



## HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE (HSPAC)

*Multidisciplinary in Approach, Connected by Service, Advancing Public Health*

# 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](https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_OS_m.aspx)
- Instead of focusing on a specific time period, focus on examples of your activities as an officer reflective of the guidelines in the benchmarks for the next higher rank. This document should reflect your entire PHS career, including increased responsibility and leadership.
- 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 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, HSPAC'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, HSPAC'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, HSPAC, Career and Development Subcommittee, (2016)

Developed Officer's Statement Guidelines for the HS category.

Voting Member, HSPAC, (2014-2018)

- **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 Subgroup, (2018-2019)

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 outside of your normal duty. Recommend using the below order of priority:
- **USPHS Activities**  
Role(s) (dates), ceremonies/events/presentations
    - 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, presentations, 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.**