



Commissioned Corps of the US Public Health Service Scientist Professional Advisory Committee



August 4, 2020

SciPAC has developed a reference tool known as the [Scientists Officers Handbook](#). The Mentoring Subcommittee has also established the [Mentoring Guidebook](#). Please use these references as you work through the following topics with your mentees.

TOPICS

1. **Career Planning**: What are some opportunities and responsibilities mentees should pursue/seek during the course of their career?
 - a. [Five Year Career Progression Plan](#) – Where does your mentee see themselves in five years and what steps can they take to get there? Assist your mentee to:
 - i. Begin discussions with their supervisor to determine whether an [Individual Development Plan](#) is needed and if so, assist them to develop one;
 - ii. Create a long and short term list of roles, responsibilities and other opportunities of interest to position your mentee for success during their career;
 - iii. Discuss the Commissioned Officer's Effectiveness Report (COER) ratings/review with the mentee as the past five years are available to promotion board.
 - b. Seek positions of progressively increasing responsibility. This may include aspiring to supervisory roles or becoming a subject matter expert in a particular area.
 - c. Explore opportunities for programmatic and/or geographic mobility.
 - d. Pursue Agency and PHS deployment opportunities.
 - e. Emphasize the importance of Leadership and pursuing opportunities in [PHS Professional Organizations](#) (e.g., [SciPAC](#), [Junior Officer Advisory Group \[JOAG\]](#), [Prevention through Active Community Engagement \[PACE\]](#)):
 - i. Participate in SciPAC subcommittees, Surgeon General Advisory Groups, or assist with projects or working groups;
 - ii. Progress into leading a subcommittee, team or volunteering in a special capacity such as the role of Secretary.
 - f. Recommend pursuing opportunities in your mentee's Agency and becoming involved with the Agency's Commissioned Corps network (if available);
 - g. Promote networking opportunities with other officers and build a cadre of advisors/mentors in your professional (work) duties, personally, PHS and others (e.g., professional organizations) such as joining a local [Commissioned Officer Association \(COA\) branch](#), [Military Officers Association of America \(MOAA\)](#), or the [Reserve Organization of America \(ROA\)](#) and attending an [Annual COA Symposium](#).

2. **Benchmarks and Promotion Precepts:** What are the [Benchmarks](#) and five [Promotion Precepts and Benchmarks](#) on which the mentee will be rated that are critical to be covered in their promotion materials?
 - a. Performance (40%): Your mentee's day job, based on COER to include the Reviewing Officers Statement (ROS), Officer Statement (OS), and Awards;
 - b. Education, Training and Professional Development (20%): Your mentee's Degrees, Certifications/Licensures, Continued Education and Public Health Training/Experience;
 - c. Career progression and potential (25%): Your mentee's Pillar Assignment, Billet, Assignments, Mobility;
 - d. Professional Contributions & Services to the PHS Commissioned Corps (Officership) (15%): Your mentee's demonstrated commitment to Honor/integrity/Duty, Commissioned Corps contributions through presentation and public outreach, mentoring, membership/leadership on SciPAC, JOAG, COA, and other groups as relevant;
 - e. Basic Readiness (0%): Your mentee must meet basic readiness or their promotion information will not be forwarded to review board. For example, have them verify their Readiness status monthly to examine which readiness requirements are met or will be expiring (e.g. their APFT (annually), Basic Life Support (2 years), and Medical Affairs documents such as flu shot (annually) and their Periodic Health Update (annually)).

3. **Promotion Materials:** What steps should mentees need to follow to develop and ensure a review of Promotion Materials prior to submission?
 - a. Draft (5 – 20 hours) and regularly update (1-2 hours per month) their [CV](#);
 - b. Track accomplishments and responsibilities, documenting scope and impacts. If possible, impacts should be quantified;
 - c. Track continuing education (CE) requirements, such as maintaining licensing /certification, being mindful of any required CE credits;
 - d. Compose a solid Officer Statement ([OS](#))
 - e. Work with Reviewing Officer to compose an outstanding Reviewing Officer Statement ([ROS](#));
 - f. Draft the officer's sections of the [COER](#) and discuss the review with supervisor.

4. **Awards:** What are some opportunities, that your mentee has that can be used to develop and submit [Awards](#) for consideration?
 - a. Help your mentee locate award resources within their Agency, including their awards liaison and website;
 - b. Help your mentee think of opportunities where an award may be relevant (e.g., such as special projects, continued leadership when not in a formal leadership position).
 - c. Review award criteria, and remind them that work must be above and beyond the normal requirements of position responsibilities;
 - d. Assist your mentee with writing their award to help them clearly communicate the [achievement, impact, and scope](#).