



HSPAC Mentoring Program: Resource and Discussion Guide

Purpose: provides a list of topics that can be used as a guide to inform your discussions with your mentor/mentee.

→ Please visit the HSPAC Mentoring Subcommittee [website](#) for more information and resources. You can also [email](#) us with any questions, concerns, or feedback.

Career Progression

- [HS Mentoring Program](#)
- [HS Category Professional Core Competencies](#)
- [HSPAC Continuing Education and Training](#)
- [HSPAC Assignment Assistance Program \(HSAAP\)](#)
- [HSPAC Federal Job Listing Page on Max.gov](#)
- [HSPAC Job Applicant CV and Job Interview Tip Sheet](#)
- [HSPAC USAJobs Tip Sheet](#)
- HSPAC Mock Interviews
 - *This opportunity provides one-on-one mock interviews with officers who have prior interviewing and supervisory experience. If interested, please contact CDR Vickie Stowers at Vickie.A.Stowers@ice.dhs.gov.
- [PY23 Writing for Impact Guidance Document](#)
- [PY23 Annual Accomplishments Tracking Sheet – Sample Template](#)
- [HSPAC Commissioned Corps Guide for Civilian Supervisors](#)
- [HSPAC Webinar Repository](#)
- [USPHS Commissioned Corps Learning Management System \(CCLMS\)](#)
- [USPHS Career Pathways](#)
- [HHS University / HHS Learning Portal](#)
- Officership
- Professional Certification/Credentials
- [JOAG Training Resources](#)
- [Where We Work & Serve](#)
- Agency liaisons (CCMIS -> Promotions tab -> Link to List of Liaisons PDF)
 - *Agency liaisons can address questions on career progression within the agency, the COER, policy, etc.
- Professional organizations and associations for officers (i.e., discipline specific, [AMSUS](#), [APHA](#), [MOAA](#), [SOPHE](#), etc.)
- [Commissioned Officers Foundation](#)
 - *Annual USPHS Scientific & Training Symposium

Readiness & Deployment

- [Basic Readiness](#), [HSPAC Readiness Guidance](#)
- Basic Readiness Webinar in [CCLMS](#)
- [HSPAC Deployment Guide](#)
- [Readiness Compliance](#) and [Retention Weight Standards](#)
- Deployment Preparation Plan (CCI [241.01](#)) / [Family Support Plan](#) / [Family Care Planning for Deployment](#) / [JOAG Family Resource Guide](#)
- Deployment of Public Health Officers ([CCI 241.02](#))
- [Field Medical Readiness Badge](#)
- [HSPAC Advanced Readiness Program \(ARP\)](#)

*Enrollment through your PAG Technical Readiness Subgroup

- [Licensure](#) (for clinical officers) / [HSPAC Licensure Guidance](#)
- [Practice Hours and Special Pays](#)

Policies & Personnel Issues

- [CC issuance system \(directives, instructions, memorandums, etc.\)](#)
*Officers will find all official policy issuances on the [eCCIS](#) and should consult with this resource routinely.
*CCHQ has hosted several webinars to help officers understand new policies. These are accessible via the [Officer Secure Area](#) on CCMIS and selecting Leadership Presentations & Reports from the column on the left.
- [CCMIS FAQs](#)
*Quick way to see which new policies are released
- [HSPAC Reference Guide for USPHS Commissioned Corps Policies--click under quick links](#)
- Commissioned Corps Modernization tab in the Officer Secure Area of [CCMIS](#)
- [Active Duty Pay](#)
- [Commissioned Officer's Handbook](#)
- [Standards of Conduct](#)
- [Medical](#)
- [Education Benefits](#)
- [Financial Services](#)
- [Health Insurance](#)
- [Dental Benefits](#)
- [HSPAC USPHS Benefits \(discounts, insurance, military base/exchange, Space A travel\)](#)
- [HSPAC Uniform Resources](#) / [JOAG Proper Uniform Wear presentation](#)
- Juggling Multiple Priorities
- [Leave](#)
- [Permanent Change of Station](#)
- [Resignation](#)
- [Retirement](#)
- [Servicemembers Civil Relief Act \(SCRA\)](#)
- [USPHS Probation](#)

Promotion Preparation

- [CCMIS Promotion Website](#) / [Promotion Process](#)
- [Promotion Benchmarks](#) / [Promotion Checklist](#) / [Promotion Calculator](#)
- [Health Services Career Progression and Promotion Toolkit \(CP₂G\)](#)
* [Cover Page](#), [CV Template](#), [Continuing Education Summary Sheet](#), & [CV Formatting Instructions](#)
- [Exceptional Proficiency Promotions \(EPP\)](#)
- [COER](#)
- [HS Officer Statement \(OS\) Guidelines](#)
- [HS Reviewing Officer Statement \(ROS\) Guidelines](#)
- [Officer Promotion Package Verification System \(OPPVs\)](#)
- [HSPAC eOPF Upload Guidance Document](#)
- [HS Career Progression Profile Report & Promotion Trends Reports](#)
- [CCHQ Awards Program \(COAP\)](#) / [HSPAC Awards & Guide](#)

Officer Engagement & Support

- [Chartered Advisory & Other PHS Groups](#) (CCWIAB, JOAG, MOLC, PACE, PHS Athletics, PHS Ensemble, SG Honor Guard, Smoking Cessation, SOAGDAG)
- [Commissioned Officers' Association](#)

*COA is the only organization working exclusively on behalf of the USPHS Commissioned Corps. For example, COA spearheaded the [Invisible Corps documentary](#); publicizing the history and role of the PHS Commissioned Corps. Not only consider joining National COA, but also your local branch.

- [HSPAC Operation Corps Strong \(resilience, suicide prevention, family support\)](#)
- [USPHS Corps Care Program](#) (also include Self-Care & Burnout Prevention)
- ***USPHS Support Groups:*** Search on Facebook for USPHS and request to join: 1) USPHS Commissioned Corps, 2) Commissioned Corps Officers USPHS (UNOFFICIAL), 3) Health Services Officers, 4) Public Health Service Athletics, 5) Ground Pounders Weight Loss Group, 6) Retired US Public Health Service (USPHS), 7) PHS Women's Leadership Support Group, 8) Local COA Branch and other topical USPHS groups of interest.

Other

- [History of the Public Health Service](#)