



**Scientist Category
Officer Statement
2015 Guidance**

The purpose of this document is to highlight information that has been in the Officer Statements (OS) of recently promoted officers and to provide some additional suggestions for a successful OS. I reviewed OS documents from over two dozen scientist officers who were successful in their recent promotion efforts. I included a few officers from outside the category.

The OS is a 1 page form that provides you the opportunity to summarize your support of Corps activities, your commitment to visibility as an officer, key notable accomplishments, your vision and expectations of a career in the Corps.

Basic instructions are available on the CCMIS website. They include primarily instructions for the proper submission of the form. Regarding its content, the CCMIS instructions state:

“The OS should be written in succinct bulleted statements using proper grammar and spelling. It is essential that the statements describe not just what organizations you are a member of, but also what contributions you make to those committees or groups.”

There is no perfect way to write your OS. As you will see below, particularly in response to Question 3, there was significant variability in content and format. **This guide is not intended to provide rigid instructions for completing your OS**, but rather some lessons learned from past successful examples. Remember: this is only one of several key documents that need to be included in a successful promotion “package”, and items as diverse as billet grade, job performance, Reviewing Official Statement, awards, and CC activities will weigh heavily on the outcome.

Also remember that no amount of tweaking or format changes will make up for a lack of accomplishment or an inability to describe the scope and impact of your achievements. Please review the CV Summary Statement guidance on the SciPAC website for further information on writing effective bullets.

The following findings are based on the OS review I conducted:

Format and General Comments:

1. Documents were uniformly in bullet format. Each bullet ranged from one line to complete paragraphs. All were succinct, efficient, and captured the accomplishment and the impacts. In many cases, particularly in the CC activity section, officers used straightforward lists of activities vs narratives.
2. Margins and fonts were uniform. Officers maximized the amount of space in almost every case; little space was used in indenting or spacing between paragraphs. Many officers used asterisks instead of formal bullets to avoid automatic indentation and gained a few spaces to maximize content. Senior officers had more content than junior officers.

3. Officers were fairly divided on first person vs. third person point of view in the documents; many used both in different sections.
4. As this is a summation of career to date, most officers included accomplishments and activities from their entire career. Also, accomplishments that were no longer officially recognized today were still mentioned. A specific example is the recruitment service ribbon, receipt of which was used several times to document recruitment efforts although it is no longer awarded by the USPHS.

Question 1: Support of PHS Commissioned Corps (CC) activities

1. This section included, by far, the most “list” based responses. Most officers listed their complete resume of CC activities including:
 - a. Readiness and Deployments (Roles, FMRB, etc.)
 - b. PAC, JOAG, COA roles
2. Leadership roles (Chairs, team leads etc.) were emphasized.
3. This section varied the least from officer to officer; almost all officers had similar format and types of activities listed.

Question 2: Commitment to visibility as an officer

1. All officers indicated that they wear their uniform daily.
2. This was also the shortest response averaging nine lines (range from 5 to 16 lines).
3. Activities listed under this section seemed to track most closely with the Outreach Benchmark
 - a. Officers emphasized activities (both CC and non-CC) where they wore their uniform and called attention to the Corps.
 - b. Activities included (but were not limited to):
 - i. Manning booths at professional meetings
 - ii. Talks at professional events
 - iii. Events in their communities (non-government organizations)
 - iv. Participating in readiness/fitness activities (such as the Army ten- miler)
 - v. Publication of articles (both professional and non-professional) where the author was identified as a CC officer
 - c. Officers (particularly in non-HHS assignments) described job related activities such as presentations, briefings, field inspections etc. where they wore their uniform.
 - d. Performing a job well in uniform, particularly in view of the public, was used to capture some specific job-related accomplishments and impacts.
4. Some officers also included recruitment and mentoring activities in this section.
 - a. Many officers included these in Question 3 (see below)
 - b. Those who included it here also typically included different activities under Question 3
 - c. Most examples included were either serving as formal/informal mentors or serving at a large scale recruiting event (CC, job fair, or professional recruiting) while in uniform.

Question 3: Vision, career expectations, and commitment to the USPHS mission

1. Responses in this section were focused on future actions and career goals.

2. While this section had the most variability in content and format, officers only used brief (a few words) references to past activities relating their support of future goals (i.e. “I will continue to lead strategic public health efforts in support of HHS goals, as I have already demonstrated in my role as [professional title]”).
3. Every officer had at least one statement stating they were committed to a career in the USPHS (“...30 year career...”; “...until my retirement...” etc.)
 - a. Almost every officer had a statement stating they were committed to the goals of HHS
 - b. Most officers mentioned the CC core values of Leadership, Service, Integrity, and Excellence. Those who did used brief references to their activities to demonstrate how they were already supporting this (i.e. currently serving as a Chair of a CC activity as an example of Leadership)
 - c. Some officers mentioned the HHS Pillars and how their positions supported them (approximately 25%)
4. Most officers included recruitment and mentoring activities as examples of their commitment to the future of the CC.
5. Several officers (about 25%) included no specific activities in this section, but instead had bullets only describing their commitment to mission, USPHS, public health, uniformed service, etc.

Conclusion

In closing, the Officer Statement is a critical part of your promotion package, but there are many ways to make it powerful. Focus on specifically answering the questions posed by the document rather than simply cutting and pasting from other source materials. Express your pride in being an officer and how your efforts that set you apart from our fellow government employees. Have mentors or officers recently successful in their promotion efforts review your submission to help ensure success.



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