



Protecting, Promoting, and Advancing the Health and Safety of Our Nation.

Promotion Curriculum Vitae

Format Instructions





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BACKGROUND

Purpose

The purpose of this document is to provide officers with instructions and guidance on how to best prepare and present their Promotion Curriculum Vitae (CV). This Promotion CV provides a common format for reporting crucial data that will be reviewed during the promotion process. Standardization allows the promotion board to quickly locate and review critical elements in an officer's Promotion CV.

Officers are encouraged to utilize a more comprehensive CV when applying for new assignments.

Effective Date

This Promotion CV is effective for the 2023 promotion cycle. Each officer must upload to their eOPF before December 31st each year.

Overview

The Promotion CV aligns with the Promotion Benchmarks, reflects an officer's career progression, and demonstrates leadership, officership, responsibilities, and complexity in work assignments based on the following promotion precepts:

- Performance Rating and Reviewing Official's Statement (Performance)
- Education, Training, and Professional Development
- Career Progression and Potential
- Professional Contributions, Basic Level of Force Readiness History, and Service to the PHS Commissioned Corps (Officership)

The Promotion CV is the **OFFICIAL CV REQUIRED** to be maintained by all PHS Commissioned Corps officers for the purposes of promotion.

Officers must follow the Promotion CV format and instructions. Some general considerations on the content of the CV are described below. While a strong Promotion CV is crucial to a successful promotion cycle, it is only one component of the promotion package and does not guarantee promotion.



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GETTING STARTED

As you develop your Promotion CV, there are several important factors to keep in mind: 1) Focus on impact in your job description; 2) be concise; and 3) use action verbs rather than passive words.

- 1. Focus on *impact* in your job description** – It is critical to demonstrate activities and accomplishments that have made an impact to your agency, people served, or to public health in general. An impact statement is not another description of duties. Instead, it summarizes and quantifies, in plain language¹, the difference your efforts have made.

Questions to think about:

- Did you have any definite, quantifiable, positive outcomes to your work?
 - Did you exceed or meet the goals?
 - How were people's lives or health affected?
 - Did you advance the goals of your agency?
 - Are you considered a Subject Matter Expert (SME) by your agency?
 - Did you develop new policies or procedures that improved work processes or patient care delivery?
 - Did you create or improve research protocols, guidelines, procedures, etc.?
- 2. Be concise** – The reviewer needs to be able to review your materials and quickly discern the important details.
 - Avoid the fluff. It is better to have a small amount of information that is impactful.
 - Reduce the verbiage to get your point across effectively.
 - Do not provide excessive details about every position and skill you have. Focus on the most important points.
 - Don't be ambiguous. Explain concepts in plain language. Have someone who is not familiar with your work review your narrative for clarity of language, as officers reviewing your CV may not be familiar with the specific agency worked.
 - 3. Use action verbs rather than passive verbs at every opportunity** – Use action verbs whenever you are describing your duties, accomplishments, impacts or other characterizations in the CV, as these convey specific activities performed by the officer.

¹ To learn more about writing in plain language, please see the following resources: <https://www.nih.gov/institutes-nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language> and <https://www.cdc.gov/healthliteracy/developmaterials/plainlanguage.html>



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FORMAT

All entries must be in reverse chronological order in all sections, unless otherwise noted in section instructions. Please use the Sample Promotion CV as a guide for formatting and content.

Basic format items required:

1. **Font:** Times New Roman 11 or 12 pt.
2. **Bullets:** Bullets should be used to identify descriptions within a section (e.g., duties and accomplishments under the individual positions in the agency assignment section).
3. **Margins:** No less than left and right at 0.50”, top and bottom at 1.0”.
4. **Single spacing**
5. **Headers and Footers:**
 - a. Each page must have your rank and name, SERNO, and category, in the upper right-hand corner of each page.
 - b. The date (Month/ Year) must be listed in the upper left-hand corner of each page.
 - c. The page number must be listed on the center bottom of each page.
6. **Initials and Acronyms:**
 - a. Spell out any acronyms the first time they are used, followed by the acronym within parentheses. (This is at the discretion of the officer to be used, when appropriate).
 - b. After the initial disclosure, acronym usage is permitted.
7. **Tables:**
 - a. Table titles are formatted with center alignment and content formatted with left alignment. Column widths may be adjusted as needed.
 - b. If you do not have information to add into a table, still list the table in the Promotion CV. State “N/A” in the first cell of the table. You do not need to list N/A in every cell.
8. **Bolding:** Bold font text is only for headings and as displayed in the sample Promotion CV. Do not use bold font on words for impact.



Promotion CV Content and Section Instructions

SECTION 1: TITLE

1. The first page of your CV begins with your rank and name, degree(s)/certification(s), duty station name (ex: IHS, FDA, etc.) and work mailing address, work email and work phone number.
2. Under your title information, include your last temporary promotion (found under the Personnel Orders section of the eOPF).

SECTION 2: PRECEPT 1: PERFORMANCE RATING AND REVIEWING OFFICIAL'S STATEMENT (PERFORMANCE)

USPHS ASSIGNMENT(S), DUTIES & IMPACT

1. List all USPHS assignments (full time and temporary) with details.
2. All other duties beyond your key position related responsibilities should be captured in the Collateral Duties section.

Current Agency Title:

Billet Grade: *(Indicate in addition to billet grade, whether position is supervisory or managerial.)*

Date:

Agency:

Duties & Responsibilities: *Duties and responsibilities are not included in an officer's eOPF. The Promotion CV is often the only document in the eOPF that describes an officer's level of responsibility.*

- *Summarize your key responsibilities and duties in bullet format. Do not include extraneous duties that are not meaningful or associated with impact. Be concise.*
- **Limit bullets to no more than 10.**

Impact/Accomplishments: *Identify major accomplishments associated with the position in bullet format.*

- *Your impact should mirror the corresponding duties listed above and demonstrate your contributions and the difference you made as an officer to your organization.*
- **Limit bullets to no more than 10.**



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USPHS ASSIGNMENT COLLATERAL DUTIES

In table format with the below listed three columns list ONLY collateral duties under duty station/assignment. Collateral duties are those in which you have been assigned that are above your primary job responsibilities.

Examples of collateral duties:

- *Assignment to an agency workgroup*
- *Instructor for a class required by your agency (BLS, etc.)*
- *Appointment to an agency board or advisory group*
- *Selected or volunteered to take on an additional project or assignment*
- *Represented your agency as a subject matter expert, etc.*
- *COTR/COR (include the level)*

Role	Description & Impact	Date(s)
<i>Identify your role (member, lead, etc.)</i>	<i>Provide description of duty</i>	

Repeat USPHS ASSIGNMENT(S), DUTIES, IMPACT & USPHS ASSIGNMENT COLLATERAL DUTIES for each assignment as an officer in the USPHS at the end of each assignment section)

AWARDS HISTORY

In this section you will list awards and recognition by importance, then date received in a table format with the below listed three columns. USPHS awards must be on your PIR prior to listing on the CV. If there are duplicate award types, but received in different years, list all years in the same row under date column.

DO NOT list non-uniformed service awards or other awards received prior to USPHS call to active duty.

1. USPHS AWARDS

Awards should be listed in order of importance in the following order with the date received: 1) Surgeon General Awards, 2) Individual Honor Awards, 3) Unit Honor Awards, 4) Service Awards, 5) Campaign Medals, 6) Other Ribbons, 7) Badges and Insignia.

2. UNIFORMED SERVICE AWARDS

May include awards prior to USPHS CAD.

3. OTHER AWARDS

May include awards received by OP/DIV agency, professional organizations, etc.

4. LETTERS/CERTIFICATES OF APPRECIATION



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Type of Award/Recognition	Year(s) Awarded
USPHS	
Uniformed Services	
Other	
Letters/Certificates of Appreciation	

SECTION 3: PRECEPT 2: EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT

CREDENTIALS

In table format, within the columns listed below, document the degree(s) obtained. Indicate the academic institution and include the year the degree was received.

- *Indicate your qualifying degree; there should only be ONE degree, as applicable for your category.*
- *List additional degrees, starting with your most recent degree.*
- *Add Honors in parentheses next to degree, if applicable.*
- *If you are currently enrolled, list the ongoing program in this section with an anticipated completion date under the “Year Received”.*
- *Ensure that all transcripts are submitted to CCHQ and visible in your eOPF.*

Degree	Specialty	College/University	Year Received (Actual/Projected)
Qualifying Degree:			
Additional Degree(s):			



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CERTIFICATIONS, REGISTRATIONS & ADDITIONAL TRAINING PROGRAMS

Document your certifications in table format within the three columns.

Indicate the certifying organization and the date obtained. The certifications may be for your discipline, position(s), or the USPHS. Additional training includes, but is not limited to, fellowships, internships, and residencies. If your certification, registration, or additional training does not have an expiration date, then state not applicable (N/A).

Description	Organization	Date Obtained	Expiration Date	# of CE Hours Required per ___ years (indicate licensing period)

LICENSURE

Indicate your current license(s) in a table format within the three columns. Include the type, state in which you are licensed, and expiration date. If your license or profession does not require continuing education and you did not obtain any optional credit, then state not applicable (N/A) in the first box.

Type	State	Expiration Date	# of CE Hours Required per ___ years (indicate licensing period)



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CONTINUING EDUCATION

Submit CE Summary Sheet – Appendix B

CONTINUING EDUCATION (PLANS, DEVELOPS, LEADS):

In this section, list where you actively engaged in teaching, planning, developing, or leading continuing education activities since your last promotion.

Type of Activity	Role	Date(s)

PUBLIC HEALTH TRAININGS & EXPERIENCE

In this section list your most significant trainings completed since USPHS CAD. Do not include Continuing Education listed in the Continuing Education Summary Sheet.

Description	Organization	Role	Date Completed



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SECTION 4: PRECEPT 3: CAREER PROGRESSION & POTENTIAL

USPHS CAREER PROGRESSION OVERVIEW

Use the table format with the below listed seven columns.

1. Mission Priority

Throughout an officer's career, assignments should meet one or more of the Mission Priority (MP) buckets. MP buckets are defined as follows and should be annotated in column 7:

- **[MP Bucket 1]** Permanent duty assignment in organizations that primarily serve underserved and vulnerable populations (e.g., IHS, BOP, DHS-IHSC)
- **[MP Bucket 2]** Permanent duty assignment in organization that provides direct clinical care (e.g., IHS, BOP, DHS-IHSC, NIH Clinical Center, DoD, USCG)
- **[MP Bucket 3]** Serve in a difficult to retain discipline (physician, veterinarian, nurse practitioner, dentist, physician assistant)
- **[MP Bucket 4]** Permanent duty assignment in a hazardous duty or isolated hardship location, or in national health security
- **[MP Bucket 5]** Assignments that demonstrate leadership (e.g., supervisor, manager, executive); considered a subject matter expert; independently leads programs, projects, and/or teams

2. Billet Level

See instructions within the table below. If unsure of agency position status, verify with direct supervisor or agency liaison.

3. Assignments

List all current and past assignments in reverse chronological order.

Only list your significant temporary duty (TDY) and details outside of your normal job duties that demonstrate your leadership and impact on public health.

Do not list deployments that should be captured under Honor/Integrity/Duty in Section 4.

4. Mobility

Geographic move is defined as a change of city or agency. Programmatic move is defined as a change of billet within the same agency.

Documentation of mobility must be via personnel orders and the PIR.

5. Collateral Duties

Should be captured under USPHS Assignment(s), Duties & Impact in Section 2.



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Date	Temporary Rank & Grade	Billet Grade	Agency Position Type	Agency Position Title	Agency & Location	Mission Priority Factor
MM/DD /YYYY - MM/DD /YYYY	Your current T-rank and grade	List billet grade and if position was supervisory or non-supervisory	List general position status. For example, SME, Team Lead, Director, Team member, etc. According to Agency Position Title	Do not list billet title	Spell out Agency Name and include city and state	List one or more of the Mission Priority Buckets

SECTION 5: PRECEPT 4: PROFESSIONAL CONTRIBUTIONS & SERVICE TO THE PHS COMMISSIONED CORPS (OFFICERSHIP)

HONOR/INTEGRITY/DUTY (DEPLOYMENTS)

List your USPHS and agency deployments, along with your role and impact, in table below. Deployment-related training activities should not be listed in this section.

	Mission	Role & Impact	Year(s)
USPHS			
Agency			



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OTHER COMMISSIONED CORPS AND PROFESSIONAL CONTRIBUTIONS

This section includes support activities such as involvement in Category and USPHS collateral duties, professional organizations, mentoring activities, publications, presentations, outreach, and continuing education.

Include the group's/committee's name, then list your leadership and type of role whether it is general membership or a designated/formal role (reviewer, lead, member, etc.) in the group. Include impact which is the actual "work" you are doing in this group. Organize by priority and then reverse chronological order. Use the below tables.

Category Collateral Duties

Group/Committee	Role & Impact	Year(s)
<i>Start with Category followed by Category PAG (if applicable) and ad hoc workgroups.</i>		

USPHS Collateral Duties

Group/Committee	Role & Impact	Year(s)
<i>Start with response team, followed by Surgeon General Chartered Groups and ad hoc workgroups.</i>		

Professional Organizations

Group/Committee	Role & Impact	Year(s)
<i>List in reverse chronological order</i>		

MENTORING ACTIVITIES

Officers are encouraged to have both formal and informal mentoring relationships that may be in other categories, agencies, or professions. List the program and your role (protégé, mentor, mentee, etc.). Supporting documentation for official PHS mentoring activities should be included in your eOPF.

	Role	Year(s)
Official Category Program	<i>(Program Name and Role)</i>	
Other PHS/Agency Program	<i>(Program Name and Role)</i>	



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PUBLICATION(S)

List up to 15 of your most significant publications (e.g., journal articles, books/book chapters, guidelines, newsletters, funded grants.).

- Use **BOLD** font for your last name only.
- List publications in reverse chronological order.
- The URL: <https://www.ncbi.nlm.nih.gov/books/NBK7274/> includes formats for bibliographic citation of Internet resources; references for journals are located here: <https://www.ncbi.nlm.nih.gov/books/NBK7282/>.

PRESENTATION(S)

List up to 15 of your most significant presentations at meetings, conferences, and workshops.

Title of Presentation	Title of Meeting	Type of Activity	Location	Date(s)

OUTREACH (CIVIC, COMMUNITY, AND VOLUNTEER/OUTSIDE ACTIVITIES):

List up to 15 community and civic activities. Include organization, role, and length of service. Do not repeat officership highlights under this section.

Type of Activity	Date(s)

PY 2022 PROMOTION CURRICULUM VITAE

RANK FIRST MIDDLE LAST NAME

Degree(s) & Certificate(s)

OPDIV Name

Work Mailing Address

Work Email Address

Work Phone Number

Last Temporary Promotion Date

MM/DD/YYYY

PRECEPT 1: PERFORMANCE RATING AND REVIEWING OFFICIAL'S STATEMENT (PERFORMANCE)

USPHS ASSIGNMENT(S), DUTIES & IMPACT

Current Agency Title:

Billet Grade:

Date:

Agency:

Duties & Responsibilities:

-

Impact/Accomplishments:

-
-

USPHS ASSIGNMENT COLLATERAL DUTIES

Role	Description & Impact	Date(s)

AWARDS HISTORY

Type of Award/Recognition		Year(s) Awarded
USPHS		
Uniformed Services		
Other		
Letters/Certificates of Appreciation		

PRECEPT 2: EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT

CREDENTIALS

Degree	Specialty	College/University	Year Received (Actual/Projected)
Qualifying Degree:			
Additional Degree(s):			

Last Update: Month/Year

RANK First Middle Last
PHS # XXXXX
Category

CERTIFICATIONS, REGISTRATION & ADDITIONAL TRAINING PROGRAMS

Description	Organization	Date Obtained	Expiration Date	# of CE Hours Required per ___ years (indicate licensing period)

LICENSURE

Type	State	Expiration Date	# of CE Hours Required per ___ years (indicate licensing period)

CONTINUING EDUCATION (PLANS, DEVELOPS, LEADS)

Type of Activity	Role	Date(s)

PUBLIC HEALTH TRAINING & EXPERIENCE

Description	Organization	Role	Date Completed

Last Update: Month/Year

RANK First Middle Last
PHS # XXXXX
Category

PRECEPT 3: CAREER PROGRESSION & POTENTIAL

USPHS CAREER PROGRESSION OVERVIEW

Date	Temporary Rank & Grade	Billet Grade	Agency Position Type	Agency Position Title	Agency & Location	Mission Priority Factor

PRECEPT 4: PROFESSIONAL CONTRIBUTIONS & SERVICE TO THE PHS COMMISSIONED CORPS (OFFICERSHIP)

HONOR/INTEGRITY/DUTY (Deployments)

	Mission	Role & Impact	Year(s)
USPHS			
Agency			

Last Update: Month/Year

RANK First Middle Last
PHS # XXXXX
Category

Publication(s)

1)

Presentation(s)

Title of Presentation	Title of Meeting	Type of Activity	Location	Date(s)

Outreach (Civic, community, and volunteer/Outside Activities)

Type of Activity	Date(s)

Appendix B

CONTINUING EDUCATION SUMMARY SHEET

Example

GUIDANCE: Upload the Continuing Education Summary Sheet to the Continuing Education section of your eOPF. The CEU Summary Sheet may include employer-required training (e.g., credential maintenance, refresher courses), or specific training that you want to highlight (HIPPA, leadership) from **the past five years.**

Title of Training	Sponsor	Location	Month, Year	Contact Hours
Bioterrorism and Ethics	CDC University	Atlanta, GA	Nov 2022	1.5
Building a Privy after a Disaster – Avoiding the Pitfalls	RDF-1	virtual training	Oct 2022	5.0
Epi in Outer Space: Should we Drink Tang like the Astronauts?	Atlanta COA	Atlanta, GA	Jun 2022	1.0
Go Natural or Man-Made Fiasco –What’s Up in Your Next Deployment?	SciPAC	webinar	Apr 2022	1.0
Sitting on the Bench – Strategies for Pinch-Hitting in the Lab	CDC/National Center for Environmental Health	online course	Mar 2022	10.0
2022 TOTAL				18.0 hours
MHT Deployment Preparedness Training	MHT Training	webinar	Nov 2021	1.0
U.S. Agency for International Development’s Office of Foreign Disaster Assistance 101	Tier 1 Response Team Training	webinar	Nov 2021	1.0
FEMA ICS-400: Advanced ICS Command and General Staff —Complex Incidents	Maryland Emergency Management Division	Silver Spring, MD	Oct 2021	16.0
USPHS Scientific and Training Symposium	USPHS/COF	Oklahoma City, OK	Jun 2021	12.0
2021 TOTAL				30.0 hours

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CONTINUING EDUCATION SUMMARY SHEET
Example

Title of Training	Sponsor	Location	Month, Year	Contact Hours
Leadership Principles for Safety and Occupational Health Professionals	National Safety Council	Online	Mar 2021	16.0
83rd Annual Educational Conference and Exhibition, National	Environmental Health Association	Online	Feb 2021	16.0
Advisory Committee on Immunization Practices (ACIP) Quarterly Meeting	ACIP	Atlanta, GA	Jan 2021	12.0
Incident Command System Safety Officer (S-404) Course	Pacific Southwest Region Fire and Aviation Management	Online	Jan 2021	40.0
2020 TOTAL				84.0 hours