contains one CV document. If you resubmit to the eOPF, the previous file is overwritten.
- The sections captured on the CV Cover Sheet are described below. Each section of the Cover Sheet are in table format. Only the “Career Progression & Potential” table shows the lines. Table lines are hidden for the other sections to provide a clean and attractive document that is easy to read.
- Use the “Tab” function to move from cell to cell or to create additional lines in your table.
- Use only Times New Roman, size 12 for headings and size 10 for content, and use 1-inch margins.

### Education, Training, & Professional Development

- This section provides a snapshot of promotion precepts you met for the factors listed under Benchmark 2 “*Education, Training, & Professional Development.*”
- List in order of degrees, certifications, then training. See the “[Environmental Health Officer Benchmark 2 Education, Training, & Professional Development Supplemental Guidance](#)” document for examples of degrees, credentials and certifications to include in this section.
  - For degrees, list only the year the degree was conferred.
  - For credentials/certifications, list only current credentials, not expired ones, and indicate they are current.
  - List *significant* training courses that demonstrate enhanced competencies that can benefit yourself and the Corps’ mission. Remember, your complete list of training is captured on your Continuing Education Summary Sheet.

### Career Progression & Potential

- This section provides a snapshot of promotion precepts you met for the factors listed under Benchmark 3, “*Career Progression & Potential.*” This includes position title, assignments, ranks held, and billet level for permanent assignments and TDYs over  $\geq 90$  consecutive days as described in the promotion benchmarks.
- Details regarding each position should not exceed one line. Use acronyms for agencies’ names and list the duty station city and state beside it within the same column.

### Professional Contributions & Service to the Corps (Officership)

- This section provides a snapshot of promotion precepts you met for the factors listed under Benchmark 4, “*Professional Contributions & Services to the PHS Commissioned Corps (Officership).*” This includes membership, leadership, and involvement in the EHOPAC and Advisory Groups; type of participation should be indicated (e.g., Voting Member or name of specific subcommittee participation).
- Other contributions may include documented recruitment activities; mentoring; membership/involvement in professional organizations, uniformed service organizations or specialty organizations; and presentations and outreach.
- Information provided in this section should focus on contributions.

### Non-PHS Awards and Recognitions

- Award history is one factor assessed under Benchmark 1, “*Performance Rating and Reviewing Officials Statement (Performance),*” and all PHS awards are on the PIR and should also be on your CV.
- Therefore, on the cover sheet list non-PHS awards and recognitions (e.g., Division, Institute, Agency, or professional organization) received.
- Provide the official award title and the agency or organization it is from.
- You may also include other recognitions like certificates/letters of appreciation for significant achievement in which you state the title, description, and agency/organization.