JOAG Policy and Procedures Committee

Mission: Establish guidelines and operating procedures governing JOAG.

# Committee Co-Chairs:

* LCDR Mouhamed “Mo” Halwani (Mouhamed.Halwani@fda.hhs.gov)
* LT Ubong Akpan (Ubong.Akpan@ihs.gov)

# SUBCOMMITTEES

## Governing Documents:

Reviews and updated the JOAG Bylaws and Charter on an annual basis. Makes recommendations to update the Bylaws and Charter to ensure that all JOAG guidelines and operating procedures are aligned with those of the Corps. Ensures that the JOAG Bylaws remain consistent with the JOAG Charter.

## Policy Awareness and Notification:

Provides policy guidance and support to the JOAG Policy and Procedure Committee’s Chair and the JOAG Executive Committee. Stays abreast of newly issued policies by the Division of Commissioned Corps Personnel and Readiness. Publishes quarterly, or as needed, policy-related newsletters with updates that are pertinent to all junior officers. Coordinates policy related trainings and presentations applicable to junior officers.

## Standard Operating Procedures (SOP):

Reviews and standardizes the SOP for each Committee as well as the JOAG General SOP on an annual basis. Ensures that the structure and formatting of all SOPs are consistent with each other. Reviews and updates the Policy and Procedures Committee's SOP.

## Strategic Plan:

Reviews and updates the JOAG Operational Plan every year and Strategic Plan every five years. Works closely with all JOAG Committees to ensure their long-term strategies do the following: 1) reinforce the JOAG Goals; 2) provide a vision for the future to help move JOAG forward; 3) are measurable; and 4) are reviewed annually and updated as needed.

## Accomplishments Report:

Works collaboratively with all JOAG Committees and the Strategic Plan Subcommittee to facilitate the Annual Accomplishments Report, which promotes JOAG’s impact.

## The Committee also includes:

* Co-Secretaries (two)
* Social Platform Coordinator
* Assessment Coordinator

**Please visit our JOAG Policy and Procedures Committee Website for more information:**

(<https://dcp.psc.gov/osg/JOAG/committees_policy.aspx>)