

**Prevention through Active Community Engagement (PACE) Program
CHARTER**

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**Prevention through Active Community Engagement (PACE) Program
CHARTER**

(I) MISSION

The Prevention through Active Community Engagement (PACE) is a program chartered under the Office of the United States Surgeon General that will engage United States Public Health Service (USPHS) Commissioned Corps Officers in United States Surgeon General's health initiative and program activities.

(II) RELATIONSHIP TO THE UNITED STATES PUBLIC HEALTH SERVICE

The PACE program represents the Surgeon General and USPHS Commissioned Corps throughout the Nation and wherever Corps officers serve overseas. Created in 2013, the program leverages the expertise of Commissioned Corps Officers to provide education about the benefits of prevention in their local communities. Additionally, the PACE program will serve as an extension of the Office of the Surgeon General (OSG) to provide community outreach for all prevention related initiatives developed by the Surgeon General.

(III) ORGANIZATION

- a. Leadership:
 - 1. Executive Directors shall be responsible for administration of the PACE program and oversee all regional activities.
 - 2. Regional activities will be coordinated by its own leadership that will report to the PACE Executive Directors.
 - 3. The PACE Executive Committee shall include the Executive Directors and at least one representative of each program or initiative and will meet a minimum of once per quarter.
- b. PACE shall be composed of programs and initiatives led by Corps officers that advocate for the benefits of prevention to include standalone education teams.
- c. Surgeon General's Education Teams, also known as SGET, will operate in each of the 10 Health and Human Service (HHS) regions. Each team will be composed at a minimum of a Commanding Officer, Planning Officer, Administrative Officer, Public Information/Liaison Officer, and Instructional Officer. These teams will focus on providing evidence based education at the community level in areas of interest to the OSG.
- d. The Executive Directors will develop standards and deliverables such that each program or initiative shall meet the objectives of PACE and the OSG.

(IV) OBJECTIVES

- a) Outreach to the American public:

- i. Engage the U.S. public at different public forums including schools and community centers.
 - b) Increase the effectiveness and national reach of evidence-based prevention strategies and best practices:
 - i. Coordinate with USPHS Professional Advisory Committees (PACs) and Chartered Advisory Groups to optimize participation and facilitate operations.
 - c) Develop lesson plans related Office of the Surgeon General’s priorities and Call to Action (CTA) tailored to different age and demographic groups:
 - i. Lesson plans shall be easily implemented and transferable to officers throughout the Commissioned Corps.
 - ii. Lesson plans will be developed by PACE, individual PACs, and PHS Chartered Advisory Groups to leverage the professional expertise of each group and to provide a diversity of material that addresses multiple viewpoints of evidence-based prevention strategies and best practices.
 - iii. Lesson plans will be vetted by a working group within each PAC or Chartered Advisor Group to ensure that the content aligns with the health priorities of the OSG.
 - d) Implement a tracking system to record metrics associated with individual events and the OSG initiative the lesson was focused on:
 - i. Tracking system will consist of an online reporting mechanism that will record the specific details of the event to include: name, date, location, number of presenters (with PHS Serno Numbers), number of attendees, name of the lesson plan used, OSG initiative focused on, brief description of the event, lessons learned.
 - ii. Tracking system will be used to provide quarterly updates as to the progress of the program overall and will allow for data inquiries to identify progress in the specific OSG initiative, geographic regions, or age/ethnicity demographics.
 - iii. Linking data to evidenced based research within geographic areas to assess effectiveness of outreach events

(V) FUNCTIONS

PACE represents the OSG throughout the Nation. For clarity, that select unit of officers that perform leadership functions of PACE directly for the OSG throughout the Nation and the World is referred to in this document as the Executive Committee. The authority for PACE rests within the OSG and with the Surgeon General him/herself. Governance of PACE shall be directly responsible to the Chief of Staff, OSG, or as delegated by the Surgeon General.

(VI) EXECUTIVE COMMITTEE

For the purposes of sections VI, VII and VIII, “member” or “membership” refers to the Executive Committee.

a. Basic Eligibility Requirements

The Executive Committee members must be full-time Corps officers or civilian personnel and at the time they are nominated and appointed to PACE meet the eligibility requirements for initial appointment to PACE. In addition, all Corps officers must meet basic readiness standards at the time they are nominated and appointed as well as throughout their term of service. Nominees cannot have current or pending adverse or disciplinary actions contained in official personnel files.

b. Size of the Executive Committee

The Executive Committee shall have no fewer than seven appointed members.

c. Geographic Considerations

The Executive Committee consists mostly of members from across the U.S.

d. Professional Seniority

The Executive Committee shall promote having senior and junior appointed members. A senior member is defined as an officer who has five or more years of professional experience in the organization and the Commissioned Corps of the USPHS.

e. Professional Discipline Composition

Cognizant of the fact that PACE is structured around the Commissioned Corps to the extent possible, PACE will attempt to be as inclusive as possible of all categories and sub-disciplines.

f. Ex-Officio Members

The Executive Committee may identify individuals to serve as ex-officio members. The immediate past PACE Executive Directors may serve one additional year as an ex-officio member.

(VII) NOMINATIONS PROCESS

Members are recruited throughout the U.S. to join the Executive Committee when positions become vacant. Positions will be announced widely and sufficient time will be allowed for interested applicants to respond.

(VIII) TERM OF APPOINTMENT

- a. Executive Committee members are appointed for a three-year term by the Surgeon General. Appointed members will not serve more than two consecutive terms.
- b. Appointed members are expected to serve in the following manner:
 1. Follow through in a timely manner on assignments and events they have accepted.
 2. The Executive Committee members are expected to attend all official meetings. If a member is unable to attend, it is that member's responsibility to nominate an alternate to be approved by the Executive Directors. However, members on deployment will be exempt from this rule and will be responsible for notifying PACE Executive Directors of their deployment. The alternate should be a general member who is familiar with the member's responsibilities in PACE, to encourage the participation PACE general members. While acting on behalf of the appointed member, the alternate has the full rights and privileges of the appointed member.
 3. If a member has two unexcused absences in the calendar year, his/her member status and privileges may be revoked.

(IX) EXECUTIVE DIRECTORS

PACE Executive Directors shall generally be selected from within the appointed members and serve a three-year term, renewable for a second term, not to exceed six consecutive years total term limit. Every effort should be made to ensure overlap in the terms of a newly appointed Executive Director sufficient to ensure continuity of effective leadership and operations.

(X) OPERATIONS AND PROCEDURES

PACE shall develop its own internal operations and procedures (e.g. bylaws and SOPs). These shall include, at the minimum, provisions covering the following:

- a. Operational year: The operational year of PACE is June 1st to May 31st of the following year. This year is selected to allow for sufficient time to process certificates for placement into officer eOPFs.
- b. Committees: Where PACE elects to establish standing or ad hoc committees addressing major and common needs of the programs and initiatives within PACE, membership of these committees may include non-PACE Executive Committee members.
- c. Frequency of Meetings: Meetings of the Executive Committee be held at least once per quarter. The Executive Directors have the right to request additional meetings as needed.
 1. Agenda: A meeting agenda and appropriate background material is to be made available to the members prior to the meeting.
 2. Records and Reporting: Minutes will be developed and approved by the appointed members.

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3. An Executive Secretary shall be selected from the appointed members.