



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SCIPAC)**

**STANDARD OPERATING PROCEDURES OF THE
READINESS SUBCOMMITTEE**

VERSION: 1.0

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I. PURPOSE

The goal of the Scientist Professional Advisory Committee (SciPAC) Readiness Subcommittee (SC) is to support the SciPAC on issues related to scientist readiness. As stated in the SciPAC SOP, the Readiness SC shall optimize the preparedness of scientists to serve during public health emergencies. In addition, the SC will strive to enhance efforts to assist Scientist Officers with obtaining and maintaining their basic readiness.

The responsibilities of the Readiness SC include but are not limited to the following:

1. Identify emergency response training opportunities and deployment processes.
2. Assist and promote the effective use of scientists in response to emergencies affecting public health.
3. Assist scientist officers in maintaining basic readiness.

The purpose of this standard operating procedure (SOP) is to (1) describe the duties and responsibilities for members of the SciPAC Readiness SC and (2) provide detailed information on the operations and procedures currently employed by this SC.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The SC will consist of a chairperson and teams. The SC may also have Co-Chairs. The SC members may also co-lead and/or support additional workgroups formed within the SC.

ii. Size

The SC will consist of at least 12 members, including the Chair/Co-Chairs.

iii. Representation

The SC shall make efforts to ensure that members from multiple agencies, grades, and professional disciplines are represented on the SC. Information on PHS officer distribution can be obtained from the Commissioned Corps Management Information System (CCMIS) and can be accessed via: <https://dcp.psc.gov/ccmis/>.

b. Officers – Roles & Responsibilities

i. Chairperson

1. Establish the structure of the SC roster and the teams needed to complete the goals for the upcoming year
2. Recruit SC members and team leaders
3. Review documents prior to dissemination
4. Communicate with SC members
5. Compile monthly update for the SciPAC monthly meeting
6. Prepare annual SC end of year report
7. Ensure completion of SC goals
8. Provide oral and written updates on SC activities during monthly SciPAC calls per the SciPAC SOP.
9. Ensure letters of appreciation are distributed to subcommittee members at the end of the operational year.

ii. Co-Chairperson(s)

The Co-Chair(s) shall aid the Chair with his/her responsibilities (See section II.b.i.).

- The Co-chair(s) collaborate with the Admin Team to ensure all administrative tasks are completed in a timely fashion.
- The Co-Chair(s) may also have other duties as assigned by the Chair.

iii. SC Team Leads

SC Team Leads manage the activities of the team, ensures team tasks are completed, manages and coordinates team members, and provides monthly updates to the Chair. Updates will be used to track team progress and to inform the Scientist community about the team's recent developments during monthly SciPAC calls.

iv. SC Team Members

SC members shall serve on SC teams as necessary (e.g. Readiness Mentoring, Response Narratives, etc.)

III. OPERATIONS AND PROCEDURES

a. Meetings

The meetings for the Readiness SC are variable and shall be convened as needed. At minimum, a quarterly "All-Hands" meeting will be held. Additionally, workgroups may choose to hold one-on-one calls with the Chair and Co-Chair and/or other workgroups.

b. Teams

i. Readiness Reporting/Calculation of Category Readiness Statistics

Duties:

- Team members are responsible for calculating readiness statistics for the category. RedDOG supplies the readiness data directly to the CPO on a quarterly basis. That data is then relayed to the Readiness SC. The datasets are organized and consolidated, and category specific readiness statistics are calculated based on the data.
- Team lead/co-leads report readiness statistics quarterly, at every readiness check.

ii. Readiness Mentoring

Goals:

- The Readiness Mentoring Team provides guidance to Scientist officers at-risk of not obtaining basic readiness

Duties:

- Team members contact Scientist officer who are not basic ready or are at risk of not obtaining basic readiness and offers them counseling and readiness resources.
- Team members assist Scientist officers with identifying and rectifying issues with basic readiness, including information on readiness requirements, how to upload required documents, etc.
- Team members work with the Mentoring SC to incorporate readiness into mentoring relationships.

iii. Readiness Resource

- Duties: Team members work with the Readiness Mentoring Team, RedDOG, and other PHS organizations to develop resources and identify opportunities to assist officers in achieving readiness requirements and improve response skills.

iv. Response Narratives

Duties:

- Team members collect narratives from officers regarding their recent response and deployment activities. The narratives are published on various platforms including the SciPAC website.
- Team members collaborate with other SciPAC SCs including the Visibility SC to promote Scientist participation in response and deployment activities.

v. Healthy Scientist Bulletin

Duties:

- Team members publish a monthly bulletin that highlights healthy living tips and fitness activities. The bulletin will also recognize Scientist officers who participate in the Fitness Achievement Program.
- Team members may solicit other SciPAC SCs and Scientist officers for bulletin content.

vi. Fitness Achievement Program

Duties:

- Team members work to motivate and recognize Scientist officers who improve their fitness levels or demonstrate achievements in fitness. Officers who meet the guidelines for the program are recognized in the Healthy Scientist Bulletin.
- Team members may solicit Scientist officers for names and information related to their fitness achievements.

vii. Health Optimization Team

Duties:

- Team members work to increase the health and fitness of Scientist officers, including coordinating events and assisting individual officers on improving their health and fitness. Team members may solicit information related to health-related events from SciPAC members.
- The team serves as the liaison to DCCPR to provide official guidance to the category during the implementation of PHS height and weight standards.

viii. Response Preparedness Team

Duties:

- Team members hold lectures/presentations on response preparedness and topics related to response education to Scientist officers through various platforms which may include teleconferences after monthly SciPAC conference calls, stand-alone teleconferences, and regional or national Scientist conferences such as during Category Day.
- Team members collaborate with other teams including Readiness Mentoring and Readiness Resources to prepare documents related to response preparedness.

ix. Admin Team

Duties:

- Team members are responsible for maintaining the roster of current Readiness SC members, taking and distributing minutes from the Readiness SC meeting, coordinating revisions to the Readiness SC SOP, and drafting and submitting the letter of appreciation for SC members to the SC Co-Chairs.
- Team members collaborate with Co-Lead(s) to complete administration tasks, including one team member serving as the Website Liaison.

IV. SC MEMBERSHIP

a. Requirements

SC members must be a PHS Commissioned Corps Officer and meet the eligibility requirements for initial appointment to the Scientist category and personnel systems. Scientist officers who are interested in the Readiness SC should respond to the annual call for new members. The SC shall make every effort to ensure that members from multiple Agencies, grades, and professional disciplines are represented on the SC. To be considered a Readiness SC member in good standing at the end of the operational year, members must fulfill the following:

- i.** Officers shall substantially contribute to their workgroup assignment.
- ii.** Team Leads are expected to contribute to the monthly report for their team at the request of the SC Chair when he/she compiles the report.
- iii.** Officers shall attend SciPAC monthly meetings whenever possible, Readiness SC quarterly meetings, and workgroup meetings as scheduled.

The SC Chair is responsible for determining the standing of each member based on the contribution to their workgroup. Each Team Lead will be asked to provide input on the workgroup members' contributions for the operational year.

b. Letter of Appreciation

Per the SciPAC SOP, all Readiness SC members in good standing will be formally recognized for their contribution to the SC with a letter from the SciPAC CPO at the end of each SciPAC year, which the officer may place in the his/her eOPF. Team leads will provide the SC Chair the names of SC team members who should be recognized with a Letter of Appreciation.

V. TRANSITIONING

a. Incoming Chairperson and Co-Chairperson Preparation

The outgoing Chair/Co-Chair will debrief the incoming Chair/Co-Chair on SC procedures, current projects and transfer related files/documents in August. The outgoing Chair/Co-Chair will be available for inquiries as needed.

b. Incoming Chairperson and Co-Chairperson Expectations

The incoming SC Chair will need to accomplish the following in September:

1. Determine the need for additional SC members to ensure that the membership reflects the number of officers necessary to fulfill the SC's requirements and goals for the coming operational year.
2. Send a call for new SC members to the SciPAC listserv, if needed, within the first month of appointment.
3. Hold an "All Hands" meeting to brief new and returning members on the responsibilities of the SC, membership requirements, and timelines for workgroup goals and objectives.
4. Ensure all Workgroups have a Lead and a sufficient number of workgroup members.
5. Update the new Readiness SC's objectives for the new operational year annually.

VI. REFERENCES

- Additional information on readiness is available on the Commissioned Corps of the U.S. Public Health Service website
(https://dcp.psc.gov/ccmis/ccmis_menu_m.aspx?TITLE=Readiness)

VII. ATTACHMENTS

- Example Healthy Scientist Bulletin (December 2017 Healthy Scientist Bulletin)
- Example Readiness Guidance Documents prepared by Readiness Resources (Brief Readiness Checklist, Entering BLS Certification into Direct Access and your eOPF, Entering APFT Results into Direct Access)
- Example Deployment Narrative Form