



## Commissioned Corps of the US Public Health Service Scientist Professional Advisory Committee



### *Scientist Category Officer Statement Guidelines*

The purpose of your Officer Statement (OS) is to summarize your support of PHS Commissioned Corps activities, commitment to visibility as an officer, and vision and expectations of a career in the PHS Commissioned Corps. **The following OS guidelines are not prescriptive** – use them as a guide, not as instructions. You should coordinate content in your OS, Reviewing Official’s Statement (ROS), and CV Summary Section to ensure that together they best highlight your career. It is recommended that you work with your mentor(s) to review your promotion documents to ensure inclusion of content that highlights your unique strengths, qualifications, and achievements related to the promotion precepts and your contributions to PHS and agency missions. With regard to drafting the OS, your mentor can provide advice on the best approach for you to highlight your career PHS accomplishments and impacts as well as specific language to use, and the SciPAC OS review service can be used for additional feedback.

### **Guidance Development Process**

Development of the OS guidance was tasked to the Promotion Guidance Team of the Career Development Subcommittee by the SciPAC Executive Board. OS documents were sought from 32 Scientist Officers, who were promoted (temporary or permanent) to O5 or O6 in promotion year 2018 and those who held SciPAC leadership positions and were promoted (temporary or permanent) during promotion years 2016-2018. A team of Scientist Officers reviewed the OS documents from 11 Scientist Officers, who were successful in their recent promotion efforts and willing to contribute their OS documents to this effort. This guidance highlights the general type of information and examples of specific content from the OS of recently promoted officers and provides some additional suggestions for a successful OS. Feedback on draft guidance was received from three senior Scientist Officers. The guidance was approved by the SciPAC Executive Board and Chief Scientist Officer.

### **OS – General Guidance**

- Ensure that you are using the Officer Statement Form for the current promotion year.
- Consider the instructions from the CCMIS Officer’s Statement webpage, [https://dcp.psc.gov/ccmis/promotions/PROMOTIONS\\_OS\\_m.aspx](https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_OS_m.aspx):
  - “The OS should be written in succinct bulleted statements using proper grammar and spelling. It is essential that the statements describe not just what organizations you are a member of, but also what contributions you make to those committees or groups. Promotion Board members like to see accomplishments and impact, not just job descriptions or membership.”
- Remember to complete Section I components and document your PHS SERNO.
- Number the three points you must address in Section II with headings, i.e.:
  1. Support of PHS Commissioned Corps activities. [*Note: This is already listed on the*

*form.]*

2. Commitment to visibility as an officer.
  3. Vision and expectations of a career in the PHS Commissioned Corps.
- The primary focus of the OS is to describe officership and leadership as an officer. You should focus first on adding detail about accomplishments and impacts of your PHS activities and commitments to the Corps, rather than adding agency-specific activities. Positions of leadership and significant contributions to PHS organizations should be prominent. Also include bullet points for Corps deployments and awards. After you have added your detailed PHS activities and goals, you could use remaining space to add agency-specific bullet points that (1) help to paint a picture of you as an officer and leader (e.g., agency deployments with a leadership role) or (2) describe professional development or accomplishments that improve your readiness and skills that are beneficial for deployment (e.g., language skills). Try to frame those bullets as examples of officership and accomplishments that support PHS activities and the PHS mission. Remember that career progression, achievements and contributions to the agency mission, and other leadership and professional development can and should be addressed in detail in the COER, CV summary section, CV, and ROS.
  - Other recommendations:
    - Generally, content for #1 is longest, with #2 and #3 both being shorter and about equal length.
    - Include accomplishments from your entire PHS career. You do not need to limit to accomplishments since your last promotion. Show progression of responsibility and leadership, such as on deployment teams and deployments.
    - Do not feel obliged to fill the entire space provided on the form. Leaving some white space improves readability.
    - In general, use bullet points instead of paragraphs. A brief, overarching statement (1-2 sentences) at the beginning of each section could help to tell your story and improve readability, but this is not advised at the cost of removing critical details of your accomplishments and impacts.
    - Use an asterisk, dash, or hyphen to mark separate bullet points.
    - **In each bullet point, include accomplishment/position held, years, and impact (as appropriate).**
    - Could consider grouping bullet points under headers, e.g.:
      - Sub-headings for SciPAC, JOAG, PHS deployment teams, etc.
      - Sub-headings for accomplishments or impacts, e.g.:
        - Promoted PHS at multiple events: high school science fair (2018), PACE event (2018), ABC University career fair (2017), Agency PHS Awareness Day (2016)
    - Officers with a substantial number of activities should highlight only major contributions (e.g., those with leadership roles or substantial time commitments).
    - Use action verbs (e.g., oversaw, led, investigated, redesigned, advanced) rather than passive verbs (e.g., was involved with, was a member of) at every opportunity.

- Limit the use of acronyms. Spell out acronyms at least once with the exception of the following: USPHS, PHS, OSG, RedDOG, SciPAC, PsyPAG, COA , COF, AMSUS, HHS, DOD, any OPDIVs (i.e., CDC, EPA), PHS deployment team names (e.g., RDF, APHT), PHS awards, CAD, COER, APFT, CV, OS, and initiatives and advisory groups chartered under the OSG (e.g., JOAG, MOLC, CCWIAB).
- Use consistent formatting and ensure your OS is easy to read.

Examples of what to include in each section: (This is not meant to be a comprehensive list.)

#### 1. Support of PHS Commissioned Corps activities

- Leadership or active participation in PHS-chartered or sponsored organizations or activities, COA, and COF, such as:
  - PAC, JOAG, CMAGs, MOLC, SOAGDAG, CCWIAB, etc.
  - COA, COF
  - OBC or Commissioned Officers Training Academy
  - PHS Symposium
  - Appointment and promotion boards
  - Honor Guard
  - Surgeon General’s Own Music Ensemble
  - PACE
  - Mentoring and receiving mentorship
  - Aide-de-Camp
  - Agency-related officership (e.g., award boards, PHS Awareness Day, officer groups)
- Deployments
  - PHS deployments
  - PHS deployment teams
  - Deployment training events
  - Provision of deployment training
- Awards (only non-ribbon PHS awards – e.g., Scientist Responder of the Year, Senior or Junior Scientist of the Year– are suggested for inclusion since reviewers will see PIR)

#### 2. Commitment to visibility as an officer

- Externally visible activities (i.e., interaction with the public or groups/entities outside of PHS as an officer), for example:
  - Presentations, publications, and media that recognize you as PHS Officer
  - AMSUS
  - PACE, JOAG, COA, COF, etc. community service events
  - PHS Athletics events
  - Surgeon General’s Own Music Ensemble
  - Community activities in uniform or PHS attire (e.g., science fair judges)
  - PHS booths at conferences, health fairs, career fairs, etc.
  - PHS recruitment

- Events interfacing with other services and agencies, unions, trade groups, organizations, etc. in uniform

Note: Wearing the uniform daily with pride and distinction is required, so it is to your advantage not to use space describing this point.

### 3. Vision and expectations of a career in the PHS Commissioned Corps

- Bullet points in this section usually focus on future actions and career goals
- Focus should be on PHS career and activities, but statements can include commitment to:
  - Career in PHS, readiness and deployments, professional growth, leadership, mobility, providing support for other officers, etc.
  - PHS, HHS, agency, or program mission(s)
  - PHS core values of leadership, service, integrity, and excellence
  - Becoming a subject matter expert, leader, etc. in your discipline or specialty area, especially if it relates to skills beneficial for deployment

## **OS – Example [The text below fits within the limits for the 2019 OS form.]**

*Note: This example is an amalgam to show variation across disciplines and was not explicitly designed to represent the work of one individual officer. Additionally, expectations for officership progress throughout an officer's career, and a junior officer would not be expected to have the quantity or scope of accomplishments and impacts of PHS activities of a senior officer.*

### **1. Support of PHS Commissioned Corps activities.**

#### **READINESS**

- Member, MHT-5 (2016-present); Logistics Section Lead, APHT-3 (2014-2015); IMS leadership certification
- Deployed to Hurricanes Irma and Maria (2017), provided psychological first aid to 300 residents and trained 125 volunteers on Force Health Protection
- Initiated Corps Care outreach program to DMATs, screened 140 responders after Hurricanes Harvey & Irma
- Logistics Chief, PHS Monrovia Medical Unit (MMU) (2015), transitioned MMU to Liberian Government; District Lead for Epidemiology & Infection Prevention/Control in two districts, identified cause of hospital outbreak & implemented standards and training for healthcare staff to prevent future outbreaks
- Deployed to AP Hill (2009) & Pikeville (2010); Deployment Safety and Resilience Team training (2014)

#### **PHS-CHARTERED OR SPONSORED ORGANIZATIONS**

- SciPAC voting member (2017-2019), provided strategic vision & increased officer outreach and engagement
- Chair, SciPAC Mentoring Subcommittee (2018-2019), increased mentoring participation to 50% of SciPAC
- Co-Chair, SciPAC Recruitment, Readiness, and Retention Subcommittee (2013-2016), initiated program that increased readiness from 75% to 90% over a six-month period
- Lead author, SciPAC National Prevention Strategy (NPS) whitepaper, Active Living section
- SciPAC Liaison to Commissioned Corps Women's Issues Advisory Board (2016), co-authored hazard assessment for pregnant and breastfeeding officers
- President (2015) & Vice President (2014) of local branch COA, selected as COA 2015 Branch of the Year

#### **MENTORING**

- Formally mentored 11 officers from different categories (2011-present)
- Division Lead, CDC Center PHS Awards Board (2016-2019) & PHS Officer Group (2015)
- Panelist, PHS promotions presentation at Category Day (2018), advised 37 officers on successful promotion
- Adjunct faculty member at the Officer Basic Course (2013-2014)

#### **OTHER SERVICE & AWARDS**

- Junior Scientist Officer of the Year (2010) for early PHS involvement and career achievements; ECM;

#### **GRSA**

- Served as Aide-de-Camp for Acting Surgeon General RADM Lushniak, 63rd Annual EIS Conference (2014)

### **2.) Commitment to visibility as an officer.**

- Co-authored peer-reviewed journal article on PHS activities to support Surgeon General's NPS
- Promoted PHS at multiple events: high school science fair (2018), PACE event (2018), ABC University career fair (2017), Agency PHS Awareness Day (2016), multiple university presentations (2014-2018)
- Media appearance on NBC's The Today Show while in uniform (2018)

### **3.) Vision and expectations of a career in the PHS Commissioned Corps.**

- Committed to forwarding the PHS mission and serving the needs of underserved populations throughout a 30-year career in the Corps; dedicated to advancing the mission by continuing to develop subject matter expertise and mentoring and training junior officers
- Aim to serve on deployments in leadership roles and serve on the SciPAC Executive Board