

Pharmacy Category Preparing for Promotion Boards

We have many tremendous officers and each have unique skills and responsibilities they put forth to be evaluated for promotion. Many officers *and their supervisors/raters/reviewers* might be unfamiliar with the Promotion Board review process and might benefit from suggestions and tips on preparation of your eOPF for a Promotion.

Suggestions for the 2020 promotion year:

1. **Assume the majority of board members are not from your particular Agency/OPDIV.** Be specific, do not use Agency-related acronyms. Describe Agency specific training, experience, titles – reference a later page in your CV body if needed. Give them a good picture of what you’ve done in your job and why it’s important.
2. **Board members have approximately five to ten minutes to review each file.** With a large category like Pharmacy, the Board members are reviewing files for upwards of 10 hours per day to complete the process in the time allotted. This only allows a maximum of 10 minutes per file. The officer should be sure that every word, bullet, sentence truly counts and is meaningful. Make your case clear, simple and concise. Not everyone on the Board understands what you do at NIH/FDA/CDC/CG/IHS/BOP, etc., and some have worked in limited number of agencies.
3. **Performance is 40% of what matters for promotion---show that you do your JOB well.** Some officers focus entirely too much on the other precepts and their performance is lost in the shuffle. This also goes back to point 1...make sure the board can understand what you do and make sure they see that you do it well. Quantify your accomplishments and impacts wherever possible.
4. **Proofread.** This is an opportunity to demonstrate to the board that you are attentive to detail and care about having an excellent work product. If you have multiple misspellings, run-on sentences, or unclear sentence fragments, this does not endear you to the board. New tools used for OS and ROS, as well as COERs, have perhaps made it more of a challenge, but make it a point to proofread one last time.
5. **Have several non-PHS & non-pharmacy folks review your CV and see if they can understand and explain back to you what you do (Teach-back method).** If they can’t, the Board may not understand either. Describe what you do in plain English and avoid agency-specific jargon.
6. **Do not exceed one page for your coversheet.** A clear and concise CV cover sheet is critical. Do not include pre-PHS work and internship rotations, etc. and make sure that every word on the cover sheet is necessary.
7. **Use repetition wisely but not excessively.** Repeat certain significant accomplishments if needed, but avoid (to the level that you can control) having the CV=COER=OS=ROS. They should not be copies of each other.
8. **OS and ROS should show accomplishments, context and impact.** Accomplishments and context would be “processed XYZ ANDA’s this year, XX above the standard”. Impact would be “resulting in cost savings of XX% of the budget for this facility” or “resulted in increasing the number of smokers that quit by 25%.” or “decreased the backlog of pending labeling reviews by X%.” The OS should focus on Corps accomplishments and impacts, and the ROS should focus on agency/position-related accomplishments and impacts.
9. **Mobility should demonstrate career progression.** An increase in responsibility and a broadened scope of work should correlate with the position description and support a geographic or programmatic move. Too many moves, especially without an increase in responsibility, may appear suspicious (and it may benefit the officer to explain these moves in the CV or Officer Statement). Upward mobility is also considered, though an increase in

position grade (billet) at the same duty station should clearly document the associated increase in responsibilities in the officer's CV.

10. **Do not include mandatory agency training in your PHS CV.** Everyone in PHS and beyond has to do EEO, Computer Security, Ethics, Privacy Act, etc, training. It distracts from the substantive trainings that you may have done. Again, be clear and concise, and make every word count. List the additional trainings you USE and demonstrate to the Board how you might utilize them. Similarly, do not submit completion certificates for required readiness/FEMA coursework; this is maintained in the readiness LMS.
11. **Include supporting documentation for certifications and pertinent professional training.** If you are NCPS certified, trained in Lipid Management, ACLS, PALS, BCPS, etc., be sure to submit these certificates to your e-OPF file. If you have had FDA trainings as a Level III investigator, submit that to your file. If it is training that separates you from your peers professionally - submit it! If you have it, put it in your OPF. The board does look there.
12. **Spell out and explain uncommon acronyms.** If you don't know if it is uncommon, ask a non-PHS family member if they understand it. If they don't, the board probably won't.
13. **Visit and re-visit your e-OPF and PIR often, especially as you approach the deadline for submissions.**
 - a. PIR: You are the only person who can look to see that your billet, your awards, your assignment history, etc. is correct
 - b. Other documents: make sure that all the documents that you have submitted actually make it into your file and were scanned correctly—including your Officer Statement.
 - c. ROS: verify that an ROS is completed in your COER. If you are not satisfied, work with your reviewing official and agency liaison. AND....don't wait to send things in. **A missing OS and ROS will signal that an officer that is not interested in career progression.**
 - d. Check for duplicate documents in your eOPF. If you fax the same document more than once, you'll have duplicates in your record. To have duplicates removed, contact phsopffix@hhs.gov.
14. **Make it easy for the Board to see who you are, why you add value to the Corps and what impact you have had over the course of your career.** Know what the precepts and benchmarks are, and how you meet them.
15. **Other general CV advice:**
 - e. **Less is often more.** Don't use three sentences if one will do...Quality wins out over quantity.
 - f. **Quantify.** Use data and its context to concisely illustrate your value to your organization (your impact). Also provide a context, i.e., what is average/expected?)
 - g. **Include only substantial community service that contributes to Corps visibility/public health initiatives.** If you supervised/ran a healthcare-related charity event, that's pertinent, but donations to Goodwill and/or participation in charity athletic activities are not necessary to put on your CV.
 - h. **Avoid the small font.** The use of small fonts (<11) can result in unclear or illegible image files, which are difficult to review.
 - i. **Follow the suggested CV format on PharmPAC webpage.** It makes it easier to find information and less likely that a board member will miss something
 - j. Donating money is not a PHS Support activity.
 - k. Do not list 'PharmPAC participation' if you're not officially appointed. An appointment letter or documentation of appreciation for work must be on file
 - l. Send only official appreciation letters/commendations letters to your OPF, not personal post-its, emails, etc.
 - m. There are a number of jobs that PHS Pharmacists occupy that are "different" or non-clinical, non- regulatory, etc. We all realize those are good officers, in those positions, doing needed things for the profession and the health of the nation, but the officer must help Board members better understand their jobs. If the Board has difficulty in translating your position, and you did not explain the context and impacts of your work, you may not score as high. The Board can only measure and evaluate based on what is in front of them.

- n. **Submit documents to substantiate claims made on your CV.** For example, if you indicate that you're working on an advanced degree, submit interim transcripts to your eOPF. If you've completed an advanced degree, be sure to submit an official, final transcript.