



Officer's Statement (OS) Guidelines

General Guidelines:

- Read the instructions.
- Utilize the current year's OS template at https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_OS_m.aspx
- One page document, brief, and succinct.
- Use proper grammar and spelling.
- Write using lay terms and avoid the fluff.
- Utilize bullet points.
- Utilize the category benchmarks for guidance.
- Use your List of Annual Performance and Accomplishments Tracking Sheets. Support statements with documentation in eOPF.
- Upload OS to officer's eOPF by December 31.
- Show IMPACT (What + How + Why = Impact)! Impact can be shown by:
 - Highlighting your role (Chair, Lead, etc.)
 - Including the target audience (agency, national, category, etc.)
 - Include impact - Impact is the effect that your accomplishments have
 - Use the "Writing for Impact Guidance Document" supplied as part of this year's CP2G reference materials

*Examples of impact statements:

- Co-chair, HS-PAC's Career Development Subcommittee (2016).
Led the successful implementation of Career Progression and Promotion Guidance (CP2G) initiative which included seven documents, four webinars, joint coaching on demand/CV review activity, and the creation of a CP2G webpage that benefited approximately 1,300 Health Services Officers.
- Promotion Team Lead, HS-PAC's Career Development Subcommittee (2015)
Organized the 2015 promotion clinic attended by 338 Health Services Officers.

**For more examples, please see the "Writing for Impact Guidance Document"*

Specific Guidelines of Section II of the OS:

1. **Your support of PHS Commissioned Corps activities:** Describe your leadership and/or contribution to the PHS Commissioned Corps mission.

Recommend using the order of priority below:

- **HSPAC Activities**

Voting membership (dates), subcommittee participation (dates), projects/activities

- Example: Chair, HS-PAC, Career and Development Subcommittee, (2000)
Developed Officer's Statement Guidelines for the HS category.
Voting Member, HS PAC, (1999-2001)

- **Deployment**

List your role(s) on PHS deployment teams (RDF, APHT, MHT, etc.), deployment, mission (dates), activities

- Example: RDF 1 Logistics Chief, Hurricane Katrina, New Orleans, LA, (2005)

- **USPHS Activities**

Executive committee role(s) (dates), workgroup participation (dates), projects/activities

- Example: Volunteer, HAPAG, Career Development Subcommittee, (2012-2013)
Assisted in developing the healthcare administrator toolkit as a resource for commissioned officers and civilians.
- Example: PHS Ensemble, (2015-present),
World War II Memorial Ceremony, (2015)

- **Collateral Duties**

List Agency, role(s), projects, workgroups, committees, and activities

- Example: Chair, HRSA Commissioned Corps Awards Committee, (2014-present)
Reviewed awards nominations and developed guidance for improving the agency's review process. The process was adopted by the agency's civilian awards committee.
- Example: Member, PACE Workgroup, (2015-present)

- **Community Activities/Volunteer Activities**

List role(s) (dates), workgroup participation (dates), projects/activities

- Example: Chair, JOAG Community Service, (2014-2015)
Volunteer, JOAG, D.C. Central Kitchen preparing meals for those in need, (2016)

2. Your commitment to visibility as an officer: Describe your activities that you have been recognized for while representing the PHS in uniform. Recommend using the below order of priority:

- **USPHS Activities**

Role(s) (dates), ceremonies/events

- Example: PHS Promotion or Retirement, PHS Ensemble (2017),

- **USPHS Conferences**

Role(s) (dates), conferences and meetings (dates)

- Example: Abstract Presenter, USPHS Scientific and Training Symposium, (2017)

- **Professional Conferences**

Roles(s) (dates), conferences and meetings (dates)

- Example: Moderator, American Public Health Association Conference, (2017)

- **Agency Representation**

Role(s), events, ceremonies, conferences and meetings (dates)

- Example: HRSA Representative at the NIH Annual Trauma Conference, (December 2017)

- **Recruitment/Mentoring Activities**

Role(s), events, conferences and meetings (dates)

- Example: FDA Representative at Career Fair, (2017)

3. Your vision and expectations of a career in the PHS Commissioned Corps, including commitment to the USPHS mission: Describe expectations for fulfilling USPHS core values of Leadership, Service, Integrity, and Excellence.

- Focus on future actions and career goals to support the PHS and Agency mission
 - Example: My vision is to utilize my skills as a physician assistant to participate in deployments assisting vulnerable populations affected by disaster.
 - Project # years commitment as a career PHS officer
 - Example: I plan to serve a full 30-year career in the PHS through my dedication and strong work ethic.

****Disclaimer: This template simply serves as an example and a recommendation on formatting. This is not a required format.**