

Guide to the Pharmacist Officer's Statement (OS)

This guide is an addendum to the CCMIS Officer's Statement (OS) Guide found [here](#). The OS is a one-page, bulleted document that is a summary of an officer's career highlights. **This document should "fill in the gaps" not apparent when reviewing an officer's CV and ROS.** While an officer's CV chronicles an officer's major contributions, the OS is an officer's perspective on what they feel like they have contributed to their agency and the mission of PHS. The ROS, meanwhile, is a supervisor's perspective on the officer's contributions to their agency. Finally, the [Promotion Information Report \(PIR\)](#) corroborates an officer's CV and provides a skeletal timeline of their career.

Section 1 guide: Support of PHS Commissioned Corps activities

The purpose of this section is to highlight your leadership and initiative primarily in your agency and your PHS-support activities, along with the associated impacts.

- Describe agency contributions and associated impacts.
- Describe trainings and how they were used. Define subtypes such as Readiness, Public Health, OPDIV specific, etc. Readiness training should be above PHS requirements. This can also include public health and disaster preparedness at any level.
- Presentations and publications highlighting PHS activity: Describe content, audience, date and location.
- PHS and other Service Award Ribbons (i.e. Recruitment, Response, Special Assignment, DoD/Coast Guard) and role or contribution that resulted in the award.
- PHS Deployment: date, location, duration, and role.
- PharmPAC activities: Describe membership role, specific event contribution, outcome, and region of influence (local/regional/national/international).
- PHS advisory groups (COA, JOAG): Describe membership role, specific event contribution, outcome, and region of influence (local/regional/national/international).
- Professional Membership/Leadership: Describe membership role, specific event contribution, outcome, and region of influence (local/regional/national/international).
- PHS Music Ensemble: Describe membership role and specific event contribution.
- Recruitment Activities; School visits; School affiliations for preceptorship: Describe duration and extent of activities.
- Intra-agency relationships, meetings, committees, agreements/MOU. Describe membership role, specific event contributions, outcomes and region of influence (local/regional/national/international).
- PHS activities such as PHS Administrative Board, Honor Guard, etc. Describe membership role, specific event contributions, outcomes, and region of influence (local/regional/national/international).

Section 2 guide: Commitment to visibility as an officer

The purpose of this section is to show the impact of career/collateral duties and personal/professional duties to show officer visibility.

- Professional membership activity (COA, ASHP, APhA, etc): Describe membership role, specific event contribution, outcomes and region of influence (local/regional/national/international).
- Conference Attendance (moderator/speaker/attendee) and leadership activity level (member, delegate, alternate, chair).
- Community service (Public Health work group for PharmPAC, faith based, education, scouts, hospital, charities) and how did this promote PHS?
- Pharmacy school visits as guest lecturer; school award presentations; career fair recruiting; UPOC involvement. This should include a description including duration and the extent of the activities.
- Uniformed Service Ceremonies (i.e., Veteran's Day presentation).
- Service at your duty station that highlights the PHS.
- PHS Ensemble concert: list events outside of PHS specific activities.
- Presentations and outreach acknowledging or supporting PHS outside of PHS specific activities.

Section 3 guide: Visions and expectations of a career in the PHS

The purpose of this section is to show career progression and development while outlining your commitment and goals to the Corps.

- PHS Mission/Core Values: Describe how your work ties into these.
- Describe career progression since last promotion, leadership progression, geographic/administrative/programmatic moves, supervisory or administrative positions, agency and billet diversity.
- Career training/education progression.
- What is your vision of a PHS career and how do you intend to accomplish it?