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**HEALTH SERVICES**

**PROFESSIONAL ADVISORY COMMITTEE (HSPAC)**

***Multidisciplinary in Approach, Connected by Service, Advancing Public Health***

**HSPAC Membership Subcommittee**

Membership

**HSPAC Voting Member Nomination Package**

**NOMINATIONS MUST BE RECEIVED BY:**

**Friday, 19 June 2020**

## HSPAC VOTING MEMBER2021-2023 TERM CALL FOR NOMINATIONS

**Nomination Deadline – Friday, June 19, 2020**

The Health Services Professional Advisory Committee (HSPAC) is seeking new voting members for a three (3) year term, beginning January 1, 2021.

With over 1,200 Health Services Officers, the Health Services Category is one of the largest categories in the Commissioned Corps. The HSPAC serves as the professional advisory committee for the HS Category and advises the Health Services Chief Professional Officer (CPO), who in turn advises the Surgeon General on issues related to the category, including discipline specific issues related to the 10 Professional Advisory Groups (PAGs) and individual health services officers.

As outlined in the HSPAC Bylaws, the HSPAC has twenty Voting Members, with each serving a three-year term. To maximize leadership opportunities, ensure continued creativity and innovation, and consistency of operations from year to year, approximately a third of HSPAC Voting Member positions become available each operational year. If selected as a Voting Member, you will be expected to serve as not only a leader of the HSPAC, but you will be required to Chair or Co-Chair an HSPAC Subcommittee. Given the critical role the HSPAC serves in advising the Surgeon General, the HSPAC must ensure those selected to serve as HSPAC Voting Members are among the most qualified and have demonstrated leadership and commitment to the Commissioned Corps and the Health Services Category.

**Evaluation Process:**

Given the important role of the HSPAC, the limited number of available slots, and the high quantity of applicants received each year, becoming an HSPAC Voting Member is a highly competitive process. To ensure HSOs selected to serve as the leaders of the HSPAC are among the most qualified, the Voting Member solicitation process and evaluation criteria includes streamlined and objective rating process and increased transparency around voting membership requirements and selection.

***Questions?*** *Please submit all questions related to* ***HSPAC Voting Member Nominations*** *to the HSPAC Membership Chair,* ***CAPT Kristin Kelly*** *at:* *membership.hspac@gmail.com.*



## HSPAC VOTING MEMBER NOMINATION QUESTIONS

Below are the four HSPAC Voting Member Nomination Questions you must answer as part of your nomination package. Each question is limited by character. Your responses will be submitted as part of the application package.

**Narrative Questions**

1. **Leadership Experience**. Please tell us about your leadership experience within your Agency, HSPAC (including PAG) and/or other USPHS organizations. In your response, please include specific examples and dates. Include any challenges you may have experience, your role in the resolution and the impact of your role. Character limit: 2500 character limit (with spaces)
	* Agency leadership experience
	* HSPAC (include PAG) leadership experience
	* Other USPHS leadership experience
2. **Dedication to the HSPAC.** **Why do you want to become an HSPAC Voting Member?** In your answer, please include the HSPAC Subcommittee(s) you would be interested in leading and why. Character limit: 1000 character limit (with spaces)
3. **Relevant Skills Sets.** As an HSPAC Voting Member, you are required to Chair or Co-chair a Subcommittee that will most likely have Team Leads and a large cadre of volunteers. Please tell us how you would handle the following situations: Character limit: 1800 character limit (with spaces)
	* Ensure your Subcommittee is productive (e.g., meeting goals and deliverables on time)
	* Managing the Team Leads and volunteers
	* Keeping volunteers engaged and accountable
4. **Personal Narrative.** As an HSPAC Voting Member, you are viewed as not only a leader within the HSPAC, but also a leader of the HS Category. What qualities and qualifications do you believe we should take into consideration that may distinguish you from the other candidates? Character limit: 2000 character limit (with spaces)



## HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE VOTING MEMBERSHIP SELF-NOMINATION FORM: 2021-2023

The Health Services Professional Advisory Committee (HSPAC) provides advice to the Surgeon General (SG) and the Health Services Chief Professional Officer (CPO) on professional and personnel issues related to the Health Services Category. HSPAC Voting Member selections are made by the current HSPAC Voting Members, with final approval and appointment by the SG.

I am interested in serving as an HSPAC Voting Member for a 3-year term, beginning January 1, 2021. If selected, I understand that I am expected to obtain the necessary agency support to attend scheduled meetings throughout the year, either in person, by telephone or by videoconference. I also agree to serve as a Chair or Co-chair of an HSPAC Subcommittee and participate in other HSPAC activities.

**DISCLOSURE:** Per the HSPAC Bylaws, I understand that by signing this nomination form I agree not to seek a Voting Member role within my respective HSPAG if I am selected as an HSPAC Voting Member.

**Name and Rank:**  **Position Title:**

**Work Address:**

**Work Phone:**   **Work Email:**

**Nominee’s Signature:**   **Date:**

(electronic signatures are acceptable for this form)

**SUPERVISOR’S APPROVAL:** I understand the HSPAC serves as an advisory committee to the SG and HS CPO on professional and personnel issues of interest to the Health Services Category. Serving as an HSPAC Voting Member is a 3-year commitment, which involves attending at least six meetings via teleconference or in person, as well as leading and participating in HSPAC activities. I approve this officer’s participation as an HSPAC Voting Member as part of his/her official duties, if appointed by the SG.

**Supervisor’s Signature:** **Date:**

(electronic signatures are acceptable for this form)



# SUBMITTING YOUR COMPLETED HSPAC VOTING MEMBERSHIP NOMINATION PACKAGE

**Note:** Your nomination packet must be submitted as a SINGLE PDF file. Incomplete packages will NOT be considered for review.

1. Signed Nomination Form ***(enclosed- page 5)***
2. Nomination Narrative ***(see narrative guidance on page 4)***
3. Screen shot of Basic Readiness page from CCHQ/RDB self-service system
4. Updated curriculum vitae (CV) that follows the most current [**HSPAC CV Format**](https://dcp.psc.gov/OSG/hso/sub-careerdev-cp2g.aspx)

**Deadline:** All packages must be submitted by COB, Friday, June 19, 2020 to  membership.HSPAC@gmail.com.