



## **JOAG PAC Liaison Guidance Document Frequently Asked Questions (FAQs) Introduction**

This document was created by the JOAG MC to address frequently asked questions from incoming and current JOAG Professional Advisory Committee (PAC) Liaisons. This is a fluid document that may be reviewed and updated at any time to address real-time FAQs from PAC Liaisons. Therefore, constructive feedback and additional questions are welcomed and encouraged. In addition to this document, it is important that all PAC Liaisons are familiar with the JOAG governing documents (i.e., JOAG Charter, JOAG Bylaws, JOAG General SOP, JOAG Strategic Plan). These documents can be found under the “About JOAG – Governing Documents” section of the JOAG website at:

[https://dcp.psc.gov/osg/JOAG/about\\_governingdocs.aspx](https://dcp.psc.gov/osg/JOAG/about_governingdocs.aspx)

If at any time you have any questions about your role as a JOAG PAC Liaison or JOAG Voting Member, please feel free to reach out to any member of the Executive Committee.

### **Frequently Asked Questions**

#### **What are the responsibilities of a JOAG PAC Liaison?**

Eleven voting members serve as liaisons to their PACs. As PAC Liaisons, the voting member is responsible for communicating information about JOAG to their PACs and from their PACs back to JOAG. JOAG liaisons typically give reports on JOAG activities during their PAC meetings. They are responsible for forwarding information to members of their PAC, including information related to nominations for JOAG awards, calls for volunteers for JOAG activities, nominations for Voting Membership, as well as other information the PAC Liaison deems appropriate. The PAC Liaison may also invite junior officers in their category who are not involved or familiar with JOAG to participate in JOAG activities and meetings.

JOAG PAC Liaisons are assigned for the following categories:

- Dentist
- Dietician
- Engineer
- Environmental Health
- Health Services
- Physician
- Nurse
- Pharmacist
- Scientist
- Therapist
- Veterinarian

**What JOAG information should PAC Liaisons disseminate to their PAC?**

PAC Liaisons should inform the PAC of high level JOAG activities, events, and/or special announcements. Examples of high level activities and events include, but are not limited to, JOAG voting membership nomination calls, upcoming Meet and Greet regional meetings, JOAG Journeyman Series presentations, JOAG general meetings, JOAG journal publications, etc.

**How should PAC Liaisons disseminate information to their PAC?**

It is important that all PAC Liaisons are able to effectively communicate JOAG information to officers in their PAC. Having a designated time during the PAC meeting to report JOAG news and updates is preferred. If time is not currently allotted during PAC calls for the JOAG PAC Liaison, please ask your PAC leadership to support adding a time slot for liaisons on the agenda. Also, written communication is welcomed and encouraged. Examples include disseminating written reports via the PAC listserv, providing JOAG updates through a PAC newsletter, and/or sending direct emails to junior officers in the PAC. If you experience difficulties communicating JOAG information to your PAC, please contact a member of the JOAG Executive Committee.

**Can PAC Liaisons obtain a list of junior officers in their category?**

Yes. The JOAG Executive Secretary has access to the Officer Locator Tool (OLT), which is updated as officers join and leave the Corps. Please note that at the beginning of each operational year, there may be some lag time before the Executive Secretary gains access to the OLT. You may request a list of emails for junior officers in your category from the Executive Secretary.

**Approximately how much of my time will it take to perform the duties of a PAC Liaison?**

Current voting members have stated that they spent a median of three hours per week on all activities associated with JOAG. The portion of this that is related to PAC Liaison duties is typically less than one hour, except for weeks where the JOAG PAC Liaison attends a PAC meeting.

**What tasks are required of a voting member?\***

Voting members serve as committee chairs and/or PAC Liaisons. Five of the voting members serve on the JOAG Executive Committee. The remaining voting members serve as Chairs of JOAG's committees and PAC Liaisons. Voting members are responsible for selecting incoming voting members, assisting in award nominations, and performing other duties as requested by the Office of the Surgeon General and the JOAG Chair. Additionally, voting members are required to attend the bi-monthly JOAG General Meetings and Voting Membership Meetings. (Also see the following two questions)

**How often do voting members attend meetings?\***

Voting member meetings and general member meetings occur once a month on alternate months (i.e. Jan – voting member meeting, Feb – general member meeting, etc.). Voting members attend both of these meetings. Additionally, voting members typically serve as Chair/Co-chair of a committee and will also have to attend their respective Committee meetings. Voting members who serve as liaisons to a PAC also attend the respective PAC meetings. Generally, this amounts to 2 or 3 meetings a month. Most meetings are held via conference call.

## **What are the Junior Office Advisory Group (JOAG) Charter, JOAG Bylaws, JOAG General Standard Operating Procedures (SOP), and JOAG Strategic Plan?\***

These documents describe the purpose, structure, procedures and policies as related to the JOAG. Every effort should be made to read these documents before the beginning of the PAC Liaison's term (01 October). It is also suggested that returning PAC Liaisons read through these documents at the beginning of the operational year, and as needed, throughout the term.

**JOAG Charter** - The original charter was created by the Junior Officer Ad-Hoc Advisory Group (JOAHAG) in 1999. On 07 December 2001, VADM David Satcher, Surgeon General, officially chartered JOAG as a Commissioned Corps entity under the Office of the Surgeon General (OSG). The JOAG Charter is the governing document that defines the purpose and structure of the JOAG. In addition, it also contains JOAG's mission and objective statements.

**JOAG Bylaws** - The Bylaws provide internal guidance for the operations, policies, and procedures of the organization as a whole. The Bylaws provide specific guidance on matters not addressed by the Surgeon General's JOAG Charter.

**JOAG General Standard Operating Procedures (SOP)** - The General SOP establishes procedures to be followed in carrying out a given committee task. The JOAG General SOP provides internal guidance for the operations and procedures of all JOAG committees and workgroups.

**JOAG Strategic Plan** - The Strategic Plan provides a plan for what JOAG hopes to achieve over a certain period of time through broad and specific goals and objectives. This document provides a plan to guide JOAG into the future.