

**Meeting called by:**

LCDR Cynthia Chennault, Chair

**Executive Committee Attendance:** (In Order of Committee Roster)

LCDR Cynthia Chennault, Chair

LCDR Jen Eng, Chair-Elect

LCDR Erin Heap

LCDR Theresa Chennault

LCDR Tanya Sumner- **Excused**

LCDR Tiffany Smith-**Excused**

LCDR Darion Smith

LCDR Olivia Barrow

LCDR Kesha Myrick- **Excused**

CDR Suzanne Redmon

LCDR Diane Weidley- **Excused**

**Non-Voting Member Present:**

CDR Amy Strain

LCDR Johnna Bleem

LCDR Holly Daverin

LCDR Valerie Favela

LCDR Andrew Felix

LCDR Daniel Rector

LT Domika Kinman

LT Alyssa Rowe

LT Sylvester Smith

LT Melaku Woldeamanual

LTJG Courtney Jackson

**Executive Secretary LCDR Erin Heap**  
**Time Meeting Commenced: 1402 EST**

**Quorum (5): Yes**

AGENDA TOPIC:	DISCUSSION:	RECOMMENDATIONS/ ACTIONS for members:	Action Item:	
			Open Date	Due Date
<b>Welcome:</b>	Meeting commenced by Chair LCDR Cynthia Chennault.			

<b>LCDR Cynthia Chennault</b>				
<b>Action on previous meeting minutes:</b>	Motion to pass Aug 9th, 2022 Meeting Minutes 1 <sup>st</sup> : LCDR Cynthia Chennault 2 <sup>nd</sup> : LCDR Jen Eng None Opposed. Motion passes to Approve Minutes			

<b>Agenda Items:</b>	<p><b>Welcome:</b> LCDR Cynthia Chennault</p> <p><b>Roll Call:</b> LCDR Erin Heap</p> <p><b>Approve June 21st, 2022 Meeting Minutes</b></p> <p><b>Chair Announcements:</b> LCDR Cynthia Chennault</p> <p><b>Operations Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Awards:</b> LCDR Theresa Chennault</li> <li>• <b>Communications:</b> LCDR Tanya Sumner</li> <li>• <b>Stakeholder &amp; Community Engagement:</b> LCDR Valerie Favela</li> </ul> <p><b>Officer Support Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Data &amp; Evaluations:</b> CDR Suzanne Redmon</li> <li>• <b>Recruitment &amp; Retention</b> LCDR Darion Smith</li> <li>• <b>Technical Readiness</b> CDR Amy Strain</li> <li>• <b>Training, Education, &amp; Mentorship:</b> LCDR Olivia Barrow</li> </ul> <p><b>Management Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Administrative Management:</b> LCDR Johnna Bleem</li> <li>• <b>Policy</b> LCDR Eng</li> </ul>	<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 <a href="mailto:cheap@bop.gov">cheap@bop.gov</a>.</p>		
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	<p><b>Announcements:</b></p> <p>Open</p>			
<p><b>Chair Report:</b> LCDR Cynthia Chennault</p>	<ul style="list-style-type: none"> <li>• As of Oct. 1, online COER is open. This is our evaluation from Oct 1, '21-Sept 30, '22. <ul style="list-style-type: none"> <li>○ Online Annual COER is available to officers on 1 Oct '22</li> <li>○ Online Annual COER is due to the Rater by 31 Oct '22</li> <li>○ Online Annual COER is due to the Reviewing Official (RO) by 30 Nov '22</li> <li>○ Online Annual COER is due to the Agency Liaison by 31 Dec '22</li> <li>○ Online Annual COER is due to CCHQ by 15 January '23</li> </ul> </li> <li>• On-call months are back, and in hurricane season, please make sure that you are preparing appropriately and keep up with your readiness requirements.</li> <li>• CCHQ has addressed some of our issues regarding training and practice hours. On Sept 23rd CCHQ sent out an email indicating they are making provisions for officers that aren't in a clinical position to obtain clinical hours to meet readiness requirements through online and in-person training platforms, make sure you're reading all of the info CCHQ is putting out.</li> <li>• If you are assigned to HHS Region 1,2, or 3- states: Reg 1: CT, MA, ME, NH, RI, VT, Reg 2: NY, NJ, PR, USVI, or Reg 3: PA, DC, MD, VA, WV, or DE, The Region 3 Deployment Role Training application window has been extended until tomorrow, Wed, Oct 12th until 11: 55 pm ET. This is a 5-day pilot training that will build upon your officer skills which improves efficiency and performance of all of us being able to respond to urgent public health needs and medical emergencies, in the event of an emergency, crisis, or natural disaster. This will be held Nov 14-18 in Rockville, MD. Per diem, lodging, and travel expenses will be covered by CCHQ for Active-Duty officers that are selected and live outside of the 50-mile radius. Will count towards clinical hours. Minimum Qualifications to Apply:1. No Basic Readiness</li> </ul>	<p>If you need further information, on application requirements, please email <a href="mailto:cchennault@hrsa.gov">cchennault@hrsa.gov</a></p>		

	<p>lapses in last 3 years 2. No active Adverse Actions 3. Your deployment on call month cannot be Nov '22</p> <ul style="list-style-type: none"> <li>• CCHQ is requiring a pre and post deployment health assessment prior to deploying. This will be administered through the contractor Logistics Health, Inc-Optum serve, taking affect this month. Officers who participate in a virtual deployment or deploy for one week will not subject to a health assessment.</li> <li>• Beginning Dec '22, officers are required to complete and submit an initial DPP during their birth month.</li> <li>• The Office of the Surgeon General is launching in partnership with The Foundation for Advanced Education in Sciences a new online gift store with features PHS apparel, check it out at <a href="http://shopfaes.com">http://shopfaes.com</a>. There's a few different types of cotton and wicking t-shirts, pullovers, hoodies, both for male and female officers. Currently the men's apparel has more of a selection, but there will be more options for additional items in the upcoming months.</li> <li>• Subgroups Chairs: Your goals, objectives and a list of accomplishments is due by Friday, Nov 11<sup>th</sup>.</li> <li>• The TEM Subgroup is hosting a presentation "Officer Permanent Change of Station and Job Transfers as Dental Hygienists" at the conclusion of today's PAG meeting.</li> </ul>	<p>Chair of subgroups respond by Friday Nov 11<sup>th</sup> at 11:55pm EST</p> <p>Join us for a special presentation today!</p>		
<p><b><u>SUBGROUP REPORTS</u></b> <b><u>(OPERATIONS)</u></b></p>				
<p><b>Awards</b> LCDR Theresa Chenault</p>	<p>There are no updates at this time.</p>			
<p><b>Communications</b></p>	<p>No report given.</p>			
<p><b>Stakeholder &amp; Community Engagement</b> LCDR Valerie Favela</p>	<ul style="list-style-type: none"> <li>• The SCE Subgroup has designated the National Dental Hygiene Month of October as "Get Out and Volunteer Month" for DHPAG officers. The SCE Subgroup will then compile all of the submissions and work with the Communications Subgroup to feature them in the 2022</li> </ul>	<p>DHPAG officers are encouraged to find a volunteer activity, complete the volunteer activity, and then send a picture of you</p>		

	<p>Winter DHPAG Newsletter as a collective article. The SCE Subgroup has developed a flyer with details about the volunteer initiative and it has gone out a couple of times and it will continue to go out biweekly via the listserv. ALL officers regardless of PAG affiliation will receive a Certificate of Appreciation from the DHPAG so round-up your fellow PHS officers to volunteer with you!</p> <ul style="list-style-type: none"> <li>The SCE Subgroup is continuing to develop a state-by-state spread sheet to include ways and events that RDHs can volunteer at to obtain the required 80 clinical practice hours. This initiative, spearheaded by LT Bankston. It has become even more important now that we have required clinical practice hours to meet.</li> </ul>	<p>and/or your group volunteering with a few sentences describing what you did and why you volunteered for this particular activity to LCDR Valerie Favela and LCDR Tiffany Smith.</p> <p>If there are any Subgroups or individual DHPAG officers that have experience or done your own research in this area and would like to collaborate or even just provide the info tyou have found please reach out to us.</p>		
<p><b><u>SUBGROUP REPORTS</u></b> <b><u>(OFFICE SUPPORT)</u></b></p>				
<p><b>Data &amp; Evaluation</b> CDR Suzanne Redmon</p>	<ul style="list-style-type: none"> <li>Reported results from recent survey on officer feedback on difficulties they are encountering in scheduling/obtaining clinical practice hours.</li> <li>These results will be sent to Headquarters.</li> </ul>			
<p><b>Recruitment &amp; Retention</b> LCDR Darion Smith</p>	<ul style="list-style-type: none"> <li>Central vacancy location Max.gov for agency vacancy publishing is ongoing.</li> <li>CADs <ul style="list-style-type: none"> <li>CCHQ Tracking System- 0</li> <li>Onboard-1. LT Juliana Romero, BOP, FT. Worth, TX</li> </ul> </li> <li>Review new policies and advise on matters that effect accession/retention (on-going) <ul style="list-style-type: none"> <li>Force Distribution and Management – POM 821.8 1 JUN 2022 <ul style="list-style-type: none"> <li>-Regular Corps-Commissioned Service Obligation</li> <li>-Minimum of eight years total (combined active and/or Ready Reserve duty).</li> <li>-Initial service of 4 years active duty</li> </ul> </li> </ul> </li> </ul>	<p>Please reach out to our newest DH Officers and welcome her.</p>		

	<ul style="list-style-type: none"> <li>• There are several recruitment resources in the Officer Secure Area: CCMIS&gt; Officer Secure Area&gt; CC Headquarters&gt; Communications Tools &amp; Resources</li> <li>• The PHS PowerPoint for dental hygienists has been updated and approved for use by the DHPAG and HSPAC leadership.</li> </ul>	<p>Email LCDR Darion Smith with your recruitment events.</p> <p>R&amp;R directed to send updated PowerPoint via the LISTSERV</p>		
<p><b>Technical Readiness</b> LT Sascha Randolph</p>	<ul style="list-style-type: none"> <li>• CCHQ Updates: <ul style="list-style-type: none"> <li>○ Basic readiness is a condition of service for all active duty and reserve officers. To assist officers in meeting and maintaining a “Qualified” readiness status, the following recommendations are provided: <ul style="list-style-type: none"> <li>-Submit documents early during the time period in which they are due. Leave time for unforeseen issues.</li> <li>-All readiness requirements must be submitted by 11:59 PM ET on the last day of the month.</li> <li>-Readiness requirements are not satisfied until the item is correctly submitted into eDOC-U.</li> <li>-Select items are manually reviewed and must be approved before the readiness item is fully satisfied (i.e., PHU, license, or Weight Management Plan). <i>Any incomplete, or erroneous document may be rejected and must be resubmitted successfully prior to its respective due date.</i></li> <li>-Ensuring accuracy at time of submission is the officer’s responsibility. Double-check all manually entered data and verify accuracy prior to selecting “submit.” Ensure that if an expiration date is requested, that it is entered correctly. <b>This is especially critical with Licensure and Basic Life Support (BLS) submissions.</b></li> <li>-Verify submitted items appear as intended in RDB Self-Service (i.e., APFT, Verified Weight, vaccinations) and in the eOPF (i.e., BLS, Licensure).</li> <li>-Monitor your Officer Secure Area Dashboard routinely to view upcoming readiness items</li> </ul> </li> </ul> </li> </ul>			

coming due and projected readiness status beginning with next month. *The dashboard typically updates overnight to process any submissions received.*

-Proactive communication is necessary, **prior to the readiness check**, to scan for errors or concerns. If there are any concerns, officers should contact: [PHSReadiness@hhs.gov](mailto:PHSReadiness@hhs.gov).

-Please refer to [CCI 241.01, "Readiness and Duty Requirements"](#) for a complete list of individual readiness items and guidance.

- 2022 Annual COER covers the period from 1 Oct 2021 to 30 Sept 2022.

**Important Dates for the 2022 Annual COER**

COER is available to officers on 1 Oct 2022

COER is due to the Rater by 31 Oct 2022

COER is due to the RO by 30 Nov 2022

COER is due to the Agency Liaison by 31 Dec 2022

Annual COER is due to CCHQ by 15 Jan 2023

- CCHQ's Training Branch has developed the following list of trainings that officers can use to satisfy their clinical practice hours.

-Didactic and psychomotor trainings via Emory

-Online and in-person D-SAFE trainings via UNMC

-Officer in Charge and Safety Officer trainings at the regional deployment trainings.

- The Region 3 Deployment Role Training application window has been ***extended until Wed, Oct 12th*** for PHS officers assigned to HHS/FEMA Regions 1, 2, and 3. CCHQ announced that this training will count towards the completion of clinical hour requirement.

- Beginning Dec 2022, officers are required to complete/ submit a DPP during their birth month.

**This is a new Readiness Requirement.** Officers with a Dec birthday are required to complete and submit their DPP by Dec 31, 2022. Subsequent DPP submissions should always occur during an officer's birth month, even if updates were submitted earlier in the year due to extenuating circumstances.

Please visit the [Commissioned Corps Learning Management System \(CCLMS\)](#) website to learn more about these opportunities.

Plan to create and submit your DPP on your birth month, starting Dec. 2022. Guidance on how to complete and submit the form can be found on CCMIS under Readiness in the section labeled [Deployment Preparation Plan](#).

	<ul style="list-style-type: none"> <li>• HSPAC Readiness Updates: <ul style="list-style-type: none"> <li>○ Be prepared to deploy two weeks before and after your deployment on-call month.</li> <li>○ HSPAC Readiness Subcommittee next presentation, The Role of Admin/Finance Chief on Deployment, Oct 13, 2022, 12pm EST. This webinar is approved for one-hour HSPAC Advanced Readiness (ARP) credit. <ul style="list-style-type: none"> <li>-To date, there were 3 ARP approved courses (July 20, 2022; May 19, 2022; Mar 23, 2022) and one upcoming Oct 13, 2022.</li> </ul> </li> </ul> </li> <li>• Next Technical Readiness meeting with Technical Readiness team and ARP participants &amp; interested applicants on Tuesday, Oct 25, 2022 at 1530 EST. If you need login click, please, let us know.</li> <li>• Advanced Readiness Program (ARP) enrollment is open from Oct 1 – 31, 2022.</li> </ul>	<p>Email LCDR Keasha Myrick and LT Pallack, during the Oct 2022 enrollment period and they will send you the application.</p>		
<p><b>Training, Education &amp; Mentorship</b> LCDR Olivia Barrow</p>	<ul style="list-style-type: none"> <li>• Continue 2022 CV Review Project: <ul style="list-style-type: none"> <li>○ New CV format is required this year, requested template from HSPAC.</li> <li>○ CV Review Project ended Oct. 3<sup>rd</sup>, 2022.</li> <li>○ TEM subcommittee will send the Certificate of Participation to the reviewers and reviewees to evaluate the project on or before 1 Dec 22.</li> <li>○ TEM Subcommittee will send a questionnaire to the reviews and reviewees to evaluate the project on or before 1 Dec 2022.</li> </ul> <p>CV Project Evaluation results will be shared at DHPAG Dec meeting. Or through listserv.</p> </li> <li>• Officer PCS and Job Transfers as Dental Hygienists. Scheduled today after the DHPAG meeting. Lead: LCDR Heap, Presenters: LT Rowe and LCDR Favela.</li> <li>• Updated DHPAG Career Progression Resources website. Which includes: Current PAG Chair/Co-Chair, replacing the benchmarks, adding promotion success link. Also added, Current Dental and Dental Hygiene Vacancies.</li> </ul>	<p>CV Review Project reviewer and reviewee’s please watch for survey and respond promptly.</p> <p>Stay tuned for todays presentation.</p> <p>Check out the new additions to the DHPAG website!</p>		



<b><u>SUBGROUP REPORTS</u></b> <b><u>(MANAGEMENT)</u></b>				
<b>Administrative Management</b> LCDR Johnna Bleem	<ul style="list-style-type: none"> <li>DHPAG 2023 Executive Committee Nominations for Executive Secretary, Administrative Management, and Chair-Elect (Policy) has been extended to Oct. 14<sup>th</sup> at 11:55 PM EST.</li> <li>Admin will be being working on nominations/ballots for executive committee.</li> </ul>	Consider applying for these positions and get your nomination in ASAP.		
<b>Policy</b> LCDR Jen Eng	<ul style="list-style-type: none"> <li>DHPAG SOP was submitted to HSPAC Policy Committee DHPAG reformatted to HSPAC Policy template</li> <li>No updates have been received from HSPAC, except this to take some time.</li> </ul>			
<b>Old Business</b>	None			
<b>New Business</b>	None			
<b>Announcements</b>	Happy National Dental Hygiene Month to all the DHPAG! Please stay on this link for the TEM Presentation to follow the business meeting.			
<b>Next Meeting</b>	December 13th 2022 via online platform	Please plan to attend		
<b>Adjournment</b>	Motion for Adjournment: 1 <sup>st</sup> : LCDR Cynthia Chennault 2 <sup>nd</sup> : LCDR Jen Eng	<b>Time Meeting Adjourned</b> 14:31 EST		