



**HEALTH SERVICES
PROFESSIONAL ADVISORY COMMITTEE
(HSPAC)**

Multidisciplinary in Approach, Connected by Service, Advancing Public Health

HSPAC Awards Subcommittee



HSPAC Excellence in Mentorship Package

(FY 2023)

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HSPAC Excellence in Mentorship Award

2023 CALL FOR NOMINATIONS

Nomination Deadline – Monday February 6, 2023

The Health Services Professional Advisory Committee (HSPAC) would like to recognize Senior Officers in the Health Services Category who provide exceptional service by fostering the professional growth and development of USPHS Officers by requesting nominations for the **HSPAC Excellence in Mentorship Award**. The selected candidate will be recognized at the annual **USPHS Scientific and Training Symposium to be held in Tulsa, OK, from May 8-11, 2023**.

Nominees for this prestigious award must have provided exceptional service by fostering the professional growth and development of USPHS officers by providing guidance on Commissioned Corps policies and officership, counseling on professional advancement, navigating challenges, resolving conflicts, encouraging holistic health and work-life balance cultivating an environment that encourages questions, informed debate, and ongoing learning. The Excellence in Mentorship recipient would possess these qualities, and the core values of Leadership, Service, Integrity, and Excellence.

Eligible Officers: All Health Services Officers (i.e., holding the Rank of O-5 or above), excluding current HSPAC Voting Members, who are official HSPAC mentors (enrolled in HSPAC Mentoring Program) and do not have current or pending adverse actions and meet all USPHS Basic Readiness standards are eligible and encouraged to apply for this award.

Complete nominations packet must include:

Note: Nominations packet must be submitted as a SINGLE (1), combined PDF file.

1. Signed Nomination Form (enclosed)
2. Nomination Narrative (fillable fields enclosed)
3. Screen shot of Basic Readiness* page from RedDOG self-service system (recent 5-months)
4. Updated curriculum vitae (CV) that follows the most current HSPAC CV Format
5. Photo in (any) PHS uniform (head shot or full length)

* Basic readiness is subject to CPO-review throughout selection process

Nominations may come from a representative from the officer's Agency, the officer's supervisor, an officer's colleague, or a mentee. Although the officer may be involved in the preparation of the package, self-nominations are not acceptable.

Submission and Deadline: Nomination packet must be submitted as a SINGLE (1), combined PDF file to CDR Samantha Fontenelle at fontenelle.samantha@epa.gov and LCDR Navia Gregory at tgregory@cdc.gov received no later than February 6, 2023.

NARRATIVE QUESTIONS & INSTRUCTIONS

Narrative Questions

Using the **HSPAC Excellence in Mentorship Award “Narrative Guidance Document”** as a reference, please provide a supportive narrative that answers the following three questions:

1. Scope of the Mentoring Relationship(s)
2. Impact of the Mentoring Relationship(s)
3. Duration and Frequency of the Mentoring Relationship

Narrative Instructions

- Limit responses to **maximum 2 pages** for all 3 questions
- Use **12 point Times New Roman font** and **one inch margins**
- Narratives not submitted in the correct format will be returned to the nominator for reformatting. The nominator will have one business day to reformat and resubmit.

NARRATIVE GUIDANCE DOCUMENT

The purpose of the **HSPAC Excellence in Mentorship Award “Narrative Guidance Document”** is to clarify the expectations for the supportive narrative responses. Specific examples are requested, as scoring of responses will be based on the set criteria below to the greatest extent possible. Responses to each of the three questions below are not weighed equally.

The Health Services Officer Excellence in Mentorship Award was developed to acknowledge leaders, (USPHS Health Services Officers of rank O5 and above) who are enrolled in the category’s official Mentoring Program for fostering relationships that result in positive outcomes for the mentee(s), the Health Service Category, and USPHS.

The bullets/examples in the questions below should NOT limit your response, but should rather act as a guide to assist you in writing your nomination.

NARRATIVE GUIDANCE DOCUMENT *(cont.)*

Question #1: Scope of the Mentoring Relationship(s) (55 points)

This section should clearly define the mentor's attributes, the specific areas that the relationship addresses (e.g., retention, professional development goals, promotion preparation, deployment-related activities, Agency-related activities, work-life integration, etc.), and the mentor's role in advancing the mentee's development. The nomination should also describe any goals that the mentee set with the mentor. Please note that this award will place greater weight on the quality as opposed to the quantity associated with mentorship assignments. Therefore, there is no direct correlation between the length and scope of the relationship, and the number of mentees is not necessarily an indication of a mentor's effectiveness. If a nominee has multiple mentees, please describe the varied subjects covered by each partnership. The "Responsibilities of a Mentor" list on page 4 of the USPHS [HSO Mentoring Program Handbook](#) is a solid starting point for this assessment, but below are some examples of additional questions to consider.

- How does the mentor demonstrate a positive attitude and act as a role model?
- How does the mentor value ongoing learning and growth as an officer and mentor; leading by example?
- How does the mentor provide the mentee with timely, factual, and relevant information to encourage and support their professional growth (e.g., information on educational/training opportunities)?
- How does the officer provide constructive feedback and advice to mentees?
- How does the mentor avail themselves to the HS Category's career progression tools, resources, and programs? Examples include the CP2G; HSO benchmarks; CV, award or promotion packet review; Coaching on Demand; USPHS Scientific & Training Symposium Career Counseling, etc.
- How has the mentor served as a formal or informal senior advisor to any HSPAC Subcommittees or Professional Advisory Group (PAG)?
- How has the mentors' regular counseling of an officer previously located in a lower promotion quartile ultimately resulted in a successful promotion?
- Has the mentor developed any mentoring resources for the HSPAC/PAG or written any articles on mentoring for HSPAC/PAG or other USPHS advisory groups?
- How has the mentor made use of the items in the HS Category Mentoring Program's "Training & Resources" list (e.g., [Mentor's Topical Guideline for Commissioned Officers](#))?
- How has the mentor completed the activities in the [HSO Mentoring Program Completion Checklist](#) (specifically, the two checkboxes for the mentor under "Individual Development Planning")?
- How has the mentor participated in training and education (e.g., modules on the [HS Category Mentoring website](#), related books) to build the mentoring skillset?

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- How does the mentor participate in other formal mentoring programs (e.g., agency, professional associations)?
- How does the mentor instill the importance of the PHS mission, officer responsibilities, and traditions of the Commissioned Corps?
- How does the mentor exhibit enthusiasm and take a personal interest in the mentoring relationship?

NARRATIVE GUIDANCE DOCUMENT (cont.)

Question #2: Impact of the Mentoring Relationship(s) (35 points)

This section should clearly define the qualitative and quantitative value of the mentoring relationship(s). It should highlight any mentee successes that are outgrowths of the mentoring relationship. Below are some examples of questions to consider.

- How did the mentorship guidance result in an award submission that the mentee ultimately received?
- How did the mentorship have ties to the development of a conference/symposium presentation or discipline-specific publication?
- How did the mentor's motivation/assistance result in achieving the goals of a PHS, agency, or organization's public health program?
- How did the mentor's motivation/guidance result in the innovative development or enhancement of a PHS, agency, or organization public health program?
- How did the mentor provide guidance for defining/further advancement in or changing a career track?
- How did the mentor inspire or facilitate the mentee's leadership in a professional development activity for public health professionals?
- How did the mentor assist the mentee with performance improvement, promotion and career mobility?
- How did the mentor inspire or motivate the mentee's contribution to an advancement in public health?
- How did the relationship result in the mentee's greater appreciation for and noteworthy contributions to HSPAC activities or USPHS missions?

NARRATIVE GUIDANCE DOCUMENT (cont.)

Question #3: Duration and Frequency of the Mentoring Relationship (10 points)

The overall length of interactions are critical metrics for assessing a mentor's commitment. Below are some examples of questions to consider.

- How is the mentor accessible, responsive, and generous with his/her time?
- Does the mentorship duration span multiple ranks, positions, and/or agencies for a mentee?

NOMINATION FORM

Nominee Information

Name and Rank: _____

Position Title: _____

Work Address: _____

Work Phone: _____ Email: _____

Nominator Information

Nominated by: _____

(Name, Title, Rank *if applicable*)

Work Phone: _____ Email: _____

Relationship to Nominee: _____

Signature: _____ Date: _____

Nomination Packet Checklist

Please check off the items included in your packet. Please note that the final nomination packet that you submit, must be a Single (1), combined PDF file with the following items:

- 1. Signed Nomination Form (enclosed)
- 2. Nomination Narrative (fillable fields enclosed)
- 3. Screen shot of Basic Readiness* page from RedDOG self-service system (recent 5-months)
- 4. Updated curriculum vitae (CV) that follows the most current HSPAC CV Format
- 5. Photo in (any) PHS uniform (head shot or full length)

* Basic readiness is subject to CPO-review throughout selection process

Note: To add an image of basic readiness screenshot page, click "Tools" in the upper right corner, select "Content Editing" followed by "Add an Image" and choose a JPEG or PNG file to upload.

To attach a file (e.g., CV), click on the paper clip icon in the upper-left side of the screen, and select a file to be attached into PDF.

If you do not have the appropriate software (e.g., Adobe Acrobat pro) on your computer, simply convert your file(s) to pdf, combine it with the nomination package, and submit it as a single PDF.

Please send completed nomination packet to
CDR Samantha Fontenelle at fontenelle.samantha@epa.gov and LCDR Navia Gregory at tgregory@cdc.gov by
February 6, 2023.

NOMINATION NARRATIVE Text limits to 3600 characters

NOMINATION NARRATIVE (*cont.*) Text limits to 3600 characters

BASIC READINESS SCREENSHOT