

**Scientist Category CV Guidelines**

The purpose of your curriculum vitae (CV) is to ensure that the promotion board can easily see that you have met or exceeded the Scientist Category benchmarks. The CV should emphasize increasing professional responsibility and accomplishments that result in significant impact upon program goals.

Use these CV guidelines to ensure that you submit a structured CV that follows the category’s format and headings. It is recommended that you work with your mentor(s) to review and use these CV guidelines to ensure inclusion of content that highlights your strengths, qualifications, and achievements related to the promotion precepts and your contributions to PHS and agency missions. These guidelines are not prescriptive – if a guideline doesn’t work in your favor, don’t use it. Finally, you can include information in multiple places as you determine to be appropriate.

**Your Scientist Category CV should reflect your career considering the following promotion precepts:**

- Performance rating and Reviewing Official’s Statement (Performance) 40%
- Education, training, and professional development 20%
- Career progression and potential 25%
- Professional contributions and services to the PHS Commissioned Corps (Officership) 15%
- Basic readiness 0%\*

*\*Although the basic readiness precept no longer carries any weight with regard to numerical score for promotion, basic readiness remains one of the several administrative checks for promotion. Officers in a "not ready" status at the 31 December RedDOG status report prior to the promotion year will receive an automatic "Board Not Recommend." In addition, officers in a "not ready" status at the subsequent 31 March RedDOG status report, who were otherwise successful, will be removed from the successful list. Officers are advised to maintain basic readiness at all times.*

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## CV Summary Section – General Guidance

The CV summary section consists of 1–2 pages and is one of the key documents reviewed by promotion boards. The guidance below will help ensure that the CV is formatted and presented in a standardized manner that is clear and easy to read for the promotion boards. There is some flexibility in how you format your summary section; above all, your CV should adhere to these three Cs: clean, consistent, and concise.

The CV begins with a summary section addressing each of the 5 precepts scored by the promotion board. It will often be reviewed more extensively than materials in either the CV itself or the eOPF; this section is considered an index for the rest of the CV and provides highlights of your accomplishments as they relate to the precepts. While this document can be up to 2 pages long, the length should be commensurate with the rank you are pursuing and your experience (for instance, just 1 page for promotion to O-4 versus up to 2 full pages for promotion to O-6).

### Tips for Formatting

1. Margins should be no less than 0.5 inches. Use single line spacing. Font size should be no less than 10 and no greater than 12 font. The recommended, but not required, font is Times New Roman.
2. Ensure the document is easy to read and benchmarks are easily found. Be prudent in the use of **bold**, *italics*, and underlining. You can use them to call attention to a handful of particularly important achievements, but don't go overboard.
3. Keep all dates in the same format and in the same location (always at the beginning or the end of a bullet; always with months abbreviated or not; always with month and year or just year, etc.).
4. Keep size of bullets, type of bullet shapes, and alignment of bullets consistent.
5. Spell out acronyms at least once with the exception of the following: USPHS, PHS, OSG, RedDOG, SciPAC, PsyPAG, COA, COF, AMSUS, HHS, DOD, any OPDIVs (i.e., CDC, EPA), PHS deployment team names (e.g., RDF, APHT), PHS awards, CAD, COER, APFT, CV, OS, and initiatives and Advisory Groups chartered under the OSG (e.g., JOAG, MOLC, CCWIAB). Including the list of acronyms that is provided at the end of this document, or a version of one that is tailored to your CV, is recommended.

### Tips for Writing Accomplishment Bullets

1. **Be concise. Bullets should be no longer than 2 lines.** Consider sub-bullets if needed to keep things to one line for ease of review.
2. Bullets should contain 2 major elements: (1) accomplishment and (2) impact—with the scope of each emphasized.
3. Bullets should reflect accomplishments and impacts from across your PHS career, with an emphasis on recent years for more senior officers, though significant accomplishments achieved at a more junior rank or reviewed during a prior promotion may still impact your current promotion.
4. Strengthen your promotion package by supporting your bullets with other promotion documents. For example, if you state one of your greatest impacts was creating and implementing a national policy, having your rater (in your COER) and/or your reviewing official (in your ROS) mention it will enhance the perceived impact.
5. The information listed in your CV summary section should link back to one or more benchmarks. Ensure that you address the benchmarks you have achieved in some way in the summary section.

## **CV Summary Section – Detailed Guidance**

### **Header/Footer**

- Header at top of page (right-justified, 3 lines): Temporary rank, first name, last name; PHS #; category
- Footer at bottom of page (centered): Page X of Y

### **Title (Centered)**

- Curriculum Vitae Summary Section
- Temporary rank, first name, last name
- Date the CV was last updated

### **Performance/Accomplishments**

- Strive to have each bullet describe your accomplishment and its impact, including the scope of each
- Include PHS individual, unit, Surgeon General, and service awards and campaign medals received since PHS CAD as the last bullet in this section. Service awards can be tallied together (e.g., 3 service awards) or listed separately. Try to keep it to one line.
  - Do not list dates of the awards in this section
  - FMRB can also be listed in Readiness section; other badges/insignia can go on a separate line
- Additional awards received since your CAD, such as SciPAC or agency awards, can also be included in this section and should briefly mention what the award was for
- Do not include awards from prior service

### **Education, Training, and Professional Development**

- Degree(s), scientific discipline, school, year; can include qualifying degree only or all degrees
- Can also list academic honors (e.g., summa cum laude) after degree, if desired; consider restricting each degree to a single line
- Additional training can also be included here (e.g., postdoctoral training or the Epidemic Intelligence Service (EIS) program, which a Scientist could have completed before or after they joined the PHS)
- Second to last bullet: “Licensure: Title, certifying body, dates”; If none, list “Licensure: not applicable”
- Add additional bullet for: “Certification: Title, certifying body, dates”; If none, do not include.
- Last bullet of this section: “Continuing Education: Average number of hours per year.” Indicating the number of hours in the past year is optional; it is recommended to keep this to one line.
- Ensure documentation is included in the relevant sections of your eOPF (e.g., Documentation of Continuing Education and Training, certificates of completion, COERs)

### **Career Progression**

- List billets and assignments in reverse chronological order (most recent shown first)
- Position title (billet grade), agency, appropriate level of detail on which center/division/office/branch, location (city, state), years (placement of years at officer’s discretion; ensure consistency within)
- Assignments should demonstrate some combination of progression in billet grade, progression of leadership and responsibilities, geographic mobility, or programmatic mobility.
  - Include if the billets were designated as isolation/hardship (as officially designated by Commissioned Corps Headquarters)
  - Include any special career assignments
    - Details can be included in this section if they are listed on your PIR under “Assignment History”
    - Other assignments (e.g., acting positions, short-term assignments, and certain deployments with temporary official roles) for your agency can be included if space allows and should certainly be described in other relevant sections as achievements or leadership
- Include a quantitative summary statement on programmatic and geographic mobility as the last bullet in this section; do not include CAD assignment in the total

### **Officership**

- Consider grouping items under headers for different groups (e.g., SciPAC, JOAG, COA, etc.)
- Include role in each organization and years of involvement
- If you have room, consider adding a brief accomplishment for certain roles (one line each)
- Include only activities that are commensurate with your level. For example, having a leadership role in your OBC class may be relevant for your O-4 promotion CV, but not for higher ranks
- Include items to meet “Professional Contributions and Services to the PHS” benchmarks, including mentorship, outreach, visibility, and recruitment
- Explicitly identify if you are a formal mentor or mentee (or both) for SciPAC or other organizations

### **Readiness**

- Briefly include significant readiness activities beyond current basic readiness, if applicable, though it might be repetitive to include deployment and training information here and in the Performance/Accomplishments or Officership section
- The following format/types of bullets are recommended:
  - RedDOG response team tier, response team name, and role, if applicable
    - Include all deployment teams on which you’ve been a member and dates
  - FMRB (year received; this is not a requirement)
  - Deployments: Summarize key deployments
    - Specify whether the deployment was through RedDOG or OPDIV
    - List the mission name, location, role (if applicable), number of days, and year
  - Trainings: Summarize key trainings that demonstrate enhanced readiness, such as RedDOG training events. Consider listing additional response readiness trainings or certifications, indicating the training name, training provider (optional), role (if applicable), number of days (or hours), and year completed

### **CV Summary Section – Example**

*Note: This example is an amalgam to show variation across disciplines and was not explicitly designed to represent the work of one individual officer. Additionally, the style varies throughout to show options of ways to present accomplishments, but officers should use a consistent style for bullets that includes accomplishment and impact.*

*LCDR Jane Exemplar  
PHS #13579  
Scientist*

### **Curriculum Vitae Summary Section LCDR Jane Exemplar December 31, 2018**

#### **Performance/Accomplishments**

- Improved health of over 4,000 adolescents and young adults through accelerated approval of the novel *Neisseria meningitidis* vaccine as the Lead Regulatory Project Manager (RPM)
- Ensured evidence-base of Army-wide resilience training as liaison to Pentagon’s Army Resiliency Directorate
- Improved behavioral health of >300 service members with posttraumatic stress disorder by implementing novel weekly resilience training
- Increased local rickettsial disease response capacity nationwide by organizing training for >250 health employees
- Led Lassa Fever outbreak response in Liberia; educated >1,000 healthcare workers and residents in 5 remote villages and reduced fatal cases by 70%
- Improved wastewater requirements for all HHS construction projects as lead of HHS Secretary’s Committee on Pollution Prevention
- Educated >4,000 at-risk individuals for HIV/AIDS as liaison to increase collaboration on prevention efforts between two federal agencies
- Enhanced 280 employees’ regulatory review capabilities as subject matter expert at FDA’s reviewer’s training
- **CDC/ATSDR 2014 Honor Award in Policy** for scientific work contributing to policy change
- **SciPAC 2010 Junior Scientist of the Year** for early career accomplishments and officership
- **PHS Awards:** CM, AM, 3 OUC, 9 UC, 6 service awards, FMRB (21 total)

#### **Education, Training, and Professional Development**

- Ph.D., Microbiology, Notre Dame University, South Bend, IN, 2010
- B.S. with Honors, Biology/Psychology, University of Iowa, Iowa City, IA, 2005
- Licensure: Licensed Clinical Psychologist, State of Alabama, 2008–present
- Certification: Level I Contracting Officer’s Representative (COR) Certification, 2016–present
- Continuing Education: >35 hours per year since commissioning; Annual average: 105 hours

#### **Career Progression**

- **Regulatory Officer (O-5 billet)**, Division of Vaccines and Related Product Applications, Center for Biologics Evaluation and Research, FDA, Silver Spring, MD, 2014–present
- **Epidemiologist (O-5 billet)**, Rickettsial Zoonoses Branch, Division of Viral and Rickettsial Diseases, National Center for Emerging and Zoonotic Infectious Diseases, CDC, Atlanta, GA, 2012–2014
- **Epidemic Intelligence Service (EIS) Officer (O-4 billet)**, CDC, Assigned to Bureau of Prisons, Oklahoma City, OK, 2010–2012
- **Mobility:** 2 combined programmatic and geographic moves since CAD

#### **Officership**

- SciPAC
  - Voting Member, 2015–present
  - Chair, Career Development Subcommittee, 2016–present: Led update of Scientist CV Guidelines, 2018
  - Co-Chair, Policy Subcommittee, 2015-2016
  - SciPAC Mentor for 2 junior officers, 2015–present
  - Member, Appointment Board: served on 8 boards reviewing 43 applications, 2015–present

- PHS Athletics
  - Coordinator, Marine Corps Marathon and 10K, 2015–present
  - Runner, Army Ten Miler, 2011–present
- FDA Commissioned Officers Network
  - Coordinator, PHS Promotion Ceremony, 2011–present
- Junior Officer Advisory Group (JOAG)
  - Team Lead, Carmona Inspiration Award, Awards Committee, 2012–2013
- COA
  - Secretary, Atlanta COA, 2016–2017; Member, 2010–present
  - Presenter at USPHS Symposium, Scientist Category Day, 2013 and 2017

**Readiness**

- Tier 2 deployment team: MHT-5, 2014–present
  - Presented pre-deployment resilience training to MHT-5, 2016
  - RedDOG deployment: IHS suicide cluster, Pine Ridge, SD, 18 days, 2015
- Tier 1 deployment team: RDF-1, 2012–2014
  - Training event: 250-bed field medical station set up, Pikeville, KY, Deputy Logistics Director, 5 days, 2014
  - RedDOG deployment: Super Storm Sandy, New York City, Logistics Director, 14 days, 2012
- Deployed to 3 public health emergencies (Epi-Aids) via CDC EIS Program, 2010–2012
- Excellent level APFT, 2012–present
- FMRB, 2014
- SciPAC Excellence in Physical Fitness Award (Endurance), 2018

## **CV – General Guidance**

### **The CV is Your Proponent**

Your CV is an opportunity to present yourself. It is critical that you sell yourself and provide the most pertinent information on why you deserve to be selected/hired or promoted! What would you say to the promotion board in a few critical minutes? What do you want them to know about you? Be factual and accurate, but sell yourself, your accomplishments, and the impacts of your work.

Use plain language, avoiding bureaucratic or agency-specific jargon and acronyms. Remember that promotion board members come from a variety of disciplines, backgrounds, and agencies, and they might not be familiar with terms common in your field. You need each promotion board member to clearly understand what you did and why it is important.

The promotion board will gain insight into your judgment by what you include or fail to disclose. In addition, while content is clearly the most important aspect, style, clarity, and attention to detail, such as grammar and spelling, are also important. A poorly prepared, inadequate, or outdated CV reflects negatively on you.

### **CV Preparation**

Ideally, you should begin preparing your CV at least 6 months before any due date. This period will allow for reflection, feedback, and revisions. Given that CV guidance and benchmarks are category-specific, we suggest that you distribute your CV to your mentor and other senior officers for their feedback. Scientists are also encouraged to submit their CV to the SciPAC Career Development Subcommittee in the fall as part of the annual CV review service.

### **The Promotion Process**

Every officer that is eligible for promotion should have an updated CV in his or her eOPF before the published deadline of the promotion year, usually December 31<sup>st</sup>. Each spring, the Scientist promotion board, composed of Scientist officers with the rank of Captain or higher, meets to review and rank all Scientist officers who are eligible for temporary or permanent promotion during that promotion year. The board only has a limited time (less than 10 minutes) to review each promotion package. Board members need to quickly assess who you are, what your job is, your accomplishments and impacts, and how well you met the benchmarks and promotion precepts. They do not have time to search for information in your CV, so adhering to this format is essential to telling your story to the board members.

### **Overarching Guidance**

#### **1. Be concise.**

You need to limit the verbiage to get your point across efficiently and effectively. Do not go into excessive detail about every position, degree, and skill you have.

#### **2. Focus on impacts in job descriptions.**

The board wants to see how your activities and accomplishments changed the world for the better. Use specific and, when possible, quantifiable outcomes to describe your work. Did you help save lives, prevent illness, or change policies that saved time or money? Did you advance the goals of your agency? Remember, anyone can be assigned a role; what matters is the impact of your leadership.

#### **3. Consider the overall visual appearance of your CV.**

Is it easy to read? Do important parts (e.g., headings, precept sections) stand out? Is it too busy or too empty looking?

4. **Format the CV, including the CV Summary Section, correctly.**

- a. Margins should be no less than 0.5 inches. Use single line spacing. Font size should be no less than 10 and no greater than 12 font. The recommended, but not required, font is Times New Roman.
- b. Ensure the document is easy to read and benchmarks are easily found. Be prudent in the use of **bold**, *italics*, and underlining. You can use them to call attention to a handful of particularly important achievements.
- c. Keep all dates in the same format and in the same location (always at the beginning or the end; always with months abbreviated or not; always with month and year or just year).
- d. Keep size of bullets, type of bullet shapes, and alignment of bullets consistent. Consistency in format throughout your CV is key for keeping the reader focused on the content.
- e. Spell out acronyms at least once with the exception of the following: USPHS, PHS, OSG, RedDOG, SciPAC, PsyPAG, COA, COF, AMSUS, HHS, DOD, any OPDIVs (i.e., CDC, EPA), PHS deployment team names (e.g., RDF, APHT), PHS awards, CAD, COER, APFT, CV, OS, and initiatives and advisory groups chartered under the OSG (e.g., JOAG, MOLC, CCWIAB).

5. **Use action verbs rather than passive verbs at every opportunity.**

When describing your duties, accomplishments, impacts, or other items in the CV, use action-oriented language. For example, instead of writing, “Was involved in cardiovascular disease study,” write, “Investigated risk of factor A leading to cardiovascular disease that resulted in X, Y and Z (describe impact).” You can also flip the order, describing impact first. This is a personal preference.

6. **Do not include the following types of information in your CV:**

- a. Summaries of performance appraisals (COERs)
- b. Medical information and other personal information (e.g., birth date)
- c. References (except your own references in your “Publications and Presentations” section)
- d. Photos

## **CV – Detailed Guidance**

### **Header and Footer**

- Right-justified header: Temporary rank, first name, last name; PHS #; category
- Centered footer: Page X of Y

### **Title (Centered)**

- Temporary rank, first name, last name
- Duty station information (duty station; address, phone number, email address).
- Date the CV was last updated

### **CURRENT GRADE**

- List your current grade, both temporary and permanent. For example: Temporary O-4; Permanent O-3
- Do not include assimilation status or date of assimilation to Regular Corps

### **PROMOTION HISTORY**

- List your call to active duty date, then promotion history in reverse chronological order.
- If a promotion was an Exceptional Proficiency Promotion (EPP), ensure this is noted; if you were selected by your agency to be put in for an EPP, but not promoted, do not include it.

### **CURRENT PHS ASSIGNMENT**

- Include position title (billet grade), agency, appropriate level of detail on which center/division/office/branch, location (city, state), and dates.
- Describe the position in a bullet form, using bullets that are two lines or less.
- Describe key duties and responsibilities, then separately highlight accomplishments and impacts, quantifying as much as possible.
- Your current PHS assignment should have the most detail, and it is your opportunity to show the range of expertise and level of responsibility you have achieved.
- Include information, if relevant, about number of individuals supervised, budgets managed, policy changes, or program expansions for which you are responsible.
- Highlight when impacts are regional, national, or international in scale.

### **PHS ASSIGNMENT HISTORY**

- Past positions are not always described in as much detail as the current PHS assignment, particularly for an officer with numerous past positions.
- Description of past positions should demonstrate career and geographic mobility, levels of responsibility, and career progression.
- List positions in reverse chronological order.
- Include position title (billet grade), agency, appropriate level of detail on which center/division/office/branch, location (city, state), and dates.
- Describe duties and responsibilities, accomplishments, and impacts using a bullet format, restricting each bullet to no more than two lines.
- Keep consistent formatting for each position.

### **SPECIAL CAREER ASSIGNMENTS**

- Special career assignments may be acting positions (e.g., details to other Divisions, acting in a position on your current team/branch) and short-term assignments (e.g., International Experience & Technical Assistance Program).

- Certain deployment activities may be listed here, such as a deployment to the CDC Emergency Operations Center in which you are assigned a temporary official role and have specific job responsibilities that are unrelated to your PHS assignment.
- The assignments may or may not include activities that are documented by official memos that are submitted to the eOPF.
- Describe special career assignments in a similar manner to other PHS assignments, using bullet form with bullets no longer than two lines each.

### **TEMPORARY DUTY ASSIGNMENTS (TDYS)**

- This section refers to assignments that are in the field; activities included in this section would have travel authorizations/vouchers.
- Officers may choose to list each TDY, only highlight a select set of notable TDY, or just provide the number of days they were TDY each year (timeframe is up to the officer's discretion).
- Briefly describe the purpose (e.g., data collection, site visit), TDY location (city, state), number of days, month, and year; if there is room and the officer wishes, they can add their role.
- Each TDY should be no more than one line, and should be listed in reverse chronological order.
- Deployments can be listed both here and in the READINESS/Deployments section, but do not have to be included here.

### **HONORS AND AWARDS**

- List all awards, both PHS and non-PHS, **received after your PHS Call to Active Duty (CAD) date** to demonstrate award history and award progression. List in order of date received with most recent first.
- For PHS awards, list exactly what the award citation says in each line.
- For all items listed in this section, make sure that the complete narrative for all PHS honors and awards, copies of any associated letters of recognition, and non-PHS award documents are in your eOPF.
- For awards that are given through the agency or Commissioned Corps Headquarters awards boards, limit to PHS awards that are listed in your PIR **unless** the award has been approved by the highest level required (i.e., agency for lower-level awards or Commissioned Corps Headquarters for higher-level awards) and you can confirm that the award was approved. In these instances, indicate approval in parentheses after the award, such as "(approved by Commissioned Corps Headquarters April 2017)".
- Include any PHS awards received through advisory committees or groups.

The headings below are suggested and align with Commissioned Officers' Awards Program categories, available at: [https://dcp.psc.gov/CCMIS/COAP/COAP\\_award\\_criteria\\_m.aspx#32](https://dcp.psc.gov/CCMIS/COAP/COAP_award_criteria_m.aspx#32).

#### PHS Individual Honor, Unit Honor, and Surgeon General Awards and Campaign Medals

- Include the name of the award, the exact award citation, and the year received
- Awards given by a PAC or other PHS group can be listed here.

#### PHS Service Awards

- Include the name of the award, the award citation, and the year received

#### PHS Badges and Other Ribbons

- Include the name (FMRB, RCR, or CCTR) and the year received

#### Other Uniformed Service Awards

- Include the name of the award (including the service), the brief award citation (or a summary, restricting the full bullet to 1–2 lines), and the year received

#### Non-PHS Awards

- Include if they are of a significant level/scope/accomplishment, are professionally significant in your field, widely recognized, or allow you to meet the award history benchmark
- This would include awards from professional organizations, and your agency

- All non-PHS awards and honors should include the name of the award/honor, the organization, a very brief description of the purpose of the award/honor, and the year received

Letters of Appreciation (OPTIONAL)

- Officers may choose to list their letters of appreciation. If they do, they can list each one or they may choose to notate the number of letters received each year highlighting significant letters. They may also choose not to list them at all; these are not part of the benchmarks.

**PUBLICATIONS AND PRESENTATIONS**

- This section should include all publications and presentations. If an officer chooses to only list those since their CAD, this should be denoted.
- List in reverse chronological order noting the author(s), title, journal/volume number/pages (or conference/meeting name and location for presentations), and year.
- No specific citation style is prescribed; use a consistent style throughout the CV.
- Include book chapters, books, and reports for which you are an editor.
- Include in-press publications and indicate as such, but do not include publications in preparation or submitted without formal acceptance.
- Highlight your name in bold font. You can indicate your previous names (e.g., maiden name) under the main “Publications and Presentations” section heading, if applicable.

The following headings should be used, as applicable:

Journal Articles

- Include peer-reviewed and non-peer-reviewed (e.g., *Morbidity and Mortality Weekly Report* articles)
- Letters to the editor and editorials should be included in this section, and denoted as such

Book Chapters and Books

Government Publications and Reports

- Include white papers, fact sheets, standard operating procedures, guidance documents, Federal Register notices, protocols, recommendations, etc.

Non-Government Reports

- Include relevant white papers and other publications from non-governmental sources (e.g., the Council of State and Territorial Epidemiologists)

Patents

- List the inventor(s), name of invention, patent number, and date

Invited Presentations

- Include service as a panelist. Include the degree of honor associated with the invitation, if any, such as invitation to present at a named lecture associated with receiving an award.

Oral Presentations

- Include presentations at meetings (internal or external to agency) and conferences

Poster Presentations

- Include presentations at meetings (internal or external to agency) and conferences

**EDUCATION/TRAINING**

- In reverse chronological order, include all degrees/certificates that you hold with: degree, scientific discipline, school, year
- Can also list academic honors (e.g., summa cum laude) after degree, if desired
- Can also provide information on your minor or your concentration of study
- Additional training can also be included here (e.g., postdoctoral training or the Epidemic Intelligence Service (EIS) program, which a Scientist could have completed before or after they joined the PHS)

## **LICENSURE/CERTIFICATION**

- List only current professional licensures and certifications and limit the listing to those that allow you to practice or recognize your standing in your field (for example, licensure for clinical psychologist or CPH certification)
- Do not include any licensures or certifications which have lapsed
- Include: Title, Effective dates, Certifying body
- If none, list “Not Applicable”

## **CONTINUING EDUCATION**

- Note that continuing education (CE) expectations vary by rank. You need to provide adequate documentation and a summary of your annual hours to demonstrate that you have completed the expected CE for the appropriate rank.
- You should include a list of continuing education (CE) activities since CAD with contact hours for each activity at the end of your CV. Additionally, by December 31 of the year you will be up for promotion, upload this running list to your eOPF separately from your CV. Use the guidance outlined later in this document to submit CE activities to your eOPF.
- The purpose of this section of your CV is to summarize your CE in one place for the promotion board.
- Include a bulleted list in reverse chronological order, with the number of hours per year, by year, either since commissioning.

## **ADDITIONAL SKILLS**

- List special skills such as first aid training, proficiencies in other languages, statistical software, etc.
- Do not include skills that apply to all officers, such as BLS training, Microsoft Excel, etc.

## **OFFICERSHIP**

- Officership includes an officer’s contributions and service to the PHS Commissioned Corps. Activities listed should demonstrate an officer’s contributions to the Corps and activities that promote visibility of the Corps.

The headings below are suggested:

### PHS Groups and Uniformed Service Organizations

- List official PHS support activities in which you were an active participant (e.g., SciPAC appointment board, SciPAC, advisory group such as Junior Officer Advisory Group (JOAG) or Minority Officers Liaison Council (MOLC), the ensemble/chorale, or a Surgeon General’s ad hoc committee)
- You may also include uniformed service organizations here such as COA, MOAA, AMSUS, etc.
- Include participation start and end dates (years) and any leadership position that you held
- If desired, concisely include accomplishments and impacts of your activities

### Mentorship

- Indicate the specific program (if applicable), your role (mentor or mentee), number of mentors/mentees, and start and end dates (years) of your participation. You can also separate out the years of participation for each relationship
- Include both formal and informal mentoring
- Only include long-term mentoring, not short-term (e.g., one-time speed networking event)
- Do not list officer names
- This section refers to direct mentoring of PHS officers. Service on any mentoring committees or workgroups should be indicated in the appropriate sections (e.g., PAC/Advisory Group section). Mentoring of non-PHS officers should go in the Non-PHS Professional Activities section.

### Recruitment

- For each recruitment event, list event name, location, and date

#### Outreach and Visibility

- List outreach/visibility activities
- For events, list the name, location, and month and year
- Include PHS Athletics, service activities, PACE events, etc.
- List your PHS-related publications (e.g., the Scientist Newsletter, Frontline, Cross-category Newsletter, JO Voice, etc.)
- Also add other visibility activities such as wearing your uniform on a military base or as a high school science fair judge, writing an article for your local newspaper, being featured in an alumni newsletter, etc.

#### **NON-PHS PROFESSIONAL ACTIVITIES**

- This section is for non-PHS professional activities in which you participated since commissioning. List activities that fall under the headings below in which you were an active participant, highlighting any leadership roles that you held.
- You may include concise highlights of your accomplishments while in these roles.
- Indicate start and end dates (years) of your participation in these activities.

The headings below are suggested:

#### Professional Organizations

- Professional organizations such as American Public Health Association would be included here
- List your current and past status (e.g., member, associate, chair, board member, or fellow) within the organization

#### Faculty and Teaching Activities

- Include both official adjunct faculty appointments and other teaching activities (e.g., guest lecturer)

#### Committees and Working Groups

#### Mentoring

#### Editorial/Grant Boards and Reviews

- Include editorial board membership and journal peer reviewer
- You can also summarize number and type of funding application reviews in which you have participated

#### **CIVIC AND COMMUNITY VOLUNTEER ACTIVITIES (OPTIONAL)**

- If an officer wishes, they may list community and civic activities, e.g., Boy or Girl Scout Troop Leader, chair of a school or church committee, or president of the local chapter of the Sierra Club.

#### **PRE-PHS PROFESSIONAL EXPERIENCES (OPTIONAL)**

- If an officer wishes, they may list any other relevant pre-PHS employment or professional experience.

#### **READINESS**

- Briefly include significant readiness activities beyond current basic readiness, if applicable.

The following format/types of bullets are recommended:

- RedDOG response team tier, response team name, and role, if applicable
  - Include all deployment teams on which you've been a member and dates
- FMRB (year received; this is optional because it should also be listed under Honors and Awards)
- Deployments: Summarize key deployments that demonstrate readiness
  - Specify whether the deployment was through RedDOG or OPDIV

- List the mission name, location, role (if applicable), number of days, and year
- Trainings: Summarize key trainings that demonstrate enhanced readiness, such as RedDOG training events. List any additional response readiness trainings or certifications, indicating the training name, training provider, location (if applicable), and year completed
- Maintained basic readiness since month/year
  - Include as the last bullet in this section

**CV – Example**

*Note: This example is an amalgam to show variation across disciplines and was not explicitly designed to represent the work of one individual officer. Additionally, the style varies throughout to show options of ways to present accomplishments, but officers should use a consistent style for bullets that includes accomplishment and impact.*

*CDR Samuel Scientist  
PHS #98765  
Scientist*

**CDR Samuel Scientist  
U.S. Food and Drug Administration  
57 New Hampshire Ave., Silver Spring, MD 20993  
301-123-4567  
[samuel.scientist@fda.hhs.gov](mailto:samuel.scientist@fda.hhs.gov)  
December 31, 2018**

**CURRENT GRADE:** Temporary O-5; Permanent O-3

**PROMOTION HISTORY**

- Promotion to Temporary O-5, 2017
- Promotion to Temporary O-4, 2013
- Call to Active Duty at Temporary O-3, Permanent O-3, 2010

**CURRENT PHS ASSIGNMENT**

**Regulatory Officer** (O-5 billet), FDA, Division of Vaccines and Related Product Applications, Silver Spring, MD, 2014–present

**Duties and Responsibilities:**

- Manages the scientific and regulatory review of pre-investigational and investigational new drug applications, biologics license applications, post marketing commitments, and annual reports
- Serves as a Lead Regulatory Project Manager and Committee Chairperson of review teams evaluating investigational and licensed vaccines, probiotics, and allergenic applications
- Leads all regulatory activity nationally for meningococcal disease vaccines, including approval of compassionate use waivers, approvals and licensing, and dosing recommendations
- Supervisory team lead, providing scientific oversight and supervision of eight regulatory scientists
- Serves as acting Branch Chief periodically
- Trains and mentors new staff regarding the regulatory review process of vaccine applications

**Accomplishments and Impacts:**

- Coordinated expedited waiver for compassionate use of a not-yet-licensed *Neisseria meningitidis* serogroup B vaccine, to vaccinate 8,500 at-risk individuals and halt two outbreaks
- Led the review of a novel *Neisseria meningitidis* serogroup B vaccine, which received accelerated approval and has improved the overall health of adolescents and young adults globally
- Chaired the committee to evaluate the results of Phase 3 immunogenicity studies for two vaccines that are now administered to over 25,000 individuals nationally
- Chaired the committee to revise the dosing schedule of the human papillomavirus vaccine, improving vaccination series completion rate by 28% and saving consumers \$85,000

## **PHS ASSIGNMENT HISTORY**

**Senior Research Support Scientist Officer** (O-5 billet), CDC, National Center for Infectious Disease, Division of Viral and Rickettsial Diseases, Atlanta, GA, 2012–2014

### Duties and Responsibilities:

- Serve as lead expert in the field of viral and rickettsial diseases
- Design and launch culturally-appropriate education campaigns on rickettsial disease in Native American tribal areas in southwestern U.S. states
- Publish novel research results and present at national meetings on viral and rickettsial diseases

### Accomplishments and Impacts:

- Increased local rickettsial disease response capacity nationwide by organizing training for >250 health employees
- Created the “Stay tick safe” campaign, which included 55 local and school presentations in tribal areas
- Increased education of thousands of at-risk individuals for HIV/AIDS as liaison to increase collaboration on prevention efforts between two federal agencies
- Led multi-agency response to a rickettsial disease outbreak across three U.S. states and 4 tribal areas, halting outbreak affecting population of 30,000 persons

**Epidemic Intelligence Service Officer** (O-4 billet), CDC, Assignee to Bureau of Prisons (BOP), Oklahoma City, OK, 2010–2012

### Duties and Responsibilities:

- Conduct epidemiologic analyses
- Publish scientific manuscripts and give oral presentations at scientific meetings
- Participate in a timely, potentially serious public health field investigations

### Major Accomplishments:

- Conducted BOP’s first evaluation of prisoner mental health services, which led to policy changes to improve access to these services
- Increased awareness of prisoner mental health concerns by publishing 3 peer-reviewed journal articles and leading 4 presentations at national conferences
- Led Lassa Fever outbreak response in Liberia; educated >1,000 healthcare workers and residents in 5 remote villages and reduced fatal cases by 70%

## **SPECIAL CAREER ASSIGNMENTS**

**Health Scientist**, Centers for Disease Control and Prevention, Office of the Chief Information Security Officer (OCISO), Atlanta, GA, 2013

### Duties and Responsibilities:

- During the government shutdown, was re-assigned to enter tickets in RiskVision for cyber security events detected by OCISO monitoring tools.

### Accomplishments and Impacts:

- Submitted timely incident reports and service requests to CDC’s IT Services Office to ensure that CDC data were protected from potential threats
- Temporarily re-designed ITSO cyber threat process so that it functioned smoothly at reduced staffing levels during government shutdown
- Identified and escalated 4 critical-level cyber threats, ensuring they received immediate attention and prevented data security breaches

## **TEMPORARY DUTY ASSIGNMENTS (TDY)**

- Regulatory review meetings, 10 days, 2018
- Regulatory review meetings and training, 12 days, 2017
- Regulatory review meetings and conference attendance, 16 days, 2016

- Training and regulatory review meetings, 21 days, 2015
- Rickettsial disease field work and conference attendance, 22 days, 2014
- Rickettsial disease field work and conference attendance, 37 days, 2013
- Training and conference attendance, 8 days, 2012
- Training and conference attendance, 9 days, 2011

\*Alternate example of TEMPORARY DUTY ASSIGNMENTS (TDY):

- Mental health program initiation, Big Sandy U.S. Penitentiary, Inez KY, Project Lead, 30 days, 2017
- Rickettsial disease field work, Sacramento CA, 12 days, 2014
- Contaminated community water supply Epi-Aid, Waco TX, 12 days, 2012
- Influenza outbreak Epi-Aid, Columbus OH, 13 days, 2011
- Mumps outbreak Epi-Aid, Lincoln NE, 6 days, 2011

## **HONORS AND AWARDS**

### PHS Individual Honor, Unit Honor, and Surgeon General Awards and Campaign Medals

- *Outstanding Service Medal* for leadership in improving vaccination coverage among the U.S. population, 2018
- *Unit Commendation* for national leadership in developing clinical prevention guidelines for diabetes among children, 2017
- *SciPAC Scientist Responder of the Year Award*, recognizing a Scientist Officer's impact on emergency preparedness, disaster response, and contributions to public health threats, 2016
- *Outstanding Unit Citation* for leadership and unwavering dedication and personal sacrifices which saved countless lives and prevented global catastrophe during Ebola outbreak, 2016
- *Commendation Medal* for excellence in performance and commitment to the agency mission to reduce health disparities, 2015
- *Presidential Unit Citation* for extraordinary courage and the highest level of performance in action throughout the United States Government's response to the Ebola outbreak, 2015
- *JOAG Excellence Award* for the most outstanding non-voting member, 2013
- *Unit Commendation* for preventing serious illness and death due to a rickettsial disease outbreak in the southeastern U.S., 2013
- *Achievement Medal* for outstanding leadership, exemplary service, and sustained dedication toward improving the health and safety of imprisoned Americans, 2012
- *Unit Commendation* for excellence in public health in response to mental health morbidity in an imprisoned population, 2012

### PHS Service Awards

- Global Response Service Award to recognize qualified OCONUS assignment in direct support of Ebola response mission in countries of West Africa, 2017
- Special Assignment Award for completion of at least 30 non-consecutive days in support of the Junior Officer Advisory Group, 2014
- Crisis Response Service Award for dedicated response to a natural disaster, 2013

### PHS Badges and Other Ribbons

- FMRB, 2014
- Regular Corps Ribbon, 2013
- Commissioned Corps Training Ribbon, 2010

### Non-PHS Awards

- CDC Bartenfeld Award for excellence in health practice, 2014

## **PUBLICATIONS AND PRESENTATIONS**

### Journal Articles

**Scientist S**, Smith A. Advances in Surveillance of Rickettsiosis. *American Journal of Epidemiology* 2012;160(10):1005–1010.

Jones J, **Scientist S**. Health Care Utilization and Expenditures Attributable to Poor Mental Health. *Public Health Reports* 2008;24(6):862–865.

### Government Publications and Reports

**Scientist S**, Hernandez M, Patel V. A final report on Diabetes-Attributable Medical Costs. Atlanta, GA: Centers for Disease Control and Prevention; 2014.

### Non-Government Reports

National Working Group. Report on an Emerging Public Health Topic; 2017.

### Patents

Hernandez M, Patel V, **Scientist S**. Patent Name; 2009.

### Oral Presentations

**Scientist S**. SciPAC Career Development Activities. USPHS Scientific & Training Symposium; Chattanooga, TN; 2016.

### Poster Presentations

Yazzi L, **Scientist S**. A visual presentation of environmental risk factors for disease X. American Public Health Association conference; San Francisco, CA; 2012.

## **EDUCATION/TRAINING**

- PhD (summa cum laude), Microbiology – Notre Dame University, 2010
- BS, with honors, Biology/Psychology – University of Iowa, Iowa City IA, 2005
- CDC Epidemic Intelligence Service (EIS) Fellowship, 2010–2012

## **LICENSURE/CERTIFICATION**

- Level I Contracting Officer's Representative (COR) Certification, 2016–present
- Licensed Clinical Psychologist, State of Alabama, 2008–present

## **CONTINUING EDUCATION**

- 2018: 41 Contact Hours
- 2017: 45 Contact Hours
- 2016: 48 Contact Hours
- 2015: 45 Contact Hours
- 2014: 50 Contact Hours
- 2013: 76 Contact Hours
- 2012: 48 Contact Hours
- 2011: 83 Contact Hours
- 2010: 120 Contact Hours

## **ADDITIONAL SKILLS**

- Fluent in written and spoken Spanish
- Proficient in use of SAS statistical analysis software

## **OFFICERSHIP**

### PHS Groups and Uniformed Service Organizations

#### SciPAC

- Served on 8 scientist category appointment boards reviewing 43 applications, 2015–present
- Voting Member, 2015–2018
- Chair, Career Development Subcommittee, 2015–present
  - Directly facilitated the review of 122 CVs and 45 OSs
  - Ensured training presentations were performed and representatives attended OBC events
- Co-Chair, Career Development Subcommittee, 2013–2015
  - Facilitated 7 training and OBC events
- Reviewed CVs for SciPAC CV review service, 2015–2017

#### Junior Officer Advisory Group (JOAG)

- Co-Secretary, Communications and Publications Committee, 2012–2014

#### National COA

- Member, 2011–present

#### Atlanta COA

- Secretary, 2014–2015
- Men's Uniform Store Coordinator, 2013
- Uniform Inspector, Atlanta-area Promotion Ceremony, 2013

### Mentorship

- SciPAC mentor to three junior officers, 2016–present
- Informal mentor to two junior officers at FDA, 2015–present
- SciPAC mentee, mentored by one senior Scientist, 2011–present

### Recruitment

- Emory University Job Fair, Atlanta, GA, 2013

### Outreach and Visibility

- Scientist S. The First Deployment: One Officer's Perspective. *The Junior Officer Chronicles*. Volume 1: Fall 2013.
- CDC Exhibit Booth Volunteer, American Public Health Association Annual Meeting, San Francisco, CA, 2012

## **NON-PHS PROFESSIONAL ACTIVITIES**

### Professional Organizations

- Member, American Public Health Association, 2012–present

### Faculty and Teaching Activities

- DeVry Online Instructor, Introduction to Microbiology, 2015–present

### Committees and Working Groups

- EIS Program, Interviewer, 2012–2013

### Mentoring

- Mentor to 1 junior project officer, FDA Mentoring Program, 2017–present
- Mentee, FDA Mentoring Program, 2016–present

### Editorial/Grant Boards and Reviews

- Peer Reviewer, International Journal of Medical Microbiology, 2012 and 2015

### **CIVIC AND COMMUNITY VOLUNTEER ACTIVITIES**

- Calverton recreation baseball and soccer coach, 2011–2016
- Trees Atlanta fundraising committee volunteer, 2013

### **PRE-PHS PROFESSIONAL EXPERIENCES**

***Graduate Teaching Assistant***, “Introduction to Microbiology,” University of Notre Dame; Notre Dame, IN; 2007–2008

#### Duties and Responsibilities:

- Contribute to the development of course materials
- Teach course material in the absence of the professor
- Evaluate students’ class participation and performance

### **READINESS**

- Tier 2 deployment team: MHT-5, 2014–present
  - Presented pre-deployment resilience training to MHT-5, 2016
  - RedDOG deployment: IHS suicide cluster, Pine Ridge, SD, 18 days, 2015
- Tier 1 deployment team: RDF-1, 2012–2014
  - Training event: 250-bed field medical station set up, Pikeville, KY, Deputy Logistics Director, 5 days, 2014
  - RedDOG deployment: Super Storm Sandy, New York City, Logistics Director, 14 days, 2012
- CDC Deployment: Lassa Fever outbreak, Liberia, 30 days, 2012
- Deployed to 3 public health emergencies (Epi-Aids) via CDC EIS Program, 2010–2012
- FMRB (2014)
- Excellent level APFT, 2012–present

## **Documentation of Continuing Education and Training – General Guidance**

Your documentation of continuing education and training is submitted to your eOPF both at the end of your CV as a cumulative list since your CAD and also separately from your CV. Ensure that these two versions are identical. In addition to these two CE summaries, ensure that any supporting documentation desired (e.g., course completion certificates, transcripts, etc.) is also submitted to your eOPF.

Documentation of continuing education and training should indicate the title of the training, the sponsor, the location, the month and year, and the number of contact hours. Officers may also include the date and the name of the presenter(s) if they wish, but this is not required. For the Scientist Category, credit for continuing education and training activities does not have to be officially sponsored, and supporting documentation is not required in addition to the CE summary document. Any professional development that would support your agency work, deployment capabilities, and officership may be included. Further, professional development that occurs via conference call or online methods may be included; indicate “virtual training”, “conference call”, “webinar”, or “online” as the location.

### **Specific formatting guidance:**

- Right-justified header: Temporary rank, first name, last name; PHS #; Category
- Centered footer: Page X of Y
- Title (Centered)
  - “Continuing Education and Training”
  - Rank and Name
  - Dates covered (e.g., January–December 2018 or July 2010–December 2018)
- Margins should be no less than 0.5 inches
- Use single line spacing
- Font size should be no less than 10 and no greater than 12 font
- The recommended, but not required, font is Times New Roman
- Activities should be listed in reverse chronological order
- Officers may utilize a table format to assist with proper layout of the CE activities
- Total hours of CE activities for the covered year should be included at the bottom
- For the documentation included as part of the CV:
  - Continue page numbering from the previous sections of the CV
  - Include rows summarizing annual total number of hours to separate the continuous list of trainings since CAD

Following are two examples, each showing a summary in either table or list format. Note that, although these examples illustrate two years, the recommendation is to provide a running list since CAD. Officers may choose the format they prefer, but it is recommended to be consistent from year to year.

**Documentation of Continuing Education and Training – Table Example**

*Note that, although this example illustrates two years, the recommendation is to provide a running list since CAD.*

*CDR Samuel Scientist  
PHS #98765  
Scientist*

**Continuing Education and Training  
CDR Samuel Scientist  
February 2017 – November 2018**

<b>Title of Training</b>	<b>Sponsor</b>	<b>Location</b>	<b>Month, Year</b>	<b>Contact Hours</b>
Bioterrorism and Ethics	CDC University	Atlanta, GA	Nov 2018	1.5
Building a Privy after a Disaster – Avoiding the Pitfalls	RDF-1	virtual training	Oct 2018	5.0
Epi in Outer Space: Should we Drink Tang like the Astronauts?	Atlanta COA	Atlanta, GA	Jun 2018	1.0
Go Natural or Man-Made Fiasco – What’s Up in Your Next Deployment?	SciPAC	webinar	Apr 2018	1.0
Sitting on the Bench – Strategies for Pinch-Hitting in the Lab	CDC/National Center for Environmental Health	online course	Mar 2018	10.0
Freud or Rogers? Determine Your Inner Counselor	CDC University	online course	Feb 2018	2.5
Introduction to Evaluating Public Health Programs	Council of State and Territorial Epidemiologists	Atlanta, GA	Jan 2018	20.0
<b>2018 TOTAL</b>				<b>41.0 hours</b>
Paperwork Reduction Act	FDA Legal Seminar Series	webinar	Dec 2017	1.0
MHT Deployment Preparedness Training	MHT Training	webinar	Nov 2017	1.0
U.S. Agency for International Development’s Office of Foreign Disaster Assistance 101	Tier 1 Response Team Training	webinar	Nov 2017	1.0
FEMA ICS-400: Advanced ICS Command and General Staff — Complex Incidents	Maryland Emergency Management Division	Silver Spring, MD	Oct 2017	16.0
Working Hours, Sleep, & Fatigue	FDA Manager Training	Silver Spring, MD	Aug 2017	1.0
USPHS Scientific and Training Symposium	USPHS/COF	Oklahoma City, OK	Jun 2017	12.0
Working with the Liaison Officer on Deployment	MHT Training	webinar	Mar 2017	1.0

Advisory Committee on Immunization Practices (ACIP) Quarterly Meeting	ACIP	Atlanta, GA	Feb 2017	12.0
<b>2017 TOTAL</b>				<b>45.0 hours</b>

**Documentation of Continuing Education and Training – List Example**

*Note that, although this example illustrates two years, the recommendation is to provide a running list since CAD.*

*CDR Samuel Scientist  
PHS #98765  
Scientist*

**Continuing Education and Training  
CDR Samuel Scientist  
February 2017 - November 2018**

<i>Title of training Sponsor, Location</i>	<i>Month, Year Contact hours</i>
Bioterrorism and Ethics CDC University, Atlanta GA	Nov 2018 1.5 hours
Building a Privy after a Disaster—Avoiding the Pitfalls RDF-1, virtual training	Oct 2018 5 hours
Epi in Outer Space: Should we Drink Tang like the Astronauts? Atlanta COA, Atlanta GA	Jun 2018 1 hour
Go Natural or Man-Made Fiasco—What’s Up in Your Next Deployment? SciPAC, webinar	April 2018 1 hour
Sitting on the Bench—Strategies for Pinch-Hitting in the Lab CDC/National Center for Environmental Health, online course	Mar 2018 10 hours
Freud or Rogers? Determine Your Inner Counselor CDC University, online course	Feb 2018 2.5 hours
Introduction to Evaluating Public Health Programs Council of State and Territorial Epidemiologists, Atlanta GA	Jan 2018 20 hours
<b>Total 2018 Contact Hours</b>	<b>41.0 hours</b>
Paperwork Reduction Act FDA Legal Seminar Series, Webinar	Dec 2017 1 hour
MHT Deployment Preparedness Training MHT Training Session, webinar	Nov 2017 1 hour
U.S. Agency for International Development’s Office of Foreign Disaster Assistance 101 Tier 1 response team training, webinar	Nov 2017 1 hour
FEMA ICS-400: Advanced ICS Command and General Staff — Complex Incidents Maryland Emergency Management Division, Silver Spring, MD	Oct 2017 16 hours
Working Hours, Sleep, & Fatigue FDA Manager Training Webinar, Silver Spring, MD	Aug 2017 1 hour

USPHS Scientific and Training Symposium Oklahoma City, Oklahoma	Jun 2017 12 hours
Working with the Liaison Officer on Deployment MHT Training Session, webinar	Mar 2017 1 hour
Advisory Committee on Immunization Practices (ACIP) Quarterly Meeting Atlanta, GA	Feb 2017 12 hours
<b><u>Total 2017 Contact Hours</u></b>	<b><u>45.0 hours</u></b>

*This acronyms list should be included as the last two pages of your CV when uploaded to your eOPF. Your CV is a tool for the promotion board, and this list is a reference for them. You can customize this list if necessary or desired.*

**Scientist Category CV – Acronyms List**

ACF	Administration for Children and Families
ACL	Administration for Community Living
AHRQ	Agency for Healthcare Research and Quality
AIANCOAC	American Indian/Alaska Native Commissioned Officers Advisory Committee
AM	Achievement Medal
AMSUS	Association of Military Surgeons of the United States
APAOC	Asian Pacific American Officers Committee
APFT	Annual Physical Fitness Test
APHA	American Public Health Association
APHT	Applied Public Health Team
ASPR	Assistant Secretary for Preparedness and Response
ATSDR	Agency for Toxic Substances and Disease Registry
BCOAG	Black Commissioned Officers Advisory Group
BLS	Basic Life Support
BOP	Bureau of Prisons
BUC	Bicentennial Unit Commendation
CAD	Call to Active Duty
CAP	Capital Area Provider Team
CCTR	Commissioned Corps Training Ribbon
CCWIAB	Commissioned Corps Women’s Issues Advisory Board
CDC	Centers for Disease Control and Prevention
CEFO	Career Epidemiology Field Officer
CIT	PHS Citation
CM	Commendation Medal
CMS	Centers for Medicare & Medicaid Services
COA	Commissioned Officers Association
COER	Commissioned Officers Effectiveness Report
COF	Commissioned Officers Foundation
CRSA	Crisis Response Service Award
CV	Curriculum Vitae
DCCPR	Division of Commissioned Corps Personnel and Readiness
DHHS	Department of Health and Human Services
DOD	Department of Defense
DSM	Distinguished Service Medal
ECM	Ebola Campaign Medal
EIS	Epidemic Intelligence Service
EOC	Emergency Operations Center
eOPF	electronic Official Personnel Folder
EPP	Exceptional Proficiency Promotion
EPA	Environmental Protection Agency
FDA	Food and Drug Administration
FDA	Foreign Duty Award
FMRB	Field Medical Readiness Badge
GHCM	Global Health Campaign Medal
GHISM	Global Health Initiatives Service Medal

GRSA	Global Response Service Award
HAD	Hazardous Duty Award
HHS	[Department of] Health and Human Services
HOAC	Hispanic Officer Advisory Committee
HRSA	Health Resources and Services Administration
IHS	Indian Health Service
ISOHAR	Isolated Hardship Award
JOAG	Junior Officers Advisory Group
MOAA	Military Officers Association of America
MOLC	Minority Officers Liaison Council
MHT	Mental Health Team
MSM	Meritorious Service Medal
NEPA	National Emergency Preparedness Award
NIH	National Institutes of Health
NIST	National Incident Support Team
OPDIV	Operating Division
OS	Officer Statement
OSM	Outstanding Service Medal
OSG	Office of the Surgeon General
OUC	Outstanding Unit Citation
PHS	Public Health Service
PMR/F	Preventive Medicine Residency and Fellowship
POC	Point of Contact
PsyPAG	Psychologist Professional Advisory Group
PUC	Presidential Unit Citation
RCR	Regular Corps Ribbon
RDF	Rapid Deployment Forces Team
RedDOG	Readiness and Deployment Operations Group
RIST	Regional Incident Support Team
ROA	Reserve Officers Association of the United States
ROS	Reviewing Officials Statement
RSA	Response Service Award
RSR	Recruitment Service Ribbon
SAA	Special Assignment Award
SAMHSA	Substance Abuse and Mental Health Services Administration
SAT	Services Access Team
SciPAC	Scientist Professional Advisory Committee
SG	Surgeon General
SGESM	Surgeon General Exemplary Service Medal
SGM	Surgeon General Medal
SME	Subject Matter Expert
SPEC	Smallpox Eradication Campaign Medal
SOAGDAG	Sexual Orientation and Gender Diversity Advisory Group
UC	Unit Commendation
USPHS	United States Public Health Service