

Officer Name
Rank, USPHS
PHS#
Duty Station Address
Phone; e-mail

PERFORMANCE:

Professional Experience (PHS or other Uniformed Service Section):

Title of Position (list most recent first)

Billet Title and Grade

Dates of Service

Agency/Sub-entity name of duty station

Location of Duty Station

Primary duties

Include leadership roles such as formal & informal roles

Example: Division Director (formal); Program Manager (formal); Acting Supervisor (informal);

Collateral duties

Examples: (1) Include deployments Deployed to Hurricane Katrina, Role, & Dates

Accomplishments/Impact (3-4 major accomplishments/impact) (If this is a group accomplishment, please identify your involvement in this group accomplishment)

Examples: (1) Developed and implemented national diabetes program that resulted in 50% more patients receiving diabetes education compared to the previous year.

(2) Collaborated with patient business office on Medical Nutrition Therapy (MNT) and collected \$60,000.

Temporary Duty Assignment (if applicable)

Dates of Service

Agency/Sub-entity name of duty station

Location of Duty Station

Primary duties

Collateral duties

Accomplishments/Impact

Dietitian Category CV

Date

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Name of Officer

PHS Number

Professional Experience (Relevant work Experience prior to Active Duty Service as applicable)

Dates of Service

Agency/Sub-entity name of duty station

Location of Duty Station

Summary of primary duties

Summary of collateral duties

Accomplishments/Impact

EDUCATION

[Note – include past education and, if applicable, education that is currently in progress and/or partially completed along with anticipated graduation date(s)]

List highest to lowest degrees and area of study

Name of University, Location of University, and date degree granted

List additional coursework or degrees related to current or future positions

Professional Licenses/Registration/Certifications

Name of credential and certifying organization and active or received dates

Example: Certificate of Training in Adult Weight Management Program, Commission of Dietetic Registration, 2010

Example: Certified Diabetes Educator, National Certification Board for Diabetes Educators, 2008-2013

OFFICERSHIP

PHS Support Activities

Example: PAC and/or PAC Subcommittee involvement; Associated Recruiter and/or Mentoring Program; JOAG; PHS committees; Aide-de-Camp

Civic, Community, and Outreach Activities/Volunteer activities

PHS Deployment Team Role

Example: Rapid Deployment Forces Team (RDF); Applied Public Health Team (APHT), Tier 3, etc.

Publications/Presentations

List publications using the NLM Style Guide for Authors, Editors, and Publishers

(<http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/citmed/frontpage.html>)

Dietitian Category CV

Date

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Name of Officer

PHS Number

Please note: Your Career Progression, PHS Awards, and prior Uniformed Service awards will already be documented in your Promotion Information Report (PIR) and do not need to be contained in this CV. It is also the responsibility of each officer to submit a yearly summary of their continuing education hours/activities, including public health training, to their OPF; do not include in this CV. It is also recommended that each officer also submit copies of any non-PHS awards and recognitions (i.e., Agency or Center Awards, Professional Organization Awards, written recognition/notes of appreciation for professional contributions) to their OPF; do not include in this CV.