



Scientist Category CV Summary Sheet 2015 Guidance

Overall Recommendations:

1. The CV Summary sheet is one of the key documents reviewed by promotion boards. It will often be reviewed more extensively than materials in either the CV itself or the eOPF.
2. The purpose of the CV in your eOPF is to get you promoted by ensuring the promotion board can easily see that you have met or exceeded the benchmarks.
3. Promotion boards review accomplishments and materials from more than just the last year. Some benchmarks are measured by career accomplishments (for example, award history), so your summary should include any accomplishment(s) that you feel has bearing on promotion. Significant accomplishments achieved at a more junior rank or that were considered in a previous promotion MAY still be relevant, depending on their impact.
4. The exact format of the CV summary sheet is up to the user; however, this guidance is suggested in order to ensure the document is clear and easy to read for the promotion boards.
5. One versus two page CV summary sheets: One page would be preferred, but as careers advance and the number and scope of accomplishments increase, use of a second page is acceptable, so long as it is clear and concise as possible.
6. Font size, margins, etc.: This is up to the author. Ensure the document is easily readable. The suggestion is a minimum 10 point basic font with no smaller than one half inch margins.
7. Bold, italics and underlining: Ensure the document is easy to read and benchmarks are easily found. Be prudent in the use of bold, italics and underlining (calling attention to a handful of particularly important achievements, for example). There is no absolute rule for bold, italics and underlining.
8. The materials listed in your CV summary sheet should link back to one or more benchmarks.
 - a. The CV and the CV summary sheet form one part of the documents reviewed by the board, which includes the Officer Statement (OS), the Reviewing Official's Statement (ROS), COER scores and narratives, PIR, and eOPF.
 - b. A significant accomplishment may be listed under multiple sections (and count toward multiple benchmarks) as needed. For example, deploying as the Officer in Charge (OIC) in a Tier one deployment team may be listed in some way under performance, readiness, as a leadership bullet, and as a Commissioned Corps activity. This guidance refers specifically to the CV summary sheet.
9. Carefully study the benchmarks and make sure bullets and references include key words associated with specific benchmarks (such as Outreach, Mentorship, etc.) and clearly show the

level you achieved. For example, if the benchmark for your promotion is a Commendation Medal from USPHS, make sure to specify how that benchmark was met.

Writing Bullets:

1. Bullets should contain three major elements: Accomplishment, Scope, and Impact.
 - a. Accomplishment
 - i. What you did
 - ii. Example: *"In 2014, I chaired the committee on pollution prevention."*
 - b. Scope
 - i. These are details that indicate the level of performance of the accomplishment.
 - ii. Related to impact, they demonstrate how wide reaching your accomplishment was.
 - iii. Can include size, content, range, or other descriptive variables.
 - iv. Example: *"In 2014, I chaired the committee on pollution prevention for the Office of the Secretary. My committee (composed of Senior Executive Service (SES) members and other senior leaders) made recommendations directly to the Secretary on Department-wide policies related to pollution prevention in response to specific Executive Orders from the White House."*
 - v. Note that the additional information here does not describe the impact of your actions, but adds detail so a reader can see how far reaching this accomplishment was.
 - vi. Quantifiable elements should be included if available and if they add to the narrative. Note here the inclusion of the ranks of persons you chaired (SES) and the specific level the committee reported to (Office of the Secretary).
 - c. Impact
 - i. The impact of your accomplishment states what occurred due to your actions described in the accomplishment.
 - ii. Example: *"In 2014, I chaired the committee on pollution prevention for the Office of the Secretary. My committee (composed of SES and other senior OPDIV leaders) made recommendations directly to the Secretary on Department-wide policies related to pollution prevention in response to specific Executive Orders from the White House. Under my leadership, the committee successfully approved the Departmental policy X which, after approval by the Secretary, changes the waste water engineering requirements for all future HHS construction projects."*
 - iii. Note that the additional text shows how much changed as a result of your leadership.
 - iv. Quantifiable elements should be included if available and if they add to the narrative.
 1. Research the impact of your accomplishment and document as you proceed.

2. Use of “good faith” estimates based on available data is acceptable so long as it is properly cited using terms such as “approximately” and “based on...” (for example) and not simply invented.
2. A few bullets written as above will be far more powerful than a laundry list of accomplishments.
3. No CV is ever 100% in this format; every officer will have accomplishments that are difficult to list impacts for. Try your best.
4. In order to prioritize space, remember the rank you are trying to achieve. Create a matrix comparing “participation” vs “leadership” and the scope of the activity. For example, membership in a PAC subcommittee may look good for an O-3 moving to O-4, but is an underwhelming bullet for an O-5 trying to get to O-6. Being in charge of an OPDIV branch may look very impressive for an O-3, but could be expected of someone at the rank of O-5. If you feel your specific situation is different from this, it is your responsibility to explain that through your bullets (for example, why leading your particular branch as an O-5 should be seen as a great accomplishment instead of just what is expected at that rank).
5. Having bullets supported by reference within other promotion documents can greatly strengthen your narrative.
 - a. For example, if you state one of your greatest impacts was creating and implementing a national policy, having your rater (in your COER) and/or your reviewing official (in your ROS) mention it as well will enhance the perceived impact.
 - b. Likewise, the reference by a rater and/or reviewing official can help bolster perceived weaknesses. For example, many officers comment that their particular organizational unit does not give “7s” in their reviews. If this is the case, and you get high marks in relation to your agency (for example...you get all “5s” if the top score is a “5” at your unit), you may want to mention that in a performance bullet on your CV summary sheet, as well as having your rater and/or reviewing official mention it in their sections.
 - i. Example from officer: “I achieved all “5s” on my COER which was the top score I was able to receive in my unit.”
 - ii. Example from rater/reviewing official: “LT Officer received all “5s,” which was the highest score permitted in our unit.”

Specific Instructions

1. Header/Footer
 - a. Left Upper: Date
 - b. Right Upper: PHS# (Category)
 - c. Lower Center: Page Number (if more than one page)
2. Title (Centered)
 - a. “Curriculum Vitae Summary Sheet”
 - b. Rank, First Name, Last Name, Degree(s)
3. Performance/Accomplishments
 - a. Use the Accomplishment/Scope/Impact formula as much as possible
 - b. All bullets should address benchmarks

- c. Narratives can repeat items in other sections of particularly exceptional accomplishment or impact. For example, a significant leadership accomplishment during a deployment might be referred to under Performance/Accomplishments, Readiness, COERs, OS, ROS, etc.
- 4. Qualifying Degree/Scientific Discipline
 - a. PhD – Date – School
 - b. Scientific Discipline (one to three words; very generic; “Microbiology” for example)
- 5. Licensure/Certifications
 - a. IF REQUIRED FOR YOUR DISCIPLINE: Title/Date(optional)/Certifying Body
 - b. IF NOT REQUIRED: List additional certifications acceptable using same format. If none, list “Not Applicable” or do not include.
- 6. Career Progression
 - a. Billet Title-Location-Grade (include “Supervisory” if applicable)-Date from-Date till
 - b. Show enough previous assignments on list to demonstrate some or all of the following:
 - i. Rank progression in billet grade
 - ii. Progression to supervisory billet
 - iii. Geographic mobility
 - iv. Programmatic mobility
 - v. Details: Short and long term details can be included in this section if:
 - 1. They are listed on your PIR under “Assignment History”
 - 2. Were covered by official DCCPR issued personnel orders
 - 3. Other details that were official for your agency can be included if space allows and should certainly be described in other relevant sections as achievements and/or leadership activities.
 - vi. ISO/Hardship billets (as designated by DCCPR)
- 7. Awards
 - a. State number of awards received in number of years of service
 - i. Refers to Award History benchmark
 - ii. Can state number per year (“Averaged one award per year of service”) or as “Received X awards in Y years of service”
 - iii. This benchmark INCLUDES non-USPHS awards ; however it only includes awards received after your Call to Active Duty (CAD) date
 - b. Award name (for example: Outstanding Service Medal) – Date (MM/YY)
 - c. List in order of importance/relevance (if non-USPHS)/level
 - d. List USPHS before non-USPHS, unless the non-USPHS award is of very high significance
 - e. List enough awards to demonstrate the following:
 - 1. Benchmark for Award History; USPHS award level
 - 2. Benchmark for Award Progression; Number of awards
 - f. Refer back to Award section of the full CV for complete list, including information such as the text of the award citation or other details for high level awards.
 - g. Non-USPHS awards: include if they are:
 - i. Significant level, scope, accomplishment

- ii. Were received after your Call to Active Duty date
 - iii. Are professionally significant in your field and/or widely recognized
 - iv. Allow you to meet the Award History Benchmark
- 8. Professional Contributions and Service to the USPHS
 - a. Use limited bullets and descriptions based on space; refer back to appropriate CV section.
 - b. Include items to meet Mentorship Benchmark
 - c. Include items to meet Outreach Benchmark
 - d. Include items to meet Recruitment Benchmark
 - e. Include items to meet Professional Contributions Benchmark
 - f. Note leadership roles where applicable/include dates, titles, organization name, etc.
 - g. Can include outside USPHS professional contributions if significant and not addressed elsewhere (teaching, professional outreach, professional discipline mentorship, significant scientific achievement, etc.)
- 9. Readiness
 - a. Although “Readiness” is an administrative process for the promotion board, list “Basic (Tier x)” on your summary sheet.
 - b. Briefly include significant readiness activities above and beyond basic readiness:
 - i. FMRB (Date received)
 - ii. Deployments (Mission Name/Date/Role): refer to CV section for details, but note significant leadership roles if applicable. Example: “Hurricane Martin Deployment July, 2010 (RDF 3 Chief Safety Officer)”
- 10. Continuing Education
 - a. XX Hours as of Date (MM/YY)
 - b. Items in this section can overlap with the Public Health Training/Experience Benchmark. Any professional or job related training can be included.
 - c. Refer to relevant CV section for details.
 - d. Try to ensure the total number of contact hours meets benchmark.
 - e. Benchmark is measured in contact hours: be sure to convert CE Units to “Contact Hours” when applicable.
 - f. For on-line training; make a “good faith” estimate of contact hours as necessary.
 - g. Be sure documentation for this training is included in the relevant sections of your eOPF (ex. CEU documentation sheet, certificates of completion, other documentation, should be submitted to the eOPF).

Curriculum Vitae Summary Sheet
CAPT First Name, MI, Last Name, Degrees

Performance Accomplishments

- Bullets that reflect the precepts

Qualifying Degree/Scientific Discipline

Degree	Institution	Date	Discipline
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Licensure/Certification

License/Cert Title	Date (Optional)	Certifying Body
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Career Progression

Billet Title	Location	Grade (Supervisory if applicable)	Date from	Date till
Past billet (show progression)				

Awards (additional in Honors and Awards Section of CV)

I have averaged X number of awards in Y years of service, including:

USPHS Commissioned Corps: show awards that meet or exceed benchmark

Non-USPHS Awards: Include if they are roughly equivalent to benchmark level awards or have high professional significance

Professional Contributions & Service to the PHS (additional in Professional Activities section of CV)

Readiness

CE Contact Hours 20xx: xx hours (as of Date) (See CV: Continuing Education Section)