



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

CV Format Instructions



Updated May 2026



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BACKGROUND

Purpose

This document provides officers with instructions and guidance on how to prepare and present a Curriculum Vitae (CV). The CV establishes a standardized format for reporting key information reviewed during the promotion process, aligning with the Career Progression Guidance. The CV serves as a structured summary of an officer's accomplishments, impact¹, and leadership, aligned with the Career Progression Guidance and promotion precepts. It is designed to help promotion boards efficiently evaluate an officer's performance, professional development, and potential for advancement.

Officers are encouraged to use a more detailed CV or resume when applying for new assignments, as the CV is specifically designed for promotion purposes.

Document Limits

The CV (including the Cover Page) should highlight, but is not limited to, information on since the officer's last promotion. The CV is limited to a total of five pages (1 page cover page + 4 pages).

Effective Date

This CV is effective beginning Promotion Year (PY) 2027. Officers must upload a current PDF copy to their eOPF before the deadline (2359 EST on December 31st) each year for the document to appear in the Officer Promotion Package Verification System (OPPVS).

Prior to the deadline, any document uploaded with a more recent document date will replace the current CV on file. Officers should not wait until the deadline to upload a copy of their CV. Submissions time-stamped and received after the deadline will not be accepted.

Overview

The CV aligns with the Career Progression Guidance and reflects the criteria used to determine a "best-qualified" officer based on the following promotion precepts:

1. Performance and Mission Contributions
2. Clinical and/or Professional Skills
3. Scope and Breadth of Departmental Professional and Leadership Experience
4. Scope and Breadth of USPHS Commissioned Corps Professional and Leadership Experience

Officers should provide clear, concise, and well-organized information, avoid duplication across precepts, and ensure activities are placed under the appropriate precept. The document should allow reviewers to quickly locate key information.

The CV is the **Official Required Documents** to be maintained by all PHS Commissioned Corps officers for the purposes of promotion.

Officers should follow the CV format and instructions. Some general considerations on the content of the CV are described below. While a strong CV (including the cover page) is crucial to a successful promotion cycle, however, it is only one component of the promotion package and does not guarantee promotion success.

¹ The term "Impact" means measurable outcomes and effects of an officer's work on public health, systems, or populations served.



GETTING STARTED

As you develop your CV, keep in mind that promotion boards evaluate your impact, leadership, and potential for advancement, not just a list of duties. Your CV should clearly align with the Career Progression Guidance and demonstrate your contributions across the four precepts.

Key Principles:

- 1. Focus on *impact and outcomes*** – It is critical to demonstrate how your work has contributed to your Department/Agency mission, advanced public health, and supported USPHS priorities. An impact statement is not a list of duties—it describes the measurable results, outcomes, and value of your work, in plain language, rather than Department/Agency or technical jargon. Since promotion boards may include members from outside your category or Department/Agency, your content should be easily understood by a broad audience.

Questions to consider:

- Did your work result in measurable or meaningful outcomes?
 - Did you meet or exceed mission goals or priorities?
 - How did your work improve health outcomes or services?
 - Did you demonstrate leadership, initiative, or increasing responsibility?
 - Did you contribute beyond your primary role (e.g., mentoring, deployment, Corps activities)?
 - Did you develop or improve programs, policies, or processes?
 - Are your contributions aligned with one or more promotion precepts?
- 2. Be concise** – Promotion board members review many files, so your CV should be clear, concise, and easy to navigate. Highlight the most relevant and impactful information, with focus on information since your last promotion, and other information that highlight significant impacts can be listed, and within the 5-page limit (1 page cover page + 4 pages).
 - Prioritize quality over quantity—highlight your strongest contributions
 - Use clear, direct language to communicate your impact effectively
 - Avoid duplication—place information under the most appropriate precept
 - Limit details to what is most relevant and impactful
 - Organize content to align clearly with the promotion precepts
 - Ensure clarity, have someone unfamiliar with your work review your CV
 - 3. Use strong action-oriented language** – Use action verbs whenever you are describing your contributions, accomplishments, leadership, and impact. Strong, active language demonstrates ownership, initiative, and results.



FORMAT

All entries must be in reverse chronological order in all sections to highlight current roles and recent activity. Reverse chronological order arranges items by date from newest to oldest, with the most recent item listed first. Please use the Sample CV in Appendix A as a guide for formatting and content.

Basic required formatting:

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 Department/Agency assignment section).
3. **Margins:** ≥ 0.50 " left and right, ≥ 1.0 " top and bottom.
4. **Single spacing**
5. **Headers and Footers:**
 - a. Each page, except for the cover page, must have your rank with last name and SERNO in the upper right-hand corner of each page.
 - On the cover page, the header will contain the SERNO in the upper left-hand corner; your rank and full name in the center; and the last updated date (Month/Year) in the upper right-hand corner.
 - b. The last updated date (Month/ Year) must be listed in the lower left-hand corner of each page, except the cover page.
 - c. The page number must be listed on the lower right-hand corner 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 CV. State "N/A" in the first cell of the table. You do not need to list N/A in every cell. Additional rows can be deleted.
8. **Bolding:** Bold font text is only for headings and as displayed in the sample CV. Do not use bold font on words in the body of the CV for impact. Bolding is permissible judiciously on the cover page.
9. **Use of Artificial Intelligence:** Artificial Intelligence (AI) may be used to enhance your CV, but the final product must be truthful, not misleading, and accurately reflect the work, skills and abilities of the officer. The use of AI is permissible - it should be treated as a tool to assist, not a replacement for an officer's own input. AI tools can correct grammar and improve the professional tone of your existing bullet points. AI can invent skills, projects, or metrics that you don't have, leading to issues regarding officer integrity. AI fails to capture the unique, personal stories that make you stand out.



CV CONTENT and SECTION INSTRUCTIONS

The first page of the CV begins with the Cover Page and is limited to one page in length. It is recommended that the weighting of the promotion precepts be used to guide how space is allocated for each precept on the cover page. The precepts and their associated weights for each grade are found in [POM 821.87](#) “Promotion Precepts and Eligibility Criteria”.

This CV Cover Page is intended to clarify an officer’s impact, leadership progression, and readiness for promotion in alignment with Promotion Precepts 1–4 and the Career Progression Guidance. It is not a checklist of required activities; promotion boards assess the quality, scope, and significance of impact relative to grade, billet, and opportunity. Officers should summarize the most compelling evidence that you are ready to serve effectively at the next higher grade.

PERFORMANCE and MISSION CONTRIBUTION (PRECEPT #1)

Focus on accomplishments and their relevance to the Department/Agency mission. Do not repeat content addressed under other precepts.

The COER and ROS are assessed within this precept; therefore, use this section to demonstrate accomplishments and impacts from assignments since your last promotion, in alignment with your Department’s/Agency’s declared mission, goals, and priorities.

- Provide evidence of independent performance of complex tasks or leadership of organizations that demonstrate public health impact appropriate for your role within the Department/Agency.
- Highlight significant levels of achievement (i.e., how accomplishments improve public health, Department/Agency mission outcomes using quantitative evidence) and exceptional leadership through professional accomplishments and impacts at your current assignment. Examples of leadership and contribution to the Agency’s mission must be used to validate the RO’s comments.

CLINICAL and/or PROFESSIONAL SKILLS (PRECEPT #2)

Focus on application and impact of Knowledge, Skills, and Abilities (KSAs). Do not restate operational outcomes or leadership growth addressed elsewhere.

Provide a brief statement on how you have developed professional competency beyond your qualifying degree/credential **and** its relevance within the Department/Agency and USPHS Commissioned Corps levels. Include evidence of clinical and/or professional (KSAs), demonstrating Proficiency/Competence, Application, and Impact in support of career development and readiness to serve in advanced professional capacities.

- Highlight professional development and training (e.g., credentials, licensure, and/or certifications) in order of importance of application and impact of acquired KSAs for your profession and Department/Agency. For professional development and training in progress, include percent (%) completed and/or number of credits, and projected date of completion.
- Describe how KSAs acquired through your qualifying degree, professional development, and trainings are maintained and apply to your primary assignment at the Department/Agency and USPHS Commissioned Corps levels. Use impact statements to demonstrate the associated scope and significance.
- *Do not include:* expired credentials, continuing education or training activities to maintain readiness (e.g., license, registration, certification, BLS), OBC/BOTC, or training ribbon.

Note: CCHQ-directed Readiness and Deployment trainings are addressed in Precept 4.



**SCOPE and BREADTH of DEPARTMENTAL PROFESSIONAL and LEADERSHIP EXPERIENCE
(PRECEPT #3)**

Focus on career progression growth in responsibility, influence, impact, and leadership scope across Department/Agency assignment(s) throughout USPHS Commissioned Corps career. Do not restate accomplishments and impacts described under Precept 1

Highlight leadership roles, duties, and responsibilities acquired and achieved over the course of your career.

- Demonstrate progress in your professional career by highlighting expanding scope, responsibility, and influence in assignments and diverse professional work experiences across the Department/Agency.
- Describe how specific Leadership Competencies acquired and/or utilized are demonstrating value and impact of the level of breadth/depth of professional and leadership experience at the Department/Agency.
- Highlight varied professional work experiences (since the date of last promotion) that impact the Department/Agency mission(s), including but not limited to, billeted positions, assignments, collateral duties, TDYs (outside of normal scope of current responsibilities and position) and detail assignments, and acting positions.

**SCOPE and BREADTH of COMMISSIONED CORPS PROFESSIONAL and LEADERSHIP EXPERIENCE
(PRECEPT #4)**

Focus on growth in responsibility, influence, impact (measurable and quantifiable), and leadership scope related to contributions to the USPHS Commissioned Corps to advance the OASH/OSG/CCHQ priorities.

This section should identify engagement that is above and beyond your Department/Agency duties and identify growth in responsibility, influence, impact, and leadership scope related to contributions to the USPHS Commissioned Corps to advance the Office of the Assistant Secretary for Health (OASH)/Office of the Surgeon General (OSG)/Commissioned Corps Headquarters (CCHQ) priorities.

- Highlight impact as a public health responder (trained and able to respond in deployment role) from any CCHQ coordinated deployment, intra/inter-agency activity response, and/or training focused on public health/emergency response and deployment preparedness.
- Describe contributions and impact to enhance Commissioned Corps or agency-based recruitment, retention, and/or mentorship programs.
- Include impacts within PHS chartered groups, and uniformed service, professional, or specialty organizations.



PERFORMANCE AND MISSION CONTRIBUTION AND SCOPE/BREADTH OF DEPARTMENT/AGENCY PROFESSIONAL AND LEADERSHIP EXPERIENCE

The first section of the CV is titled Performance and Mission Contribution **AND** Scope/Breadth of Department/Agency Professional and Leadership Experience, containing both Precept 1/Precept 3, respectively. Precept 1 and Precept 3 are both tied to your Department/Agency contributions, but they focus on different aspects of your work and growth

Key Differences

Precept 1: Performance and Mission Contribution

Career Guidance Document Vision - Precept 1: Officers demonstrate accomplishments and impacts associated with their current assignment and in alignment with their Department's/Agency's declared mission, goals, and priorities.

Precept 1 Purpose Statement: To assess the Officer's effectiveness and impact in their assigned duties.

- Focuses on what you accomplish in your assigned role
- Emphasizes results, outcomes, and impact of your day-to-day work
- How well are you performing your current job and supporting the mission?
 - Examples: Meeting program goals, improving services, producing measurable outcomes

Precept 3: Scope and Breadth of Departmental Professional and Leadership Experience

Career Guidance Document Vision – Precept 3: Officer's initiative to progress in their professional career by a) taking assignments and diverse professional work experiences of increasing responsibility that serve the Departmental/Agency and b) demonstrate value and leadership at the Departmental/Agency level beyond what is described in the Officers' performance for Precept 1.

Precept 3 Purpose Statement: To examine the officer's career trajectory, readiness for higher levels of responsibility and demonstrated leadership, and their potential to contribute to their Agency.

- Focuses on how you grow and lead beyond your core duties
- Emphasizes initiative, increasing responsibility, and leadership
- How are you expanding your role and demonstrating leadership at the agency level?
 - Examples: Leading new initiatives, taking on higher-level responsibilities, influencing programs beyond your position

Consider,

- Precept 1 = Doing your job well and showing impact
- Precept 3 = Growing beyond your job and demonstrating leadership

AGENCY CONTRIBUTIONS

1. The PIR contains the assignment history in the career progression table for your entire USPHS career. Your current assignments will be limited to 5 bullets for duties and responsibilities, precept 1, and precept 3. For any previous assignment, 3 bullets will be allowed for both duties and responsibilities, precept 1, and precept 3. Focus should be on assignments since last promotion. Other assignments that highlight significant impacts of scope and breadth of leadership and departmental and leadership experience may also be listed, but the page limit must not be exceeded.
2. All other duties beyond your key position-related responsibilities should be captured in the Collateral Duties section.
3. Inclusion of presentations/publications is permissible in precept 1, precept 3, and/or collateral duties as it relates to your department/agency contributions. Do not reference same work in multiple precepts.



Agency ASSIGNMENT(S), DUTIES & IMPACT

Current Agency Title:

Billet Grade: *(Indicate in addition to billet grade, whether position is supervisory or non-supervisory.)* This information is captured on the PIR. For any assignment prior to 2012, this information was not recorded and will not display on the PIR.

Date:

Agency:

Duties & Responsibilities: *The CV can expand upon the information presented in the COER and ROS 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 and include measurable outcomes, such as metrics, populations served, or systems improved.*
- **Limit bullets to no more than 5 for your current assignment.**

Precept 1: Professional Accomplishments and Impact: *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 Department/Agency.*
- *Record reflects increasing and sustained levels of achievement and exceptional leadership (i.e., accomplishments & impacts) to the missions of the Agency and USPHS Commissioned Corps*
Limit bullets to no more than 5 for your current assignment.

Precept 3: Breadth/Scope of Departmental/Agency/OPDIV Leadership: *Identify major accomplishments associated with the position in bullet format.*

- *Your impact should demonstrate how your career has grown over time. At this assignment you would should explain how you took on more responsibility, how you showed leadership, and made a real impact in this role.*
- *Leadership Competencies acquired and utilized align with the [OPM Executive Core Qualifications \(ECQ\)](#), which define the five key leadership skills officers should demonstrate. Leaders should strive to be proficient in all five ECQs, as they are interconnected and reinforce one another.*
- **Limit bullets to no more than 5 for your current assignment.**

4. Any past assignment prior to last promotion, 3 bullets will be allowed for both duties and responsibilities, precept 1 and precept 3.

Previous Agency Title:

Date:

Billet Grade:

Agency

Duties & Responsibilities: Limit bullets to no more than 3.

Precept 1: Professional Accomplishments and Impact: Limit bullets to no more than 3.

Precept 3: Breadth/Scope of Departmental/Agency/OPDIV Leadership: Limit bullets to no more than 3.



DEPARTMENT/AGENCY COLLATERAL ACTIVITIES

In table format with the below listed three columns **list ONLY collateral duties** in the officer's Department/Agency. Collateral duties are those in which you have been assigned that are above your primary job duties and responsibilities. Focus should be on collateral duties since last promotion. Other collateral duties that highlight significant impacts of scope and breadth of leadership and departmental and leadership experience can also be listed.

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 within your department or agency
- Represented your agency as a subject matter expert, etc.
- COTR/COR (include the level) within agency

Role	Impact Statement	Date(s)
<i>Identify your role (member, lead, etc.)</i>	<i>Provide description of duty, include scope and level of impact, applicable leadership competencies acquired and utilized</i>	

Do Not Repeat collateral duties for each assignment. The combined table will capture collateral duties of the officer has had, with focus on those since last promotion.

Special Note: The previous Awards History section has been removed from the CV format. The work the officer did to achieve the award is still important and should be highlighted within other areas of the CV depending on what was accomplished/ where the accomplishment was felt. Suggested ways to incorporate where to weave into the Professional Accomplishments and Impact section and associated impact statements are listed below, but it is up to the officer to determine the best way to include (if at all) recent awards.

- Awards (job and agency/ OPDIV) – precept 1
- Agency Award (not honor award) – precept 1 or 3
- SG Award – precept 4
- Individual and unit honor awards – (precept 1) or deployments/PAC (precept 4)
- Service awards – honor awards agency (precept 1) or deployments (precept 4)
- Campaign Medals – for deployments (precept 4)
- Insignia – agency (precept 1)
- Badges – agency (precept 1) or deployments (precept 4)
- Uniformed Service Awards – If an officer is an IST since last promotion, can include in precept 1
- Other awards – agency (precept 1) or professional originations (precept 4)



CLINICAL and/or PROFESSIONAL SKILLS (PRECEPT #2)

Career Guidance Document Vision: Evidence of clinical and/or professional skills that are relevant to officer’s KSAs and readiness to serve in an expert and leadership capacity.

Purpose Statement: To assess the scope and impact of the Officer’s Knowledge, Skills, and Abilities to their professional and career development as well as public health duties and responsibilities.

Inclusion of presentations/publications is permissible in precept 2 as it relates to professional and career development. Do not reference same work in multiple precepts.

CREDENTIALS

In table format, within the columns listed below, document the degree(s) obtained. Indicate the academic institution as the program/organization and include the year the degree was received. If the additional degree is in progress, include the percentage of the program completed.

- *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”.*
 - *Projected* only applies to additional degrees in progress*
- *Ensure that all official transcripts are submitted to CCHQ and visible in your OPPVS prior to the deadline*
- *Unofficial transcripts are self uploaded by the officer and must be in the eOPF prior to the deadline in order to appear in the OPPVS*
- *For any additional degree(s), the officer should include an impact statement highlighting how their expertise advances organizational goals and public health outcomes within their Agency and the Corps. Include status tracking for additional degrees in progress in the impact statement and how you may be incorporating what you have learned and applied thus far.*

Professional Competency	Specialty/Discipline	Program/Organization	Year Received (Actual/Projected*)
Qualifying Degree:			
Additional Degree(s) (if applicable):			
Impact: <i>Provide statement on the KSAs acquired from working towards and obtaining this additional degree, highlighting how your expertise advances organizational goals and public health outcomes within your Agency and the Corps.</i>			

LICENSURE (Specify N/A if not required for Category)

Indicate your current license(s) in a table format within the four columns. Include the type, specialty/discipline (as applicable), state or licensing board in which you are licensed (as agency), and expiration date. If your licensure requires continuing education (CE) to maintain licensure, you are no longer required to document those CEs. Maintaining licensure, if required, is a part of the readiness standard. If you are leading, creating, or presenting CEs, please document those accordingly as it relates to your Department/Agency (Precept 1 or 3) or the USPHS mission (Precept 4).



Licensure: (specify N/A if not required)	Specialty/Discipline	Agency	Expiration Date
<i>Type</i>	<i>As applicable</i>	<i>State or Licensing Board</i>	<i>Date license expires</i>

ADVANCED CREDENTIALS and/or CERTIFICATIONS

Document your active certifications in table format within the four columns.

Indicate the certifying program or organization and the date obtained. The certifications may be for your discipline, position(s), or the USPHS. For any additional certification(s), the officer should describe in the impact statement how their application of the KSAs exceed their position requirements AND how their work demonstrates their leadership, expert-level knowledge, or management-like impact at higher-level of performance.

Advanced Credentials and/or Certification(s)	Organization	Role	Date Completed
<i>Type</i>	<i>Association/Group</i>	<i>Role</i>	<i>Dates completed and/or expiration date (as applicable)</i>
Impact: Provide statement on the KSAs acquired from obtaining this advanced credential and/or certification, highlighting how your expertise advances your clinical and/or professional skills.			

PROFESSIONAL and PUBLIC HEALTH TRAININGS

In this section list your most significant training(s), with focus on those completed since last promotion. Professional development training (e.g., post-graduate, organizational, leadership, technical, management, discipline/category, etc.) and public health training should be included in the table below. The trainings should be ones that the officers participated in, not trainings that the officer gave or lead.

Note: CCHQ-directed Readiness and Deployment training are addressed in Precept 4.

For any training, the officer should describe in the impact statement how their application of the KSAs exceed their position requirements AND how their work demonstrates their leadership, expert-level knowledge, or management-like impact at higher-level of performance.

Professional and Public Health Training(s):	Organization	Role	Date Completed
<i>Type</i>	<i>Association/Group</i>	<i>Role</i>	<i>Dates of Training</i>
Impact: Provide statement on the KSAs acquired from completing this advanced professional and/or public health training, include scope and level of impact highlighting how your expertise advances your clinical and/or professional skills.			



SERVICE CONTRIBUTIONS

PRECEPT 4: Scope and Breadth of USPHS Commissioned Corps Professional and Leadership Experience

Career Guidance Document Vision – Precept 4: Officers advance Office of the Assistant Secretary for Health (OASH)/Office of the Surgeon General (OSG)/Commissioned Corps Headquarters (CCHQ) priorities and is always ready to perform duties as a public health responder (trained and able to respond in deployment role).

Purpose Statement: To recognize the officer’s contributions beyond their Agency duties, and commitment to advance the core values and mission of the USPHS Commissioned Corps.

PREPAREDNESS AND DEPLOYMENT SUPPORT

List your USPHS deployments and agency responses, along with your role and impact, in table below. USPHS deployments are defined as CCHQ coordinated deployment. Agency responses are defined as an intra-agency or inter-agency activity public health response. Agency responses are activities outside of the scope of an officer’s responsibilities and position. Agency responses are not a CCHQ coordinated deployment.

	Mission	Role & Impact	Year(s)
CCHQ-coordinated Deployments	<i>Name of mission</i>	<i>What you did to contribute to the mission</i>	<i>Dates of mission</i>
Agency Responses	<i>Name of Agency mission</i>	<i>What you did to contribute to the mission</i>	<i>Dates of mission</i>

CCHQ-directed readiness and deployment-related training and/or exercise activities (beyond required PHS trainings) focused on public health or emergency response and deployment preparedness should be listed in this section. Examples include RAM events

Trainings	Organization	Role	Date(s) Completed
<i>Type</i>	<i>Association/Group</i>	<i>Role</i>	<i>Dates of training/exercise</i>
<i>Impact: Provide statement of your impact from partaking in this training and/or exercise as it pertains to Public Health/Emergency Response and Deployment Preparedness</i>			

RECRUITMENT and MENTORING

RECRUITMENT ACTIVITIES

Officers are encouraged to participate and/or lead recruitment events organized by a PHS chartered group and participate in a formal mentor program organized by a PHS chartered group as either a mentee or a mentor. List the program and your role (protégé, mentor, mentee, etc.) and impact on how activities or efforts intended to help expand the Service and reduce attrition of Officers by fostering engagement, satisfaction, and long-term commitment. The information below should be focused on events since the officer’s last promotion.

Inclusion of presentations/publications is permissible in precept 4 as it relates to your Service contributions. Do not reference same work in multiple precepts.



Recruitment	Role	Program/Organization	Dates
<i>Event name</i>	<i>Role</i>	<i>Association</i>	<i>Date(s) of event</i>
<i>Impact: Provide statement on the activity/effort that helped expand the Service and reduce attrition of Officers by fostering engagement, satisfaction, and long-term commitment.</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.) and impact on how activities or efforts intended to help expand the Service and reduce attrition of Officers by fostering engagement, satisfaction, and long-term commitment. The information below should focused on events since the officer’s last promotion.

Mentoring	Role	Program/Organization	Dates
<i>Event name</i>	<i>Role</i>	<i>Association</i>	<i>Date(s) of event</i>
<i>Impact: Provide statement on the activity/effort that helped expand the Service and reduce attrition of Officers by fostering engagement, satisfaction, and long-term commitment.</i>			

COMMISSIONED CORPS LEADERSHIP and PROFESSIONAL STEWARDSHIP

This section includes support PHS activities, including but not limited to, groups organized by the Office of the Surgeon General (OSG).

Include the group’s/committee’s name, then list your leadership and type of designated/formal role (reviewer, lead, member, etc.) in the group. Do not include general membership. Include impact which is the actual “work” you are doing in this group. Organize by priority and then reverse chronological order, with focus on activities since last promotion.

USPHS Activities	Role	Group/Organization	Dates
<i>Event name</i>	<i>Role</i>	<i>Association</i>	<i>Date(s) of event</i>
<i>Impact: Provide statement on the activity/effort that makes a difference in PHS activities.</i>			

Include the group’s/committee’s name, then list your leadership and type of designated/formal role (reviewer, lead, member, etc.) in the group. Do not include general membership. Include impact which is the actual “work” you are doing in this group. Organize by priority and then reverse chronological order, with focus on activities since last promotion.

Professional/Specialty Organization, Uniformed Services	Role	Program/Organization	Dates
<i>Event name</i>	<i>Role</i>	<i>Association</i>	<i>Date(s) of event</i>
<i>Impact: Provide statement on the activity/effort that makes a difference in professional or uniformed service groups at the local or regional level.</i>			

PROMOTION CURRICULUM VITAE COVER PAGE

PHS # XXXXX

RANK First Middle Last

Last Updated: Month/Year

1. PERFORMANCE and MISSION CONTRIBUTION

Focus on accomplishments and their relevance to the Department/Agency mission. Do not repeat content addressed under other precepts.

The COER and ROS are assessed within this precept; therefore, use this section to demonstrate accomplishments and impacts from assignments since your last promotion, in alignment with your Department's/Agency's declared mission, goals, and priorities.

- Provide evidence of independent performance of complex tasks or leadership of organizations that demonstrate public health impact appropriate for your role within the Department/Agency.
- Highlight significant levels of achievement (i.e., how accomplishments improve public health, Department/Agency mission outcomes using quantitative evidence) and exceptional leadership through professional accomplishments and impacts at your current assignment. Examples of leadership and contribution to the Agency's mission must be used to validate the RO's comments.

2. CLINICAL and/or PROFESSIONAL SKILL DEVELOPMENT

Focus on application and impact of Knowledge, Skills, and Abilities (KSAs). Do not restate operational outcomes or leadership growth addressed elsewhere.

Provide a brief statement on how you have developed professional competency beyond your qualifying degree/credential **and** its relevance within the Department/Agency and USPHS Commissioned Corps levels. Include evidence of clinical and/or professional (KSAs), demonstrating Proficiency/Competence, Application, and Impact in support of career development and readiness to serve in advanced professional capacities.

- Highlight professional development and training (e.g., credentials, licensure, and/or certifications) in order of importance of application and impact of acquired KSAs for your profession and Department/Agency. For professional development and training in progress, include percent (%) completed and/or number of credits, and projected date of completion.
- Describe how KSAs acquired through your qualifying degree, professional development, and trainings are maintained and apply to your primary assignment at the Department/Agency and USPHS Commissioned Corps levels. Use impact statements to demonstrate the associated scope and significance.
- *Do not include:* expired credentials, continuing education or training activities to maintain readiness (e.g., license, registration, certification, BLS), OBC/BOTC, or training ribbon.
- **Note: CCHQ-directed Readiness and Deployment training are addressed in Precept 4.**

3. PROFESSIONAL and LEADERSHIP EXPERIENCE IN YOUR DEPARTMENT/AGENCY

Focus on career progression growth in responsibility, influence, impact, and leadership scope across Department/Agency assignment(s) throughout USPHS Commissioned Corps career. Do not restate accomplishments and impacts described under Precept 1

Highlight leadership roles, duties, and responsibilities acquired and achieved over the course of your career.

- Demonstrate progress in your professional career by highlighting expanding scope, responsibility, and influence in assignments and diverse professional work experiences across the Department/Agency.
- Describe how specific Leadership Competencies acquired and/or utilized are demonstrating value and impact of the level of breadth/depth of professional and leadership experience at the Department/Agency.
- Highlight varied professional work experiences (since the date of last promotion) that impact the Department/Agency mission(s), including but not limited to, billeted positions, assignments, collateral duties, TDYs (outside of normal scope of current responsibilities and position) and detail assignments, and acting positions.

4. PROFESSIONAL and LEADERSHIP EXPERIENCE in the COMMISSIONED CORPS

This section should identify growth in responsibility, influence, impact, and leadership scope related to contributions to the USPHS Commissioned Corps to advance the Office of the Assistant Secretary for Health (OASH)/Office of the Surgeon General (OSG)/Commissioned Corps Headquarters (CCHQ) priorities. *Do not include:* Department/Agency professional and leadership experience.

- Highlight impact as a public health responder (trained and able to respond in deployment role) from any CCHQ coordinated deployment, intra/inter-agency activity response, and/or training focused on public health/emergency response and deployment preparedness.
- Describe contributions and impact to enhance Commissioned Corps or agency-based recruitment, retention, and/or mentorship programs.
- Include impacts within PHS chartered groups, and uniformed service, professional, or specialty organizations.

PY 2027 PROMOTION CURRICULUM VITAE

PERFORMANCE and MISSION CONTRIBUTION (PRECEPT 1) and SCOPE/BREADTH of DEPARTMENTAL PROFESSIONAL and LEADERSHIP EXPERIENCE (PRECEPT 3)

Current Agency Title:

Date:

Billet Grade:

Agency:

Duties & Responsibilities:

-
-
-
-
-

Precept 1: Professional Accomplishments and Impact:

-
-
-
-
-

Precept 3: Scope/Breadth of Departmental/Agency/OPDIV Leadership

-
-
-
-
-

Previous Agency Title:

Date:

Billet Grade/Supervisory:

Agency:

Duties & Responsibilities:

-
-
-

Precept 1: Professional Accomplishments and Impact:

-
-
-

Precept 3: Scope/Breadth of Departmental/Agency/OPDIV Leadership

-
-
-

Previous Agency Title:

Date:

Billet Grade:

Agency:

Duties & Responsibilities:

-
-
-

Precept 1: Professional Accomplishments and Impact:

-
-
-

Precept 3: Scope/Breadth of Departmental/Agency/OPDIV Leadership

-
-

Department/Agency Collateral Activities

Role	Impact Statement	Date(s)

CLINICAL and/or PROFESSIONAL SKILLS (PRECEPT 2)

Professional Competency	Specialty/ Discipline	Program/ Organization	Year Received (Actual/Projected)
Qualifying Degree:			
Additional Degree(s) (if applicable):			
Impact:			
Licensure: (specify N/A if not required)	Specialty/ Discipline	Agency	Expiration Date
Advanced Credentials and/or Certification(s):	Organization	Role	Date Completed
Impact:			
Impact:			
Professional and Public Health Training(s):	Organization	Role	Date Completed
Impact:			
Impact:			

SCOPE and BREADTH OF USPHS COMMISSIONED CORPS PROFESSIONAL and LEADERSHIP EXPERIENCE (PRECEPT 4)

	Mission	Role & Impact	Year(s)
CCHQ-coordinated Deployments			
Agency Responses			

Trainings	Organization	Role	Date Completed
Impact:			
Impact:			

RECRUITMENT and MENTORING

Recruitment and Retention	Program/Organization	Role	Dates
Impact:			
Impact:			
Mentoring	Program/Organization	Role	Dates
Impact:			
Impact:			

COMMISSIONED CORPS LEADERSHIP and PROFESSIONAL STEWARDSHIP

USPHS Activities	Group/Organization	Role	Dates
Impact:			
Impact:			
Professional/Specialty Organization, Uniformed Services	Program/Organization	Role	Dates
Impact:			
Impact:			