HEALTH SERVICES

PROFESSIONAL ADVISORY COMMITTEE (HSPAC)

Multidisciplinary in Approach, Connected by Service, Advancing Public Health

HSPAC Career Development Subcommittee

Career Development

Official Health Services Category Curriculum Vitae Format Instructions (Promotion Year (PY) 2020)

Last Updated: 07/12/2019

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BACKGROUND

Purpose
The purpose of this document is to provide officers with instructions and guidance on how to best prepare and present their **Official HS Category CV**.

Effective Date
This Official HS Category CV is effective for the 2020 promotion cycle, which means the new Official HS Category CV should be in your eOPF by December 31, 2019.

Overview
The Official HS Category CV should reflect the officer's career progression and demonstrate increasing leadership, officership, and responsibilities as well as complexity in work assignments using the following promotion precepts **(**see PY2020 HSO benchmarks**):**

- Performance
- Education, Training, and Professional Development
- Career Progression and Potential
- Officership

The Health Service Officer Professional Advisory Committee (HSPAC) has developed a formatted **Sample Official HS Category CV**. This model document provides a common format for reporting crucial data that will be reviewed during the promotion process. Standardization allows the Board to quickly locate and review critical elements in an officer's CV.

Official HS Category CV
The HS Category CV is the **OFFICIAL** CV **REQUIRED** to be maintained by all Health Services Officers (HSO) for the purpose of HS Category activities.

You are expected to use these tools to format your Official HS Category CV. Some general considerations on the content of your Official HS Category CV are described below. We also offer detailed language suggested for use in describing your job and describing what may potentially be included in each of the above referenced four precepts. Additionally, while a strong Official HS Category CV is crucial to a successful promotion cycle, it is only one component of the application. A strong CV by itself will not guarantee that an officer will be promoted.

When is the Official HS Category Formatted CV Required?

- **ONLY** version to be uploaded to an officer's eOPF
- When applying for **USPHS Promotion** → To be reviewed by the **HS Category Promotion Board**
- When applying for **HSPAC specific positions** (ex. voting membership, awards, etc.)
- When applying to any activities requesting the officer to submit their Category specific CV

Job Application CV SAMPLE
In addition to the **Official HS Category CV**, the HSPAC Career Subcommittee has also developed a **secondary** and more traditional CV, the **Job Application CV**.

The **Job Application CV** was created to assist officers with developing a secondary CV that can be used for applying for non-category specific positions and assignments, that is, when applying to a job that does not require for the Category specific CV. The Job Application CV **IS NOT TO BE USED** for official HS Category activities.

Job Application CV

- **Can be found at:** https://dcp.psc.gov/OSG/hso/documents/Job_Application_CV_template.docx
- Officers are *not required to maintain* the Job Application CV Format, this is only meant as a tool to assist officers.
- Created as a sample CV that officers can use when applying for positions (e.g., a job, USAJOBS.gov)

CHANGES TO PREVIOUS VERSIONS

Background
In 2016, the leadership of the HS Category did an assessment of the HS Category CV format. It was then determined that there was a need to develop guidance documents to better assist our officers with their career progression in their jobs and in the Commissioned Corps. The Career Development Subcommittee was tasked with coming up with a toolkit to encompass 1) guidance documents to assist officers with their career progression and 2) guidance documents to assist officers prepare their USPHS Promotion Packets. As a result, the HSPAC Career Development Subcommittee developed the Career Progression and Promotion Guidance Toolkit (CP2G). In addition to providing guidance documents for an officer's Career Progression, the CP2G also provides guidance for officers who are eligible for USPHS Promotion.

Additionally, in 2016 the HS Category and HSPAC Leadership revamped the HS Category CV to allow HSOs to better showcase an officer's accomplishments and impacts as it related to the mission of the United States Public Health Services.

Going forward this section will be used to summarize the updates to the current version of the HS Category CV (i.e., the format developed in 2016). See *Summary of Changes to the HS Category CV Format Table* below.

When and how are Changes Made to the HS Category CV Template?
The members of the **HS Category Promotion Board** will provide the HS Category Chief Professional Officer (CPO) with feedback after each Board meets in the spring. The HS CPO, in consultation with the HSPAC Chair and the Career Development Subcommittee Chair(s), will determine if and how to best incorporate the feedback from the Promotion Board. Changes will either be made to the HS Category CV Template or/and the HS Category CV Format Instructions document.

Summary of Changes to the HS Category CV Format Table

Fiscal Year/ Promotion Cycle	Summary of Updates	Document Section

PY20 *(CV must be in eOPF by 31 Dec 2019)*
 	
Note: No changes to the HS Category CV format.
	• CV now labeled by PY (Promotion Year) instead of FY
	• If you do not have a EMP ID#, please include N/A
	• HSPAC Advanced Readiness program has been reflected in the Sample Template and Benchmarks (under Officership)
	• Various clarifications to the HS Category Format Instructions, including:
	   o Officer can list up to 15 trainings for health/response and also up to 15 for non-public health/non-response
	   o "Other Awards"/agency awards and letters of appreciation/recognition should be all since CAD in the USPHS
		• Section 7 and Section 10 of the Format Instructions document.

FY19 *(CV must be in eOPF by 31 Dec 2018)*
 	
Note: No changes to the HS Category CV format.
	• Various updates to the HS Category CV Format Instructions to:
	   o Clarify the instructions based on feedback from the Promotion Board,
	   o Correct errors identified since last version, and
	   o Make both the CV Template document and the Instructions document easier for officers to follow.
		• Various throughout the Format Instructions document.

FY18 *(CV must be in eOPF by 31 Dec 2017)*	• **Continuing Education (CE) Summary Sheet** no longer required	
FY17 *(CV must be in eOPF by 31 Dec 2016)*	• **New** HS Category CV Format implemented • **HS Category CV Summary Sheet** no longer required	

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GETTING STARTED

Ideally, you should begin preparing your Official HS Category CV several months in advance of the due date. This period will allow for reflection, revisions, and feedback. We suggest that you distribute your Official HS Category CV to officers within the HS Category for their comments regarding clarity of message, demonstrated impact, etc.; including officers **outside of your Agency**. Additionally, take advantage of various HSO programs (such as the combined HS Category Coaching on Demand/CV Review activity, HSPAC Mentoring Program, and HSPAC peer-to-peer networks throughout the PAGs).

Important Factors

As you develop (or edit) your Official HS Category CV, there are several very important factors that you need to keep in mind. Failure to observe these concepts could negatively impact your chances for promotion. All are important but probably the first is of the greatest importance:

1. **Focus on *Impact* in your job description –** As an officer, it is important that you demonstrate how your activities and accomplishments have made an impact to your agency, the people you serve, or to public health in general. An impact statement summarizes in lay terms, the difference your efforts have made**.**

   Questions to think about:

   a. Did you have any definite, quantifiable, positive outcomes to your work?
   b. Did you exceed or meet the goals?
   c. Were people's lives or health affected in some way?
   d. Did you help save lives, prevent sickness, helped change policies that saved time, money, or alleviated stress?
   e. Did you advance the goals of your agency in any way, etc.?
   f. Are you a Subject Matter Expert?

   Here are some ways to quantify your impact:

   a. Show how many: For example, "Implemented a new process to ensure compliance with the Food, Drug, and Cosmetic Act resulting in the review of 107 cases and sending out 3 warning letters for firms in violation representing a 15% increase in the number of cases reviewed"
   b. Show how much: For example, "Implemented a new health record tracking system that saved NIH $2 million over the next 5 years."
   c. Show how often: Recently tasked with managing the office email, effectively responding to an average of 50 emails per day from previous average of 23.

   See Examples of "Poor, Good and Great Impact Statements" on the Next Page

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Here are examples of drafting poor to excellent impact statements:

Example One

Poor Impact: Conducted presentations to FDA staff.

Good Impact: Led the development and implementation of 50 BOP-wide presentations on oncology-related topics to over 1200 health care professionals.

Great Impact: Led the development, organization, and implementation of 50 FDA wide presentations on oncology-related topics to over 1200 health care professionals. The quality of pre-referral evaluations performed by the providers improved and as a result, evaluation errors reduced by 56%.

Example Two

Poor Impact: Responded to numerous medical emergencies.

Good Impact: Responded to numerous medical emergencies with positive outcome for all 12outcomes for all 12 cases.

Great Impact: Responded to 25 medical emergencies during a two-week period of time and was selected to lead 12 complex emergency cases that resulted in positive outcome for 12 of 12 cases.

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2. **Be concise.** The Promotion Board has a limited amount of time to review a single application package per candidate. The reviewer needs to be able to review your materials and quickly discern the important details.

    a. Avoid the fluff. Better to have a small amount of information that is impactful.
    b. Reduce the verbiage to get your point across effectively.
    c. Do not provide excessive details about every position and skill you have.
    d. Focus on the most important points
    e. Don't get ambiguous! Make sure you explain concepts in plain language. Have someone who is not familiar with your work review your narrative.

    (More will be presented about appropriate documentation for each section later in this document).

3. **Concentrate on consistency throughout the document.** Make sure your format is consistent throughout the document. Do not change the way you present information midstream as this will make it difficult for board members to follow.

4. **Use action verbs rather than passive verbs at every opportunity.** Whenever you are describing your duties, accomplishments and impacts or other characterizations of yourself in the CV, try to use action verbs as these convey an active rather than passive officer.

Example.

Instead of writing:

*   "Was involved in chronic heart disease study,"

You can write:

*   "Investigated risk of factor X leading to chronic heart disease."

Format

All entries should be in reverse chronological order in all sections unless otherwise noted below in Section Title Instructions. Please use the Corresponding Year Sample Official HS Category CV as a guide for form and content. Basic format items required:

1. **FONT:** Times New Roman 12 pt.

2. **BULLETS:** Bullets should be used to identify descriptions within a section, i.e. duties and accomplishments under the individual positions in the Agency Assignment section. Examples are provided in the Sample Official HS Category CV.

3. **MARGINS:** No less than left and right at 0.75", top and bottom at 1.0". This would permit a balanced presentation, and the use of headers and footers as shown in the Sample Official HS Category CV.

4. **SINGLE SPACING**

5. **HEADERS AND FOOTERS:**
   a. Each page must have your rank and name (First, Middle, Last), EMP ID#, USPHS serial number, category (Health Services), in the upper right-hand corner. If you do not have an EMP ID#, put N/A.
   b. The date (Month Day, Year) must be listed in the upper left-hand corner of each page.
   c. The page number should be listed on the center bottom of each page.

6. **INITIALS AND ACRONYMS:**
   a. Please spell out any initials or acronyms the first time they are used, followed by the initials or acronym within parentheses.
   b. After the initial disclosure, their use is not restricted.

7. **SECTIONS AND/OR TABLES THAT ARE NOT APPLICABLE (N/A):** It is recommended that for any section or table that is Not Applicable to you, include N/A within the section or table.

OFFICIAL HS CATEGORY CV CONTENT AND SECTION INSTRUCTIONS (PY 2020)

SECTION 1: TITLE

1. The first page of your CV should begin with the title **"PY2020 OFFICIAL HEALTH SERVICES CATEGORY CURRICULUM VITAE"** which is then followed by your rank and name, degree(s), duty station OPDIV name and address, work email, and work phone number.

2. Under your title information, include your Call to Active Duty date (found in your Promotion Information Report (PIR) section in the eOPF) and the date of your last promotion (found under the Personnel Orders section of the eOPF)**.**

SECTION 2: USPHS CAREER PROGRESSION

1. Use the table format with the below listed seven columns, adjust column width as needed. 11 pt. font is also acceptable for this table only (all other tables must use 12 pt. font).

2. List all current and past USPHS active duty assignments in reverse chronological order**.**

3. Only list your significant TDY's and details that are outside of your normal job duties that demonstrate your leadership and impact on public health**.**

4. Do not list TDY's or deployments that should be captured under *Response* in Section 11**.**

*This CV is for **official USPHS assignments**. DO NOT include positions prior to call to active (CAD) duty date. Those positions can be listed in the **Job Application CV** when seeking a new position.*

*See **Table Instructions** on the Next Page*

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Table Instructions:

Date	Temporary Rank and Temporary Grade	Billet Grade	Agency Position Type	Agency Position Title	Agency Position (TDY, Mission Critical, Isolated Hardship, Hazardous Duty)	Agency
Mo/Day/Year	Your current T-rank and grade	List billet and whether position was supervisory or non-supervisory	List general position status. For example, SME, Team Lead, Director, Team member, etc. According to Agency Position Title	List full Agency Title. Do not list billet title	List one or more of the following which applies to your position: TDY, Mission Critical or (-) if none of the above criteria are met	Spell out Agency Name

SECTION 3: EDUCATION
In table format with the below listed **five** columns (adjust column width as needed, document the degrees obtained:

1. Start with your most recent degree. Ongoing degree programs can be included in this section with an anticipated matriculation date. Also, please remember to ensure that all official transcripts are submitted to DCCPR and are visible in your eOPF. If you are working on a degree, please remember to submit an official transcript after matriculating from the program.
2. Indicate the academic institution and include the year you received your degree.
3. Indicate if the degree is your qualifying degree. There should only be **ONE** "Yes" for the degree that you were commissioned with.

Degree	Specialty	College/University	Year of Degree	Qualifying Degree (Y/N)

SECTION 4: USPHS ASSIGNMENT(S), DUTIES AND IMPACT
1. List all USPHS full time, temporary assignments, and details**.**
2. Non-USPHS Assignments should NOT be listed in this CV**.**
3. This CV is for official USPHS assignments. **DO NOT include positions prior to call to active (CAD) duty date.** Those position can be listed the **Job Application CV** for seeking positions**.**
4. All other duties above and beyond your key responsibilities should be captured in the Collateral Duties section**.**

Position Title:
Billet Grade: *(Indicate if billet is classified as supervisory or managerial.)*
Date(s):
Agency:
Division/Center/Unit:

Division/Unit Mission: Include one or two sentences in lay terms describing the Division or Unit of your work **(not your agency mission)** in order to provide context. A reviewer needs to understand your role as it relates to your organization.

Duties and Responsibilities: Duties and responsibilities are not included in an officer's eOPF. The CV is often the only document in the eOPF that describes an officer's level of responsibility.
- Summarize, in bullet format, your key responsibilities and duties. Do not include

extraneous duties that are not meaningful or associated with impact. Be concise.

Example: Serve as the Team Lead for the National Health Service Corps Scholarship and Loan Repayment Programs that provide monies to students and clinicians dedicated to providing primary care in underserved communities.

- **Limit your bullets to no more than 10.**

Impact/Accomplishments: In bullet format, identify major accomplishments associated with the position.

- Your impact should mirror the corresponding duty listed above and demonstrate your contribution and the difference you made as an officer to your organization.

  Also, in this section, you can include impacts of your agency collateral duties.

  o **Example**: As a result of successfully leading 12 complex emergency cases with positive outcome for all 12 cases, I was selected to lead the agency's quality work group.

- Impact reflects initiative, leadership, and the ability to influence and cause a change in the organization for the better in addition to a job well done.
- **Limit you bullets to no more than 10.**

USPHS ASSIGNMENT Collateral Duties
In table format with the below listed three columns (adjust column width as needed), **ONLY list collateral duties under your duty station/assignment.**

Collateral duties are those in which you have been assigned that are over and above your primary job responsibilities. Examples of collateral duties:

- a COTR/COR (include the level),
- assignment to an agency workgroup,
- appointment to an agency board or advisory group,
- selected or volunteered to take on an additional project or assignment,
- represented your agency as a Subject Matter Expert, etc.

Role	Description	Date(s)
Identify your role (member, lead, etc.)	Provide description of duty	

*__*Repeat USPHS Assignment Collateral Duties section for each of your assignments as an__*

<u>officer in the USPHS at the end of each assignment section</u>

SECTION 5: CONTRIBUTIONS TO USPHS, HS CATEGORY, & PROFESSIONAL ORGANIZATIONS
This section includes support activities such as involvement with HSPAC (ex. Co-Chair of Mentoring), USPHS, and Professional Organizations. In these subsections, list your leadership and roles for each organizational type by priority and then by reverse chronological order. ***Do not include general membership for these categories (ex. HSPAC member).*** Use the below tables and adjust column width as needed.

HSO Category

Group/Committee/Initiative	Role	Year(s)
Start with HSPAC, then PAG, then other ad hoc HSPAC and PAG workgroups (for examples https://dcp.psc.gov/OSG/hso/about-members.aspx)		

USPHS

Group/Committee/Initiative	Role	Year(s)
Start with RedDOG response team, then PHS Advisory Groups or other groups in PHS (for example, JOAG, BCOAG, etc.)		

Professional Organizations

Group/Committee/Initiative	Role	Year(s)
List in reverse chronological order		

SECTION 6: CONTINUING EDUCATION
In this section, **list your continuing education from the past <u>three</u> years.**
- Record continuing education as CME (medical) or CE (nonmedical), as appropriate
- If your degree does not require CE/CME's and you did not take any optional CE/CME's, then state not applicable (N/A) in the first box.
- If you have optional certifications such as CPH or CHES®/MCHES®, list your CE's for the year.

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CONTINUING EDUCATION

Description (CE, or CME)	Organization	Required/ Optional	Date(s)	Hours

SECTION 7: TRAININGS

In this section list **up to 15 health/response trainings and up to 15 non-public health/non-response trainings completed since joining the corps.** Use the below table and adjust column width as needed. Courses taken as part of the HSPAC Advanced Readiness program should be included here. Do not include Continuing Education listed in Section 6 in this section.

TRAININGS

	Description	Organization	Required/ Optional	Year	Hours or Days
Public Health/ Response Trainings	List up to 15 public health trainings				
Non-Public Health/Non- Response Trainings	List up to 15 nonpublic health trainings				

SECTION 8: CERTIFICATIONS

In this section, you will document your certifications in table format with the below listed **four** columns. Be sure to indicate the certifying organization and whether or not the certification was required and the date. The certifications could be for your agency position(s), USPHS, or your discipline.

Description	Organization	Required or Optional	Date(s)

SECTION 9: LICENSURE
Please indicate your current license(s) in a table format with the below listed four columns, adjust column width as needed. Include the type, state in which you are licensed, expiration date, the required number of continuing education credits. If CMEs/CEs are not required, enter N/A in the last box. For example, if your license requires 40 hours of CME/CE every two years, the licensing period is two years. If licensure is not required, include N/A in the table.

Type	State	Expiration Date	# of CE Hours Required per Licensing Period

SECTION 10: AWARDS & RECOGNITION
In this section you will list your awards and recognition obtained since your call to active duty for USPHS in a table format with the below listed **three** columns.

DO NOT list non- uniformed service awards or other awards received **prior** to USPHS call to active duty.

USPHS Awards
Awards should be listed by importance:
1) Individual Honor Awards**,**
2) Surgeon General Awards**,**
3) Unit Honor Awards**,**
4) Services Awards**,**
5) Campaign Medal**,**
6) Other Ribbon, and
7) Badges and Insignia, and then by year (reverse chronological order)

Other Awards
For other awards, list by year and reverse chronological order in the following order:
1) Uniformed services awards,
2) USPHS certificates of appreciation and letters of appreciation, and
3) Agency awards and letters of appreciation/recognition (all received since commissioning in the USPHS).

	Type	Year(s) Awarded
USPHS		
Other Awards		

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SECTION 11: RESPONSE

In this section, you will list your USPHS and Agency deployments along with your role in table format with the below listed three columns (adjust column width as needed). Training activities for deployment should be included in the training table (Section 7).

	Mission	Role	Year
USPHS			
Agency			

SECTION 12: MENTOR/MENTEE PROGRAM

In this section, you will list your official and non-official mentor/mentee program participation in table format with the below listed two columns. Supporting documentation for the Official Health Services Category Mentor/Mentee must be included in your eOPF. List your official HS Category mentor(s) and your mentee(s). For other PHS/Agency Mentor/Mentees, supporting documentation not required.

OFFICIAL Health Services Category Mentor/Mentees(s)	Year
Mentor: CAPT …….	
Mentee: LT	
Other PHS/Agency Mentor/Mentees(s)	**Year**
Dr./Ms./Mrs./Mr. ………	

SECTION 13: PUBLICATION(S)

List up to your 15 most significant journal articles, books, and internet documents/databases;

1) **START THIS SECTION ON A NEW PAGE**
2) **BOLD** the last name of the officer(s) in the publications.
3) Number the publications on the left side in reverse chronological order.
4) The URL: http://www.nlm.nih.gov/pubs/formats/internet.pdf includes formats for bibliographic citation of Internet documents including journals, monographs, databases and homepages.
5) <u>Website examples.</u> No ending period is used after a URL or other Internet address in a citation unless it concludes with a slash ("/"). The period may interfere with a hyperlink.
   For example: http://www.nlm.nih.gov/pubs/formats/internet.pdf. Insert a period in this example because it ends.)

Note: The above is a guidance. If you feel strongly that you need to deviate from this guidance because it will better represent your career to the promotion board, the category, etc., then you should do so. The ultimate decision on how to best represent yourself in the CV lies with each officer.

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SECTION 14: PRESENTATION(S)
List up to 15 major presentations at meetings, conferences and workshops in which you provided significant organization support, and other professional activities that reflect leadership, organization, and professional abilities.

Follow this format:

1) List Year,
2) Type of Activity [Oral Presentation, Poster, etc.],
3) Title of Presentation,
4) Title of Meeting,
5) Location (if not webinar), and
6) Date

Note: The above is a guidance. If you feel strongly that you need to deviate from this guidance because it will better represent your career to the promotion board, the category, etc., then you should do so. The ultimate decision on how to best represent yourself in the CV lies with each officer.

SECTION 15: CIVIC, COMMUNITY, AND VOLUNTEER ACTIVITIES: (OPTIONAL)
List current community and civic activities, e.g., Boy or Girl Scout Troop Leader, chairman of a school or church committee, or president of the local chapter of the Sierra Club.
1) Include role, organization, and length of service.
2) Do not repeat officership highlights under this section.

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