

DENTAL CATEGORY CV INSTRUCTIONS

A concise, user and reviewer friendly CV Format has been developed by the Dental Professional Advisory Committee (DePAC). This version of the CV follows the promotion precepts and category benchmarks for PY2013. Dental officers are required to use the approved dental category CV format.

All entries should be in reverse chronological order on each section where multiple entries are required.

Basic Format Items required:

1. Font: Verdana size 10
2. Bullets: Use bullets to identify descriptions within a section, i.e. job duties under the assignments section. [See instructions](#).
3. Place dates at the end of the right margin of the document to keep simplicity and uniformity.
4. Headers: See the [first screen shot](#) and find instructions on updating your information.
5. Tables: Tables should only be modified as instructed [see instructions](#).

A series of screen shots will provide illustrated guidance thru the CV Summary and the CV Body.

Examples of a JR and SR Officer CV's with new formats will be published soon.

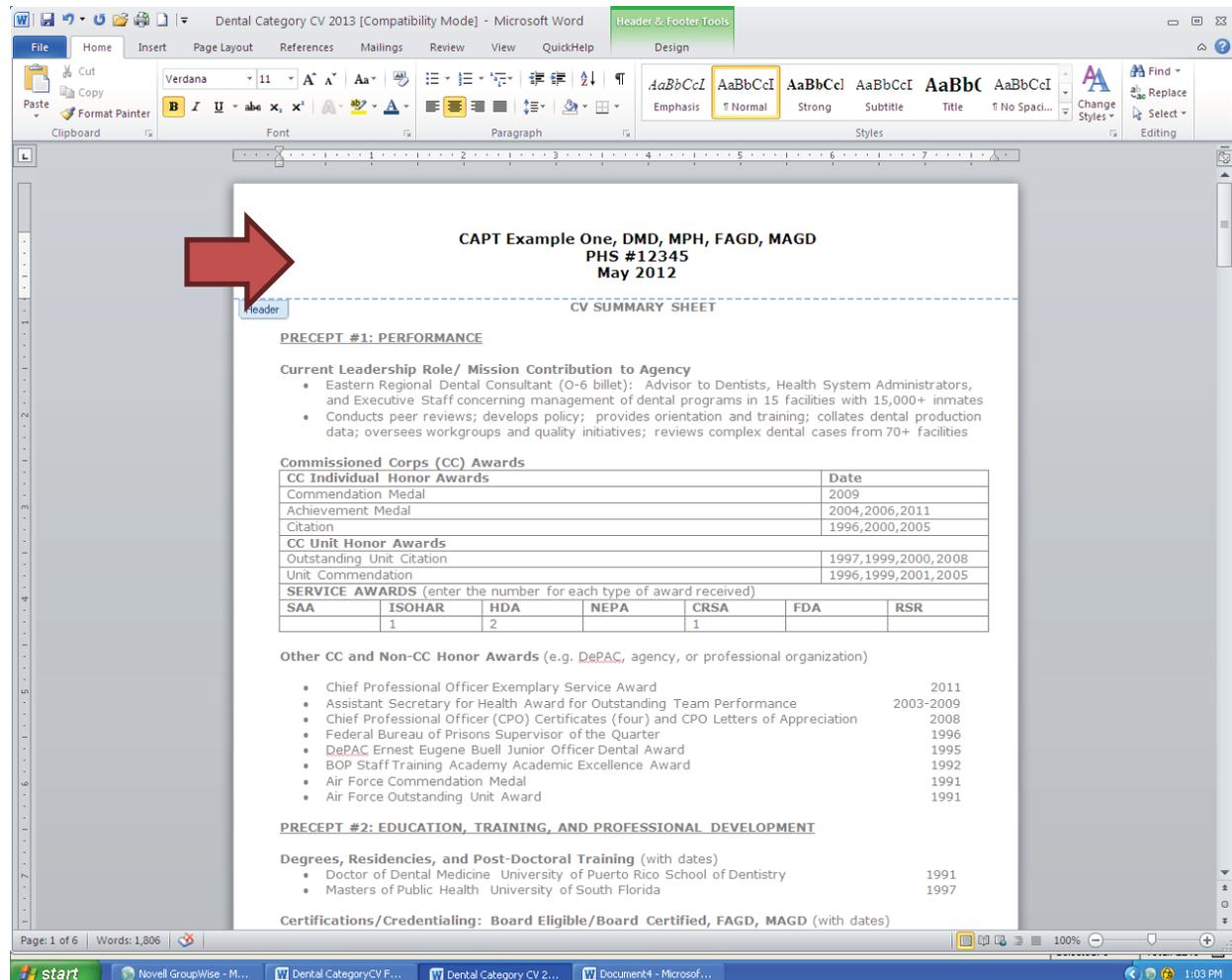
CV summary sheets should be no more than 2 pages for Junior Officers (O-3 and O-4) and no more than 3 pages for Senior Officers (O-5 and O-6).

Other CV formats will not be accepted.

DENTAL CATEGORY CV INSTRUCTIONS

CV SUMMARY

Header Instructions



The screenshot shows a Microsoft Word document titled "Dental Category CV 2013 [Compatibility Mode]". The document is a CV summary sheet with a header section. A red arrow points to the header area, which contains the following text:

CAPT Example One, DMD, MPH, FAGD, MAGD
PHS #12345
May 2012

Below the header, the document is divided into sections:

PRECEPT #1: PERFORMANCE

Current Leadership Role/ Mission Contribution to Agency

- Eastern Regional Dental Consultant (O-6 billet): Advisor to Dentists, Health System Administrators, and Executive Staff concerning management of dental programs in 15 facilities with 15,000+ inmates
- Conducts peer reviews; develops policy; provides orientation and training; collates dental production data; oversees workgroups and quality initiatives; reviews complex dental cases from 70+ facilities

Commissioned Corps (CC) Awards

CC Individual Honor Awards	Date
Commendation Medal	2009
Achievement Medal	2004,2006,2011
Citation	1996,2000,2005

CC Unit Honor Awards

Outstanding Unit Citation	1997,1999,2000,2008
Unit Commendation	1996,1999,2001,2005

SERVICE AWARDS (enter the number for each type of award received)

SAA	ISOHAR	HDA	NEPA	CRSA	FDA	RSR
	1	2		1		

Other CC and Non-CC Honor Awards (e.g. DePAC, agency, or professional organization)

- Chief Professional Officer Exemplary Service Award 2011
- Assistant Secretary for Health Award for Outstanding Team Performance 2003-2009
- Chief Professional Officer (CPO) Certificates (four) and CPO Letters of Appreciation 2008
- Federal Bureau of Prisons Supervisor of the Quarter 1996
- DePAC Ernest Eugene Buell Junior Officer Dental Award 1995
- BOP Staff Training Academy Academic Excellence Award 1992
- Air Force Commendation Medal 1991
- Air Force Outstanding Unit Award 1991

PRECEPT #2: EDUCATION, TRAINING, AND PROFESSIONAL DEVELOPMENT

Degrees, Residencies, and Post-Doctoral Training (with dates)

- Doctor of Dental Medicine University of Puerto Rico School of Dentistry 1991
- Masters of Public Health University of South Florida 1997

Certifications/Credentialing: Board Eligible/Board Certified, FAGD, MAGD (with dates)

Double click in the superior area of the document to put your rank, name and credentials on the first line. Place your PHS # in the second line, followed in the third line by the month and year you revised/updated your CV. This will place your information in all pages of the document. Double click outside of this area to work on the rest of the document.

DENTAL CATEGORY CV INSTRUCTIONS

CV SUMMARY – PRECEPT 1

May 2012

CV SUMMARY SHEET

PRECEPT #1: PERFORMANCE

Current Leadership Role/ Mission Contribution to Agency

- Eastern Regional Dental Consultant (O-6 billet): Advisor to Dentists, Health System Administrators, and Executive Staff concerning management of dental programs in 15 facilities with 15,000+ inmates
- Conducts peer reviews; develops policy; provides orientation and training; collates dental production data; oversees workgroups and quality initiatives; reviews complex dental cases from 70+ facilities

Commissioned Corps (CC) Awards

CC Individual Honor Awards	Date
Commendation Medal	2009
Achievement Medal	2004,2006,2011
Citation	1996,2000,2005
CC Unit Honor Awards	
Outstanding Unit Citation	1997,1999,2000,2008
Unit Commendation	1996,1999,2001,2005

SERVICE AWARDS (enter the number for each type of award received)

SAA	ISOHAR	HDA	NEPA	CRSA	FDA	RSR
	1	2		1		

Other CC and Non-CC Honor Awards (e.g. DePAC, agency, or professional organization)

- Chief Professional Officer Exemplary Service Award 2011
- Assistant Secretary for Health Award for Outstanding Team Performance 2003-2009
- Chief Professional Officer (CPO) Certificates (four) and CPO Letters of Appreciation 2008
- Federal Bureau of Prisons Supervisor of the Quarter 1996
- DePAC Ernest Eugene Buell Junior Officer Dental Award 1995
- BOP Staff Training Academy Academic Excellence Award 1992
- Air Force Commendation Medal 1991
- Air Force Outstanding Unit Award 1991

- Write your current leadership role and mission contribution to your assigned Agency. Remember this is a CV summary (limited to 2-3 pages). You can expand your duties on the body of the CV.
- Place the award with the year obtained on the table as illustrated. Do not list the same award multiple times. For example, if you have received 3 Achievement Medals, list it once but include the dates for all 3.
- Mention your other CC and Non-CC Honor Awards with dates as illustrated on a bullet format.
- Do not list letters of appreciation separately. One line can be used to highlight the number of letters of appreciation received throughout your career. For example:
- BOP, USPHS, and Community Letters/Certificates of Appreciation x 25 (see OPF) 2001-2010

DENTAL CATEGORY CV INSTRUCTIONS

CV SUMMARY – PRECEPT 2

PRECEPT #2: EDUCATION, TRAINING, AND PROFESSIONAL DEVELOPMENT

Degrees, Residencies, and Post-Doctoral Training (with dates)

- Doctor of Dental Medicine University of Puerto Rico School of Dentistry 1991
- Masters of Public Health University of South Florida 1997

Certifications/Credentialing: Board Eligible/Board Certified, FAGD, MAGD (with dates)

- Master, Academy of General Dentistry 2012
- Fellow, Academy of General Dentistry 2009
- Diplomate, American Board of Dental Public Health -Board Certified 1999

Public Health Training/Experience (with dates)

- Armed Forces Institute of Pathology Forensic Identification Course 2010
- Presented Emergency Response Planning lectures at Nurses College in Suriname 2005
- Indian Health Service Headquarters Clinico-administrative Training Program 2004-2005

Page 1 of 6

CAPT Example One, DMD, MPH, FAGD, MAGD
PHS #12345
May 2012

Insert the information regarding your Degrees, Residencies, and Post-Doctoral Training. Make sure you place the year at the far end on the right margin. This can be accomplished by just replacing the text.

DENTAL CATEGORY CV INSTRUCTIONS

CV SUMMARY- PRECEPT 3

Page 1 of 6

CAPT Example One, DMD, MPH, FAGD, MAGD
PHS #12345
May 2012

PRECEPT #3: CAREER PROGRESSION AND POTENTIAL (limit to one row per position)

Position Title	Agency/Location	Pay Grade	Billet Level	Dates
Regional Dental Consultant	BOP Chicago, IL	O-6	O-6	1/08 – present
Chief Dental Officer	IHS Albuquerque, NM	O-5	O-6	6/04 – 1/08
Senior Dental Officer	USCG Petaluma, CA	O-5	O-6	2/98 – 6/04
Chief Dental Officer	BOP Texarkana, TX	O-4	O-5	2/97 – 2/98
Staff Dental Officer	BOP Greenville, IL	O-3	O-4	8/95 – 2/97

Significant Collateral Duties (with dates)

- BOP representative on the USPHS Oral Health Coordinating Committee 2011-2012
- Initiated Corps' policy change for dentists to administer immunizations 2002-2005
- USCG Training Center Petaluma Health Services School Liaison and Advisor 1998-2004

Add your position information on the table limiting each position to one row. To add more information to the table simply right click on the mouse and select on the table options to add a row below. [See instructions](#). You can continue adding rows as needed. Refer to the following image.

Enter your significant collateral Duties keeping in mind that you will be able to expand in depth all the information once you are writing the body of your CV.

DENTAL CATEGORY CV INSTRUCTIONS

Table Instructions

Page 1 of 6

Example
One, DMD, MPH, FAGD, MAGD
PHS #12345
May 2012

PRECEPT #3: CAREER PROGRESSION AND POTENTIAL (limit to one row per position)

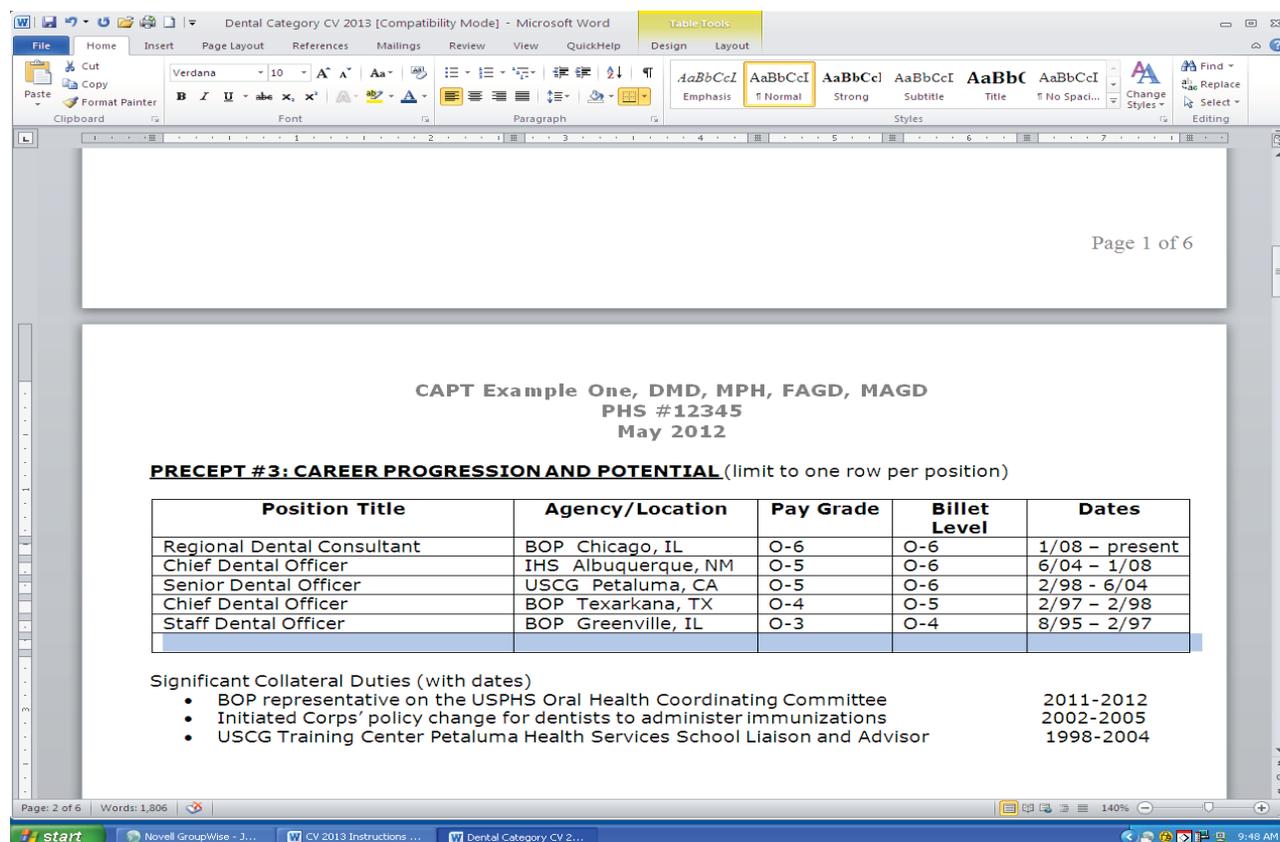
Position Title	Agency/Location	Pay Grade	Billet Level	Dates
Regional Dental Consultant	BOP Chicago, IL	O-6	O-6	1/08 – present
Chief Dental Officer	IHS Albuquerque, NM	O-5	O-6	6/04 – 1/08
Senior Dental Officer	USCG Petaluma, CA	O-5	O-6	2/98 – 6/04
Chief Dental Officer	BOP Texarkana, TX	O-4	O-5	2/97 – 2/98
Staff Dental Officer	BOP Greenville, IL	O-3	O-4	8/95 – 2/97

Significant Collateral Duties (with dates)

- BOP representative on the USPHS Oral Health Coordinating Committee 2011-2012
- Initiated Corps' policy change for dentists to administer immunizations 2002-2005
- USCG Training Center Petaluma Health Services School Liaison and Advisor 1998-2004

Page: 2 of 6 | Words: 1,806 | 140%

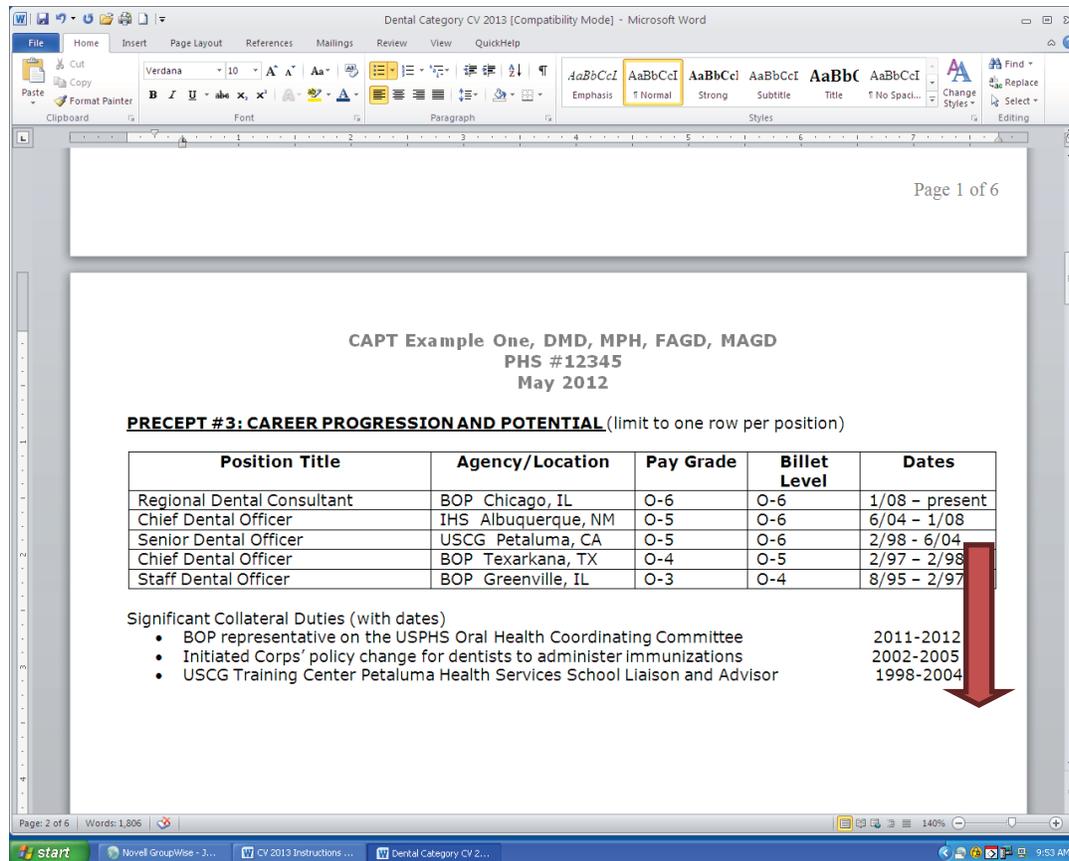
DENTAL CATEGORY CV INSTRUCTIONS



DENTAL CATEGORY CV INSTRUCTIONS

Bullet Instructions

To add bullets in order to add more information though the document, simply place your cursor in the last entry of the line above and hit the “enter” key.



Page 1 of 6

CAPT Example One, DMD, MPH, FAGD, MAGD
PHS #12345
May 2012

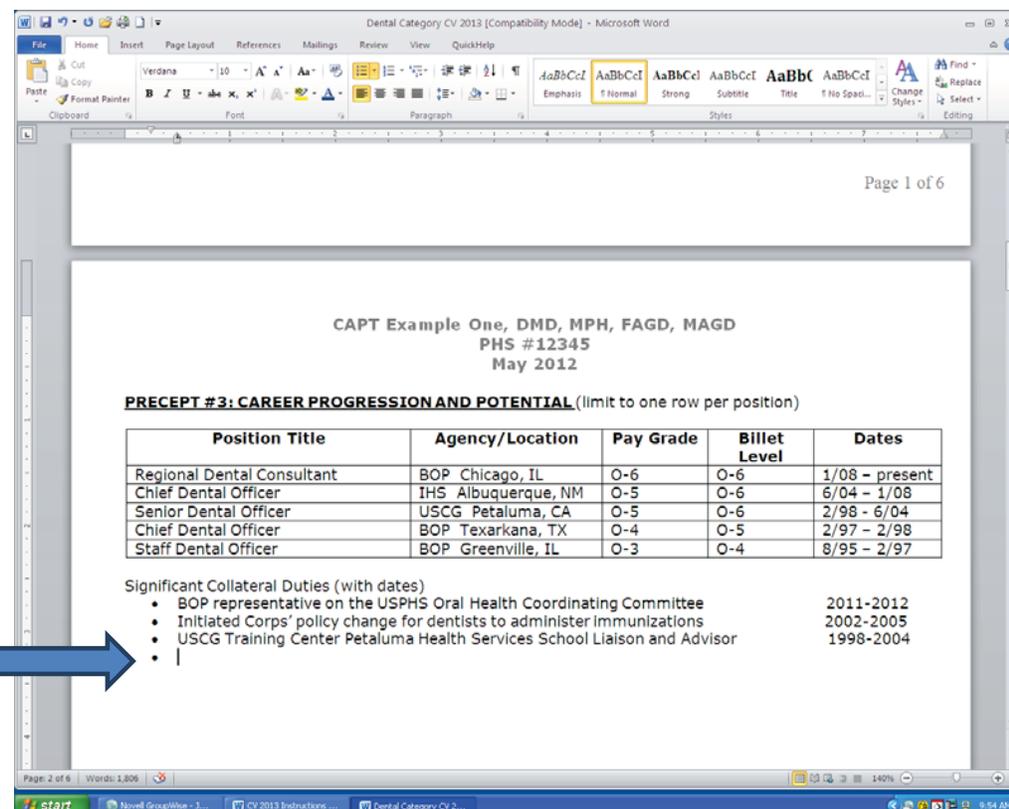
PRECEPT #3: CAREER PROGRESSION AND POTENTIAL (limit to one row per position)

Position Title	Agency/Location	Pay Grade	Billet Level	Dates
Regional Dental Consultant	BOP Chicago, IL	O-6	O-6	1/08 – present
Chief Dental Officer	IHS Albuquerque, NM	O-5	O-6	6/04 – 1/08
Senior Dental Officer	USCG Petaluma, CA	O-5	O-6	2/98 – 6/04
Chief Dental Officer	BOP Texarkana, TX	O-4	O-5	2/97 – 2/98
Staff Dental Officer	BOP Greenville, IL	O-3	O-4	8/95 – 2/97

Significant Collateral Duties (with dates)

- BOP representative on the USPHS Oral Health Coordinating Committee 2011-2012
- Initiated Corps’ policy change for dentists to administer immunizations 2002-2005
- USCG Training Center Petaluma Health Services School Liaison and Advisor 1998-2004

A red arrow points to the end of the list.



Page 1 of 6

CAPT Example One, DMD, MPH, FAGD, MAGD
PHS #12345
May 2012

PRECEPT #3: CAREER PROGRESSION AND POTENTIAL (limit to one row per position)

Position Title	Agency/Location	Pay Grade	Billet Level	Dates
Regional Dental Consultant	BOP Chicago, IL	O-6	O-6	1/08 – present
Chief Dental Officer	IHS Albuquerque, NM	O-5	O-6	6/04 – 1/08
Senior Dental Officer	USCG Petaluma, CA	O-5	O-6	2/98 – 6/04
Chief Dental Officer	BOP Texarkana, TX	O-4	O-5	2/97 – 2/98
Staff Dental Officer	BOP Greenville, IL	O-3	O-4	8/95 – 2/97

Significant Collateral Duties (with dates)

- BOP representative on the USPHS Oral Health Coordinating Committee 2011-2012
- Initiated Corps’ policy change for dentists to administer immunizations 2002-2005
- USCG Training Center Petaluma Health Services School Liaison and Advisor 1998-2004
- |

A blue arrow points to the end of the list.

DENTAL CATEGORY CV INSTRUCTIONS

CV SUMMARY – PRECEPT 4

PRECEPT #4: PROFESSIONAL CONTRIBUTIONS/ SERVICE TO THE CORPS (OFFICERSHIP)

Dental Professional Advisory Committee (DePAC) Activity (with roles and dates)

- DePAC Chair, 2011; DePAC Vice-Chair, 2010; Voting Member 2009-2011
- DePAC Billets/Assignments Workgroup Chair 2009
- IHS liaison to the DePAC Women's Issues Subcommittee 2008
- DePAC Membership Workgroup member 2007

Recruitment and Mentoring (with roles and dates)

- Associate Recruiter (active recruiter 2000-present) 2006-2009
- BOP Affirmative Action Job Fair at Northwestern University Natchitoches, LA 2007
- American Dental Association USPHS recruiting booth 2006
- Mentor, Dental Category Mentoring Program 2005-2007

Other Official CC/PHS Activities (with roles and dates)

- Co-Coordinator, Dental Category Day Planning Committee for USPHS Symposium 2011
- Chair, IHS Dental Updates Planning Committee 2010
- USPHS Awareness Day, FDA White Oak Campus, 2009, 2011, 2012
- USNS COMFORT, Health Diplomacy Mission, Latin America and Caribbean 2007
- Member, Surgeon General's Honor Guard and PHS Ensemble 2006-2012
- Member, Local Planning Committee for ADA Annual Session in Philadelphia 2005
- Team Leader for 20-person surveillance and assessment team- Presidential Inauguration 2005
- USPHS Dental Coordinator, AMSUS Planning Committee 2004
- Albuquerque Area, IHS, examiner in ICS-II (International Collaborative Study) 2003

Professional Organizations (with roles and dates)

- American Dental Association; USPHS Delegate 2011 1995-present
- Academy of General Dentistry; Region 17 USPHS Constituent President 2008 1995-present
- Commissioned Officer's Association; Treasurer 2009; Chair-elect 2010; Chair 2011 1984-present
- American Association of Public Health Dentistry 1987-1987

Page 2 of 6

Enter the information as requested. Refer to the [bullet instruction](#) images and please keep in mind that you are still in the CV Summary (2 pages maximum for Junior Officers; 3 pages maximum for Senior Officers).

DENTAL CATEGORY CV INSTRUCTIONS

CV BODY

The body of the new CV Format for the Dental Category follows the same pattern as the Summary section. You can expand in depth the information you provided.

CV BODY – PRECEPT 1

PRECEPT #1: PERFORMANCE

Current Leadership Role/ Mission Contribution to Agency

- Eastern Regional Dental Consultant (O-6 billet); System Administrators, and Executive Staff concerning management of dental services with 15,000+ inmates
- Conducts peer reviews; develops policy; provides oral care; collates dental production data; oversees workgroups and quality initiatives; reviews dental cases from 70+ facilities

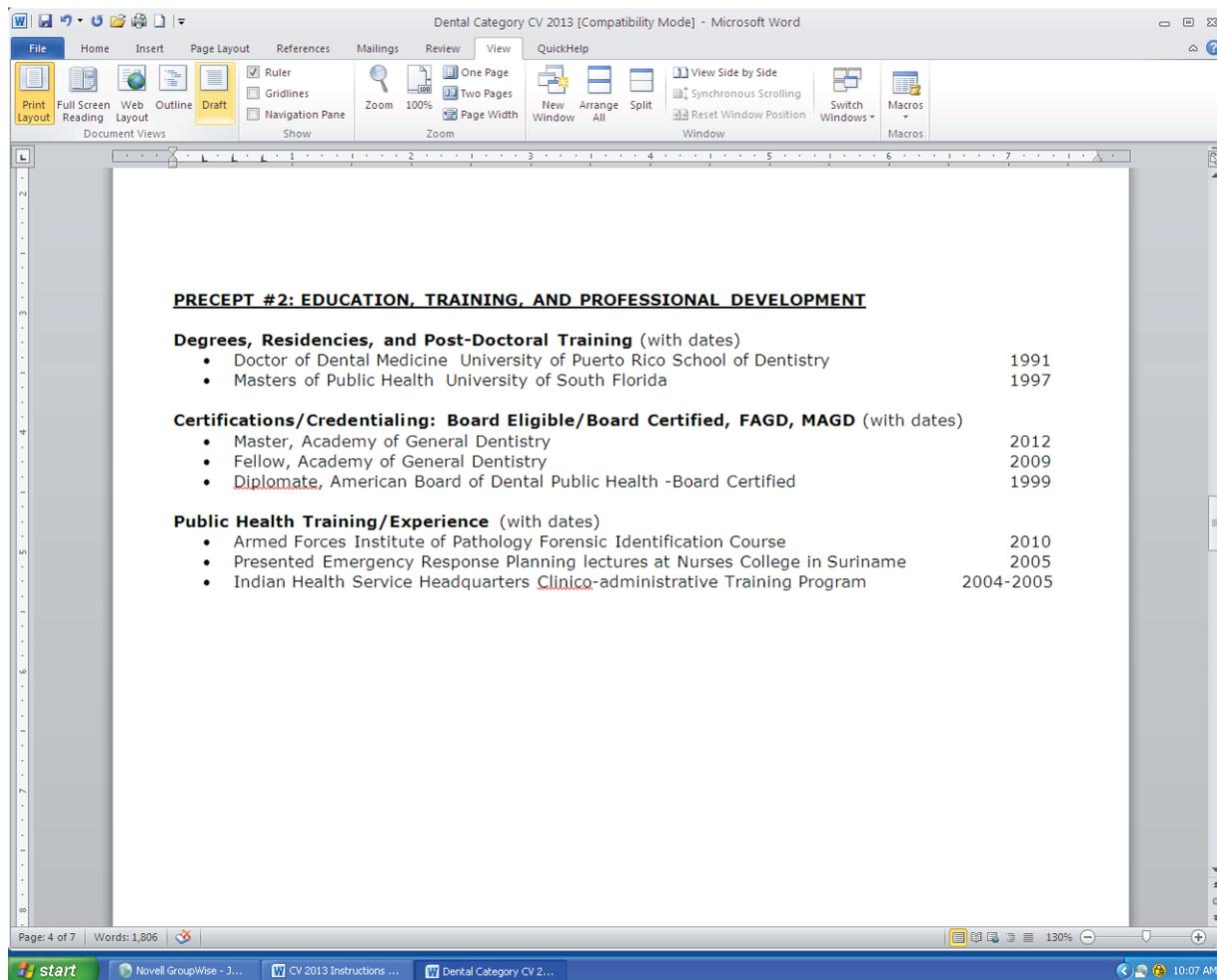
Commissioned Corps (CC) Awards

CC Individual Honor Awards	Accomplishment	Date				
Commendation Medal	Organization of the Dental Program at a National Level for the Indian Health Services.	2009				
Achievement Medal	Integration of medical services in dentistry at duty station.	2011				
Achievement Medal	Highest production of dentistry in at a regional level.	2006				
Achievement Medal	Sustained Performance in the Dental Program.	2004				
Citation	Reestablishment of the dental program in Tahlequah, Oklahoma	1996				
Citation	Implementation of the Dental Assistant Apprenticeship Program for Federal Inmates.	2000				
CC Unit Honor Awards						
Outstanding Unit Citation	Leadership in American Correctional Association Accreditation FDC Honolulu	2010				
Outstanding Unit Citation	Leadership in the Logistics team while responding to Hurricane Katrina.	2004				
Outstanding Unit Citation	Dental Category Day Committee Member	2000				
Outstanding Unit Citation	Superior performance and organization in first Joint Commission Accreditation FCI Greenville	2008				
Unit Commendation	Dental services production for the Nashville Region of Indian Health Services.	1996				
Unit Commendation	Recruitment efforts leading to five new USPHS Officers in multiple categories.	1999				
Unit Commendation	ADA presentation and delegation speech at ADA meeting.	2001				
Unit Commendation	Sustained performance exceeding productivity of a dental program.	2005				
SERVICE AWARDS (enter the number for each type of award received)						
SAA	ISOHAR	HDA	NEPA	CRSA	FDA	RSR
	1					
Other CC and Non-CC Honor Awards (e.g. DePAC, agency, or professional organization)						
Awards	Accomplishment	Date				
Chief Professional Officer Exemplary Service Award	Extensive work as chair of the Dental Category Day Planning Committee.	2011				
Assistant Secretary for Health Award	Superior Performance Coordinating Mission USS Mercy.	2003-2009				
Chief Professional Officer (CPO) Certificates (4) and CPO Letters of Appreciation	COA Dental Category Day Committee member.	2005-2008				
Federal Bureau of Prisons	Outstanding leadership and accomplishment of the Dental	1996				

Enter the accomplishments for your CC and other awards in this section. Refer to the [instruction on tables](#).

DENTAL CATEGORY CV INSTRUCTIONS

CV BODY – PRECEPT 2



Enter the information as requested. Refer to the section on adding bullets. Make sure the dates remain in the far right column.

DENTAL CATEGORY CV INSTRUCTIONS

CV BODY – PRECEPT 3

CAPT Example One, DMD, MPH, FAGD, MAGD
PHS #12345
May 2012

PRECEPT #3: CAREER PROGRESSION AND POTENTIAL

Regional Dental Consultant	BOP Chicago, IL	Position Billet O-6	1/08 – present
----------------------------	-----------------	---------------------	----------------

Duties:

- Serve as an advisor to the Dentists, Health System Administrators, and Executive Staff concerning management of the dental programs in the 15 correctional facilities in the North Central Region, to include site visits if so requested.
- Assist the Chief Dentist in the management of the Dental Program of the Federal Bureau of Prisons, to include drafting new and revising existing national policy.
- Participate in the Chief Dental Officer Peer Review process, evaluating the clinical and administrative skill of chief dental officers of our correctional facilities for the purpose of clinical privileges renewal.

Collateral Duties:

- Coordinate the transition of BOP dental clinics from film-based to digital radiography.
- Active in the development of the BOP's electronic medical record's dental component.
- Contract Monitor for national dental laboratory services contract.

Chief Dental Officer	IHS Albuquerque, NM	Position Billet O-6	6/04 – 1/08
----------------------	---------------------	---------------------	-------------

Duties:

- Provide comprehensive patient care using public health principles to the patient population in the surrounding Albuquerque Service Unit area.
- Manage the workflow and dental services for the 24-chair dental clinic at the Fort Defiance Indian Hospital.

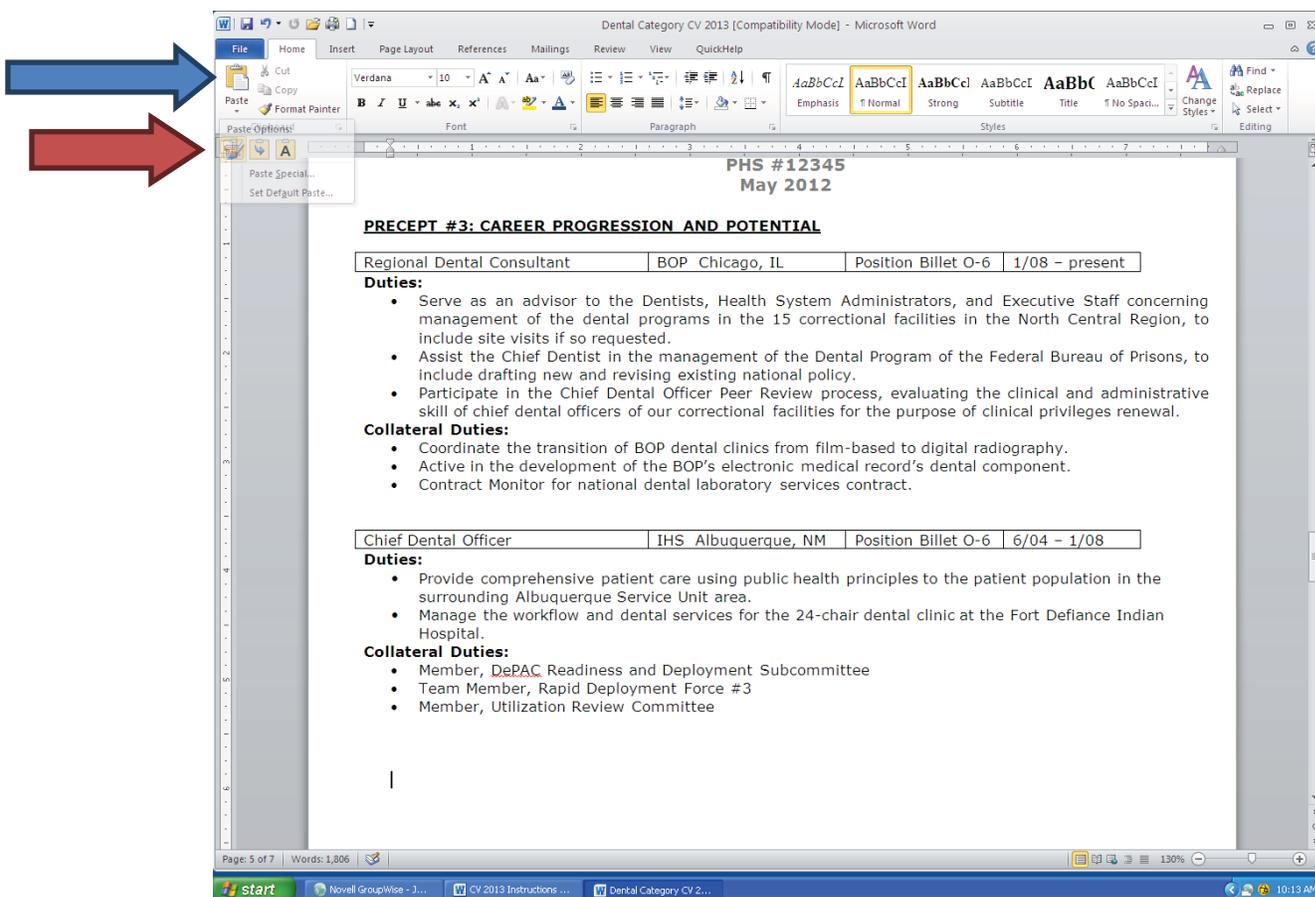
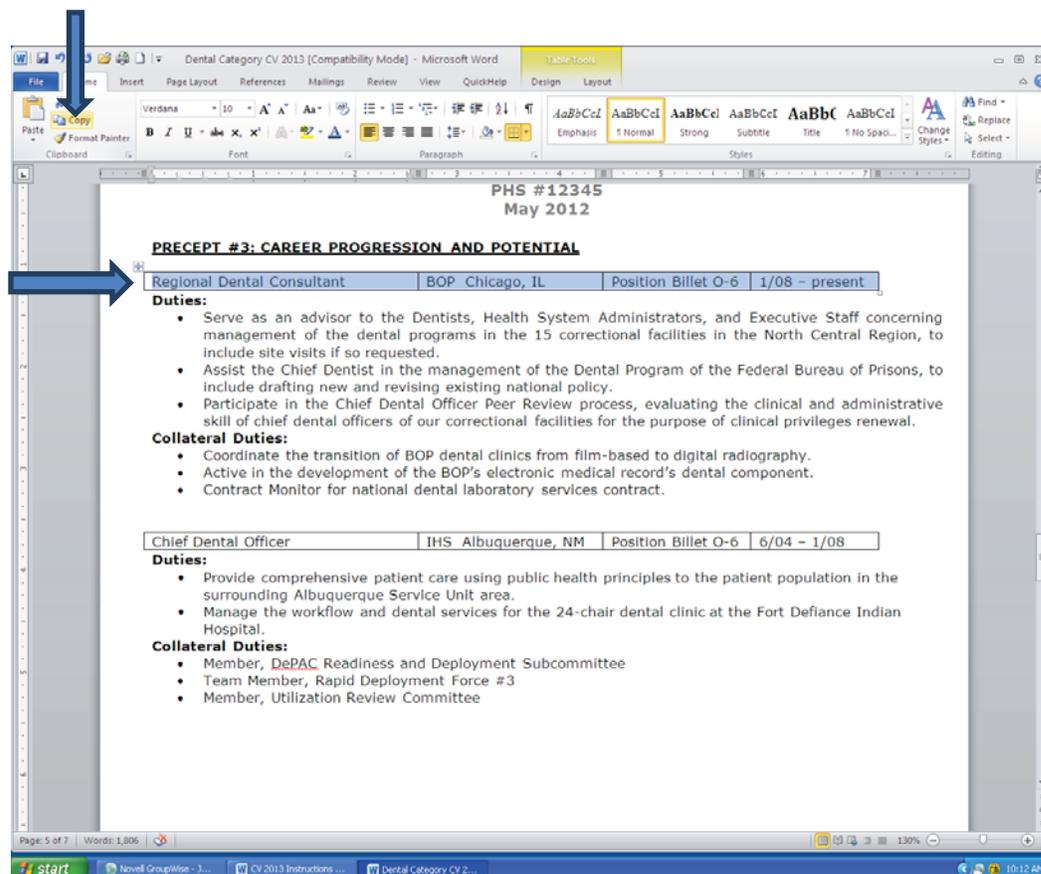
Collateral Duties:

- Member, DePAC Readiness and Deployment Subcommittee
- Team Member, Rapid Deployment Force #3
- Member, Utilization Review Committee

Page: 5 of 7 | Words: 1,806

Enter the information as requested and add bullets as necessary. To add more duty stations on this section, you will have to create a new table with one row only or if your program permits you can copy and paste the table keeping the formatting provided. [See next page.](#)

DENTAL CATEGORY CV INSTRUCTIONS



DENTAL CATEGORY CV INSTRUCTIONS

CAPT Example One, DMD, MPH, FAGD, MAGD
PHS #12345
May 2012

PRECEPT #3: CAREER PROGRESSION AND POTENTIAL

Regional Dental Consultant	BOP Chicago, IL	Position Billet O-6	1/08 – present
----------------------------	-----------------	---------------------	----------------

Duties:

- Serve as an advisor to the Dentists, Health System Administrators, and Executive Staff concerning management of the dental programs in the 15 correctional facilities in the North Central Region, to include site visits if so requested.
- Assist the Chief Dentist in the management of the Dental Program of the Federal Bureau of Prisons, to include drafting new and revising existing national policy.
- Participate in the Chief Dental Officer Peer Review process, evaluating the clinical and administrative skill of chief dental officers of our correctional facilities for the purpose of clinical privileges renewal.

Collateral Duties:

- Coordinate the transition of BOP dental clinics from film-based to digital radiography.
- Active in the development of the BOP's electronic medical record's dental component.
- Contract Monitor for national dental laboratory services contract.

Chief Dental Officer	IHS Albuquerque, NM	Position Billet O-6	6/04 – 1/08
----------------------	---------------------	---------------------	-------------

Duties:

- Provide comprehensive patient care using public health principles to the patient population in the surrounding Albuquerque Service Unit area.
- Manage the workflow and dental services for the 24-chair dental clinic at the Fort Defiance Indian Hospital.

Collateral Duties:

- Member, DePAC Readiness and Deployment Subcommittee
- Team Member, Rapid Deployment Force #3
- Member, Utilization Review Committee

Regional Dental Consultant	BOP Chicago, IL	Position Billet O-6	1/08 – present
----------------------------	-----------------	---------------------	----------------

Page: 5 of 7 Words: 1,817 130%

DENTAL CATEGORY CV INSTRUCTIONS

CV BODY – PRECEPT 4

PRECEPT #4: PROFESSIONAL CONTRIBUTIONS/ SERVICE TO THE CORPS (OFFICERSHIP)

Dental Professional Advisory Committee (DePAC) Activity (with roles and dates)

- DePAC Chair, 2011; DePAC Vice-Chair, 2010; Voting Member 2009-2011
- DePAC Billets/Assignments Workgroup Chair 2009
- IHS liaison to the DePAC Women's Issues Subcommittee 2008
- DePAC Membership Workgroup member 2007

Recruitment and Mentoring (with roles and dates)

- Associate Recruiter (active recruiter 2000-present) 2006-2009
- BOP Affirmative Action Job Fair at Northwestern University Natchitoches, LA 2007
- American Dental Association USPHS recruiting booth 2006
- Mentor, Dental Category Mentoring Program 2005-2007

Deployments (with roles and dates)

- Haiti Earthquake 2010
- Hurricane Katrina 2005
- Camp LeJune, North Carolina 2006

Other Official CC/PHS Activities (with roles and dates)

- Co-Coordinator, Dental Category Day Planning Committee for USPHS Symposium 2011
- Chair, IHS Dental Updates Planning Committee 2010
- USPHS Awareness Day, FDA White Oak Campus, 2009, 2011, 2012
- USNS COMFORT, Health Diplomacy Mission, Latin America and Caribbean 2007
- Member, Surgeon General's Honor Guard and PHS Ensemble 2006-2012
- Member, Local Planning Committee for ADA Annual Session in Philadelphia 2005
- Team Leader for 20-person surveillance and assessment team- Presidential Inauguration 2005
- USPHS Dental Coordinator, AMSUS Planning Committee 2004
- Albuquerque Area, IHS, examiner in ICS-II (International Collaborative Study) 2003

Professional Organizations (with roles and dates)

- American Dental Association; USPHS Delegate 2011 1995-present
- Academy of General Dentistry; Region 17 USPHS Constituent President 2008 1995-present
- Commissioned Officer's Association; Treasurer 2009; Chair-elect 2010; Chair 2011 1984-present
- American Association of Public Health Dentistry 1987-1987

Presentations (title, location, date)

- Post surgical care and Complications; Medical/Dental Staff BOP Chicago 2008

Publications (authors, article, publication, date)

- One A, Jones K, Smith K. The Local Public Health Workforce in Rural Communities. J Public Health Manag Pract. 2007 Nov-Dec; 9(6): 481-8.

Fill in as required. Keep bullets and dates as in this example. Promotion boards have limited time to review your CV. The information needs to be uniform, concise, and easy to follow.

If you need assistance working with the CV, Senior Officers are available for questions. Any CV submitted to your OPF or for awards must follow the approved Dental Category format shown in these examples.