

This document accompanies the CV Summary Sheet sample. It provides a detailed description of each of the components that should be included on the CV Summary sheet

Therapist Category CV Summary Narrative 2007

Benchmark I: Performance

Indicate your Commissioned Corps awards and non-Commissioned Corps awards. Include your leadership positions and mission contributions.

- **Awards:** CC Honor awards and non-Corps Awards (some officers opt to add Service awards here, rather than under Benchmark IV).
- **Leadership:** List positions and activities that demonstrate a leadership role through contributions as a member of a formal task force or similar group. Increasing breadth of responsibility/impact should be demonstrated as rank increases.
- **Mission Contribution:** List positions and activities that reflect contributions to the Mission of the PHS and One HHS Objectives (See www.USPHS.gov and <http://www1.od.nih.gov/ohrm/PerfMgmt/documents/20DepObj.pdf> for mission statements.)

Benchmark II: Education, Training, and Professional Development

Include the following (list all that applies):

- Professional degrees,
- Specialty residencies,
- Approved board certifications,
- Other specialty certifications, and
- All continuing education hours over the past year. (Do **not** list all of your individual continuing education courses.)

Benchmark III: Career Progression and Potential

Billets, Assignment, and Mobility reflect all of the work assignments the officer has had from the first assignment to current. Format by date, assignment name, agency, and location, billet level of that assignment, and the rank held in that assignment.

- **Date:** The dates of when an assignment began and ended should be listed; except for the current assignment which should state "Present". List your present assignment first.
- **Assignment/Billet Name, Agency, And Location:** The different billet titles should stand out and be listed before Agency name and Location (city/state).
- **Billet Level And Rank:** It is important to note current billets served alongside rank during time in which position was held. It is viewed favorably when an officer works in a position billeted higher or equal to their rank.

For Assimilation an officer is either:

- Regular Corps Assimilated (in which case the date of assimilation should be provided).
- An officer who has applied to become a Regular Corps Officer but whose application is awaiting review (in which case you would indicate that you have applied).
- An officer who has applied for assimilation to the Regular Corps and was recommended for approval but is waiting for Congress to concur with the recommendations or is waiting on some other delay (in which case you would indicate applied, approved, and waiting for congressional approval).

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Benchmark IV: Characteristics of a Career Officer and Service to the Corps

Address activities and accomplishments evidencing officership in the context of a transformed Corps. Focus on the contributions the officer has made to the Corps.

- **Membership:** List any membership/involvement in PAC, other Commissioned Corps Committees or Advisory Groups, (e.g., JOAG, MOLC). Leadership roles should be in Performance or Leadership above.
- **Associate Recruiter:** List Associate Recruiter Program activities.
- **Mentoring:** List Mentor Program activities.
- **BOTC/IOTC:** List BOTC/IOTC receipt.
- **Professional Organizations:** List membership and any contributions to your professional organization.
- **Service Awards:** List awards such Service awards, Special Assignment Awards, Isolated Hardship Award, Hazardous Duty, NEPA/CRSA, Foreign Duty. FMRB may be listed here or in Readiness.
- **Uniform:** Demonstrate your commitment to Visibility of the CORPS by listing a comment on daily wearing of the uniform and presentations or outreach that acknowledge the CORPS.
- **Other:** List other Official Corps/PHS activities that demonstrate your commitment as a career officer such as Honor Guard, Color Guard, PHS Ensemble, Aide-de-Camp, COA.

Benchmark V: Readiness

Indicate your OFRD readiness status, completion of deployment related training, and deployment tier level. Also, include any deployments and related service awards.