

Name, Degrees, Certifications
Rank USPHS
PHS #
Date

1. PERFORMANCE

ACCOMPLISHMENTS (over the past 3 – 5 years)

- List major work-related accomplishments
 - Describe the contribution the accomplishment made toward the Agency mission

Example:

- *Developed a comprehensive fee-for-service structure which supported 3 additional nutrition positions resulting in an increase in the number of persons who were able to access nutrition services.*
 - *Supported the Agency's goal to increase access to care for nutrition services.*

HONORS AND AWARDS

Commissioned Corps Honor Awards

- Name of award, date awarded or recommended
 - Briefly describe the citation

Example:

- *PHS Commendation, 2006*
 - *For leadership and management of the Agency's HIV Nutrition Program.*

Non Corps Awards:

- Name/type of award, date awarded, organization
 - Brief description of the purpose of the award

Example:

- *CDC Director's Certificate of Excellence, 2005*
 - *For contributions to the Emergency Operations Center during the Hurricane Katrina response.*

LEADERSHIP

- Describe both formal and informal leadership roles.

Example:

- *Chief of the Hospital Dietary Department (formal leadership)*
- *Led a team of epidemiologists in investigating a suspected food borne illness outbreak. (informal leadership role)*

2. EDUCATION AND PROFESSIONAL DEVELOPMENT

EDUCATION

- Date Most recent degree, school, city, state, major
- Date earlier degree(s)
- Include thesis or dissertation title for advanced degrees, if applicable
- Postgraduate education

Example:

- *Master of Science, Public Health Nutrition, University of Tennessee, Knoxville, 2000*
 - *Role of Calcium in Weight Reduction in Pre-Adolescent Females*
- *Bachelor of Science, Coordinated Program in Dietetics, The Ohio State University, Columbus, 1995*

PROFESSIONAL LICENSE(S)/REGISTRATION/CERTIFICATIONS/SPECIAL SKILLS

Include all that apply and include dates.

- Commission on Dietetic Registration
- List others such as State Licensure, Certified Diabetes Educator, Certified in Adult Weight Management
- Include a comment in this section about your compliance with continuing professional education as required by the American Dietetic Association.

Example:

- *Registered Dietitian since 1995*
- *Licensed in Ohio, 1995*
- *Certified Diabetes Educator, 2001*
- *Have earned 75 hours of continuing education as required by the Commission on Dietetic Registration*

ADDITIONAL PUBLIC HEALTH TRAINING/EXPERIENCE AND CONTINUING EDUCATION

- List additional coursework or degrees related to current or future positions

Example:

- *Health Literacy Certificate through the CDC Corporate University, 2006*

Name of Officer
PHS Number
Category

3. CAREER PROGRESSION AND POTENTIAL

ASSIGNMENTS, MOBILITY and BILLET LEVEL

Position Title	Agency / Location	Your Rank while in this Position	Position Billet Level	Dates
<i>Example: Senior Regulatory Manager</i>	<i>FDA/Silver Spring, Maryland</i>	<i>O-3</i>	<i>O-4</i>	<i>2/22/04 - present</i>

PROFESSIONAL EXPERIENCE

- List most recent first
- Date (from-to), Position Title, Agency
- Describe roles/responsibilities in bullet form that clearly demonstrate levels of responsibility, ability, and independence.
- Include extended TDY assignments lasting at least 30 days or emergency deployments lasting at least 14 days
- List collateral duties which are secondary to your primary position.

Example:

Regional Maternal and Child Health Nutrition Consultant

June 1986-October 1988

Public Health Service, Region IV

- *Serve as the professional expert in the nutrition field for the Public Health Service Region IV. [Primary duty]*
- *Provide consultation to PHS grant recipients (state, local, and university officials, and community and migrant health centers). [Primary duty]*
- *Serve on the Agency Awards Committee [Collateral duty]*

ASSIMILATION

Date assimilated or applied

Example:

Regular Corps, 2004

Name of Officer
PHS Number
Category

4. PROFESSIONAL CONTRIBUTIONS AND SERVICE TO THE PHS COMMISSIONED CORPS

PHS SUPPORT ACTIVITIES

- Membership in D/N PAC, D/N PAC subcommittee membership
- Associated Recruiter Program, Mentoring Program
- List any other official PHS activities in which you were a direct participant, such as: JOAG, OCCO boards, transformation committees, or others. Include dates, and responsibilities/accomplishments.
- List other official Commissioned Corps/PHS Activities (i.e., Honor Guard, Color Guard, PHS Ensemble, Aide-de-Camp, Commissioned Officer Association, etc.

Example:

- *Member of the D/N PAC, 1998-2001*
 - *Chair Mentoring Subcommittee, 2000*
 - *Member, Recruiting Subcommittee, 1999*
- *Assisted the PAC in compiling the category directory*
- *Member of the PHS Uniform Board, 1999-present*

UNIFORMED SERVICE EDUCATION/TRAINING

- List dates of BOTC and IOTC completion

Example:

- *BOTC/IOTC 2006*
- *Completed the required FEMA Courses, 2006*

DEPLOYMENT READINESS

- OFRD Deployment Status

Example:

- *Member IRCT-IV tier 1 team, 2006*

PROFESSIONAL ASSOCIATIONS

- Include all that apply; include leadership positions in professional associations.

Example:

- *Member, American Dietetic Association, Ohio Dietetic Association*
- *Member, Commissioned Officers Association, Cincinnati Branch*
 - *Medical Subcommittee Chair, 1999-99*

SERVICE AWARDS

- Name of award, date awarded or recommended

Example:

- *PHS Isolated Hardship Service Ribbon, 1999*

WEARING OF THE UNIFORM

Example:

- *Wear the uniform every day with pride and distinction.*

Name of Officer
PHS Number
Category

CIVIC, COMMUNITY, AND OUTREACH ACTIVITIES

Example:

- *Judge for Science Fair*
- *Diabetes Education Booth, ADA Fair*

Name of Officer
PHS Number
Category

PUBLICATIONS AND PRESENTATIONS ADDENDUM

Include local and national presentations and publications; list as bullets; may choose to include all publications/presentations over the past 5 years and limit to significant publications/presentations completed prior to that date.

CONTINUING EDUCATION ADDENDUM (optional)

List title, dates of attendance, and hours of training.