



**STANDARD OPERATING PROCEDURES OF THE  
SCIENTIST PROFESSIONAL ADVISORY COMMITTEE**

**VERSION: 7.0**

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			Update SC duties (Section 6) to align with each SC’s current SOP as they are approved (3-4 per year)

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## **I. PURPOSE**

The purpose of this standard operating procedure (SOP) is to supplement the Scientist Professional Advisory Committee (SciPAC) Charter by providing specific and detailed information on the duties and responsibilities of SciPAC voting and non-voting members, Executive Board members, and ex-officio officers, as well as the operations and procedures currently employed by SciPAC. This SOP functions as the bylaws for the organization.

## **II. ORGANIZATIONAL STRUCTURE**

Every Scientist Officer is a member of SciPAC. SciPAC is composed of both voting members and non-voting members. Up to 20 officers of the Scientist Category will provide SciPAC leadership as voting members. The remainder of Scientist Officers are non-voting members (see Charter, Section V).

### **1. Non-Voting Members**

Non-voting members contribute in various ways to SciPAC. Non-voting members may serve on any SciPAC Subcommittee (SC), including various SC teams. Non-voting members can also participate in monthly SciPAC meetings. Non-voting members may serve as SciPAC SC Co-Chairs, team leads, and liaisons to other Commissioned Corps organizations if asked to serve in these capacities by the Chairperson.

### **2. Voting Members**

#### **a. Duties and Responsibilities**

1. Chair or Co-chair a SciPAC SC and execute associated SC responsibilities (see SOP, Section II.6) and/or serve on the Executive Board (see SOP, Section II.3).
2. Attend regularly scheduled meetings of SciPAC.
3. Provide a written summary of SC activities to the Executive Secretary each month for inclusion in SciPAC monthly meeting minutes, in addition to an oral summary during each full meeting of SciPAC.
4. Vote in a timely manner on all votes presented by the Chairperson or designee (see SOP, Section III.4).

#### **b. Terms**

1. The term length for voting members is three years, except when the PAC Vice Chair is required to remain a voting member for a fourth year as Chair.
2. Scientist Officers may serve a maximum of two terms as voting members for a total of six years of service.

**c. Eligibility**

1. Members must be active duty PHS Commissioned Corps Officers at the time they are nominated and appointed to SciPAC.
2. Other eligibility requirements for voting members are outlined in the Charter, Section V.

**3. Executive Board**

The Executive Board oversees SciPAC and is composed of a Chairperson, Vice Chairperson, Executive Secretary, Commissioned Officers Foundation (COF) Liaison, and Immediate Past Chairperson. Executive Board members are selected from within SciPAC voting membership. The Vice Chairperson, Executive Secretary, and COF Liaison are elected annually (see SOP, Section III.9).

The Executive Board provides leadership that ensures timely completion of the responsibilities listed in the SciPAC Charter and recommends to SciPAC strategies and actions that address issues affecting the professional careers of Scientist Officers. In cases where no established policies exist and immediate action is necessary, the Executive Board is authorized to act, but shall immediately notify the membership of its action. The transaction of business by the Executive Board requires a quorum of three members.

**a. Duties and Responsibilities**

All Executive Board members are expected to attend regularly scheduled meetings of SciPAC and the Executive Board. At the conclusion of each Board member's term, they will brief their incoming counterpart.

**1. Chairperson**

The role of Chairperson is assumed by the Vice Chairperson from the previous operational year. The Chairperson shall carry out the following duties:

- a. Determine the agenda and preside over all meetings of the Executive Board and SciPAC.
- b. Oversee all SciPAC activities, represent SciPAC at various meetings, review and sign all official SciPAC minutes and correspondence, appoint or remove SC chairpersons/co-chairpersons and team leads at their discretion, serve as an ex-officio member of all standing SCs, and perform such functions as otherwise specified in the Charter.
- c. Respond to all requests and concerns of the Office of the Surgeon General (OSG), the Chief Professional Officer (CPO), and Scientist Officers. Correspond and meet with the CPO as necessary to attend to matters of SciPAC.
- d. Attend regularly scheduled PAC Chair meetings and report to SciPAC. Chairperson may delegate this duty.
- e. Document SciPAC activities throughout the operational year for inclusion in the annual report.
- f. Nominate deserving voting members for a special assignment award at the conclusion of the operational year, including the compilation and submission of the award package.

## **2. Vice Chairperson**

The Vice Chairperson shall carry out the following duties:

- a. Act in the absence of the Chairperson with all rights and responsibilities attendant to that office.
- b. Chair the Rules and Membership SC, and oversee the review, update, and dissemination of membership and governing document information. This oversight includes the triennial review of the SciPAC Charter, annual review of the SciPAC SOP, and regular review of the SC SOPs.
- c. Conduct a review of all SciPAC activities as outlined in the Charter.

### **3. Executive Secretary**

The Executive Secretary shall carry out the following duties:

- a. Document and maintain accurate minutes of SciPAC meetings including voting and general member attendance.
- b. Monitor the attendance of voting membership as defined in the SciPAC Charter, Section V.
- c. Distribute SciPAC meeting minutes to voting SciPAC members and the CPO for review and comment.
- d. Prepare and distribute meeting agendas, minutes, reports, and meeting preparatory materials to SciPAC members through the SciPAC Listserv (III.4.d.) at the direction of the Chairperson.
- e. Reserve a teleconference line for SciPAC and Executive Board meetings.
- f. Support SciPAC Chairperson in scheduling meetings with SC Chairpersons at beginning and end of each operational year.
- g. Maintain current electronic copies of the CPO and Chairperson signatures for use by SC Chairs when drafting Letters of Appreciation.
- h. Forward official minutes, reports, correspondence, and other important documents to the Website SC to post on the SciPAC website and the secure file-sharing site.
- i. Edit and distribute announcements to the SciPAC listserv.
- j. In the event of deployment or prolonged absence, the Executive Secretary shall perform the duties of COF Liaison.

### **4. Commissioned Officers Foundation Liaison**

The Commissioned Officers Foundation (COF) Liaison shall carry out the following duties:

- a. Serve as the liaison between SciPAC and COF, the non-governmental entity managing SciPAC funds.



- b. Collect money, manage funds, submit deposits, and submit disbursement requests to COF on behalf of SciPAC; COF will disburse SciPAC account funds at the request of the COF Liaison.
- c. Propose a budget for review and approval by the end of September.
- d. Approve disbursement of funds for the purpose of supporting activities consistent with the SciPAC mission.
- e. Upon request of Chairperson, send requests for expenditures over \$250 for a vote to voting members.
- f. Report revenues, expenses, and account balances to SciPAC no less than quarterly.
- g. Reconcile the current account balance with COF and address any inconsistencies.
- h. Update the annual log of disbursement and monies collected as well as merchandise purchased, sold, and donated.
- i. Train the incoming COF Liaison about the policies and procedures governing account transactions, and provide a current copy of the annual log of disbursement and monies.
- j. In the event of deployment or prolonged absence, the COF Liaison shall perform the duties of Executive Secretary.

**5. Immediate Past Chairperson**

The Immediate Past Chairperson shall carry out the following duties:

- a. Attend regularly scheduled meetings of SciPAC and the Executive Board.
- b. Advise the Executive Board based on experience.
- c. Generate the annual report, outlining SciPAC activities from the prior operational year and an appendix including SC activity and membership reports during the term. The content of the report shall be prepared from summaries of activities provided by SC Chairpersons. The annual report will be made available to the Scientist Category via the listserv and

website once approved by the CPO.

**b. Terms**

The terms for the Executive Board are as follows:

1. The Executive Secretary serves a one-year term.
2. The COF Liaison serves a one-year term.
3. The Vice Chairperson, Chairperson, and Immediate Past Chairperson positions are held by one individual over a three-year term.
  - a. The elected officer serves as Vice Chairperson during the first year of the three-year term.
  - b. The elected officer serves as Chairperson during the second year of the three-year term.
  - c. The elected officer serves as Immediate Past Chairperson during the third year of the three-year term.
  - d. If the end of the term as Chairperson coincides with the expiration of an officer's SciPAC voting membership, and that officer is not reappointed to voting membership due to term limits outlined in Section VII.2 of the SciPAC Charter, then the one-year term as Immediate Past Chairperson shall be served as a non-voting, ex-officio member. This extension of service must be approved by the CPO and the officer's duty station supervisor, and the officer must provide documentation of this concurrence to the incoming Chairperson.

**c. Eligibility**

Eligibility criteria for the Executive Board are as follows:

- a. Each member of the Executive Board must first be selected as a voting member.
- b. To be eligible for the Vice Chairperson position, a voting member must have two years of SciPAC voting membership remaining. A voting member may serve as Vice Chairperson in the third year of the first term provided that the

member applies for and is selected to serve in a second consecutive voting membership term or requests a one-year extension of the first term to fulfill that requirement (See Charter, Section V.3).

#### **4. Ex-Officio Members**

The Chief Professional Officer (CPO) and, in some instances, the Immediate Past Chairperson (see Charter, Section VIII.2) are ex-officio members of the Executive Board.

##### **a. Chief Professional Officer**

The Chief Professional Officer (CPO) shall be a non-voting, ex-officio member of SciPAC and its Executive Board and is appointed by the Surgeon General. The term length for the CPO is four years.

The CPO shall carry out the following duties:

1. Represent Scientist Officers' needs and interests to the Office of the Surgeon General and to other Chief Professional Officers (CPOs).
2. Attend SciPAC general meetings to present new information gathered from CPO meetings and other OSG initiatives concerning activities that impact the Scientist Category, and those in which the Category should play a role. Between meetings, the CPO will send time-sensitive or critical information by email.
3. Attend Scientist Category Day where he/she provides opening and closing remarks and presents plaques and recognition to all Category award winners.
4. Call Category award winners and promoted officers to congratulate them on their successes.
5. Communicate with the SciPAC Chairperson regularly on policies affecting SciPAC.
6. Indicate whether or not the CPO concurs with SciPAC reports, minutes, or policies, or other business as requested by SciPAC. The CPO may comment, but may not stop or unduly delay such transmittals.
7. At conclusion of his or her term, brief the incoming CPO about expected duties

and procedures and transfer any CPO-specific documents.

**b. Immediate Past Chairperson**

In special circumstances the Immediate Past Chairperson may have non-voting, ex-officio status; for the conditions of ex-officio status see SOP, Section II.3.a.5.

**5. Scientist Liaison Officers**

A Scientist Officer who is an active member of an official Commissioned Corps advisory group or association may be appointed to serve a term as the official Scientist liaison to represent the mutual interests of SciPAC and the respective advisory group/association. Liaisons are not authorized to vote on motions presented to SciPAC unless the officer is also a SciPAC voting member. Positions are not permanent and may be added or disbanded as relates to the needs of the Scientist Category.

Scientist Liaison Officers shall carry out the following duties:

1. Represent the interests of Scientist Officers to the respective organizations for which they are the liaison.
2. Attend SciPAC meetings and report relevant information and accomplishments of their respective organizations.
3. Attend meetings of their respective organizations and report relevant information and accomplishments of the Scientist Category.

At present, the following organizations have Scientist Liaison Officers:

**a. Junior Officers Advisory Group (JOAG) Liaison**

The JOAG Liaison is a junior Scientist Officer (O-4 and below) at the time of selection and voting member of JOAG who is selected by JOAG to serve as a liaison to SciPAC. The position is a two-year term and begins every other year on October 1.

**b. Psychologist Professional Advisory Group (PsyPAG) Liaison**

The PsyPAG Liaison is an active member of PsyPAG selected by PsyPAG to serve as a liaison to SciPAC. Due to PsyPAG having officers from SciPAC and the Health

Services PAC, this position is filled by someone from the opposite PAC of the PsyPAG Chair so both PACs are represented on the PsyPAG Board. Thus, the PsyPAG liaison may or may not be a Scientist Officer. The position is a one-year term and begins each year on January 1.

**c. Commissioned Officers Association (COA) Liaison**

The COA Liaison is an elected member of the National COA Board of Directors serving as the Scientist representative. The role of the COA Liaison is to brief the Category on current educational and advocacy issues being addressed by the Commissioned Officers Association that are specifically related to the Corps. The term of the liaison is three years and begins each year on July 1.

**d. Minority Officers Liaison Council (MOLC) Liaison**

The MOLC Liaison is a Scientist Officer who is a member of at least one advisory group represented within MOLC and is selected by MOLC to serve as a liaison to SciPAC. MOLC is comprised of the four Chartered Minority Advisory Groups, including: the Indian/Alaska Native Commissioned Officers Advisory Group, the Asian Pacific American Officers Committee, the Black Commissioned Officers Advisory Group, and the Hispanic Officers Advisory Committee. The term of the liaison is one year and begins in January each year.

**e. Commissioned Corps Women's Issues Advisory Board (CCWIAB) Liaison**

The CCWIAB Liaison is a Scientist Officer who is appointed by SciPAC to represent Scientist women officers. The term of the liaison is 3 years and begins on January 1 each year.

**f. Sexual Orientation and Gender Diversity Advisory Group (SOAGDAG) Liaison**

The SOAGDAG Liaison is a Scientist Officer who is selected by SOAGDAG to serve as a liaison to SciPAC. The term of the liaison is one year and begins in January of each year.

**g. Prevention through Active Community Engagement (PACE) Liaison**

The PACE Liaison is a Scientist Officer who is appointed by SciPAC to serve as a

liaison to the PACE program. The term of the liaison is 3 years and begins on January 1 each year.

## **6. Standing Subcommittees**

The current standing SCs include:

Awards Subcommittee

Career Development Subcommittee

Category Day Subcommittee

Mentoring Subcommittee

Policy Subcommittee

Recruitment and Retention Subcommittee

Readiness Subcommittee

Rules and Membership Subcommittee

Science Subcommittee

Visibility Subcommittee

Website Subcommittee

### **a. Awards Subcommittee**

Shall coordinate the annual SciPAC award process, assist officers with the PHS awards process, and monitor other awards associated with SciPAC activities.

Responsibilities of this SC include but are not limited to:

1. Manage all aspects of the annual SciPAC award nominations for the following awards:
  - a. Derek Dunn Senior Scientist of the Year Award
  - b. Shalon Irving Memorial Junior Scientist of the Year Award
  - c. Responder of the Year Award
  - d. Mentor of the Year Award

- e. Retiring Scientist Officer Certificate of Honor
  - f. Retiring Distinguished Scientist Service Award
  - g. Any other awards where a SciPAC nominee must be selected
2. Ensure voting members are submitted for the USPHS Special Assignment Award at the end of their term.
  3. Work with other SCs to recommend SciPAC-related activities (individual or unit) worthy of being nominated for awards and then monitor those awards being submitted.

**b. Career Development Subcommittee**

Shall advise SciPAC on issues affecting career progression, assignments, evaluations, and promotions of Scientist Officers. Responsibilities of this SC include but are not limited to:

1. Review CVs of promotion-eligible Scientist Officers.
2. Review and update the Scientist Handbook.
3. Review and maintain database of position classifications (i.e., billets).
4. Assist potential Scientists with needs pertaining to billets.
5. Provide promotion advice.
6. Assist with guidance on performance evaluations (COERS, OS, ROS).
7. Provide pay and allowances guidance.
8. Facilitate access to training (long- and short-term).
9. Coordinate guest speakers for professional development seminars
10. Represent SciPAC at Officer Basic Course (OBC) opportunities.
11. Provide updates on career opportunities to include new job postings.

**c. Category Day Subcommittee**

Shall plan and organize the Scientist Category Day for the annual COF Scientific and Training Symposium on behalf of SciPAC. Responsibilities of this SC include but are not limited to the following:

1. Identify topics, sessions, and speakers, and prepare a final agenda for the Scientist Category Day with input from SciPAC Chairperson and SciPAC CPO.
2. Appoint a representative to serve on the COF overall Category Day planning committee.
3. Ensure materials and information requested from COF Category Planners are provided in a timely manner.
4. Moderate or identify a moderator for all sessions during Category Day.
5. Organize a social activity for scientists following Category Day.

**d. Mentoring Subcommittee**

Shall provide mentoring services to Scientist Officers. Responsibilities of this SC include but are not limited to the following:

1. Recruit senior, experienced officers to serve as mentors and advisors to officers in need of career guidance. Mentors will be paired with mentees based on: career path, field of expertise, agency, rank, and availability. Track all mentoring relationships and remind officers of expiring mentoring agreements.
2. Develop and maintain guidance materials to facilitate the Mentor-Mentee relationship and help mentors provide one-on-one career guidance.
3. Provide mentorship activities during the COF Scientific and Training Symposium.
4. Maintain and update the Mentoring Guidebook on an annual basis.
5. Identify and provide targeted mentors as requested by the CPO.

**e. Policy Subcommittee**

Shall support SciPAC and the CPO in the review of selected and/or updated policies, procedures, and guidelines established by the OSG, as well as any policies



that are sent to SciPAC for review. Responsibilities of this SC include but are not limited to the following:

1. Review proposed or enacted SciPAC policies, procedures, and guidelines.
2. Provide feedback and recommendations on the implementation of proposed or enacted policies, procedures, and guidelines to the SciPAC Chairperson and CPO.
3. Educate SciPAC members on enacted policies, procedures, and guidelines through summary reports or briefings.

**f. Recruitment and Retention Subcommittee**

Shall advise SciPAC on organizational issues related to scientist recruitment and retention. The SC will strive to enhance efforts to recruit and retain highly qualified Scientist Officers. Responsibilities of this SC include but are not limited to the following:

1. Coordinate and work with Commissioned Corps agency liaisons and other relevant recruitment-related contacts on Scientist-specific information needed for effective recruitment.
2. Maintain a current roster of Scientist Category members and contact information.
3. Assess trends associated with recruitment and retention of Scientist Officers.
4. Provide recruitment information on the SciPAC website.
5. Coordinate scoring of Scientist applications to PHS.

**g. Readiness Subcommittee**

Shall optimize the preparedness of scientists to serve during public health emergencies. Responsibilities of this 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.

**h. Rules and Membership Subcommittee**

Shall be responsible for overseeing SciPAC governance documents and the process for appointing new voting members, and evaluating/making recommendations on those issues that do not fall under the scope of other standing SCs. Responsibilities of this SC include but are not limited to:

1. Update the SciPAC Charter triennially.
2. Update the SciPAC SOP annually.
3. Oversee SciPAC Membership nomination/application process and ensure that the process adheres to the guidance in the SciPAC Charter (Section V) and in Section 10 of this document.
4. Convene a Voting Member Selection Team, comprised of SC members who are senior Scientist Officers (O-5 and above) and currently serve or have served in the past as SciPAC voting members, to review and rank all nominations received for SciPAC Voting Member selection.
5. Coordinate Executive Board review of SC SOPs triennially such that 3-4 SOPs are reviewed each year, in accordance with SC SOP Submission and Approval Matrix (**Attachment A**).
6. Serve as a consultant to the SciPAC, particularly the Executive Board, to provide historical context that will inform decisions and provide context for current issues.

**i. Science Subcommittee**

Shall elevate science and the stature of science in the USPHS. Responsibilities of this SC include but are not limited to the following:

1. Demonstrate how Scientist Officers directly contribute to the priorities of the Office of the Surgeon General (OSG).

2. Annually administering and analyzing results from the State of the Scientists survey.
3. Compile and maintain an active list of Scientist Officers' scholarly works.
4. Coordinate a teleconference seminar series focused on practical science skills.
5. Coordinate the Scientist Officer Journal Club focused on priority areas of the OSG.

**j. Visibility Subcommittee**

Shall recommend actions and activities that promote public recognition of the accomplishments and contributions of PHS scientists. Responsibilities of this SC include but are not limited to the following:

1. Develop the Scientist Category poster for the annual USPHS Scientific & Training Symposium.
2. Encourage public relations, publishing, and public speaking in events that promote Scientist Officers.
3. Attend special events in uniform or SciPAC apparel to increase visibility of the Scientist Category to include participation in the Prevention through Active Community Engagement (PACE) initiative.
4. Participate in professional outreach and science-related activities, like science fair judging at local venues.
5. Inform scientists about relevant events, activities, and opportunities through the Scientist Category listserv.
6. Produce the SciPAC Newsletter.
7. Host local social events for the Scientist Category.
8. Research and report on past policies, practices, traditions, and other activities of SciPAC.

**k. Website Subcommittee**

Shall maintain the USPHS Commissioned Corps Scientist Category public facing website, as well as a secured shared website (max.gov) for internal SciPAC

documents. Responsibilities of this SC include but are not limited to:

1. Ensure that a useful format and structure to the website content is established and maintained.
2. Work in conjunction with Executive Board and SC liaisons in the development and updating of website content.
3. Maintain a secured shared website for the Executive Board and each SC that is accessible by members designated by the Chair of each SC in order to maintain archived documents, including but not limited to official minutes, reports, SOPs, the Charter, OSG-related policy documents/ responses, and other documents relevant to SciPAC. Currently, SciPAC uses max.gov as its secured shared website.

### **III. OPERATIONS AND PROCEDURES**

#### **1. Operational Year**

SciPAC operational year shall be from September 1 through August 31. Newly elected liaison officers, newly appointed voting members, and Executive Board members will begin their terms on September 1 of the operational year.

#### **2. Meetings**

##### **a. SciPAC Meetings**

SciPAC meetings will be held monthly, and are open to all members of the Scientist Category. Voting members are required to attend. The SciPAC Chairperson will determine meeting dates for the operational year at the first full SciPAC meeting. In the absence of both the Chairperson and the Vice Chairperson at any meeting of the Executive Board or SciPAC, the Chairperson shall request another Executive Board member to conduct the business of SciPAC for that meeting.

##### **b. Agenda**

The Executive Secretary drafts the agenda and sends it to the Chairperson for approval to distribute it to SciPAC membership with any appropriate background material prior to the meeting. Agenda items shall include reports from the CPO,

the Executive Board, SC chairpersons, and liaison reports, and include any new business.

Guest speakers: A guest speaker, by definition, is an individual who is not normally on the SciPAC meeting agenda or who gives a presentation after the meeting. If desired, a guest speaker shall be invited by the Chairperson or authorized designee. The invitation shall be extended by email. Members of SciPAC who wish to invite a guest speaker shall notify the Chairperson in advance of the date of the presentation on a SciPAC meeting. When deemed appropriate by the Chairperson, the member host of the speaker shall ensure that a Letter of Appreciation, signed by the Chairperson, is sent to the speaker in a timely manner following his/her presentation.

**c. Executive Board Meetings**

The SciPAC Chairperson will determine Executive Board meeting dates for the operational year. Additional meetings of the Executive Board shall be called as needed at the Chairperson's discretion or upon recommendation of any member of the Executive Board.

**d. Special Meetings**

The Chairperson may also call special meetings of the voting members and/or non-voting members of SciPAC, as needed.

**e. Subcommittee and Workgroup Meetings**

SCs and their workgroups may have meetings, with frequencies and meeting agendas determined by each SC chair. The SC chairs may delegate this authority for SC team-level meetings to Team Leads.

**3. Records and Reporting**

**a. Minutes**

Draft minutes of each full SciPAC meeting will be prepared by the Executive Secretary and circulated electronically to SC Chairs/Co-chairs and Scientist Liaisons within two weeks of the meeting date. Drafts of meeting minutes may be distributed to quickly

disseminate important information as needed. Any revisions to the minutes shall be communicated to the Executive Secretary within one week of circulation of the draft minutes. The final version of the official meeting minutes will be prepared within 30 days following the meeting and, following approval of the Chairperson, shall be circulated electronically via SciPAC listserv to all members of the Scientist Category. A copy of the official minutes shall also be made available on the Scientist Category website and be housed in the archives there (see Charter, Section III.4(d)).

1. Once meeting minutes are submitted to the Website SC, they should not be revised for the sole purpose of updating attendance. If an Officer requests a change to finalized minutes in order to reflect attendance, this can be done in the Executive Secretary's attendance records without amending the meeting minutes.
2. Minutes for the SciPAC meeting shall contain, at a minimum, the following:
  - a. Names, ranks, and roles for all voting members, SC Chairs, Co-chairs, and liaisons
  - b. A list of all attendees and officers reporting an excused absence.
  - c. A brief record of all major points discussed.
  - d. The date, time, and call-in information for the subsequent meeting.

**b. Attendance**

The Executive Secretary shall record attendance and unexcused absences for each general SciPAC meeting. The Executive Secretary shall accept any request for an absence to be recorded as "excused" so long as it is submitted before the meeting minutes are finalized.

**c. Website**

SciPAC will maintain a public facing website which is managed by the Website SC. The website will be used to archive documents, including but not limited to: official minutes, reports, SOPs, the Charter, OSG-related policy documents/responses, voting member terms, and other documents relevant to SciPAC. Meeting minutes posted to the website shall be Section 508-compliant.

**d. File Sharing Site**

SciPAC will maintain a secure, online file sharing site; currently, this is accomplished using max.gov. The max.gov file sharing site will be used to archive documents, including but not limited to: official minutes, reports, SOPs, the Charter, OSG-related policy documents/responses, the voting member terms, and other documents relevant to SciPAC. Many of the documents stored on max.gov will not be made public or published to the SciPAC website, but are stored as historical records. The Chairperson will have access to all sections of this, while Executive Board and each SC will have access to its own files.

**e. SciPAC Listserv**

The SciPAC Listserv will be administered by the SciPAC Executive Secretary, who will distribute SciPAC meeting information and other pertinent SciPAC information. SC Chairs may contact the Executive Secretary to request that he or she post a message to the listserv which would benefit Scientist Officers and which originated from that SC. Other communications that would benefit Scientist Officers will be sent via listserv at the discretion of the Chairperson or CPO. Scientist Officers should sign up for the SciPAC listserv: [USPHS-Scientist@list.nih.gov](mailto:USPHS-Scientist@list.nih.gov). Instructions can be found at <https://dcp.psc.gov/OSG/scientist/listserv.aspx>.

**f. Letters of Appreciation**

Letters of Appreciation will be generated annually by each SC using the Letter of Appreciation template (**Attachment B**). Each SC is responsible for documenting the achievements of deserving officers within their SC and including those accomplishments in the letter. SC Chairpersons are responsible for obtaining PAC Chair and CPO signatures from the Executive Secretary and including them when finalizing SC-specific Letters of Appreciation. SC Chairpersons will save and aim to send a protected PDF version of the Letter to each respective deserving SC member by August 31.

**g. SciPAC Letterhead**

The SciPAC has an official letterhead template (**Attachment C**), which is intended for

use by members of the Executive Board, Voting Members, CPO, and SC co-chairs and liaisons in conducting official SciPAC business. While not required, SciPAC letterhead is encouraged for the following reasonable and authorized uses:

1. Letters of Appreciation: Thank-you letters sent for activities related to SciPAC or a SC.
2. SciPAC (or SC) meeting agendas and meeting minutes.
3. Announcements that need to be formatted as an email attachment.
4. Any official SciPAC-related reports or policy statements.
5. Any SciPAC-related correspondence with Chair approval.

The letterhead is prohibited for the following uses:

1. Communications concerning content unrelated to SciPAC.
2. Messages sent on behalf of a person that is not in a SciPAC leadership position.
3. Messages otherwise prohibited by the SciPAC Communications Policy, which is managed by the Visibility SC and Executive Board.

#### **4. Voting**

Where voting is required or appropriate, action will be determined by simple majority of the voting members present or by submitting an electronic vote.

For a vote to be accepted on any given matter, a quorum must participate in the vote. A quorum consists of 50 percent of the voting membership. An alternate attending in lieu of the member shall be counted in determining the quorum requirement.

The Chairperson will determine when a vote of the full voting membership is necessary, but such situations might include:

- a. Election of Executive Board members (see SOP, Section III.9).
- b. Approval of the SciPAC charter (triennial);
- c. Approval of the SciPAC SOP (annual);
- d. Approve an operating budget (annual);



- e. Approval of funding requests larger than \$250 other than award plaques;
- f. Approval of funding requests if the SciPAC account balance is less than \$500
- g. Establishment of a new SC;
- h. Establishment of a new position;
- i. Establishment of a new award; and
- j. Changes to or disbanding of a current position.

When voting occurs and result in a tie, the Chairperson's vote breaks the tie. In circumstances where an immediate decision is needed by the Chairperson and obtaining votes from voting members is not feasible, the Chairperson is authorized to make decisions on behalf of the SciPAC voting membership. In such instances, the Chairperson will immediately notify all SciPAC voting members, the Executive Board, and the CPO of the situation and subsequent actions taken.

## **5. Finances**

SciPAC shall have an annual budget. The annual budget should account for anticipated professional development and esprit de corps activities (e.g., Category Day award plaques and retirement plaques) and likely sources and amount of income. The proposed budget will be developed at the beginning of the operational year with input from the immediate past COF Liaison. Once approved (see Voting section [III.5]), the annual budget will be announced at the second SciPAC meeting and distributed with minutes.

SciPAC should use discretion in authorizing funding requests. Requests should align with the SciPAC mission as designated in the charter. Every attempt to explore and secure funds through other mechanisms, including officers' agency and personal funds, should be sought prior to authorizing expenditures from the SciPAC account.

- a. SciPAC shall make expenditures according to the following guidelines:
  - 1. SciPAC expenditures must be made only from the non-governmental SciPAC account. Expenditures may not exceed the current balance in the account.
  - 2. Expenditures that promote professional development activities may include the following:

- a. Recognition for select Scientist Officers each year for outstanding service. For example, awards, travel stipends for the annual USPHS Scientific & Training Symposium (after officers have exhausted other possible funding sources), or retirement gifts may be appropriate.
  - b. Creation of materials (posters, flyers, brochures) to promote visibility and professional development of Scientist Officers.
  - c. Increasing esprit de corps by providing assistance for things such as food and admissions to SciPAC events.
  - d. Paying fees for online survey tools which are designed to collect data from Scientist Officers.
3. Expenditures may be requested by SciPAC voting members only. Funding requests should be submitted to the COF Liaison at least 30 days prior to an event or project, unless extenuating circumstances exist for an immediate expenditure.
  4. Requests for funds should be made through the "Request for Funds Form" **(Attachment D)**.
  5. The Executive Board may approve annual SciPAC award plaques, and expenditures of \$250 or less. All other expenditures must be authorized by a full vote of the SciPAC voting membership (see section III.6). The exception is that Executive Board need not approve a standing Category Day budget of \$200, to be used at the discretion of the Category Day SC Chair.
  6. All approved requests should be directly related to SciPAC activities, interests, and recognition for Scientist Officers. Charitable requests, including donation of merchandise, must be considered with caution; unless the PAC obtains a steady source of income, charitable requests will be difficult to sustain excluding exceptional circumstances of need as judged by the SciPAC Executive Board.
  7. Once an expenditure is authorized, the SciPAC Chairperson shall direct the COF Liaison to execute the expenditure via COF. Funds may be spent directly,

or used as a reimbursement for whomever SciPAC has authorized to incur the expense.

8. The COF Liaison and the Chairperson will make every effort to ensure that the SciPAC account balance remains above \$500.00. If the balance is at \$500.00 or below, any expenditures must first be approved by the Voting Membership, regardless of the requested amount.
- b. The COF Liaison shall receive incoming funds according to the following guidelines:
1. Mechanisms for receipt of funds may include the following: direct receipt of donations, sale of items bearing the name or seal of the Commissioned Corps or SciPAC, and other fundraising activities.
  2. Funds may be collected in the form of cash, checks, or online transfer services only. In the case of online transfer services, officers must use personal email accounts rather than their government email accounts. Checks should be made out to the Commissioned Officers Foundation with the memo line indicating “SciPAC”. All collected funds shall go directly to the COF Liaison, who shall deposit the funds in the COF SciPAC account. An accounting of the donation shall be made at the subsequent SciPAC meeting during the COF Liaison's report.

## **6. Subcommittees**

SciPAC has several standing SCs as described in this SOP (Section II.6) and outlined in the Charter.

### **a. Establishing New Subcommittees**

Ad hoc SCs may be added as determined by the CPO and/or Chairperson. Per the Chairperson’s discretion, the establishment of a new standing SC may be sent to the voting membership for approval. When SciPAC elects to establish standing or ad hoc SCs, membership may include both voting and nonvoting Scientist Officers provided that the SC Chairperson is a voting member.

### **b. SC SOP Submission and Approval Process**

Each SC has its own SOP that is updated annually by that SC and reviewed triennially by the Executive Board via the Rules and Membership (R&M) SC according to the schedule outlined in the SC SOP Submission and Approval Matrix (**Attachment A**).

Each SC is responsible for submitting their SOP for review following the steps for SC SOP approval:

1. Submit SC SOP for review by deadline. SC uploads file to max.gov: “Step 1: R&M review of SC SOP” child page under the ‘SC SOP Submission for EB Review and Approval’ page within the Max.gov Scientist landing page. The SC notifies the R&M SC that the SC SOP is ready for review.
2. SC SOP is under R&M SC review: Within 2 weeks, R&M reviews and moves the file to “Step 2: EB review of SC SOP” R&M notifies the EB that the SC SOP is ready for review in max.gov.
3. SC SOP enters the first round of EB review:
  - a. Under EB review: Within 4 weeks, EB reviews and moves the file to “Step 3: SC addresses EB comments on SC SOP” on max.gov, and notifies the SC with any comments to be addressed and approval status.
  - b. SC addresses EB feedback: Within 2 weeks, SC addresses EB feedback, and moves the file back to “Step 2: EB Review of SC SOP”. SC notifies the EB that the SC SOP is ready for review in max.gov.
4. SC SOP enters the second round of EB review:
  - a. Under EB review: Within 2 weeks, EB reviews and moves the file to “Step 3: SC addresses EB comments on SC SOP” on max.gov, and notifies the SC with any comments to be addressed and approval status.
  - b. SC addresses EB feedback: Within 1 week, SC reviews and moves the SC SOP file to “Step 2: EB Review of SC SOP” and notifies the EB that the SC SOP is ready for review in max.gov.
5. If needed, the SC SOP enters a third round of review. EB reviews within week

and SC if needed resubmits within a week.

6. After the SOP is approved, the R&M SC notifies the relevant SC to coordinate the publication by the Website SC of their approved SC SOP document on the SciPAC website.
7. Each SC SOP is reviewed every 3 years from the last SC SOP submission date.

## **7. Selection of Voting Members**

In accordance with section VI of the SciPAC Charter, a call for new voting members of SciPAC will be made annually (**Attachment E**). This is typically in April. Self-nominations will be solicited from all eligible Scientist Officers by electronic means (**Attachment F**). To be eligible for appointment, potential SciPAC voting members must be active duty Commissioned Corps officers and meet all eligibility requirements for appointment to the Scientist Category. In addition, all potential Scientist voting members must meet basic readiness standards at the time they are nominated and appointed to SciPAC. The Vice Chairperson will coordinate the collection, review, and selection of nominations through the Voting Member Selection Team of the R&M SC. The Vice Chairperson will then forward the list of Scientist Officers selected in this process to the CPO for consideration.

For each annual voting member selection process, the R&M Voting Member Selection Team will identify two alternates from among the pool of nominees as “First Alternate” and “Second Alternate”; these alternates will respectively be the next two officers ranked by the Team after all vacant voting member slots are filled. These alternates will be notified of their “alternate” status. Any voting member vacancy that occurs following the annual selection process can be filled in order from these ranked alternates, as needed. An alternate chosen to fill a voting member spot will serve for the remainder of that operational year, and two additional years, consistent with a maximum 3-year voting member term (effective immediately). At the time that this occurs, an updated voting membership package will be submitted to the OSG via the CPO removing the exiting voting member and adding the alternate in that slot, and the appointment letter signed by the SG will include that effective date. Alternates who become voting members are eligible to receive the Special Assignment Award (SAA)

following his or her term as a voting member, regardless of term length.

The CPO will forward the selection packages to the OSG for approval before July 1.

## **8. Resignation of Voting Members**

Once appointed, voting members are expected to fulfill their 3-year commitment. Resignation from SciPAC voting membership is expected to be infrequent.

While SciPAC relies on the expertise and valuable contributions from its senior officer voting members, such voting members may reconsider their availability and suitability in continuing to serve as voting members, particularly after reaching O-6. SciPAC voting members can prudently resign their voting member status. To do so, the officer first notifies the SciPAC Chairperson of their intention to resign, and will provide an effective date of resignation. The Executive Board will vote to determine whether the departing officer is eligible for an SAA or letter of appreciation from SciPAC. It is up to the Chair's discretion as to whether the departing officer is eligible for the Special Assignment Award. If the departing officer is also a voting member and SC chair, an alternate voting member will be selected to fill the vacated slot (see section III.10).

## **9. Election of Executive Board**

Once all voting members have been selected and approved by the OSG for the upcoming operational year, officers will be elected into open Executive Board positions (including Vice Chairperson, Executive Secretary, and COF Liaison) annually by the incoming voting members (i.e., newly selected members and those voting members in the first and second years of their term). The outgoing Chairperson will solicit nominations and self-nominations from current SciPAC voting members, including those newly appointed. Candidates' position statements for each Executive Board position will be circulated electronically to all incoming voting members of SciPAC. Ballots are to be returned to the outgoing Chairperson and tallied. Results of elections are to be reported in the minutes of the next full SciPAC meeting, but should also be communicated by the outgoing Chairperson electronically or by other means prior to the start of the new operational year.

## **IV. REFERENCES**

Scientist Professional Advisory Committee Charter

Office of the Surgeon General's Professional Advisory Committee Model Charter

**V. ATTACHMENTS**

**A. SC SOP Submission and Approval Matrix**

**B. Letter of Appreciation Template**

**C. SciPAC Letterhead Template**

**D. Request for SciPAC Funding Form**

**E. SciPAC Call for Nominations Email Template**

**F. SciPAC Voting Membership Self-Nomination Form**

## ATTACHMENT A: SC SOP Submission and Approval Matrix

### USPHS SciPAC Charter and Subcommittee SOP Submission and Approval Matrix

SciPAC Charter and Subcommittee SOPs									
Charter or SOP	Current approval date	Deadline to Submit to R&M	R&M Submits to EB	EB provides feedback	SC provides edited version to EB	EB additional feedback	SC provides edits to EB	Deadline for EB approval	Next submission to EB
Awards	9/18/15	12/1/17	12/15/18	1/15/18	2/1/18	2/15/18	2/22/18	2/28/18	12/1/20
Policy	2/9/16	3/1/18	3/15/18	4/15/18	5/1/18	5/15/18	5/22/18	5/31/18	3/1/21
Science	4/24/14	6/1/18	6/15/18	7/15/18	8/1/18	8/15/18	8/22/18	8/31/18	6/1/21
Recruitment & Retention	8/30/14	9/1/18	9/15/18	10/15/18	11/1/18	11/15/18	11/22/18	11/30/18	9/1/21
Career Development	8/9/14	12/1/18	12/15/19	1/15/19	2/1/19	2/15/19	2/22/19	2/28/19	12/1/21
Rules & Membership	9/1/15	3/1/19	3/15/19	4/15/19	5/1/19	5/15/19	5/22/19	5/31/19	3/1/22
Visibility	8/31/16	6/1/19	6/15/19	7/15/19	8/1/19	8/15/19	8/22/19	8/31/19	6/1/22
Website	3/10/16	9/1/19	9/15/19	10/15/19	11/1/19	11/15/19	11/22/19	11/30/19	9/1/22
Category Day	8/28/17	12/1/19	12/15/20	1/15/20	2/1/20	2/15/20	2/22/20	2/28/20	12/1/22
Mentoring	8/28/17	3/1/20	3/15/20	4/15/20	5/1/20	5/15/20	5/22/20	5/31/20	3/1/23
SciPAC Charter	10/18/17	6/1/20	6/15/20	7/15/20	8/1/20	8/15/20	8/22/20	8/31/20	6/1/23
Readiness	12/19/17	9/11/20	9/15/20	10/15/20	11/1/20	11/15/20	11/22/20	11/30/20	12/1/23

*Last updated 7/16/18*





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

{Subcommittee name or sub-title here}



**ATTACHMENT B: SciPAC Letter of Appreciation Format**

[Month, Day, Year]

Dear [Rank and Officers Name]:

I would like to take this opportunity to thank you for your [*valued advice, counsel, and service, etc.*] as a member of the Scientist Professional Advisory Committee (SciPAC) [SUBCOMMITTEE NAME] subcommittee for Fiscal Year 2018.

Among the committee's accomplishments, your contribution was instrumental towards:

- [List of specific bullets of accomplishments for the said SC Member]

Thank you very much for supporting our Category-specific initiatives.

Sincerely,

[Insert CPO Signature]  
FIRST LAST, DEGREES  
RANK, USPHS  
Chief Scientist Officer

[Insert SciPAC Chair Signature]  
FIRST LAST, DEGREES  
RANK, USPHS  
Chair, SciPAC



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

*{Subcommittee name or sub-title here}*



**ATTACHMENT C: SciPAC Letterhead Template**

[Month, Day, Year]

Dear [Rank and Officers Name]:

Your text goes here...

Sincerely,

[Rank] Name  
[Position]

[Rank] Name  
[Position]

**ATTACHMENT D: Request for SciPAC Funding**

**Date:** \_\_\_\_\_

**TO:** Executive Board of SciPAC

**FROM:** \_\_\_\_\_

*SciPAC Chairperson name, Subcommittee name, email*

**SUBJECT:** Request for SciPAC Funding

Describe the support/activity/project/event that requires funding

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What benefits will SciPAC derive as a result of this event/activity/project?

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---

What other possible funding sources would supplement any SciPAC support?

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---

Amount requested for funding: \$ \_\_\_\_\_ Date funding is needed \_\_\_\_\_  
(MM/DD/YY)

---

REVIEW BY EXECUTIVE BOARD on \_\_\_\_\_:

Amount exceeding \$250 to be reviewed by the voting membership

Approved: Amount Approved \$ \_\_\_\_\_

Denied with explanation:

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## ATTACHMENT E: SciPAC Call for Nominations Email Template

### 20XX Call for Nominations for Scientist PAC Voting Membership

The Scientist Professional Advisory Committee (SciPAC) is seeking motivated Commissioned Corps Scientist Officers who are interested in serving as SciPAC voting members. SciPAC provides advice and consultation to the Office of the General and to the Chief Scientist Officer on professional and personnel issues. Voting members represent a cross-section of the disciplines and responsibilities of scientific professionals in agencies and operating divisions that are staffed by U.S. Public Health Service Commissioned Corps officers.

Each year nominations are sought to fill vacancies. This year, there are x vacancies. SciPAC general meetings occur monthly via teleconference, so travel is not required for voting membership. The term of appointment is 3 years.

SciPAC voting members are expected to serve as a subcommittee chair or co-chair during each year of their term. Information about each subcommittee can be found at: <https://dcp.psc.gov/osg/scientist/subcommittees.aspx>. The subcommittees are:

Awards	Recruitment & Retention
Career Development	Rules & Membership
Category Day	Science
Mentoring	Visibility
Policy	Website
Readiness	

Commissioned Corps Scientist Officers interested in serving as a SciPAC voting member should submit the following 4 items:

- Curriculum vitae (CV) summary page (1-2 pages max)
- Cover letter of 3-4 paragraphs describing your specific reasons for wanting to be a SciPAC voting member, including your prior/current experience with the PAC, anticipated contributions to the category through subcommittee leadership roles, and goals for the future within the PAC (≤ 500 words)
- SciPAC self-nomination form signed by yourself & your supervisor
- Screenshot of RedDOG Self Service/Readiness Information/Readiness Status verifying status as basic ready

**This information is due to the SciPAC Rules & Membership Subcommittee Chair, Rank Name (email address) by Friday, April XX, 20XX at 11:59 PM Eastern. New appointment terms begin on September 1, 20XX.**

For any questions, you can reach **Rank Last Name** at email address or **nnn.nnn.nnnn**.

**ATTACHMENT F. SciPAC Voting Membership Self-Nomination Form**

**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE (SciPAC)  
SELF-NOMINATION FORM**

**SUBMISSION DEADLINE: April XX, 20XX at 11:59 PM Eastern**

Please complete all requested information and follow the instructions to submit your self-nomination for SciPAC voting membership.

I, (rank and name), am applying to be a voting member of SciPAC, a 3-year term. I understand that voting members are selected to provide diverse representation of geographic locations, agencies, and experience levels. I have permission from my supervisor to participate in this activity. If selected, I will be available by phone for regularly scheduled meetings and will chair or co-chair a SciPAC subcommittee each year of my term.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

Rank and name:	
Work Phone:	
E-mail Address:	
Applying for:	<input type="checkbox"/> 1 <sup>st</sup> Term <input type="checkbox"/> 2 <sup>nd</sup> Term
Agency/OPDIV:	
Duty Station and Address:	
Discipline:	
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer Not To Answer
Total years of federal service:	PHS:___ MilitaryService: ___ Civil Service: ___
Years of pre-PHS work experience:	

SUPERVISOR: I, (rank and name), give my permission for the above individual to participate as a SciPAC voting member if selected.

\_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Phone Number

\_\_\_ Awards  
\_\_\_ Career Development  
\_\_\_ Category Day  
\_\_\_ Mentoring  
\_\_\_ Policy  
\_\_\_ Readiness

\_\_\_ Recruitment & Retention  
\_\_\_ Rules & Membership  
\_\_\_ Science  
\_\_\_ Visibility  
\_\_\_ Website

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**Submission Checklist:**

- Self-nomination form (signed and dated)
- Documentation of supervisor's approval (within this document or by forwarding their approval via email – more details below)
- CV summary sheet (1-2 pages - all additional information will be removed)
- Cover letter describing your reasons for wanting to be a SciPAC voting member and previous and anticipated contributions to the category (≤ 500 words)
- Screenshot of RedDOG Self Service/Readiness Information/Readiness Status verifying status as basic ready

**Submission Instructions:**

The required materials must be submitted by 11:59 pm Eastern on **April XX, 20XX**.

Fill in all fields on the self-nomination form, and save as a separate document. Address an email to **Rank Name (email address)** attach the following four documents:

- 1) SciPAC self-nomination form;
- 2) CV summary sheet;
- 3) Cover letter;
- 4) Documentation of your status as basic ready.

For your supervisor's concurrence, you may either have your supervisor: a) sign this form (preferred) or b) forward your signed copy of this form to **Rank Name (email address)** with supervisory concurrence in the body of the message.