



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

Rules and Membership Subcommittee



**STANDARD OPERATION PROCEDURES OF THE
RULES AND MEMBERSHIP SUBCOMMITTEE**

VERSION: 41

Approved: March 5, 2021

Document History Record for:

SciPAC Rules and Membership Subcommittee Standard Operating Procedures

<i>Revision Number</i>	<i>Chair/ Co-Chair</i>	<i>Implementation Date</i>	<i>Description of Changes</i>
1.0	K. Abe	09/01/2011	eInitial (KA)
2.0	N. Frazer	09/01/2013	Reviewed-No Changes. eInitial (NF)
3.0	J. Adjemian	09/01/2015	Reviewed-No Changes. eInitial (JA)
4.0	L. Rodgers/ D. Chu	3/12/2019	Major revision. Extensive changes implemented throughout. Attachments added.
4.1	J. Wilken / D. Dee / D. Chu	3/5/2021	Appoints the SciPAC Executive Liaison as the R&M SciPAC SC SOP Review Team Lead. Provides additional detail for selecting members of the Voting Member Selection Team, criteria for selecting Voting Members, selection of first and second alternate Voting Members, and leadership of the selection process if the Vice Chair is reapplying for voting membership. Copyedits and changes from “Corps” to “PHS” officers made throughout.

Table of Contents

I.	PURPOSE	1
II.	GOVERNING BODY AND OFFICERS	1
	a. Organization.....	1
	i. Structure	1
	ii. Size	1
	iii. Representation	1
	b. Officers – Roles and Responsibilities.....	1
	i. Chair	1
	ii. Co-Chair	2
	iii. Secretary	2
	iv. SC Team Leads	3
	v. Subcommittee Members	3
III.	OPERATIONS AND PROCEDURES	3
	a. Meetings	3
	b. Teams.....	3
	i. SciPAC Charter Review Team	3
	ii. SciPAC SOP Review Team	4
	iii. SciPAC SC SOP Review Team	5
	iv. SciPAC Voting Member Selection Team	5
	v. R&M SC SOP Review Team	8
	vi. Annual Report Team	9
IV.	SUBCOMMITTEE MEMBERSHIP	9
	a. Requirements	9
	b. Letters of Appreciation	9
V.	TRANSITIONING	9
	a. Incoming Chair and Co-Chair Preparation	9
	b. Incoming Chair and Co-Chair Expectations.....	10
VI.	REFERENCES	10
VII.	ATTACHMENTS	10

I. PURPOSE

The purpose of the Scientist Professional Advisory Committee (SciPAC) Rules and Membership (R&M) Subcommittee (SC) is to (1) oversee the revisions to the SciPAC governance documents, (2) facilitate the process for appointing new SciPAC voting members, and (3) evaluate and make recommendations on issues that do not fall under the scope of other SciPAC SCs. This standard operating procedure (SOP) is to establish the duties, responsibilities, operations, and procedures currently employed by the R&M SC.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The SciPAC R&M SC shall consist of a Chair, Co-Chair, Secretary, and SC members divided into teams as described below. SC teams may be added or removed for specific operational years, as determined by the SC Chair.

ii. Size

The size of the SC will vary according to the size and number of functional SC teams each operational year. The SC Chair may 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 strive to be as representative as possible of the current membership of the Scientist Category with respect to agency, rank, and geographic location.

b. Officers – Roles and Responsibilities

i. Chair

The Chair is responsible for ensuring timely completion of all SC responsibilities, and shall carry out the following duties:

- a. Select R&M SC members for each SciPAC year.
- b. Add or remove teams, as necessary, to support the SC's purpose for a specific operational year.
- c. Lead the SciPAC Charter Review Team and appoint Charter Review Team members.
- d. Appoint Team Leads (except for the SciPAC SC SOP Review Team lead; see section III.B.iii) and appoint team members nominated by the Team Leads.

- e. Schedule SC meetings, as necessary.
- f. Facilitate the Voting Membership nomination process and prepare nomination package for Office of the Surgeon General (OSG) approval.
 - 1. Note: if R&M SC Chair is re-applying for voting membership, s/he should notify PAC Chair ASAP to make alternate arrangements for oversight of Voting Membership process, with PAC Chair taking lead.
- g. Ensure that the SciPAC SC SOPs are submitted and updated per the revision matrix (see the SciPAC SOP Attachment A).
- h. Guide the Executive Board (EB) through scheduled reviews of subcommittee SOPs, the SciPAC SOP, and the SciPAC Charter.
- i. Provide monthly SC reports orally on the SciPAC call and in written format for the minutes.
- j. Provide a written annual summary of the R&M SC activities to the Executive Secretary of the SciPAC EB.
- k. Review the revised SciPAC Charter and SciPAC SOP, as necessary, and approve of submission to the EB.

ii. Co-Chair

The Co-Chair is responsible for supporting the R&M Chair to ensure timely completion of SC responsibilities, including carrying out the following duties:

- a. Act as R&M SC Chair when the Chair is unavailable.
- b. Lead the SciPAC SOP Review Team, unless delegated to another officer by the R&M SC Chair.
- c. Participate on the SciPAC Charter Review Team.

iii. Secretary

- a. Attends SC meetings, records SC member attendance, records minutes of SC meetings, and distributes meeting minutes, presentations, and calendar invitations to SC members, as requested by the Chair.
- b. Coordinates the recruitment of members for all SciPAC roles, as directed by the SC Chair.
- c. Drafts letters of appreciation.
- d. Drafts R&M SC end of year report according to instructions sent by Annual Report Team (see section III. b. vi).
- e. Supports voting member selection process at request of Chair.
- f. Serves as a liaison to the Website SC to ensure that the most recent version of the Charter, SciPAC SOP, and SC SOPs are uploaded and publicly available.

iv. SC Team Leads

The SC Team Leads nominate potential team members (team members are approved by the R&M Chair), manage the activities of the team, schedule team meetings as needed, ensure team tasks are completed, manage and delegate work to team members, and provide updates to the Chair. Updates will be used to track team progress and describe the team's recent developments during monthly SciPAC calls.

v. Subcommittee Members

R&M SC members shall support the duties and responsibilities of the R&M SC, attend SC meetings, and provide written or oral feedback as requested. The exception to the requirement for attendance at regular SC meetings is the Voting Member Selection Team, which participates on only one teleconference, convened by the R&M SC Chair, to discuss Voting Member Selection (see section III. b. iv. below).

III. OPERATIONS AND PROCEDURES

a. Meetings

The R&M SC meetings shall be convened as needed at the discretion of the Chair. Team meeting schedules will be defined by each Team Lead.

b. Teams

i. SciPAC Charter Review Team

- a. The SciPAC Charter Review Team is led by the R&M SC Chair and includes, at a minimum, the R&M SC Co-Chair. The SciPAC Charter Review Team shall be formed triennially in years when an update is required.
- b. The SciPAC Charter is to be formally reviewed and approved on a triennial schedule in the timeframe noted in the SOP Submission Matrix (Attachment A).
- c. The SciPAC Charter Review Team is responsible for revising the Charter for SciPAC EB review based on the SOP Submission Matrix (Attachment A). Updates to the Charter will be made using track changes.
- d. In addition to the scheduled triennial review, the SC Chair will examine the Charter annually and discuss possible updates with the SciPAC Chair to note for future revisions.
- e. Review and approval of the Charter revisions shall be conducted as follows: The R&M SC Chair will work with the SciPAC Chair and consult with the Immediate Past Chair to identify needed revisions. The SciPAC Charter Review Team will revise

the Charter. The R&M SC Chair will facilitate the review and approval of the revised Charter through the SciPAC EB. Once the EB unanimously approves the Charter revisions, the SciPAC Chair, or designee, will send the revised Charter to the Voting Members for approval, with three voting options available: 1) approved without changes, 2) approved pending revision (with no further Voting Member review needed), or 3) revise and resubmit for review. The R&M Charter Review Team shall coordinate follow-up on any issues that are identified as needed revision and resubmission during the Voting Member review process. The SC Chair should keep the SciPAC Chair apprised of any major changes that are requested, and, at any point in the review process, the SciPAC Chair may call for a re-vote by the EB or the Voting Membership if they determine that changes are sufficiently substantive to justify repeating the review. Once unanimously approved by Voting Members, the SciPAC Chair shall send the revised Charter to the SciPAC Chief Professional Officer (CPO), who will submit it to the Office of the Surgeon General for final approval.

ii. SciPAC SOP Review Team

- a. The SciPAC SOP Review Team will be led by the R&M SC Co-Chair unless the R&M Chair delegates this role to another officer.
- b. The SciPAC SOP is to be reviewed and approved on a triennial schedule in the timeframe noted in the SOP Submission Matrix (Attachment A).
- c. The SciPAC SOP Review Team is responsible for revising the SOP for SciPAC EB review based on the SOP Submission Matrix (Attachment A). Updates to the SOP will be made using track changes.
- d. In addition to the scheduled triennial review, the SciPAC SOP Review Team will examine the SciPAC SOP annually and ascertain if any revisions should be noted and collected for inclusion in the next revision. Furthermore, the SciPAC SOP can be reviewed and approved more frequently than triennially if the SciPAC SOP Review Team or the SciPAC Chair believe that the changes warrant immediate adoption, at which point the SciPAC Chair will call for a vote by the Voting Members to approve the SOP. The subsequent SciPAC SOP review would be required 3 years after the approval of this “ad hoc” review,

effectively resetting the review period for this document.

- e. Review and approval of SciPAC SOP revisions shall be conducted as follows: The SciPAC SOP Review Team Lead will send revisions to the R&M SC Chair for review. The R&M SC Chair will facilitate the review and approval of the revised SciPAC SOP through the SciPAC EB. Once the EB approves, the SciPAC Chair, or designee, will send the revised SciPAC SOP to the Voting Members for approval, with three voting options available: 1) approved without changes, 2) approved pending revision with no further Voting Member review needed, or 3) revise and resubmit for review. The SciPAC SOP Review Team Lead shall coordinate follow-up on any issues that are identified as needed revision and resubmission during the Voting Member review process. The SC Chair should keep the SciPAC Chair apprised of any major changes that are requested, and, at any point in the review process, the SciPAC Chair may call for a re-vote by the EB or the Voting Membership if they determine that changes are sufficiently substantive to justify repeating the review. The R&M SC Chair shall follow-up on any issues that are identified during the Voting Member review process, finalize the SciPAC SOP, send to the PAC via listserv, and ensure that this new version is posted on the SciPAC Website before the end of the operational year.

iii. SciPAC SC SOP Review Team

- a. The SciPAC Executive Liaison will serve as the SciPAC SC SOP Review Team Lead.
- b. The Team will manage and ensure submission and review of each SciPAC SC's SOP in accordance with the SOP Submission Matrix (see Attachment A). The Team will also conduct an administrative review of each SC SOP submitted to ensure it is in line with other approved SOPs before submission to the EB. Once SOPs are approved by the EB, the Team will ensure all approved SOPs are uploaded to max.gov in the Governing Documents site, and that the SC involved has it posted to the SC website.
- c. The team will update the SOP Submissions Matrix, as needed.

iv. SciPAC Voting Member Selection Team

- a. The Team will be led by the R&M SC Chair except in the case that the R&M Chair plans to reapply for voting membership.

1. In the case when the R&M SC Chair plans to reapply for voting membership during the OY, the PAC Chair will lead the Voting Member Selection Team. Henceforth, reference to the role of the R&M SC Chair in the voting member selection process will imply substitution of leadership by the PAC Chair when the R&M SC Chair is reapplying for voting membership in the same year.
- b. The R&M SC Chair will initiate and oversee the annual SciPAC voting membership nomination process and ensure that the process adheres to Section V of the SciPAC Charter and Section III.7 of the SciPAC SOP (see Attachments B, C, and D for sample Call for Nominations for Scientist PAC Voting Membership email and self-nomination form). The R&M SC Chair shall ensure that the SciPAC Voting Member Selection Team and CPO are aware of the voting member selection procedures described in the Charter, including striving to ensure representativeness of selected voting members.
- c. While the selection process itself will be transparent, certain information gathered in the process is sensitive and should be considered restricted to the R&M SC Chair and the Voting Member Selection Team. Restricted information includes the names of the Voting Member Selection Team, nomination packets themselves, names and readiness status of nominees, and contents of the teleconference.
- d. The R&M SC Chair shall convene a Voting Member Selection Team to review and rank nominations for SciPAC voting membership. The team shall include no fewer than 7 and no more than 11 officers, and be composed of the following officers:
 1. SciPAC Immediate Past Chair
 2. SciPAC Chair
 3. SciPAC Vice Chair (R&M Chair), unless Vice Chair is reapplying for voting membership, as described above
 4. Additional officers recruited by the R&M SC Chair must meet both of the following criteria:
 1. Senior Scientist Officers (O-5 and above);
 2. Have either completed two Voting Member terms, or are in the final year of their second Voting Member term, or one four-year term where the

fourth year was as SciPAC Chair;

- e. No officer shall serve on the Voting Member Selection Team for more than 5 consecutive operational years, regardless of role, though an officer can serve more than 5 non-consecutive years.
- f. Unless otherwise noted, the R&M SC Chair shall be responsible for leading voting membership selection through the following process:
 - 1. The Voting Member Selection Team should be formed, with members confirming participation, ideally no later than mid-March. The R&M SC Chair shall ensure that members can access Max.gov.
 - 2. Identify the number of slots available for voting membership by mid-March.
 - 3. Update the self-nomination form with the current year and contact information by mid-March (Attachments C and D).
 - 4. Announce the open nomination period for SciPAC voting membership via the SciPAC listserv. The nomination period is open for two weeks and is typically announced in late March of each year, with applications due in early April.
 - 5. Compile the applicant list, along with collection of SciPAC attendance summaries (obtained from the SciPAC Executive Secretary), and readiness status documented in screenshots reported by nominees in their application.
 - 6. Send the applicant list and scoring sheets to the team via email and Max.gov in mid-April for evaluation and ranking by the end of April. There is no prescriptive scoring rubric, but Voting Member Selection Team members are encouraged to consider the following: applicants' contributions to SciPAC and to the Corps as leaders; their attendance at SciPAC monthly calls; their anticipated contributions to the category through subcommittee leadership roles and goals for the future within the PAC as communicated in their cover letters; and diversity of membership that reflects the category as a whole as relates to gender, race, ethnicity, agency, geographic location, seniority, and discipline.
 - 7. Compile all the rankings and send out to the team for review by early May.
 - 8. Schedule a meeting/conference call in mid-May to discuss the rankings with the team and unanimously make the

selections of the officers that the team will submit to the CPO. The team will also 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. Any voting member vacancy that occurs following the annual selection process can be filled in order from these ranked alternates, as needed (See SciPAC SOP).

9. The SciPAC Chairperson presents a list of selections to the CPO in mid-May, requesting the CPO’s approval by the first week of June. If an officer selected for voting membership is disapproved by the CPO, the first alternate will replace this officer in the list of proposed voting members.
10. Prepare the nomination package of applicants approved by the CPO and submit to the CPO in early June. The CPO should submit the voting member package to the OSG by mid-June, seeking OSG’s approval by July 1. The R&M SC Chair shall follow-up with the CPO after 2 weeks post-submission if approval is not yet received.
11. After OSG approval, the SciPAC Vice Chair shall inform the successful nominees of their selection by phone and send an email to all other nominees. The names of the selected nominees can be released neither to SciPAC nor to the nominees until approved by the OSG.
12. The R&M SC Chair notifies the PAC of the new Voting Members by e-mail to the listserv. This notification will include a short description of SciPAC and PHS leadership roles held by each new Voting Member as provided by the Voting Member.

v. R&MSC SOP Review Team

- a. The Team will be led by the R&M SC SOP Review Team Lead.
- b. The Team will manage the review of R&M SC SOP annually to assess the need for any revisions to the SC’s SOP.
- c. The Team will ensure that a revised SOP is submitted to the EB based on the SOP Submission Matrix (Attachment A) and will make necessary edits to address changes requested by the EB until approved.
- d. The R&M SC SOP Review Team shall work with the SciPAC

SC SOP Review Team (described in section III. B. iii., above) in order to submit the R&M SOP to the EB for review and revision in accordance with procedures used for all SC SOP reviews.

vi. SciPAC Annual Report Team

- a. The Team will be led by the R&M SC SciPAC Annual Report Team Lead.
- b. The Team will support the SciPAC Chair (who will transition to the Immediate Past Chair during the Team’s timeline of activities) in the production of the SciPAC Annual Report from the SciPAC operational year (September 1–August 31). Specific activities and dates are listed in the SciPAC Annual Report Team Timeline of Activities (Attachment E).
- c. The Team will edit the EB, SC, and Liaison reports submitted to the SciPAC Chair and the R&M SC SciPAC Annual Report Team Lead to produce a single document to ensure consistency in formatting and content. This document will be reviewed and finalized first by the SciPAC Immediate Past Chair and then by the CPO.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

All members of the R&M SC will be members of the Scientist Category and can be either voting or non-voting members of SciPAC. Members of the R&M SC shall be appointed annually by the R&M SC Chair.

b. Letters of Appreciation

Team Leads will provide the SC Chair the names of SC Team members whose contributions merit recognition with a Letter of Appreciation from the CPO of the Scientist Category and/or the SciPAC Chair for their electronic Official Personnel Folder on or before the end of the operational year. Team Leads can consider Team members’ responsiveness, timeliness, and quality and volume of work done on behalf of the R&M SC.

V. TRANSITIONING

a. Incoming Chair and Co-Chair Preparation

To ensure a smooth transition when a change in leadership occurs, the outgoing Chair and Co-Chair will provide the incoming Chair and Co-Chair an updated SOP, information regarding current projects, and transfer related files/documents before the operational year begins, and will be available for

consultation as necessary. The outgoing Chair and Co-Chair will schedule a teleconference to debrief the incoming Chair and Co-Chair, if necessary.

b. Incoming Chair and Co-Chair Expectations

At the beginning of each operational year, the incoming Chair and Co-Chair will:

- i. Meet with the SciPAC Chair to determine priorities and new initiatives.
- ii. 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.
- iii. Send a call for new SC members to the SciPAC listserv via the R&M SC Secretary, if needed, within the first month of appointment.
- iv. Hold an "All Hands" meeting to brief new and returning members on the responsibilities of the SC, membership requirements, and timelines for Team goals and objectives.
- v. Ensure all Teams have a Lead and a sufficient number of Team members.
- vi. Update the new R&M SC's objectives for the new operational year, annually.

VI. REFERENCES

- A. Scientist Professional Advisory Committee Standard Operating Procedures (<https://dcp.psc.gov/OSG/scientist/documents/SciPAC-SOP-2018.pdf>).
- B. Scientist Professional Advisory Committee Charter (<https://dcp.psc.gov/OSG/scientist/documents/10.18.2017-SciPAC-2017-SG-APPROVED-Charter.pdf>)

VII. ATTACHMENTS

- A. SOP Submission Matrix – please see USPHS Scientist Governing Documents page on max.gov for most recent version of matrix.
- B. Sample Call for Nominations for Scientist PAC Voting Membership email
- C. Sample Call for Nominations for Scientist PAC Voting Membership Self-Nomination Form (Word version)
- D. Sample Call for Nominations for Scientist PAC Voting Membership Self-Nomination Form (fillable PDF version)
- E. Annual Report Team Timeline of Activities with Appendices A and B

Attachment A to the SciPAC Rules and Membership SOP
SciPAC Charter and Standard Operating Procedure Review Matrix

Updated: January 8, 2021

Subcommittee 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
Mentoring*	8/28/17	1/15/21	1/29/21	2/19/21	3/12/21	4/2/21	4/16/21	4/30/21	
Category Day*	8/17/18	2/15/21	3/1/21	3/22/21	4/12/21	4/26/21	5/3/21	5/10/21	2/15/25
Readiness*	12/19/17	5/1/21	5/15/21	6/5/21	6/26/21	7/10/21	7/17/21	7/24/21	3/1/25
Policy	6/7/18	11/1/21	11/15/21	12/6/21	1/10/22	1/24/22	1/31/22	2/7/22	11/1/25
Awards	6/28/18	2/15/22	3/1/22	3/22/22	4/12/22	4/26/22	5/3/22	5/10/22	2/15/26
Science	8/24/18	5/1/22	5/15/22	6/5/22	6/26/22	7/10/22	7/17/22	7/24/22	5/1/26
Rules & Membership	TBD	11/1/22	11/15/22	12/6/22	1/10/23	1/24/23	1/31/23	2/7/23	11/1/26
Recruitment & Retention	1/24/20	2/15/23	3/1/23	3/22/23	4/12/23	4/26/23	5/3/23	5/10/23	2/15/27
Career Development	12/31/19	5/1/23	5/15/23	6/5/23	6/26/23	7/10/23	7/17/23	7/24/23	5/1/27
Website	9/1/20	11/1/23	11/15/23	12/6/23	1/10/24	1/24/24	1/31/24	2/7/24	11/1/27
Visibility	12/16/20	2/15/24	2/29/24	3/21/24	4/11/24	4/25/24	5/2/24	5/9/24	6/15/28

*--A 6-month extension has been granted to these deadlines due to the large number of officers deployed for response to COVID-19

SciPAC Governing Documents	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
SciPAC SOP**	8/18/2020	Not Applicable	3/1/21	3/22/21	4/12/21	4/26/21	5/3/21	5/10/21	5/13/22
SciPAC Charter***	8/8/17	Not Applicable	TBD	TBD	TBD	TBD	TBD	TBD	TBD

** --SciPAC SOP will be reviewed on a yearly basis.

***--Awaiting receipt of new model charter template from OSG

From: R&M SC Chair
To: List for USPHS Commissioned Corps Scientists <USPHS-SCIENTIST@LIST.NIH.GOV>
CC:
Subject: Call for Nominations for SciPAC Voting Membership

Dear Scientist Officers,

Attached is the call for nominations and the application for Scientist Professional Advisory Committee Voting Membership. New three-year appointment terms begin on September 1, <year>.

Commissioned Corps Scientist Officers interested in serving as a SciPAC voting member are encouraged to self-nominate. Please read the attached document carefully for more details on the application and submission process.

Interested individuals should submit the following 4 items, preferably by email:

- 1) SciPAC self-nomination form signed by yourself & your supervisor
- 2) Current curriculum vitae (CV) summary section (1–2 pages max)
- 3) 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)
- 4) Screenshot of RedDOG Self Service/Readiness Information/Readiness Status verifying status as basic ready

This information is due to <name of R&M SC Chair>, the SciPAC Rules & Membership Subcommittee Chair, by 11:59 pm Eastern on <Day, Month Date, Year>.

Respectfully,

<R&M SC CHAIR SIGNATURE
R&M SC CHAIR NAME, DEGREES
RANK, USPHS>

Chair, Rules and Membership Subcommittee
Vice Chair, Scientist PAC

<year> 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 Surgeon 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 <number> 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 either on the Executive Board or 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:

1. SciPAC self-nomination form signed by yourself & your supervisor
2. Curriculum vitae (CV) summary section (1-2 pages max)
3. 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 (\leq 500 words)
SciPAC self-nomination form signed by yourself & your supervisor
4. 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, <name and email> by <due date> at 11:59 PM Eastern. New appointment terms begin on September 1, <year>.

For any questions, reach <name, email, phone>.

**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE (SciPAC)
 SELF-NOMINATION FORM
 SUBMISSION DEADLINE: April 25, <year> 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. I understand that voting members are selected to provide diverse representation of geographic locations, agencies, and experience levels. I have permission of my supervisor to participate in this activity. If selected, I will be available by phone for regularly scheduled meetings and will either serve on the Executive Board or 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 st Term <input type="checkbox"/> 2 nd 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: ___ Military: ___ 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.

 Supervisor's Signature Date

 E-mail Address Phone Number

If selected for membership on the SciPAC, rank the top 5 committees you would prefer to chair or co-chair:

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

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 section (1–2 pages — all additional information will be removed)
- Cover letter describing your reasons for wanting to be a SciPAC voting member and anticipated contributions to the category (\leq 500 words)
- Screen capture verifying basic readiness

Submission Instructions:

The following documents must be submitted by 11:59 pm Eastern on **<date>**.

Fill in all materials on this form, and save as a separate document on your hard drive. Address an email to **<R&M SC Chair's name and email>** and attach the following four documents:

- 1) SciPAC self-nomination form
- 2) CV summary sheet
- 3) Cover letter
- 4) Screenshot of RedDOG Self Service/Readiness Information/Readiness Status verifying 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 **<R&M SC Chair's name and email>** with supervisory concurrence in the body of the message.

<YEAR> 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 Surgeon 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 **<number>** 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 either on the Executive Board or 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:

1. SciPAC self-nomination form signed by yourself & your supervisor
2. Curriculum vitae (CV) summary section (1-2 pages max)
3. 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)
4. 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, **<name and email> by **<due date>** at 11:59 PM Eastern. New appointment terms begin on September 1, **<year>**.**

For any questions, email **<Chair's name and email>** or **<phone number>**.

**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE (SciPAC)
 VOTING MEMBERSHIP SELF-NOMINATION FORM
 SUBMISSION DEADLINE: <due date> 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 either serve on the Executive Board or chair or co-chair a SciPAC subcommittee each year of my term.

 Signature (click field to electronically sign) Date

Rank and name:			
Work Phone:			
E-mail Address:			
Applying for:	<input type="checkbox"/> 1 st Term	<input type="checkbox"/> 2 nd 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: ___	Military Service: ___	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 (click field to electronically sign) Date

 E-mail Address Phone Number

If selected for membership on the SciPAC, rank the top 5 committees you would prefer to chair or co-chair (assign your top rank a #1):

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

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 section (1-2 pages - all additional information will be removed)
- Cover letter describing your reasons for wanting to be a SciPAC voting member and anticipated contributions to the category (≤ 500 words)
- Screen capture verifying basic readiness

Submission Instructions:

The required materials must be submitted electronically by 11:59 pm Eastern on **<due date>**.

Fill in all fields on the self-nomination form, and save as a separate document. Address an email to **<Chair's name>** (**<email address>**) and attach the following four documents:

- 1) SciPAC self-nomination form
- 2) CV summary sheet
- 3) Cover letter
- 4) Screenshot of RedDOG Self Service/Readiness Information/Readiness Status verifying 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 **<Chair's name>** (**<email address>**) with supervisory concurrence in the body of the message.

Attachment E. SciPAC Annual Report Team Timeline of Activities

SCIPAC ANNUAL REPORT TEAM TIMELINE OF ACTIVITIES

RECOMMENDED DATE	Activity
JULY 15	SciPAC Chair or designee (e.g., Rules & Membership (R&M) Subcommittee (SC) Annual Report Team Lead) sends email to SciPAC Executive Board (EB), SC Chairs, and Liaisons requesting EB, SC and liaison end-of-year summaries for inclusion in the SciPAC Annual Report, due by August 15 th . See Appendix A of this document for sample email. Appendix B includes a template for EB, SC Chairs, and Liaisons to follow when developing their summaries.
AUGUST 1	SciPAC Chair or designee (e.g., R&M SC Annual Report Team Lead) sends email to SciPAC EB, SC Chairs, and Liaisons to remind that end-of-year summaries are due by Aug 15.
AUGUST 15	Deadline for SciPAC EB, SC Chairs, and Liaisons to submit completed end-of-year summaries for inclusion in the SciPAC Annual Report to the SciPAC Chair and R&M SC Annual Report Team Lead.
AUGUST 16–30	R&M SC Annual Report Team Lead notifies SciPAC Chair of SC Chairs and Liaisons who have not submitted end-of-year summaries by the deadline. SciPAC Chair (or designee) sends weekly emails to those with outstanding reports requesting the information as soon as possible.
AUGUST 15 – SEPTEMBER 15	R&M SC Annual Report Team compiles EB, SC and liaison end-of-year summaries for the SciPAC Annual Report with the exception of the Chair’s section.
SEPTEMBER 15	R&M SC Annual Report Team Lead submits draft SciPAC Annual Report to SciPAC Immediate Past Chair for review and comment.
OCTOBER 15	SciPAC Immediate Past Chair submits comments and requested edits on the SciPAC Annual Report to the R&M SC Annual Report Team Lead. Some comments may need to be addressed by SC Chairs and Liaisons.
OCTOBER 31	R&M SC Annual Report Team Lead submits revised SciPAC Annual Report to the SciPAC Immediate Past Chair for final review.
NOVEMBER 15	SciPAC Immediate Past Chair submits SciPAC Annual Report to Scientist CPO for review, comment, and approval.

NOVEMBER 30	Scientist CPO submits comments and requested edits (if any) on the SciPAC Annual Report to the R&M SC Annual Report Team Lead.
DECEMBER 15	SciPAC Annual Report is finalized and posted to the SciPAC website and listserv.

Appendix A: Sample Email from SciPAC Chair to SciPAC Executive Board, Subcommittee Chairs, and Liaisons Requesting End-of-Year Summaries

From: SciPAC Chair
 To: SciPAC Executive Board, Subcommittee Chairs, and Liaisons
 CC: Chief Scientist Officer, R&M Subcommittee Annual Report Lead
 Subject: SciPAC End-of-Year Summaries for the SciPAC Annual Report

Dear SciPAC Executive Board, Subcommittee Chairs and Liaisons,

It is time to begin compiling the SciPAC Annual Report for the 20XX–20XX operational year. To help with this process, **each Subcommittee Chair and Liaison must submit a summary of your accomplishments and major impacts during the operational year.** This is also an opportunity for you to reflect on the past operational year and provide any recommendations for incoming leadership. The dates covered in your subcommittee or liaison report should be **September 1, 20XX–August 31, 20XX.** Attached please find a copy of last year’s Annual Report for your reference. Also attached is a template (with instructions) for you to follow when developing your report. When finished, please label the document with your subcommittee or liaison name and operational year (i.e., AR_Summary_SCName_2018-19) and **send it back to me and copy [insert name of R&M SC Annual Report Team Lead]** as well as the incoming Subcommittee Chairs for your subcommittee **by COB August 15th.** Once the report is compiled, it will be submitted to the CPO for final approval. Once approved, the report will be posted on the SciPAC website and distributed through the SciPAC listserv.

Thank you for supporting our Category-specific initiatives.

Sincerely,

[CPO SIGNATURE]
 [CPO NAME, DEGREES]
 [RANK, USPHS]
 Chief Scientist Officer

[PAC CHAIR SIGNATURE]
 [PAC CHAIR NAME, DEGREES]
 [RANK, USPHS]
 Chair, SciPAC

Appendix B: Subcommittee/Liaison End-of-Year Summary Template with Sample Submission

Requested Items	Instructions
Subcommittee/Liaison Role Name	List the subcommittee or liaison role name
Leadership	List the names of officers serving in leadership roles (e.g, Subcommittee Chair, Subcommittee Co-Chair, Team Leads, Liaison). Do not list general membership.
Subcommittee/Liaison Major Duties	List the major duties of the subcommittee or liaison, using a bulleted format (no more than one line). This can be as simple as a list of teams located on the subcommittee.
Subcommittee/Liaison Accomplishments & Impacts	List the accomplishments and impacts of the subcommittee or liaison during the operational year (September 1–August 31). List each accomplishment and its associated impacts together.
Recommendations	List recommendations for incoming leadership related to subcommittee or liaison activities (e.g., things to continue, things to initiate, things to improve, etc).

Sample Report

RULES AND MEMBERSHIP

Chair: CDR Jennifer Thomas

Co-Chair: LCDR Eric Jamoom

Major Duties:

- SciPAC Charter triennial review
- SciPAC SOP annual review
- SciPAC Subcommittee SOP triennial review
- SciPAC New Voting Member Selection Process

Accomplishments & Impact:

- SciPAC Charter
 - The SciPAC Charter was revised during the 2016–2017 operational year and approved by the voting membership on August 31, 2017. The OSG subsequently approved the Charter on October 18, 2017.
 - The Charter is posted to the Max.Gov page entitled “Governing Documents” and to the SciPAC website’s “About SciPAC” and Rules and Membership Subcommittee pages.

- SciPAC SOP Review
 - The SciPAC SOP is critical for communicating the key objectives and functions of each Executive Board role, Subcommittee, and Liaison role to all Scientist Officers. Co-Chair led a substantial review and revision of the SciPAC SOP to ensure the document accurately reflects SciPAC functions and activities.
 - Over the course of the 2017–2018 operational year, the SciPAC SOP was closely reviewed, reformatted and updated to better reflect current activities, standards and needs, and to incorporate major updates and Executive Board comments into the document.
 - Major changes included: 1) reorganization of the entire document; 2) addition of a section on letters of appreciation, as well as a format for letters; 3) addition of a Rules and Membership Subcommittee SOP Submission and Approval Matrix; 4) new SciPAC letterhead; 5) addition of process for creating letters of appreciation.
 - The voting membership voted to approve the specific major changes as well as the SOP as a whole in July 2018. The finalized SciPAC SOP will be disseminated through the SciPAC listserv and posted to the SciPAC website.

- SciPAC New Voting Member Nomination Process
 - The Rules and Membership Chair reviewed the current membership and identified seven slots available for prospective voting membership. The formal call for voting member nominations was submitted via the SciPAC listserv. The process was started in late March with applications due in April to ensure a longer transition period between executive board and subcommittee chairs, based on the experience and recommendations from the previous operational year.
 - The Rules and Membership Chair received and compiled 24 potential applicants' self-nomination packets; requested supporting data from the SciPAC Executive Secretary (SciPAC call attendance); scheduled a Voting Membership Selection Team subcommittee meeting; and distributed the self-nomination packets to the subcommittee members for rankings. Prior to the teleconference, the Chair compiled the rankings and distributed to subcommittee members.
 - The Voting Member Selection Team of the Rules and Membership subcommittee then met by teleconference to discuss each of the applicants, review the diversity, distribution, and qualifications, and select seven officers to recommend for voting membership. A nomination package was subsequently prepared and submitted to CPO for consideration.
 - The OSG approved the seven officers for SciPAC Voting Membership, and the Rules and Membership Chair notified each officer individually by phone to inform them of their selection and welcome them to the PAC. Officers who were not selected were also notified of the decision by the Rules and Membership Chair via email. Feedback from the subcommittee was provided regarding areas where the officer could increase their support of the PAC.
 - New this year, per the revised Charter, two alternate Voting Members were also selected. These officers were also notified of their selection via email, which was made based on their ranking in the Voting Member selection process.

- Postal mail (a.k.a. “snail mail”) was removed from the Voting Member self-nomination form as an option for submission, making submissions possible only by email.
- SciPAC Subcommittee SOP annual updates
 - A team was established to monitor, receive, edit, and facilitate Executive Board review of Subcommittee SOPs. The team also established a submission schedule for subcommittee SOPs, with each subcommittee submitting its SOP once every three years. The new submission schedule and process allowed for spaced review of Subcommittee SOPs by the Executive Board.
 - The team used SciPAC’s Max.Gov page to coordinate submission and review of Subcommittee SOPs, and the SciPAC calendar to share submission deadlines.
 - The Rules and Membership Subcommittee ensured Executive Board review and approval of the Readiness, Awards, Policy, and Science subcommittee SOPs.
- Other accomplishments this year included
 - The update of the Subcommittee roster early in the year to ensure that existing members were still available to participate on the Subcommittee in the new operational year.
 - Informal revision of the Rules and Membership Subcommittee SOP to provide 2018–2019 Subcommittee leaders with a clear description of the Subcommittee structure and roles.
 - The transition of the SciPAC Voting Membership self-nomination form to a fillable pdf, coordinated by Subcommittee Secretary, to facilitate electronic signatures and submission of nomination packets by email.

Recommendations:

- Ensure the SciPAC SOP and Charter are sent to all voting members at the start of the operational year.
- Make revisions to the SciPAC SOP at the beginning of the operational year (per the SOP) and send for vote to the voting membership.
 - Update the responsibilities of each Subcommittee in the SciPAC SOP to reflect the Subcommittees’ SOPs as approved by Executive Board to ensure consistency between the SciPAC SOP and the Subcommittees’ SOPs.
- Per the new SOP submission matrix, the Rules and Membership Subcommittee SOP will be due to the Rules and Membership SOP Team by March 1, 2019. Recommend beginning those revisions as soon as possible in the operational year.
- Use both email and Max.Gov for relaying Voting Member self-nomination packages to the Voting Member Selection Team.
- When the Voting Member self-nomination form is updated with the new Rules and Membership Chair’s contact information, submission deadline, and number of slots available, make this new form a fillable pdf.
- Recommend maintaining the position of Secretary for the Subcommittee, whose duties include acting as Liaison to the Website Subcommittee, assisting with scheduling meetings, assisting with non-close-hold portions of the Voting Member selection process,

and drafting EOY report and letters of appreciation. Useful qualifications include Adobe Acrobat skills, close attention to detail, and proficiency with Max.Gov.