

## Recommended CV Instructions for the Nurse Category

This document covers information for nurse officers regarding their CV and cover page for their electronic Official Personnel Folder (eOPF) including the following areas:

- Importance of a current CV and cover page
- How to send your CV and cover page to your eOPF
- Information on what to document
- Specific content hints for CV sections and formatting the layout

A curriculum vitae or CV is a method of documenting the events of your career and presenting yourself for career review by the annual Promotion Board. This format selected for the USPHS CV and cover sheet is specific and intended to facilitate concise review of your career progression and accomplishments by the USPHS Nurse Category Promotional Review Board. For a Commissioned Officer in the United States Public Health Service the CV provides an opportunity to do the following:

1. document career progress,
2. illustrate your unique activities and accomplishments toward meeting promotion precepts, and
3. demonstrate your distinguishing characteristics and skills as the most qualified officer for promotion.

If you have a current, professionally formatted CV in your eOPF you will be positively assessed for being resourceful by promotion board members.

The CV includes a cover page that is a reflective summary of how you meet the promotion precepts.

The CV and cover page should reflect your work as they relate to the nursing precepts and benchmarks. The benchmarks are different for promotion criteria at the O4, O5, and O6 levels. It is important to keep abreast of changes in the benchmarks and consider them as you plan and document your career in your CV. Benchmarks are a **guide** reflecting the types of activities an officer could demonstrate. There are opportunities to participate in other activities besides those examples listed on the Nursing Category benchmarks. Additional activities that demonstrate Public Health (PH) training, participation in PHS activities, and increasing leadership should also be reflected in the CV.

The precepts for the cover page are organized in the following sections:

1. Performance (Performance Rating and Reviewing Official's Statement)
2. Education, Training, and Professional Development
3. Career Progression and Potential
4. Professional Contributions and Services to the PHS Commissioned Corps (Officership)
5. Basic Readiness

## Key Points to remember about your CV and eOPF documents

➤ A CV must be updated and submitted annually by December 31 <sup>st</sup> .
➤ Fax all pages of updated CV and cover page to the eOPF. Only the most recent CV will appear in the eOPF
➤ Updates of the CV sent to the eOPF after December 31, will NOT be available to the Promotion Boards.
➤ <b>Fax the CV to (301) 480-1436 or (301) 480-1407 for inclusion in your eOPF.*</b>
➤ A CV should demonstrate activities that show increasing level of responsibility, participation in activities, and leadership contributions.
➤ <b>DO NOT INCLUDE</b> Photographs, publication reprints, program agendas, summary of COERS, conferences attended, medical or personal information.

\*A current state nursing license should also be updated in your eOPF with every renewal. Fax your license(s) to (240) 453-6142.

The table below compares the similarities and differences between a **cover** page and a **CV**:

Comparison Between the CV Cover page and the CV for the Nurse Category	
Cover	CV
1-2 pages (first pages of CV)	7-10 pages
<u>Subject Headers (Benchmark Categories):</u> <ul style="list-style-type: none"> <li>• Performance (list for the specific year of the cover; quick summary of what you are doing - accomplishments, leadership attributes, and mission contributions)</li> <li>• Education, Training &amp; Professional Development</li> <li>• Career Progression &amp; Potential</li> <li>• Professional Contributions and Services to the PHS Commissioned Corps (Officership)</li> <li>• Basic Readiness</li> </ul>	<u>Subject Headers:</u> <ul style="list-style-type: none"> <li>• Education</li> <li>• Licensure</li> <li>• Certification</li> <li>• Training</li> <li>• Uniformed Service Education/Public Health Training</li> <li>• Special Skills</li> <li>• Professional Experience</li> <li>• Uniformed Service Awards</li> <li>• Other Awards/Commendations/Letters of Appreciation</li> <li>• Professional Memberships</li> <li>• PHS Support Activities</li> <li>• Outside Activities (Civic, Community)</li> <li>• Publications and Presentations</li> <li>• CE hours (for one year)</li> </ul>
Career highlights in few summary points	Detailed information
Illustrates career progression	Illustrates career progression
Reflects major accomplishments	Explains impact of accomplishments (increasing level of responsibility, participation in activities, and leadership contributions through concise bullets).
Should be updated every year	Should be updated every year

## **Specific Content Hints for sections in the Cover page and CV:**

### **Cover Page**

- Promotion Board requests the first page of the CV be a Cover page
- Provides a quick glance and overview of the HIGHLIGHTS of your career
- Categories are Benchmark precepts and cannot be modified
- There will be some redundancy since this is a summary document

### **Performance**

- Highlight most significant activities over career, specifically special skills or talents, and uniqueness, approximately 5-10 bullets. Group activities that apply to each of the three Sections: Accomplishments, Leadership Attributes, and Mission Contributions.
- List beginning with most recent.
- Awards in the last year should be under accomplishments or mission contribution.

### **Education, Training, and Professional Development**

- Completed educational degrees should always be listed first.
- Partially completed and/or degrees in progress should be listed following the completed degrees and should reflect the current status; for example (28 hours/60 hours required).
- Highlight specific training in career. Complete list of training will be in CV.
- Provide summary of total number of CE hours for the calendar year.

### **Career progression and Potential**

- List (with or without table format) Job Title, Agency/Location, Pay Grade, Billet Level, Dates of Service
- List current position first, then previous positions
- Prior/civilian assignments that build on current PHS career should be highlighted.
- List collateral duties for current assignment.

### **Professional Contributions and Services to the PHS Commissioned Corps**

- Highlight activities (leadership) in professional organizations, BOTC/IOTC, Mentoring, and Other Official Commissioned Corps/PHS Activities.

### **Basic Readiness**

- Specify if you meet Basic Readiness or Advanced Level of Readiness
- State deployment role and if clinical hours required, mention how this is achieved
- Summary list or just number of deployments
- List if you are a member of other response teams
- List items that contribute to Readiness i.e., Field Medical Readiness Badge, unique fitness qualifications, etc.
- Mention activities that contribute to fitness level

### **Education**

- List most recent college degree/activity first (includes college graduate certificate programs)
- List completed degree(s), institution, city/state, and date completed
- May list partial completion of requirements for a degree (specify hours completed)

### **Licensure**

- List license(s). Include state and current date of validity. Expired RN licenses in former states are not useful.

### **Certification**

- Earned by board examination, advanced education, job experience/testing, etc...
- List current national certifications
- List current credentialing and professional organization recognizing this credential

- List former national certifications and credentialing, in order by the date they were valid

### **Training**

- List training in order by the date they were valid
- Training can be nursing, medical, public health, business, leadership, etc.

### **Uniformed Service Education/Public Health Training**

- List BOTC, IOTC
- List other military or uniformed service training that lasts for one or more days

### **Special Skills**

- Summary of talents, uniqueness, etc. not necessarily another list of specific activities
- List skills such as Project Officer, Pilot's License, Hostage negotiation, foreign language proficiency (log into CC-MIS secure website and select activity "Update Special Skills and Languages" or log-in directly to Direct Access and review options for Skills to reflect in this section)

### **Professional Experience**

- Current position should be well described
- Previous positions should become shorter in length
- Former military or civilian positions will be listed in chronological order of professional experience. You may use a subtitle to separate out experience other than PHS work (e.g., former military service).
- List temporary duty assignments.
- In bullets:
  - List accomplishments and impact of accomplishments
  - Add measurable information (trained 42 people, collaborated with three specific agencies, such as...)
  - Last bullet statement in the duty area should state the **total impact** of your actions

***A good "IMPACT Statement" should provide answers to the following questions:***

1. Solved any problems?
2. Identified overlooked problems and recommended solutions?
3. Suggested/implemented new programs, products, or services?
4. Increased productivity/use of services?
5. Saved time/money?
6. Instituted new systems or procedures?
7. Unique contribution in what way?

### **Uniformed Services Awards**

- In order earned
- Should match those listed in PIR and eOPF

### **Other Awards/Commendations/Letters of Appreciation**

- In order earned
- List awards given by agency, professional organizations, HHS, letter of appreciation, scholarship, etc.

### **Professional Memberships**

- In order served (list most recent first)
- List current professional organizations and dates of membership
- List past professional organizations and dates of membership

- Specify if you were a member or held a nominated/board/leadership position

### **PHS Support Activities**

- In order served (list most recent first)
- List current activity and professional organizations and dates of participation

### **Outside Activities (Civic and Community)**

- In order served (list most recent first)
- List current activity and professional organizations and dates of participation

### **Publications and Presentations**

- Includes all publications (articles, books, chapters, and abstracts) in a career (list most recent first)
- Publications listed first, then presentations

### **Continuing Education (CE)**

- Only reflects current calendar year of courses
- List CE by month/year in order by the calendar year
- List CE in categorized groupings, such as conferences, lectures, seminars, webcasts/on-line course, etc.
- The USPHS Nurse Category is using this CE calculation for purposes of the USPHS CV/Benchmarks. License-related or Certification-related CE calculation requirements are dictated by each state or professional organization.
- Use **continuing education hours** (CE hours) as the standardized value for reporting continuing education. If an accreditation organization awards CEU, CME, CNE, etc., use the following calculation to reflect the equivalent continuing education hour.

1 continuing education hour = 50 minutes of attendance/participation  
 0.1 CEU = 1.0 continuing education hours (1 CEU = 10 continuing education hours)  
 0.1 CPE = 1.0 continuing education hours (1 CPE = 10 continuing education hours)  
 1 continuing education hour = 0.1 CEU  
 1 CME = 1.2 continuing education hours (crediting 60 minutes attendance)  
 1 CNE = 1.0 continuing education hours (crediting 50 minutes attendance) 1  
 CHEC = 1.2 continuing education hours (crediting 60 minutes attendance) 1  
 AMA credit - 1.2 continuing education hours or 60 minutes  
 1 academic semester hour = 15 continuing education hours = 1.5 CEUs 1  
 academic quarter hour = 12.5 continuing education hours = 1.25 CEUs

- Maintain a personal office file for the continuing education course completion certificates.

## Checklist for your CV

<input type="checkbox"/>	Is the cover page 1-2 pages and the CV 7-10 pages (recommended total 8-12 pages)
<input type="checkbox"/>	CV includes a detailed account of activities and the impact of activities
<input type="checkbox"/>	Cover page is organized by nurse category benchmarks precepts CV has major headings for activities
<input type="checkbox"/>	<u>Underline</u> function may be used to highlight <u>significant</u> impacts of your activities (optional)
<input type="checkbox"/>	Is your cover page and CV formatted using bullets?
<input type="checkbox"/>	Reduce redundancy of information that can be found elsewhere (e.g., information in your PIR)
<input type="checkbox"/>	Use page numbers for your CV (use the Word Processor HELP function to learn about this)
<input type="checkbox"/>	Is your cover page and CV formatted in a suggested font style and size (at least 10 size font or larger)?

## Microsoft Word Formatting Hints for sections in the Cover Page and CV:

**Dates** should be written in two consistent manners. Month and year abbreviation is DEC 05; when only a year(s) is listed, it is reflected as the entire year (2003; 2004-2005, etc.).

**Suggested fonts** (choose one for entire document); Arial, Courier, Helvetica, Palatino, Tahoma, Times New Roman, Trebuchet MS, Verdana (Verdana is used in this document, font size 10).

- Font should be 10 point size or 12 point size.

**First page:** Title of Cover Page should be in bold text, centered.

### Second page:

Add a Header (On the **View** menu, click **Header and Footer**) which places consistent text in the same place on each page. Header should be right-justified and bold. Enter this identifying information:

<b>Rank, Name</b> <b>Nurse Category</b> <b>DA Employee ID</b>
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 **TIP** You can leave the header or footer off the first page or create a unique first page header or footer for the first page in a document or the first page of each section within a document. If your document is divided into sections, click in a section or select multiple sections you want to change. Click anywhere in the document if your document is not divided into sections.

- On the **View** menu, click **Header and Footer**.
- On the **File** menu, click **Page Setup**.
- Click the **Layout** tab.
- Under the subtitle **Headers and Footers**, select the box for **Different first page**, and then click **OK**.

### Add page numbers

Microsoft Word provides two ways to add page numbers. In either case, the page numbers appear in the header or footer at the top or bottom of the page.

#### Option 1

##### Add basic page numbers to the document

- On the **Insert** tab, click **Page Number**.
- Choose Bottom of the Page; specify to align page numbers left.
- If you don't want a number on the first page, be on the first page and click on the **Insert** tab, then click Footer, then click to Edit footer and delete 1.
- Format to choose the number presentation: (1, 2, 3) or (-1-, -2-, -3-).

#### Option 2

##### Add page numbers and date or time through Footer

- On the **Insert** tab, click **Footer**.
- Select the option to have the page numbers align left.