

EHOPAC Promotion Year Curriculum Vitae (CV) Guidance

The CV is the best place for officers to provide a concise picture of their entire career and assist the promotion board in its review. CCHQ has created a standardized CV format for use by all 11 categories. It is strongly encouraged that officers review the [CCHQ guidance](#)

CCHQ provides format instructions and guidance on the following:

1. Promotion CV Cover Page Guidance Document
2. Promotion CV Format Instructions
3. Continuing Education Summary Sheet
4. Promotion Curriculum Vitae Template

Officers are also encouraged to review and consider templates developed by other categories in the new Applied Public Health Category accessible through the respective PAC webpage where available and linked in the resource section below.

GENERAL TIPS

- Use the [promotion benchmarks](#) as a guide to help determine important CV content.
- Use plain language. This point cannot be overemphasized. As we transition to the new categories for promotion purposes, it is important that the reviewers who (will not be a group of all Environmental Health Officers) are able to quickly, fully, and easily understand the content and impact without needed to decipher EHO or agency jargon. Have someone who is unfamiliar with your daily work and your category review your CV to gauge its clarity.
- Be concise. The reviewer needs to be able to review your materials and quickly discern the important details. Avoid the fluff and superfluous information. It is better to have a small amount of information that is impactful.
- Focus on impact and leadership.
 - Begin each statement with a powerful action verb.
 - Quantify your results using numbers, percentages, and dollar amounts, but do not exaggerate or overembellish.
 - Avoid using adverbs (e.g., “effectively” or “significantly”).

PRECEPT 1: PERFORMANCE RATING AND REVIEWING OFFICIAL’S STATEMENT (PERFORMANCE)

- **Precept 1 will be the longest section of the CV for the majority of officers.**
- **“DUTIES & RESPONSIBILITIES”** – this is the only place where you can describe your level of responsibility. **Limit to no more than 10 bullets.**
- **“IMPACT/ACCOMPLISHMENTS”** – identify your *major* accomplishments, these should mirror your duties and demonstrate your contributions to the USPHS Commissioned Corps and the difference you made as an officer to your organization. **Limit to no more than 10 bullets.**

As you write these sections:

- **Focus on impact in your job description** – It is critical to demonstrate activities and accomplishments that have made an impact to your agency, people served, or to public health in general. An impact statement is not another description of duties. Instead, it summarizes and quantifies, in plain language, the difference your efforts have made.
- **“USPHS ASSIGNMENT COLLATERAL DUTIES”** - highlight assignments that were above and beyond your primary job responsibilities. These are duties that are *assigned by your agency* and do not include category or USPHS collateral duties like EHOPAC, JOAG, etc.
 - Examples include:

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- Assignment to an agency workgroup;
 - Instructor for a class required by your agency (BLS, etc.);
 - Appointment to an agency board or advisory group;
 - Selected or volunteered to take on an additional project or assignment; or
 - Represented your agency as a subject matter expert, etc.; Contracting Officer's Technical Representative/Contracting Officer's Representative (include level).
- **"AWARDS HISTORY"**
 - Includes sections for USPHS Awards, Uniformed Services Awards, and Other Awards
 - USPHS awards must be on your PIR prior to listing on the CV. [Awards should be listed in order of importance](#)
 - For additional guidance, refer to page 7 of the CCHQ [Promotion CV Format Instructions](#)

PRECEPT 2: EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT

- **"CREDENTIALS"** - list qualifying degrees and additional degrees starting with the most recent. For degrees in progress, include present (%) completed and/or number of credits and projected date of completion in the "Year Received" column.
 - Transcripts must be submitted to CCHQ and visible in your eOPF. These can be submitted from the educational institution to CCHQ electronically or by mail.
- **"CERTIFICATIONS, REGISTRATION & ADDITIONAL TRAINING PROGRAMS"** - certifications, graduate certificates, and other high level training programs should be included in this table.
 - Graduate certificates will not have expiration dates; N/A should be placed in the expiration date and the CE columns.
 - Ensure consistency in the CE column.
 - Do not include expired credentials, CE or training activities to maintain readiness (e.g. license, registration, certification, BLS), OBC/BOTC, or training ribbon.
- **"LICENSURE"** – The eOPF labels EHO credentials as licensure for the Registered Environmental Health Specialist, Certified Safety Professional, Certified Industrial Hygienist, and Certified Health Physicist. To be consistent with the eOPF, EHOs should place these four environmental health credentials in the licensure section. *Other certifications and credentials do not belong in this section.* If an environmental officer does not hold one of these credentials, "N/A" should be placed in the first box under the "Type" column.
- **"CONTINUING EDUCATION"** This will be the last page of the CV under "Appendix B" **and should also be uploaded to the Continuing Education section of your eOPF.**
 - Tip: In the eOPF, upload all certifications obtained within a year as one PDF chronologically and match that order in the CE sheet, so reviewers are able to quickly review and verify. This is also applicable for Letter of Appreciation and agency awards.
- **"CONTINUING EDUCATION (PLANS, DEVELOPS, LEADS)"** - focus primarily on activities in which officers were **actively** engaged in teaching, planning, developing, or leading that activity.
 - There may appear to be ambiguity between the "CONTINUING EDUCATION (PLANS, DEVELOPS, LEADS)" and "PUBLIC HEALTH TRAINING & EXPERIENCE". The key difference between these two elements is the significance of the officer's role in teaching, planning, developing, and leading where "Public Health Training & Experience" is any public health training & experience the officer received.
- **"PUBLIC HEALTH TRAINING & EXPERIENCE"** - highlights officers most significant trainings since their **call to active duty**. Do not include CE listed in the CE Summary Sheet.

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- Examples may include USPHS Deployment Training, advanced ICS or other FEMA trainings such as Environmental Health Training in Emergency Response Operations

PRECEPT 3: CAREER PROGRESSION & POTENTIAL

- Clearly present your assignments in a table as prescribed in the [Promotion CV Format Instructions](#). The PIR now lists billets and pay grades. The CV and PIR should match.
- Indicate **one or more** Mission Priority Buckets for each assignment. It is the responsibility of officers to ensure that their CV clearly and truthfully conveys how each assignment meets the selected MP buckets.
 - Mission Priority Buckets
 - **MP 1:** permanent duty assignment in organizations that primarily serve underserved and vulnerable population (e.g., IHS, BOP, DHS-IHSC)
 - **MP 2:** permanent duty assignment in organization that provides direct clinical care (e.g., IHS, BOP, DHS-IHSC, NIH Clinical Center, DoD, USCG)
 - **MP 3:** serve in a difficult to retain discipline (physician, veterinarian, nurse practitioner, dentist, physician assistant)
 - **MP 4:** permanent duty assignment in a hazardous duty or isolated hardship location, or in national health security
 - **MP 5:** assignments that demonstrate leadership (e.g., supervisor, manager, executive); considered a subject matter expert; independently leads programs, projects, and/or teams

PRECEPT 4: PROFESSIONAL CONTRIBUTIONS & SERVICE TO THE PHS COMMISSIONED CORPS (OFFICERSHIP)

- This section includes the officer's deployments, collateral duties, professional organizations, mentoring activities, publications, presentations, and civic/outreach activities.
 - Describe your role and write for impact. Discuss what accomplishments you made in your specific role. Do not exaggerate or over-embellish. If you are unclear about your role, seek clarity (e.g. service on the EHOPAC is clearly defined by the EHOPAC as volunteer or voting member service. If you were not a voting member, your CV should not in any way imply "membership."). Accuracy is important to demonstrate your personal integrity.
 - For order of precedence and additional guidance, refer to pages 11-14 of the [CCHQ Promotion CV Format Instructions](#)

OTHER RESOURCES

- [USPHS Curriculum Vitae/Promotions Home Page](#)
- Other Applied Public Health Combined Category Resources
 - [EPAC CV, CV Cover Page, and CE Summary Sheet Template](#)
 - [NPAC Examples](#)
 - [HSO Examples](#)
- Outside Resources
 - [Santa Clara University "Writing High Impact Statements"](#)
 - [Harvard Resume and Cover Letter Guide](#)