



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE**  
**(SciPAC)**

**STANDARD OPERATING PROCEDURES OF THE**  
**POLICY SUBCOMMITTEE**

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SciPAC Policy Subcommittee Standard Operating Procedures

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## **I. PURPOSE**

The purpose of the Scientist Professional Advisory Committee (SciPAC) Policy Subcommittee (SC) is to support the SciPAC and the Scientist Chief Professional Officer (CPO) in the review and implementation of U.S. Public Health Service Commissioned Corps (PHS) policies and agency policies that affect PHS Scientist Officers. The SciPAC Policy SC will review proposed or enacted SciPAC policies, procedures, and guidelines; provide feedback and recommendations on the implementation of proposed or enacted policies, procedures, and guidelines to the SciPAC Chair and Scientist CPO; and educate SciPAC members on enacted policies, procedures, and guidelines through summary reports or briefings.

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

## **II. GOVERNING BODY AND OFFICERS**

### **a. Organization**

#### **i. Structure**

The SciPAC Policy SC shall consist of one SC Chair, one or two SC Co-Chair(s) appointed by the SciPAC Chair (if needed), one Secretary, and SC Members assigned to the SC Teams described below.

#### **ii. Size**

The size of the SC will vary according to the size and number of functional SC Teams each operational year. SC Teams may be added or removed for specific operational years, as determined by the SC Chair.

The SC Chair will solicit an open membership invitation at the beginning of each operational year. However, additional members may be added through the year.

#### **iii. Representation**

The SC should be as representative as possible of the current membership of the Scientist Category with respect to agency, rank, and geographic location. The attendance lists in the SciPAC monthly meeting minutes provide this information to ensure adequate representation.

## **b. Officers – Roles & Responsibilities**

### **i. Chairperson**

- a) Establish the SC roster.
- b) Organize the SC membership into functional teams as needed to perform SC activities.
- c) Receive requests for SC assistance from the SciPAC Executive Board (EB) or Scientist CPO.
- d) Communicate tasks to SC members and establish response deadlines.
- e) Task SC team leads to keep track of review and summarization requests for inclusion in the SC's End-of-Year report.
- f) Attend monthly SciPAC calls and provide a SC monthly report to SciPAC membership.
- g) Send a monthly report to the SciPAC Secretary, and review/approve draft minutes.
- h) Prepare the annual SC End-of-Year activity report documenting accomplishments for the year.
- i) Transition SC procedures, protocols, and knowledge base to the incoming SC Chair, Co-Chair(s), and Secretary.
- j) Ensure the CPO's signature is included and then distribute or request that the Secretary distribute the Letters of Appreciation to members.
- k) The SC Chair and Co-chairs, or designee, will draft each individual letter of appreciation. The Chair will ensure the CPO's signature is included and then distribute or request that the Secretary distribute the letters to members.

### **ii. Co-Chairperson(s)**

Support the SC Chair in all activities and fill in as Acting SC Chair during the SC Chair's absence. Should the SC Co-Chair(s) be unavailable during the SC Chair's absence, the SC Chair or SC Co-Chair(s) shall delegate a SC member to be Acting SC Chair. The SC Chair and Co-chairs, or designee, will draft each individual letter of appreciation. The Chair will ensure the CPO's signature is included and then distribute or request that the Secretary distribute the letters to members.

### **iii. Secretary**

Support the SC Chair and Co-Chair in attending SC meetings, recording SC member attendance, recording minutes of SC meetings, and distributing meeting minutes, presentations, and calendar invitations to SC members.

**iv. Subcommittee Teams**

The SC will consist of multiple functional teams, namely but not limited to: Policy Review Team, Policy Development Team, SOP Review Team, Communications Policy Team, and Policy Watch Team. The SC Chair may add or remove teams, as necessary, to support the SC's purpose for a specific operational year. Each team will consist of at least one Team Lead and at least one team member. Team Leads will determine the size of their individual teams. Team Leads will provide the SC Chair and Co-chair(s) the names of SC members who should be recognized with a Letter of Appreciation and a summary of the annual accomplishments to be included in the letter.

**v. Subcommittee Members**

Active members shall fulfill the responsibilities assigned to their team and respond to requests from the Team Lead for assistance-

**III. OPERATIONS AND PROCEDURES**

**a. Meetings**

It is recommended that the SC meet at least every other month by phone to provide updates on team activities. The SC Chair has the discretion to hold additional meetings as necessary. Team meeting schedules will be defined by each Team Lead.

**b. Activities/Duties of Policy Subcommittee Teams**

**i. Policy Review Team**

Policies, procedures, or guidelines deemed by the Scientist CPO, the SciPAC Chair, or the SciPAC Policy SC Chair to be of interest to or affect the Scientist Officers shall be reviewed by the SC's Policy Review Team. The Policy Review Team will produce a summary of the policy to be presented or distributed to SciPAC members upon approval. The SciPAC Policy SC will NOT reach out directly to Commissioned Corps Headquarters (CCHQ) to request review of a policy in development.

Policy Review Team Duties:

- a) The SciPAC Chair, the SciPAC Policy SC Chair, and/or the SC Policy Watch Team will identify a proposed or enacted policy, procedure, or guideline of interest to Scientist Officers. If directed by the SC Chair, the Policy Review Team will develop a summary of the proposed

policy, procedure, or guideline highlights. The summary may take the form of a presentation, email, or policy info brief.

- b) The review will be cleared and distributed to SciPAC membership according to SciPAC communications policy.
- c) Assist the SC chair in the drafting communications to be forwarded to the relevant stakeholders.
- d) If the enacted policy, procedure, or guideline is complex or questions arise, the review may be drafted or presented to SciPAC members by the appropriate Office of Surgeon General, CCHQ, or Agency POC.

**ii. Policy Development Team**

Proposed policies, procedures, or guidelines deemed by the SciPAC Chair and the SciPAC Policy SC Chair to be of interest to or affect the Scientist Officers shall be developed by the Policy Development Team.

Policy Development Team Duties:

- a) The SC Chair will task the Policy Development Team with the development of a proposed policy, procedure, or guideline.
- b) Consult with subject matter experts, as appropriate.
- c) Submit the draft policy to the SC Chair for review and approval
- d) The SC Chair will share the draft policy, procedure, or guideline with the SciPAC Executive Board for review and approval.

**iii. SOP Review Team**

The SC's SOP Review Team will review and update the SC SOP to reflect the SC's current procedures.

SOP Review Team Duties:

- a) Review the current SOP at the beginning of the operational year.
- b) Assign members sections of the SOP to review and update, as appropriate.
- c) Share any revisions with the SC Chair and Co-Chair(s) for review and feedback.
- d) The final SOP, once cleared by the Rules and Membership SC, will be posted on the SciPAC Policy SC website and be valid for 3 years according to the current SciPAC SOP review schedule. Informal, internal updates to the SC SOP are encouraged but not required for submission to the Rules and Membership SC nor uploaded to the SciPAC Policy SC Website before the 3 year review schedule.

**iv. Communications Policy Team**

The Communications Policy Team is responsible for the development and maintenance of the SciPAC Communications Policy. The Communications Policy Team will collaborate with other SciPAC SCs as appropriate.

Communications Policy Team Duties:

- a) Draft/update the SciPAC Communications Policy in consultation with other SciPAC SCs, as appropriate, and ensure that it conforms to existing PHS or other HHS communications policies.
- b) Establish written procedures for the addition of new communication platforms and draft relevant communication guidelines for each new proposed platform.
- c) Maintain an SOP (developed by the relevant SciPAC SC) that defines each platform's communication, clearance, and posting process.
- d) Lead other SCs to draft or update platform-specific appendices to the Policy, as appropriate.
- e) Submit new or updated appendices to Policy SC Chair for his or her submission to SciPAC's Executive Board for review and approval.

**v. Policy Watch Team**

The Policy Watch Team will monitor sources for existing or proposed policies, procedures, or guidelines affecting Scientist Officers for the SciPAC Policy SC's situational awareness.

Policy Watch Team Duties:

- a) Monitor new communications from CCHQ and other sources (see Appendix) for proposed or enacted policies, procedures, or guidelines that may be of interest to Scientist Officers.
- b) Forward policies of interest to the SC Chair.
- c) At the direction of the SC Chair, will forward the proposed or enacted policy, procedure, or guideline to the Policy Review Team.
- d) Assist the Chair in serving as a liaison and point of contact to the relevant stakeholders in helping to respond to request for further information regarding various policies under watch.

**IV. SUBCOMMITTEE MEMBERSHIP**

**a. Requirements**

Members must be Commissioned Corps Scientist officers.



Membership is filled in a first-come-first-serve basis. The size of the SC is determined by the SC Chair.

To be considered a SC member in good standing at the end of an operational year, members shall fulfill the following:

- i. Officers must serve and actively participate as Chair, Co-Chair, Secretary, or on one or more SC teams.
- ii. Officers shall promptly respond to all SC Chair/Co-Chair's request for assistance with policy-related projects.
- iii. Attendance on regularly scheduled and relevant ad hoc SC calls, as recorded by the SC Secretary, will be considered when evaluating an Officer's standing.

**b. Letters of Appreciation**

SC members in good standing will receive a Letter of Appreciation from the CPO of the Scientist Category, or relevant designee, for their electronic Official Personnel Folder (eOPF) on or before the end of the operational year.

**V. TRANSITIONING**

**a. Incoming Chairperson and Co-Chairperson Preparation**

- i. Contact the outgoing Chair and Co-Chair to schedule a conference call to review transition.
- ii. Request any relevant SC documentation, including, but not limited to, word processor version of the SOP, roster, SC activity database, and the annual report final activity report for the current and previous year. The PDF version of the SOP will be on the SciPAC website.

**b. Incoming Chairperson and Co-Chairperson Expectations**

Task for the incoming SC Chair and Co-Chair(s) include:

- i. Familiarize himself/herself with the SC SOP.
- ii. Inquire of past SC members whether they plan to remain on the SC in the next operational year and what role they will fill.
- iii. Request new SC members, if needed, preferably within two weeks of appointment.
- iv. Review the previous year's annual report documenting accomplishments for the year.

- v. Brief new (and remind returning) SC members on the responsibilities of the SC, membership requirements, and general timelines for policy document review and summarization.
- vi. Divide any outstanding requests among the appropriate teams.

**VI. REFERENCES**

None

**VII. ATTACHMENTS**

**Appendix 1. Past and Current SciPAC Policy Subcommittee Chairpersons**

Term	Chair	Co-Chair (if applicable)
2008-2009	CDR Timothy Nelle	–
2009-2010	CDR Wei Guo	CDR Ryan Novak
2010-2011	CDR Ryan Novak	LCDR Fuyuen Yip
2011-2012	CDR Nicole Frazer	CDR Minglei Cui
2012-2013	CDR William Satterfield	LCDR Jeremy Wally
2013-2014	CDR Jeremy Wally	CDR Fei Xu
2014-2015	CDR Jeremy Wally	LCDR Carrie Nielsen
2015-2016	CDR Dominic Frasca	CDR Adrienne Goodrich-Doctor
2016-2017	CDR Jennie Thomas	CDR Dominic Frasca LCDR Tajah Blackburn
2017-2018	CDR Jessica Chiaruttini	CAPT Michael Smith LCDR Adam Bjork

**Attachment 2: Listing of various Policy Watch Team sources (2018)**

<b>Source</b>	<b>Website</b>
White House	<a href="https://www.whitehouse.gov/">https://www.whitehouse.gov/</a>
Regulations	<a href="https://www.regulations.gov/">https://www.regulations.gov/</a>
Military Officers Association of America	<a href="http://www.moaa.org/">http://www.moaa.org/</a>
Commissioned Officers Association	<a href="http://coausphs.org/">http://coausphs.org/</a>
National Military Family Association	<a href="http://www.militaryfamily.org/">http://www.militaryfamily.org/</a>