**PY 2023 PROMOTION CURRICULUM VITAE**

**RANK FIRST MIDDLE LAST NAME**

**Degree(s) & Certificate(s)**

OPDIV Name

Work Mailing Address

 Work Email Address

Work Phone Number

**PRECEPT 1: PERFORMANCE RATING AND REVIEWING OFFICIAL’S STATEMENT (PERFORMANCE)**

 **USPHS ASSIGNMENT(S), DUTIES & IMPACT**

**Current Agency Title:** Division Director

**Billet Grade:** O-6 (supervisor)

**Date:** 01/18/2018 - present

**Agency:** Centers for Disease Control and Prevention (CDC)

**Duties & Responsibilities:**

* Manage a team of 50 researchers and analyst to administer and manage a $12 million program that advances the latest radiation scientific methodologies and practices targeting national consumers and the global community of radiation specialists.
* Serve as lead expert in the field of ionizing and non-ionizing radiation representing the National Institute for Occupational Safety and Health (NIOSH), CDC at policy meetings with national stakeholders.
* Responsible for reviewing key studies on mammography for CDRH, FDA to evaluate the new digital technology and submit key policy recommendations to FDA leadership and the mammography industry.
* Serve as the leading expert on various intra-Agency work-groups to implement Division’s strategic goal of developing novel technologies to detect unsafe exposures to radiation.

**Impact/Accomplishments:**

* Developed five key policy recommendations adopted by senior leadership at the CDC and NIH and are now included in all federal publications regarding radiation.
* Oversaw the completion of four scientific studies that changed national mammography protocols adopted by the AMA in 2015
* One of two officers certified in Radiation Oncology
* Developed new outreach strategy that allowed the Division to reach 25% more consumers

 **USPHS ASSIGNMENT COLLATERAL DUTIES**

|  |  |  |
| --- | --- | --- |
| **Role** | **Description & Impact** | **Date(s)** |
| Appointment Member | Opioid and Substance Abuse Interagency Workgroup; Co-wrote five industry guidance documents to assist in development and effectiveness of drugs for medication-assisted treatment of opioid use disorder. Documents have been downloaded over 500 times | 2018 - present |
| Lead Instructor | CDC Basic Life Support Class; Taught 20 classes attended by 150 CDC employees | 2019 - 2020 |
| Member | Office of Communication Talent Change Team; Revised 11 position descriptions and duty assignments for office personnel resulting in managers reporting an average of 3-hour time savings in completing PMAP/COER | 2019 |

**USPHS ASSIGNMENT(S), DUTIES & IMPACT**

**Agency Title:** Project Lead

**Billet Grade:** O-5 (non-supervisor)

**Date:** 01/01/2013 – 01/17/2018

**Agency:** Centers for Disease Control and Prevention (CDC)

**Duties & Responsibilities:**

* Project Lead on a team of 50 researchers and analyst to administer and manage a $12 million program that advances the latest radiation scientific methodologies and practices targeting national consumers and the global community of radiation specialists.
* Serve as lead expert in the field of ionizing and non-ionizing radiation representing the National Institute for Occupational Safety and Health (NIOSH), CDC at policy meetings with national stakeholders.
* Responsible for reviewing key studies on mammography for CDRH, FDA to evaluate the new digital technology and submit key policy recommendations to FDA leadership and the mammography industry.
* Serve as the leading expert on various intra-Agency work-groups to implement Division’s strategic goal of developing novel technologies to detect unsafe exposures to radiation.

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* One of two officers certified in Radiation Oncology.
* Developed new outreach strategy that allowed the Division to reach 25% more consumers.

 **USPHS ASSIGNMENT COLLATERAL DUTIES**

|  |  |  |
| --- | --- | --- |
| **Role** | **Description & Impact** | **Date(s)** |
| Board Member | CDC Commissioned Corps Awards Board; Reviewed and commented on over 150 award submissions annually leading to 80% success rate of award issuance | 2016 - 2018 |
| Member | Office of Communications Social Media Workgroup; Developed an internal dashboard of 10 metrics across 3 social media platforms to compare weekly CDC social media performance | 2019 - 2020 |
| Keyworker | CFC Campaign; Assisted 20 office staff with CFC donation process leading to a 10% increase in CFC participation office-wide from previous year | 2015 |

 **AWARDS HISTORY**

|  |  |
| --- | --- |
| **Type of Award/Recognition** | **Year(s) Awarded** |
| **USPHS** | Outstanding Service Medal | 2018 |
| Commendation Medal | 2016 |
| PHS Citation | 2013 |
| Presidential Unit Citation | 2015 |
| Unit Commendation (3) | 2018 (x2), 2014 |
| Special Assignment Award | 2016 |
| Regular Corps Ribbon  | 2013 |
| Commissioned Corps Training Ribbon  | 2013 |
| Field Medical Readiness Badge | 2015 |
| **Uniformed Services** |  Coast Guard Medal | 2010 |
| **Other** | Center of Disease Control and Prevention Honor Award  | 2013 |
| Indian Health Service Group Award | 2011 |
| **Letters/Certificates of Appreciation** | HSO Career Counseling Certificate of Appreciation  | 2018 |

**PRECEPT 2:** **EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT**

**CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Specialty** | **College/University** | **Year Received****(Actual/Projected)** |
| **Qualifying Degree:** |  |  |  |
| Master of Science | Management Information Systems (MIS) | Buffalo State University | 1999 |
| **Additional Degree(s):** |  |  |  |
| Master of Public Health | Public Health Education | George Washington University | 2010 |
| Bachelor of Science | Management Information Systems (MIS) | Purdue University | 1995 |

**CERTIFICATIONS, REGISTRATION & ADDITIONAL TRAINING PROGRAMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Organization** | **Date Obtained** | **Expiration Date(s)** | **# of CE Hours Required per \_\_\_ Years (indicate licensing period)** |
| Certified Health Education Specialist | The American College of Epidemiology | 2017 | 2022 | 75 contact hours per 5 years |

 **LICENSURE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **State** | **Expiration Date** | **# of CE Hours Required per \_\_\_ years (indicate licensing period)** |
| N/A |  |  |  |

 **CONTINUING EDUCATION (PLANS, DEVELOPS, LEADS)**

| **Type of Activity** | **Role** | **Date(s)** |
| --- | --- | --- |
| Biological Incidents Awareness II | Plan | 03/15/2020 |
| Quality Management in Imaging Studies | Develop; Lead | 07/07/2018 |

**PUBLIC HEALTH TRAINING & EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Organization** | **Role** | **Date Completed** |
| Field Epidemiology Training Program | Centers for Disease Control and Prevention | Plan | 10/08/2014 |
| Geographic Information Systems | Assistant Secretary for Preparedness and Response | Develop | 02/15/2016 |

**PRECEPT 3: CAREER PROGRESSION & POTENTIAL**

**USPHS CAREER PROGRESSION OVERVIEW**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Temporary Rank & Grade** | **Billet Grade** | **Agency Position Type** | **Agency Position Title** | **Agency & Location** | **Mission Priority Factor** |
| 01/18/2018 -  Current | CDRO-5 | O-6 (supervisory) | Director | Director, Division of Laboratory Science | Centers for Disease Control and PreventionAtlanta, GA | MP-5 |
| 01/01/2013 - 01/17/2018 | LCDRO-4 | O-5(non-supervisory) | Project Lead | Team Member, Division of Laboratory Science | Centers for Disease Control and PreventionAtlanta, GA | -- |

**PRECEPT 4:** **PROFESSIONAL CONTRIBUTIONS & SERVICE TO THE PHS COMMISSIONED CORPS (OFFICERSHIP)**

**HONOR/INTEGRITY/DUTY (DEPLOYMENTS)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Mission** | **Role & Impact** | **Year(s)** |
| **USPHS** | Unaccompanied Children Mission | Deputy Officer in Charge; Co-Led a team of 60 officers and civilians resulting in reunification of 319 unaccompanied children in Texas | 2021 |
| Hurricane Irma/Maria Deployment | Planning Section Chief; Developed briefing document and quad chart for Incident Commander, reducing daily leadership meeting time by 30 minutes. Tracked over $100k in equipment over a 30 day period with no misplacement of resources | 2017 |
| **Agency** | Zika Deployment | Planning Section Member (Demob); Demobilized 15 Incident Command Team members safely with all arriving safely to home location on schedule | 2016 |

**OTHER COMMISSIONED CORPS AND PROFESSIONAL CONTRIBUTIONS**

 ***Category Collateral Duties***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role & Impact** | **Year(s)** |
| HSPAC | Voting Member; Revised application process for HSPAC voting member selection leading to a 20% increase in applicants | 2017 - 2020 |
| HSPAC Advanced Readiness Program | Participant; Identified 10 hours of deployment readiness training that was included in the curriculum | 2019 - Present |
| HSPAC Communications Subcommittee | Chair; Led team that overhauled the Communications Toolkit ensuring 100% standardization in Category messaging. Increased HSPAC Instagram engagement by 40%. | 2014 - 2015 |
| HSPAC Communications Subcommittee | Webmasters Lead; Reduced average website update time from two weeks to six days | 2016 - Present |
| BASPAG Communications Subcommittee | Member Webmaster Team; Utilized web analytics to reorganize webpage for better user experience resulting in 5% increase in page views | 2013 - 2015 |

***USPHS Collateral Duties***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role & Impact** | **Year(s)** |
| RDF-2 | Logistics Section Leader; Led 11 team members during two (2) deployments ensuring 90% fulfillment of all resource and supply requests | 2019 - 2020 |
| RDF-2 | Logistics Team Member; Provided billeting and transportation for over 100 responders during four (4) deployments | 2014 - 2018 |
| JOAG | Chair; Improved peer-to-peer network program to include 60 junior officer pairs, a 50% increase from previous year. Developed new initiative for uniform inspections at USPHS events utilized by 75 officers | 2017 |
| BCOAG | Chair Elect; Developed welcome packet and orientation plan for onboarding 8 new voting members. | 2020 |
| BCOAG | Professional Development Subcommittee Co-Chair; Developed an annual accomplishments tracking sheet downloaded by 57 officers | 2018 - 2019 |
| USPHS Music Ensemble | Choral Member, Atlanta Area Group; Performed at 16 events throughout the country with over 500 attendees | 2013 - Present |

***Professional Organizations***

|  |  |  |
| --- | --- | --- |
| **Group/Committee** | **Role & Impact** | **Year(s)** |
| COA, NCR Chapter | Chair of Networking Group, Hosted 20 networking activities each attended by over 75% of Chapter membership | 2015 |
| National Organization of Evaluators | Board Member; Developed curriculum of 30 workshops for a Summer Evaluation Conference attended by 1,150 attendees | 2012 |

***Mentoring Activities***

| **Official Category Program** | **Role** | **Year(s)** |
| --- | --- | --- |
| Mentor; HSPAC Official Mentoring Program, 2 PHS Officers | 2019 - present |
| Mentee, HSPAC Official Mentoring Program | 2015 - present |
| **Other PHS/Agency Program** | Mentor, CDC Mentor Program, 4 PHS Officers, 2 Civilian GS  | 2013 - 2015 |

***Publication(s)***

1. Friedman LM, Furberg CD, **DeMets DL**. Fundamentals of clinical trials. 3rd ed. Boston, (MA): PSG Inc.; 1983.
2. **Brown LM.** Epidemiology of alcohol-associated cancers. Alcohol 35:161-168, 2005.

Baris D, Silverman DT, **Brown LM**, Swanson GM, Hayes RB, Schwarz AG, Liff JM, Schoenberg JB, Pottern LM, Greenberg RS, Stewart PA. Occupation, pesticide exposure and risk of multiple myeloma. Scandinavian Journal of Work and Environmental Health 30:215-222, 2003.

***Presentation(s)***

| **Title of Presentation** | **Title of Meeting** | **Type of Activity** | **Location** | **Date(s)** |
| --- | --- | --- | --- | --- |
| NHANES-DIMES | USA Continuing Survey Users Group Meeting | Oral Presentation/ Webinar | Virtual | 03/31/2015 |
| State Autism Program – Showing Impact | HRSA Combating Autism Act State Implementation Grantee Meeting | Oral Presentation | Baltimore, MD | 07/19/2016 |

***Outreach (Civic, community, and volunteer/Outside Activities)***

| **Type of Activity** | **Date(s)** |
| --- | --- |
| Volunteer, Big Brothers and Big Sisters | 02/01/2013 – 08/21/2019 (monthly events) |
| Food Bank Volunteer  | 02/14/2019, 11/23/2017, 12/23/2016 |