

Meeting called by:

LCDR Jen Eng, Chair Elect

Executive Secretary LCDR Erin Heap

Time Meeting Commenced: 1400 EST

Executive Committee Attendance: (In Order of Committee Roster)

Quorum (5): Yes

LCDR Cynthia Chennault, Chair- **Excused**

LCDR Jen Eng, Chair-Elect

LCDR Erin Heap

LCDR Theresa Chennault

LCDR Tanya Sumner

LCDR Tiffany Smith

LCDR Darion Smith

LCDR Olivia Barrow

LCDR Kesha Myrick

CDR Suzanne Redmon

LCDR Diane Weidley- **Excused**

Non-Voting Member Present:

LCDR Paula Arango

LCDR Melka Argaw

LCDR Torrey Darkenwald

LCDR Holly Daverin

LCDR Valerie Favela

LCDR Andrew Felix

LCDR Joan Fillaus

LCDR Miranda Nelson

LCDR Emily Warnstadt

LT Sascha Randolph

LT Juliana Romero

LT Sylvester Smith

LT Melaku Woldeamanual

LTJG Courtney Jackson

AGENDA TOPIC:	DISCUSSION:	RECOMMENDATIONS/ ACTIONS for members:	Action Item:	
			Open Date	Due Date

Welcome: LCDR Jen Eng	Meeting commenced by Chair Elect LCDR Jen Eng			
Action on previous meeting minutes:	Motion to pass Oct 11 th 2022 Meeting Minutes 1 st : LCDR Tiffany Smith 2 nd : LCDR Tanya Sumner None Opposed. Motion passes to Approve Minutes			

Agenda Items:	<p>Welcome: LCDR Jen Eng</p> <p>Roll Call: LCDR Erin Heap</p> <p>Approve Oct 11th, 2022 Meeting Minutes</p> <p>Letter from Chair Cynthia Chennault: Read by LCDR Erin Heap</p> <p>Chair Announcements: Read by LCDR Jen Eng</p> <p>Operations Subgroup reports:</p> <ul style="list-style-type: none"> • Awards: LCDR Theresa Chennault • Communications: LCDR Tanya Sumner • Stakeholder & Community Engagement: LCDR Tiffany Smith <p>Officer Support Subgroup reports:</p> <ul style="list-style-type: none"> • Data & Evaluations: CDR Suzanne Redmon • Recruitment & Retention LCDR Darion Smith • Technical Readiness LT Sascha Randolph • Training, Education, & Mentorship: LCDR Olivia Barrow <p>Management Subgroup reports:</p> <ul style="list-style-type: none"> • Administrative Management: Excused absences • Policy 	<p>If you are a non-voting member of the DHPAG please type your rank and name in the chat box to log attendance or send your name and rank in an e-mail to the DHPAG Executive Secretary, LCDR Erin Heap at ehheap@bop.gov.</p>		
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	<p>LT Woldeamanual</p> <p>Announcements:</p> <p>Open</p>			
<p>Chair Report: LCDR Jen Eng</p>	<ul style="list-style-type: none"> • Officers may now electronically submit transcripts obtained during postgraduate training (Graduate Certificate, Master’s, or Doctoral degree). For a transcript to be considered official and to allow for its proper documentation at CCHQ, it must be received from the academic institution electronically or in hardcopy. <ul style="list-style-type: none"> ○ For electronic submissions, secured postgraduate transcripts should be submitted directly from the academic institution (or verified electronic delivery provider) to PHS Licensure Resource Box at PHSLicensure@hhs.gov. Subject” line in the following format: [YOUR NAME], [PHS SERNO], and please add DESCRIPTIVE TEXT “OFFICIAL TRANSCRIPT” Example: JANE SMITH, 12345, OFFICIAL TRANSCRIPT ○ For postal mail, courier paper, or hardcopy submissions, CCHQ is requesting sealed, untampered official postgraduate transcripts be sent directly from the academic institution registrar to the Licensure Specialist at CCHQ. Transcripts can be sent to: Commissioned Corps Headquarters Personnel and Career Management Branch ATTN: Licensure and Transcript Coordinator 1101 Wootton Parkway, Suite 300 Rockville, MD 20852 ○ Please Note: CCHQ will not accept a transcript mailed or submitted electronically directly by any alternate source, i.e., the transcript holder/recipient or non-verified electronic delivery provider. Additional guidance can be obtained from the CCMIS or eOPF FAQ’s webpage under the Continuing Education section • The Deployment Preparation Plan has been delayed. Guidance on how to complete and submit the form can 			

	<p>be found on the CCMIS website under Readiness in the section labeled Deployment Preparation Plan. Additional resources will be provided to address your questions at a later date.</p> <ul style="list-style-type: none"> • Officers regardless of office location are now eligible to take free, live Federal Occupational Health (FOH) Virtual Group Fitness Classes. After completing the enrollment form, a member of the FOH Virtual Fitness team will email you the schedule each month. 35 classes are offered weekly, including strength training, yoga, dance, meditation, and high-intensity interval training (HIIT) formats. • The Surgeon General approved the new CC Operations Memorandum (POM) 821.81, “Extramural and Intramural Training.” • OPPVS opened on Sept 1, 2022 and will close Feb 15, 2023. Reminder to officers eligible for promotion during Promotion Year ‘23, promotion board members will only have access to docs visible within the OPPVS Promotion Folder. Once the folder is verified, it cannot be unverified. • Upcoming Deadlines <ul style="list-style-type: none"> ○ <u>PIR Corrections</u> deadline Dec 1, ’22, 2359 EST PIR: PHSPIR@hhs.gov Awards: PHSCOAP@hhs.gov COER: PHSCOERs@hhs.gov Licensure: PHSLicensure@hhs.gov Info & Assignments: PHSCCAssignments@hhs.gov ○ <u>eOPF Corrections</u> deadline Dec18, ’22, 2359 EST eOPF corrections: PHSOPFFix@hhs.gov ○ <u>COERs & ROS</u> deadline: Dec 31, ‘22 2359 EST <ul style="list-style-type: none"> ▪ Ensure that you are not missing any COERs in your eOPF. Review COERs to ensure that all pages are present and legible. Reviewers will see the last 5 years. ▪ New Officers: It’s recommended to have a recent COER in your eOPF, though not required. ○ 2022 COERS are due to Agency Liaison by December 31, 2022. 	<p>Enroll by emailing your completed Virtual Class Membership Form to CCHQ_GXschedule@foh.hhs.gov.</p> <p>After reviewing the policy and Frequently Asked Questions (FAQs), if you have any further questions, email your Agency Liaisons.</p> <p>For additional assistance with COER-related matters, first visit the COER Information Page, and then contact your CC Liaison if you need additional assistance.</p>		
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- **Miscellaneous Tips**
 - Turn in your docs *before* Dec 31 @2359 EST
 - DO NOT UPLOAD PDF FORTFOLIOS
 - Docs timestamp is not based on your local device
 - PHS Servers are synchronized with the National Institute of Standards and Technology
- The PHSPay, the Online Payroll Self-service system, is now online and available for all PHS officers to use and is **only available** through the [AMS](#), under the Open Access Internet Section, PHSPay selection
- The USPHS has changed its Commissioned Corps Instruction [\(CCI\) 221.01](#), “Medical Accession Standards,” to accept future applicants living with chronic hepatitis B and Human Immunodeficiency Virus (HIV).
- All PHS officers are required to submit proof of influenza vaccination no later than **Dec 31, 2022**, 11:59 pm EST. Upload your vaccination document into **eDOC-U**, under the “Medical” document category. Review the OSA Dashboard and RDB Self Service to verify that your submission was processed prior to the readiness check.
Officers with a medical waiver for influenza – review the expiration date on this waiver within RDB Self Service, under “Readiness Information” section. Complete and submit this readiness requirement no later than the same month the waiver(s) expire.
- The Assistant Secretary for Health has approved revisions to [Commissioned Corps Instruction \(CCI\) 412.01, “Uniforms and Appearance,”](#) that update the USPHS policy regarding tattoos, as well as ponytails for female officers.
- The Planning Team for the 2023 USPHS Scientific and Training Symposium is now accepting proposals for pre-conference workshops (half or full day) to be offered on **Monday, May 8, 2023**. The deadline for submission is **Dec 31, 2022**
- CCHQ is resuming the monthly Officer Spotlight initiative.

For Additional Guidance Please See Link Below

<https://dcp.psc.gov/ccmis/PDF/docs/Promotion%20Document%20Guidance.pdf>

To learn more, please visit:
<https://www.hhs.gov/about/news/2022/12/01/new-us-public-health-service-commissioned-corps-medical-standards-expand-applicant-pool.html>.

<p><u>SUBGROUP REPORTS</u> <u>(OPERATIONS)</u></p>				
<p>Awards LCDR Theresa Chenault</p>	<ul style="list-style-type: none"> • Start thinking about nominating yourself or a fellow DH officer for the two DHPAG awards we have: <ul style="list-style-type: none"> ○ Junior DH of the Year ○ Candace Jones DH of the Year • The Awards Subcommittee will be hosting an Awards Q&A session in January. Be on the lookout for the specific date and time. • Nomination forms and checklist of what needs to be included in your nomination packet will be sent out in the Listserv soon. • Deadline for Awards will be in March 2023. 	<p>If you have any questions regarding the awards process, contact LCDR Theresa Chennault at Theresa.chennault@ihs.gov</p>		
<p>Communications LCDR Tanya Sumner</p>	<ul style="list-style-type: none"> • The final 2022 DHPAG Newsletter, the Fulcrum will be released later this week and posted on the website and sent out via the Listserv • Deadline for the Spring 2023 Issue will be sometime in April 2023 	<p>Consider submitting an article for the next Newsletter</p>		
<p>Stakeholder & Community Engagement LCDR Tiffany Smith</p>	<ul style="list-style-type: none"> • Stakeholder & Community Engagement Co-Chair will welcome back LCDR Valerie Favela for the 2023 year. • Most recently, the SCE Subgroup sponsored their first Annual, “Get Out and Volunteer Month” in Oct and it was a success! <ul style="list-style-type: none"> ○ 30 PHS officers volunteered. ○ 13 were dental hygiene officers. ○ COA’s were provided from DHPAG Communications Subgroup. ○ You can read about it and see photos in the upcoming Winter DHPAG Newsletter • Next year, the SCE Subgroup will include the PHS officers’ discipline to show a broader impact throughout PHS. This initiative has proven itself to be both beneficial to PHS and the communities it serves. 			

<p><u>SUBGROUP REPORTS</u> <u>(OFFICE SUPPORT)</u></p>				
<p>Data & Evaluation CDR Suzanne Redmon</p>	<ul style="list-style-type: none"> • Thanked the 2022 Co-Chair LT Natasha Bennett • Welcomed the 2023 Co-Chair LCDR Kelli Shaffer, stationed at the FDA and is an Emergency Coordinator with the Counter -terrorism & Emergency Coordination staff. • Will be working on any necessary surveys in 2023 to gather information in areas of need for the DHPAG • Will closely monitor the continued hardships associated with obtaining the mandated 80 annual clinical practice hours 			
<p>Recruitment & Retention LCDR Darion Smith</p>	<ul style="list-style-type: none"> • <u>CCHQ Tracking System</u>- 0 • Need to push to fill many open clinical vacancies • CCHQ has announced its plans to increase PHS Officers to 8,000 and will be bringing in more O-1 to O-3, Jr Officers. This provides a prime opportunity to recruit DH Officers. • R&R will be requesting fellow officers to participate in recruitment events in at DH Schools across the country. • Know your value as a DH PHS Officer- did you know the USPHS is the only service to bring in dental hygienists as Officers compared to Enlisted, this is a selling point to RDH's considering serving their country. 	<p>Consider volunteering to co-host a recruiting event.</p>		
<p>Technical Readiness LT Sascha Randolph</p>	<ul style="list-style-type: none"> • Advanced Readiness Program (ARP) has 2 DHPAG Officers accepted into the Jan 2023 Cohort • The next Technical Readiness subgroup meeting is Tuesday, Jan 31, 2023 for Technical Readiness subgroup members and ARP Participants 			
<p>Training, Education & Mentorship LCDR Olivia Barrow</p>	<ul style="list-style-type: none"> • Thank you to LCDR C. Chennault on her leadership this year. Welcome to the newly elected officers. • Co-Chair LT Alyssa Rowe was selected to continue another year in 2023. 	<p>If interested in participating as a '23 TEM subgroup member email LCDR Olivia Barrow oliviab@searhc.org or LT</p>		

	<ul style="list-style-type: none"> • CV follow-up survey results were reviewed, it is apparent that officers are open to, and welcome all feedback from mentor reviewees. <ul style="list-style-type: none"> ○ Officers are encouraged to participate each year to get ongoing feedback. ○ Looking for Sr. Officers to volunteer to be reviewers ○ COA's were distributed for participation • Thank you for all that planned and attended Oct. TEM Presentation. 	Alyssa Rowe Alyssa.Rowe@ihs.gov		
<u>SUBGROUP REPORTS</u> <u>(MANAGEMENT)</u>				
Administrative Management Excused	<ul style="list-style-type: none"> • No information to report 			
Policy LT Melaku Woldeamanual	<ul style="list-style-type: none"> • Initial DHPAG SOP was rejected, requested to follow the new HSPAC template <ul style="list-style-type: none"> ○ Revised DHPAG SOP was submitted on Sept. 15, 2022. ○ Approval received after follow-up emails on Dec. 5, 2022 ○ Final SOP posted on DHPAG page on max. gov for reference • Changes to SOP was reviewed showing edits, layout and format changes to align with HSPAC guidelines. 			
Old Business	None			
New Business	None			
Announcements	<ul style="list-style-type: none"> • LCDR Oliva Barrow asked If anyone has heard that since the DPP has been delayed if any timeline has been put out. Answer: No dates have been put out- link to forms and 			

	<p>how to fill out placed in chat box and to be sent out via Listserv</p> <ul style="list-style-type: none"> • LCDR Oliva Barrow asked if anyone has had any luck with emailing for eOPF changes. Answer: Links to specific emails were placed in chat box and to be sent out via Listserv, suggest to keep trying. • Happy Holidays to all and a safe New Year- see you in 2023! 			
Next Meeting	<p>Feb 14th, 2023 11:00-11:45AM EST Please note time change. All 2023 meeting will be announced soon.</p>	Please plan to attend		
Adjournment	<p>Motion for Adjournment: 1st: LCDR Jen Eng 2nd: LCDR Olivia Barrow</p>	Time Meeting Adjourned 14:49 EST		