



Commissioned Corps of the US Public Health Service
Scientist Professional Advisory Committee

Policy Subcommittee



**STANDARD OPERATION 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 SciPAC and the Scientist Chief Professional Officer (CPO) in the review, development, 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 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; develop new policies at the request of the Executive Board (EB) and/or another subcommittee; 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 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

To the extent possible, given the volunteer nature of the SC, the SC should be representative of the current membership of the Scientist Category with respect to agency, rank, and geographic location.

b. Officers – Roles & Responsibilities

i. Chair

- 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 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 meetings 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) The SC Chair and Co-Chair(s), 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-Chair(s)

Support the SC Chair in all activities and serve 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.

iii. Secretary

Support the SC Chair and Co-Chair(s) 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, Policy Watch Team, and SOP Review 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 in consultation with the SC Chair and Co-Chair(s).

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

The Chair will hold an initial meeting with all members at the start of the term via conference call. Additional meetings may be held at the discretion of the Chair throughout the year.

b. Activities/Duties of Policy Subcommittee Teams

i. Policy Review Team

PHS policies, procedures, or guidelines deemed by the Scientist CPO, the SciPAC Chair, or the SciPAC Policy SC Chair(s) to be of interest to or affect 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 to the target audience upon approval. The SciPAC Policy SC will NOT reach out directly to Commissioned Corps Headquarters (CCHQ) to request information about policies. Any such requests must be submitted through the EB and then CPO.

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 (see workflow, section III-c). The summary may take the form of a presentation, email, or policy brief.
- b) The review will be cleared and distributed to SciPAC membership according to SciPAC communications policy. All communications require explicit permission from the EB and/or CPO before being disseminated widely.
- c) Compile questions/comments about enacted policies. The Policy SC Chair will forward these questions/comments to the SciPAC Chair,

who will review and forward to the CPO. The CPO may, at their discretion, submit them to CCHQ.

- d) Assist the SC chair in drafting communications to be forwarded to the relevant stakeholders.

ii. Policy Development Team

The Policy Development Team will draft language for proposed SciPAC policies, procedures, or guidelines, if requested by the SciPAC Chair or EB.

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 EB for review and approval.

iii. 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. 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 when due every three years, as prompted by the regular SC SOP review process.

- 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 will be updated every 3 years. 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.

c. Policy SC Workflow

As per directives from CCHQ, PACs are to refrain from issuing their own “interpretations” of policy. All interpretations and FAQs must come directly from CCHQ. However, at the request of the CPO, EB, or at the initiative of the Policy SC Chair, the SC may undertake a comprehensive review of a newly issued/revised policy. The goal of this review is to compile questions and draft answers for the CPO to forward to CCHQ for their review and incorporation into official communications.

In general, the workflow for this type of comprehensive review is as follows:

- i. Policy Watch Team: Identifies new/revised policy and recommends a review to the Policy Chair.
- ii. The Policy Chair seeks advice from the EB as appropriate and initiates the full review if warranted.
- iii. Policy Review Team: Reviews targeted policy/policies and compiles a list of questions about the policy. If appropriate, may work together with CPO and PAC Chair to solicit additional feedback from the entire PAC.
- iv. Policy Development Team: Draft responses to each question. The Policy Review Team may share suggestions resulting from their work reviewing and compiling questions.
- v. SC Leadership: Reviews draft questions/answers and sends draft to EB when complete.
- vi. EB Provides further input/feedback and sends draft to CPO when finished.
- vii. CPO: Provides final review sends draft to CCHQ for their review.
- viii. CCHQ: Issues responses when/if appropriate.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

Members must be USPHS Commissioned Corps Scientist Officers.

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

b. Letters of Appreciation

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

Officers will receive a Letter of Appreciation if they have:

- i. Served and participated as Chair, Co-Chair, or Secretary, or as a lead or Member of one or more SC teams,
- ii. Promptly responded to all requests from the SC Chair/Co-Chair for assistance with policy-related projects, and
- iii. Attended regularly scheduled and relevant ad hoc SC calls, as recorded by the SC Secretary.

V. TRANSITIONING

a. Chair and Co-Chair Preparation

- i. The outgoing Chair will contact the incoming Chair to schedule a conference call to review transition.
- ii. The outgoing Chair will provide the incoming Chair with 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 Chair and Co-Chair Expectations

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

- i. Become familiar with the SC SOP.
- ii. Inquire of past SC members whether they plan to remain on the SC.
- iii. Request new SC members, if needed, preferably within two weeks of the start of the Operational Year. New members will be added on a first-come, first-served basis.
- iv. Assign Team Lead roles.
- v. Determine the need for any ad hoc teams for the coming OY
- vi. Review the previous year's annual report documenting accomplishments for the year.
- vii. Brief new (and remind returning) SC members on the responsibilities of the SC, membership requirements, and general timelines for policy document review and summarization.
- viii. Divide any outstanding requests among the appropriate teams.

VI. REFERENCES

None

VII. ATTACHMENTS

Appendix 1. Past and Current SciPAC Policy Subcommittee Chairs

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
2018–2019	CDR Adam Bjork	CDR Jessica Chiaruttini
2019–2020	CDR Adam Bjork	LCDR Matthew Steele
2020–2021	CDR Adam Bjork	LCDR Matthew Steele LCDR Jonathan Leshin
2021–2022	CDR Adam Bjork	LCDR Matthew Steele

Appendix 2: Listing of Various Policy Watch Team Sources (2022)

Source	Website
White House	https://www.whitehouse.gov/
Regulations	https://www.regulations.gov/
Military Officers Association of America	http://www.moaa.org/
Commissioned Officers Association	http://coausphs.org/
National Military Family Association	http://www.militaryfamily.org/
Commissioned Corps HQ	https://dcp.psc.gov/ccmis/
Congress	https://www.congress.gov
Tricare	https://www.tricare.mil