

CV Summary (*maximum two pages single-sided*)

PERFORMANCE (PRECEPT 1:40%) (See COER, OS, ROS)

- a. Highest PHS Awards. List highest PHS individual honor, service, and unit award (year). See PIR for additional awards.
- b. Non-PHS Honor Awards and Recognition: List highlights, limit to 2 lines. See also CV page [#].
- c. Progression of responsibility and leadership within agency: Brief statement. See CV pages [#s] for details.

EDUCATION, TRAINING, AND PROFESSIONAL DEVELOPMENT (PRECEPT 2: 20%)

- a. Degree(s): List with Institution and Year
- b. Certifications/credentialing: List, Year
- c. Advanced Training: List, Year
- d. Competency: Demonstrated by presentations (*summarize*); contributions to scientific literature or program operations (*summarize*); clinical practice (*state level of supervision [e.g., immediate, minimal, supervisor]*); faculty appointment (*list, date range*). (*Last 5 years, refer to specific page ranges in CV for more details.*)
- e. Continuing Education: State “Yes or /No; I have/ have not attended a major professional meeting annually and/or accrued at least 18 [*can state actual number*] CE hours per year for the past 5 years.”
- f. Leadership & Management Training and Experience: Provide name/date or summary of coursework relevant to the mission of the PHS and leadership/career development training, or brief summary of work or leadership experience **and activities, not just title** for the past 5 years (*Refer to specific pages in CV for complete details*).

CAREER PROGRESSION and POTENTIAL (PRECEPT 3: 25%)

- a. Billet Rating, Assignment, & Mobility: List billet name and grade, supervisory status (yes/no); job title; and whether is a geographic and/or programmatic change of job location or billet rating change. (*List the 3 most recent assignments*)
- b. Leadership Progression: Brief summary (1-3 sentences), see (f) above, see CV pages [#s].
- c. Collateral Duties: Succinct summary of mission-related non-PHS activities, committees and duties that are not included in the billet description.(e.g., agency awards board and ceremony committees during the past 5 years)(*Refer to specific pages in CV for more details*); include deployments or membership on Tier 1 or 2 OFRD Response Team during the past 6 years)(*Refer to specific pages in CV for more details.*)

**PROFESSIONAL CONTRIBUTION/SERVICE TO COMMISSIONED CORPS (PRECEPT 4: 15%)
(Officership)**

- a. Engagement in PAC, PHS Advisory Groups (*e.g., Junior Officers Advisory Group*) or committees.(*State appointed member or volunteer, date range*), PHS recruitment activities. (*Be brief, document in CV and/or through letters of appreciation*). See CV page [#] for additional details.
- b. Mentoring: (*one on one or group; formal mentor assignment verified via letter from PAC, Advisory Group, Agency; recruit/train/manage other PHS mentors*)
- c. Professional, PHS, and Specialty Organizations: See CV pages [#]
- d. Other CC Activities: Honor Guard, PHS Ensemble, Color Guard, Aide-de-Camp, *etc.*See CV page [#]
- e. Commitment to Visibility: Acknowledge Corps in outreach and presentations (*state if applicable*), promote Corps to broader audience (*list or summarize*), invited speaker for Corps presentations (*list or summarize*)

****For further guidance, consult with a mentor in the PHS Veterinary Category****