

Officer Name
Rank, USPHS
PHS#
Duty Station Address
Phone; e-mail

PERFORMANCE:

Professional Experience (PHS or other Uniformed Service Section):

Title of Position (list most recent first)
(Billet is in the PIR under “Current Assignment”)
Pillar Assignment
Dates of Service
Agency/Sub-entity name of duty station
Location of Duty Station

Primary duties (Use *SHORT* bullet points, underline and bold key words)

Include leadership roles such as formal & informal roles

Example: Division Director (formal); Program Manager (formal); Acting Supervisor (informal);

Collateral duties (OPDIV Specific)

- Liaison to...
- Diversity Special Emphasis Program Manager (DSEPM) – responsible for promoting equal employment opportunities and ensuring EEO guidelines and training is provided to staff.

Accomplishments/Impact (3-4 major accomplishments/impact) (If this is a group accomplishment, please identify your involvement in this group accomplishment)

Example: Developed and implemented national diabetes program that resulted in 50% more patients receiving diabetes education compared to the previous year.

Example: Lead Service Unit dietitian in implementation of process improvement to MNT tracking system that resulted in collection of \$60,000

Hint: Focus on the impact of your accomplishment. Use cause and effect bullets that quantify your work. Bolding and underlining text for emphasis is encouraged to highlight impact!

Temporary Duty Assignment (TDY) (if applicable)

Dates of Service
Agency/Sub-entity name of duty station
Location of Duty Station

Primary duties (Use *SHORT* bullet points, underline and bold key words)

Dietitian Category CV
Date

Name of Officer
PHS Number

Collateral duties (TDY Specific)

Accomplishments/Impact

Hint: Focus on the impact of your accomplishment. Use cause and effect bullets that quantify your work. Bolding and underlining text for emphasis is encouraged to highlight impact!

Professional Experience (Relevant work Experience prior to Active Duty Service as applicable)

Dates of Service
Agency/Sub-entity name of duty station
Location of Duty Station

Primary duties (Use SHORT bullet points, underline and bold key words)

Collateral duties

Accomplishments/Impact

Hint: Focus on the impact of your accomplishment. Use cause and effect bullets that quantify your work. Bolding and underlining text for emphasis is encouraged to highlight impact!

EDUCATION

[Note – include past education and, if applicable, education that is currently in progress and/or partially completed along with anticipated graduation date(s)]

List highest to lowest degrees and area of study
Name of University, Location of University, and date degree granted
List additional coursework or degrees related to current or future positions

Professional Licenses/Registration/Certifications

Name of credential and certifying organization and active or received dates
Example: Certificate of Training in Adult Weight Management Program, Commission of Dietetic Registration, 2010
Example: Certified Diabetes Educator, National Certification Board for Diabetes Educators, 2008-2013

OFFICERSHIP

PHS Support Activities
Example: Rapid Deployment Force Team (RDF); Applied Public Health Team (APHT), Tier 3, etc.
Example: PAC and/or PAC Subcommittee involvement; Associated Recruiter and/or Mentoring Program; Serve as JOAG Liaison to Dietitian Category; PHS committees;

Dietitian Category CV
Date

Name of Officer
PHS Number

Aide-de-Camp

Non-PHS Awards (Include awards that are not authorized for wear with the uniform (i.e., Agency or Center Awards, Professional Organization Awards, written recognition/notes of appreciation for professional contributions). List title, the name of the organization giving the award, year award was given, and a BRIEF (1 line) description of the reason for the award.)

Example: Investigator of the Year, US Food and Drug Administration, 2012,
For: Outstanding Investigative Skills in the assurance of consumer protection
Civic, Community, and Outreach Activities/Volunteer activities (include dates)
Deployment

Example: Pet Rescuer of the Year, Animal Welfare League, 2011
For: Fund-raising and volunteer activities with animal rescue organization.

Publications/Presentations

List publications using the NLM Style Guide for Authors, Editors, and Publishers
(<http://www.wsulibs.wsu.edu/quickguides/nlm>)

CONTINUING EDUCATION: completed 50 CEUs toward 75 required for
recertification cycle 2014.

Please note: Your Career Progression, PHS Awards, and prior Uniformed Service awards may be outlined in your CV Coversheet and will be documented in your Promotion Information Report (PIR) and do not need to be contained in this CV. It is also the responsibility of each officer to submit a yearly summary of their continuing education hours/activities, including public health training, to their OPF; do not include in this CV. It is also recommended that each officer also submit copies of any non-PHS awards and recognitions (i.e., Agency or Center Awards, Professional Organization Awards, written recognition/notes of appreciation for professional contributions) to their OPF.