

PharmPAC CV Coverpage General Instructions

- This purpose of this document is to easily highlight what you do and the impact you have on your agency, the Corps, and the nation.
 - How is your role unique? (What makes you stand out from other officers?)
 - What are the impacts of your actions on the mission of the Corps?
 - How have you demonstrated personal and professional growth as an officer through your career?
 - Can other officers outside of your agency understand what you do?
- Be brief and concise. One page maximum. Use font size no smaller than 10 point (Arial, Calibri, Times New Roman or any font that is easy to read electronically). Limit margins to 0.5 inch.
- For major accomplishments, or if you can't adequately convey an accomplishment in abbreviated form on the coversheet, you may refer the reader to a specific page in the body of your CV- but keep in mind that this will reduce the amount of time the board member can spend on your other documents.
- Show, don't tell. As an example, instead of saying you demonstrate leadership, describe how you lead through your accomplishments and impacts.
- Use bolding to highlight significant achievements but be judicious. If everything is bolded and "important," then nothing stands out as actually important.
- Corroborate your involvement and/or achievements with documents uploaded in your eOPF (e.g., Volunteer – thank you letter, TDY – memo/LoA from supervisor).
- Promotion is an extremely competitive process. The CV coversheet is designed to help officers put their best foot forward in a concise, consistent, and meaningful fashion. However, the promotion boards consider many factors in determining advancement (COERs, OS, etc.).

Rank, First Name Last Name, Credentials

Month Year

PERFORMANCE

This section represents 40% of the promotion precepts and should take up a proportionate section of your CV coversheet. Highlight your scope of responsibility, autonomy, and impact of your actions - including geographic area, supervisory responsibilities, and policy development. All officers should list major accomplishments and their impacts. The promotion board will review the officer's ROS and PIR so there is no need to duplicate this information. Focus on your current position, however you may include significant impacts from previous position(s). Include dates.

- The first bulleted section should be an elevator-pitch-type description of your position and scope of responsibility. Sub-bullets should detail major accomplishments and impacts.
- Only include USPHS awards that meet/exceed the benchmarks. Also list agency/non-USPHS awards (e.g., organization awards) – Focus on individual awards or group awards above the regional level. Provide impact and year awarded – Do NOT repeat the citation.
- List major publications and presentations that are related to your agency/position. Consider consolidating to save space (e.g. National -3, regional/state -5, local -12). These listing should demonstrate how you are recognized as a SME or recognized expert in your field.
- List significant collateral duties (i.e., duties assigned by agency or OSG in addition to your regular duties). Highlight impacts and level of involvement, e.g., local, regional, national. For example, if collateral duty translates to a title (e.g., Preceptor for students/residents, Clinical Specialist, GPRA coordinator, acting team leader for >3 months, etc.), list the title and impacts in this section.

EDUCATION, TRAINING, and PROFESSIONAL DEVELOPMENT

This section represents 20% of the promotion precepts. List degrees/certifications that are impactful to current job/USPHS mission or will be impactful for the direction of your career. Highlight what you are doing to further your education and increase your skills, and why or how you use it in your position. Your post-entry level degree must provide value to USPHS and/or your agency.

- List entry level and relevant post-entry-level degrees (e.g. MPH, MS, MBA), certifications (e.g. BCPS, NCPS, COR, RAC, etc.), and significant and/or executive-level public health and leadership training with date enrolled or completed.
 - For post-entry-level degrees in progress, include % completed and/or number of credits attained.
 - For certifications list expiration dates as applicable
- List significant degrees/certifications/trainings in order of importance (higher to lower level). Include dates. Use bold type judiciously
- Provide a brief description explaining how this degree and/or training have helped you enhance your performance, improve your agency, and/or advance the USPHS mission.
- DO NOT list BLS, OBC/BOTC, or training ribbon as these are requirements of all officers.

CAREER PROGRESSION and POTENTIAL

This section represents 25% of the promotion precepts and should read as a timeline of your career, highlighting major changes in billet, mobility, and scope of responsibility. DO NOT list Regular Corps.

- List assignment, billet, agency, city, state, and dates. Emphasize the most recent positions (5-7 years) to demonstrate growth and increased scope of responsibility.
- Highlight significant deployments and TDYs. May be summarized (include number and total days/weeks).
- Highlight mission contributions: isolated/hazardous duty area positions and community outreach efforts in support of the Surgeon General's initiatives. Include dates.
- List Collateral Duties related to USPHS or previous positions and level of involvement (i.e., local, regional, and national). Do not duplicate collateral duties listed in the Performance section.

PROFESSIONAL CONTRIBUTIONS and SERVICES to the USPHS COMMISSIONED CORPS

This section represents 15% of the promotion precepts. The Readiness section has been removed since all officers must be Basic Ready to be considered for promotion. This section should explain what you do that's not specifically related to your official position and how it contributes to USPHS, the community, or others. Specify leadership roles in these activities. Ensure that positions (including membership) are verified with supporting documentation in your eOPF.

- List meaningful involvement (e.g. PharmPAC, JOAG, deployment teams, professional organizations) with position/role held (e.g. chair, committee lead, sub-committee member). Include impact(s) and dates.
- List professional presentations/publications that are given as an officer (not related to your official position). Describe impact and audience. Do not duplicate with those listed in the Performance or Career Progression sections. Consider listing to save space (e.g. PACE-4 local).
- List service/involvement that shows visibility of the corps (e.g., in uniform, or as liaison/representative to PHS/Agency). Describe impact and audience; focus on activities where you led, planned, or helped to develop.
- Specify involvement and role in Corps or agency-based mentorship programs. Include dates.

CURRICULUM VITAE

PHS #

Rank & Name

Date of CV

Agency Work Address

Phone #

Email

Education:

Degree(s)

University/college. City, State: Date awarded

Residency/Board Certification/etc.

Program: Date completed

{List all college degrees and extensive training in reverse chronological order}

Experience:Agency

Duty site

Dates assigned

Staff/Chief Pharmacist (position title) (billet) describe position.

- Other duties and accomplishments/impacts.
- Collateral duties and description.
- Highlight your achievements/outcomes, leadership attributes, and mission contributions.
- Clearly indicate the level of responsibility of each position.
- Include permanent assignments and any assignment in an acting capacity where personnel orders were issued or the assignment lasted more than 180 days.

{List each job in reverse chronological order – most recent first}

Readiness:

- Deployment role: (refer to OFRD webpage)

- Deployment tier and/or team

Significant training: {especially public health and deployment-related initiatives}

Include dates.

Deployments: Date(s) deployed

{Include all activities i.e., DMAT, NPRT, NMRT, and VMAT}

Awards and Honors:

Award title (from whom i.e., USPHS [e.g., OSM, CM, AM, CIT, OUC, UC], Army, Division, Institute, and agency [including non-DHHS agencies], and professional organization awards [APhA], and recognition such as letters of commendation), short description if applicable. Year received.

- Supporting documents should be in your eOPF

{List awards in reverse chronological order}

USPHS Support Activities:

Activity: Years of service

- i.e., PharmPAC, JOAG, MOLC, membership/support, Mentoring, Aide-de-Camp, Associate Recruiter, short TDYs, etc.

{Include year of participation and any official position you held}

Professional Memberships and Activities:

Program/association

Special duty/committee involvement and accomplishments

{List active memberships only}

- May list previous membership(s) to reflect accomplishments or any official position you held

Presentations and Publications:

"Title." Organization to whom presented. Month, Year. City, state. (Presentation format)

Author. Title. Journal. Year; Volume: Page(s). (Publication format)

- Note poster presentations here as well, after title please include (poster)
 - Early in career, staff presentations may be listed. As career progresses, list presentations to larger audiences i.e., city, state, national level

{List in reverse chronological order}

License:

State registered. License #

Certifications and Special Skills:

Include expiration dates as applicable.

Diabetes Educator

Mass Vaccinator

BLS, ACLS, PALS, etc.

Diving, pilot, etc.

{List anything you feel is pertinent to the Corps}

{Specify the type of certification or certificate received, i.e., type of training involved}

- Board certifications are also listed under Education.

Community Service:

Program: Years of service

- Type of involvement
- some activities may require Outside Approval

{List services that are no more than 5 years old}

Notes:

The Curriculum Vitae (CV) may be used: a) to apply for positions with the Commissioned Corps, and b) for documentation in your electronic official personnel folder (eOPF). The above recommendations pertain primarily to preparing your CV for use as summary documentation in the eOPF.

Those who review your CV will gain some indication of your judgment by what you document or by what you fail to disclose. Be informative but concise. For example, you may wish to indicate that you were an Eagle Scout; however, listing all of your merit badges would be excessive.

Any Commissioned Officer that is eligible for a promotion should have an updated CV in their eOPF before the published deadline of the promotion year. It is also recommended to update your CV yearly for your eOPF.

The information in your CV should be in a concise, easy-to-read, easy-to-find format. By following the recommended format (above) it will make the job of the reviewing officers easier and lessen the likelihood that they will miss important, perhaps even pivotal, facts about you.

The CV is one of the most important documents for obtaining an overview of your career. Your CV should summarize items found elsewhere in your eOPF and highlight information that may not be included in the eOPF.

Upload a copy of your CV into your eOPF. If multiple pages, your CV must be numbered sequentially (Page 1 of 5, 6, 7, etc.). The first page of your CV will be your CV Cover Sheet.