

Promotion Document Guidance

The following recommendations originated from Promotion Year 2022 board members. **This information does not replace Commissioned Corps Headquarters benchmarks or promotion guidance**, but rather, is intended to help officers ensure their promotion documents are easily read and interpreted by board members.

Curriculum Vitae (CV)

General Guidance

- Avoid agency-specific and category-specific abbreviations and terminology as boards are composed of officers from different agencies and categories
- Ask officers from other agencies and categories to review documents; regardless of technical titles and agency terminology used, if well written, the accomplishments and outcomes will be clear to anyone who reads it
- Board members may be familiar with an officer they are reviewing and may know if items are inflated or misleading – do everything above reproach and if unsure, ask a trusted mentor for advice
- For non-clinical roles (e.g., FDA, CMS, OS) it is important to explain if the position is supervisory, managerial, technical consulting, etc. How many people does the position supervise?
- Use the agency title of the work assignment; do not use Commissioned Corps billet titles as that could create a misrepresentation of the role

Format

- Use the required CV and cover page format on CCMIS
- It would be helpful to know the number of CEs required per year (30 CEs/year) or number of years (75 CEs/3 years) to make it quicker for reviewers to identify if an officer is meeting requirements (follow the CV template)
- Try to avoid duplication; items should only be included in one place within the CV body
- Collateral duties are activities above and beyond the regular/expected duties of the position; they should be clearly listed and include level of leadership and outcomes
- The Continuing Education summary sheet should not be included in the CV; it should be uploaded as a summary document via eDOC-U

Succinctness

- Focus on highlighting information and activities specific to the desired grade
- Consider removing older, less relevant items, particularly if they had minimal impact on the agency mission or Commissioned Corps
- When irrelevant and/or outdated information is included, there is a greater risk that a promotion board will miss the important items
- The goal is to have a clear and succinct CV that tells your story
- Follow the CV template and include the last promotion date; this aids the promotion board to identify career progression and accomplishments since the last promotion

Dates

- List items in reverse chronological order
- Always include dates of all activities on both the CV cover sheet and CV body
- Include dates of certification expiration on CV cover and CV body, if applicable

Impact Statements

- Include statistics and dates
 - Don't: "Commissioned Corps Pharmacist Mentoring Network 2016 – 2022"
 - Do: "Commissioned Corps Pharmacist Mentoring Network: Mentored 4 officers in 2022; 3 officers 2021"
- Include impactful details
 - Don't: "CCHQ-COVID-19 (14-days)"
 - Do: "January 1 – 15, 2020 deployed to CONUS DoD base (Marine Corps Air Station Miramar) as Logistics Chief in support of Clinical PHS Officers deployed as part of the COVID-19 Repatriation of 120 U.S. Citizens from cruise ships in Japan to Marine Corps Air Station Miramar, CA for medical & quarantine support preventing spread of COVID-19."

Publications & Presentations

- Include only relevant items; **do not** include emails, briefings, conference calls, etc.
- **Do not** include items for which you are not listed as an author (e.g., publications or presentations made by students or the agency)
- Consider separating international, national, regional, and local items; when up for 0-6, local presentations or publications will not carry significant weight
- Consider separating out publications from presentations for better readability

Things to Avoid

- List items in multiple columns on the CV cover page
- Including anything "nominated for", "volunteered for" or "pending"; unless it has happened – it will not be considered by the promotion board
- Including past work experience prior to commissioning
- Including training/certification required of all officers (e.g., mandatory LMS training, N95 fit testing, OBC)
- Use of emojis
- Use of acronyms without explanation
- Rely on title alone to describe the position. An explanation of the position is very important for reviewers to understand the level of responsibility and leadership

Officer's Statement (OS)

General Guidance

- OS should not relist all the items on the CV
- Do not add items that are required (wearing uniforms, basic readiness, etc.)
- Use data and impact statements
- Make it quickly and easily read
- You do not need to fill in all the space on the sheet; often, "*less is more*"
- Leave a blank space between each of the three sections
- Use of bullets is recommended

Examples

- Your support of USPHS Commissioned Corps activities
 - Oversaw ordering and distribution of XX vaccines, administration of XX vaccines at XX facilities across XX states, serving XX people

- Led the successful implementation of local COVID-19 emergency response plans, which quelled a facility outbreak of XX patients
- Your commitment to visibility as an officer
 - Presented about USPHS, in uniform, to XX schools of nursing, high schools, vocational schools, and career fairs
 - Led a qualifying PHS Athletics Event with XX officers and XX civilians
- Your vision and expectations of a career in the USPHS Commissioned Corps, including commitment to the USPHS mission
 - Serve in XX agency and continuously seek opportunities to improve my clinical and technical skills
 - Serve vulnerable populations and provide excellence in public health practices

Commissioned Officers' Effectiveness Report (COER)

- Encourage your rater to provide detailed examples and/or comments with each performance attribute
- Examples and/or comments should include impact statement and data to justify the score
- Comments with each performance element are generally more meaningful than score to promotion boards

Letters/Cert. of Appreciation and Cert. of Completion

- For each calendar year, merge the documents into one PDF and upload
- It takes more time for board members to read through letters and certificates uploaded individually