



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



Meeting Minutes; December 4, 2018

Via Webex meeting

Or via phone: 1-877-465-7975; Access code: 902 910 742

Total Attendance: 125

Chief Scientist Officer and 2018–2019 SciPAC Executive Board Members

Rank	Name	Role	
CAPT	Eckert, John	Chief Scientist Officer	Present
CAPT	Thomas, Jennifer	Chair	Present
CDR	Rodgers, Loren	Vice Chair; Rules & Membership Chair Ex Officio Chairperson; Recruitment and Retention	Present
CDR	Toblin, Robin	Subcommittee Co-Chair	Present
LCDR	Shumate, Alice	Executive Secretary	Present
LCDR	Wilken, Jason	COF Liaison	Present

Voting Members

Rank	Name	Role	
CDR	Barbour, Kamil	Visibility Subcommittee Chair	Present
CDR	Chiaruttini, Jessica	Policy Subcommittee Co-Chair	Present
CDR	Dee, Deb	Category Day Co-Chair	
CDR	Goodrich-Doctor, Adrienne	Website Subcommittee Chair	Present
CDR	Kenney, James	Awards Subcommittee Chair	Excused
CDR	Huang, David	Science Subcommittee Co-Chair	Present
CDR	Rossiter, Lana	Mentoring Subcommittee Chair	Present
CDR	Zhou, Eric	Category Day Chair	Excused
LCDR	Bjork, Adam	Policy Subcommittee Chair	Present
LCDR	Blessington, Tyann Irvin-Barnwell,	Career Development Subcommittee Chair	Present
LCDR	Elizabeth	Readiness Subcommittee Chair	Excused
LCDR	Jamoom, Eric	Science Subcommittee Chair	Excused
LCDR	Leshin, Jonathan	Recruitment and Retention Subcommittee Chair	Present
LCDR	Ou, Oliver	Career Development Subcommittee Co-Chair	
LCDR	Pesce, John	Mentoring Subcommittee Co-Chair	Present

Non-voting Liaisons

Rank	Name	Role	
CAPT	Sanders, Martin	COA Liaison	Excused
CDR	Halldin, Cara	CCWIAB Liaison	Excused
LCDR	Jeisy Scott, Victoria	JOAG Liaison	Present
LCDR	Odom, Erika	PACE Liaison	Present
LCDR	Tian, Nancy	MOLC Liaison	Present
LT	DiMisa, Samantha	PSYPAG Liaison	Present

Participation by Non-voting Scientist Officers: CAPT Karon Abe; CAPT Marco Bennett; CAPT Heidi Blanck; CAPT Bryan Davidson; CAPT Joseph Despina; CAPT Anne Dobmeyer; CAPT Laura Draski; CAPT Diana Elson; CAPT Dominic Frasca; CAPT Jeffrey Goodie; CAPT Sally Hu; CAPT Rosa Key-Schwartz; CAPT Mehran Massoudi; CAPT Kathleen McDuffie; CAPT Michael Smith; CAPT Douglas Thoroughman; CDR Jennifer Adjemian; CDR Qiao Bobo; CDR Dan-My Chu; CDR Chekesha Clingman; CDR Heidi Daniels; CDR Judy Facey; CDR Joanna Gaines; CDR Seth Green; CDR Wei Guo; CDR Brian Harcourt; CDR Frank Hershberger; CDR Emily Jentes; CDR Charlene Maddox; CDR Mark Miller; CDR Lara Misegades; CDR Carrie Nielsen; CDR Ruiqing Pamboukian; CDR Cesar Perez; CDR Cria Perrine; CDR Kenneth Phillips; CDR Tracy Powell; CDR Sharon Saydah; CDR Mark Scheckelhoff; CDR Kenneth Sekulic; CDR Tyler Sharp; CDR Emily Streeter; CDR Peter Thomas; CDR Jeremy Wally; CDR Matthew Wise; CDR Geoffrey Wu; CDR Fei Xu; CDR Yi Zhang; LCDR Danny Benbassat; LCDR Christine Brady; LCDR Israel Cross; LCDR Zewditu Demissie; LCDR Elizabeth Edwards; LCDR Amy Freeland; LCDR Rory Geyer; LCDR Kelsy Hoffman; LCDR Keisha Houston; LCDR Gwendolyn Hudson; LCDR Lisa Jarvis-Durham; LCDR Alaine Knipes; LCDR Juan Lacayo; LCDR Kimberly Litton-Belcher; LCDR Xiaowu Lu; LCDR Neali Lucas; LCDR Shiny Mathew; LCDR Jonetta Mpofu; LCDR Jorge Muniz-Ortiz; LCDR Mary Puckett; LCDR Leslie Rivera-Rosado; LCDR Alison Sheehan-Laufer Halpin; LCDR Pilgrim Spikes; LCDR Scott Steffen; LCDR Esra Toussaint; LCDR Tyson Volkmann; LCDR Shondelle Wilson-Frederick; LCDR Xinzhi Zhang; LCDR Julia Zucco; LT Andrew Brown; LT Sharoda Dasgupta; LT Jessica Dunn; LT Lacreisha Ejike-King; LT Leora Feldstein; LT Brett Forshey; LT Michael Gallaway; LT Bradley Goodwin; LT Alesha Harris; LT Kathleen Hartnett; LT Carolyn Herzig; LT Patrick High; LT Michelle Hughes; LT Pushpa Jayasekara; LT Ana Lauer; LT Ruth Link-Gelles; LT Jaymin Patel; LT Nazia Rahman; LT Amy Schuh; LT Patrick Sears; LT Taneshia Shelton; LT Micheal Shields; LT Dantrell Simmons; LT Matthew Stuckey; LT Emily Ussery; LT Teresa Wang; LT Carrie Whitworth; LT Lindsay Womack; LT Lauran Woodard; and LT Marissa Zwald

Excused Absences of Non-voting Scientist Officers: CDR Sharyn Brown; CDR Andrea Mccollum; CDR Sanny Northbrook; LCDR Virginia Bowen; LCDR Brooke Hoots; LCDR Iman Martin; LCDR Leigh Ann Miller; LCDR Colleen Scott; LT Francis Annor; LT Jennifer Beauregard; LT Angela Coulliette-Salmond; LT Hilda Razzaghi; and LT Erica Rose

- **Call to Order and Welcome:** CAPT Jennifer Thomas
- **CPO Report:** CAPT John Eckert

- Upcoming deadlines Scientist Officers should pay attention to:
 - Your COER should be with your Reviewing Official by now, and is due to DCCPR by December 31st. Please be attentive to these dates and ensure that your COER is moving through the system.
 - If you're up for promotion, all documents need to be submitted into your eOPF by the December 31st deadline. Be sure to get your documents uploaded, and keep copies and confirmations for what you upload so that you have a record showing that things were submitted before the deadline.
- I encourage officers to take a look at the Career Development Subcommittee's recently released report profiling officers recently promoted to O-5 and O-6. It's an excellent report with a lot of useful information for officers coming into the promotion window over the next few years.
- EIS officers are once again being given the option of commissioning. I've been asked to put together an appointment board in January for officers who wish to commission as EISOs, and am excited to see this option reinstated.
- There have been some problems reported with the USPHS call center, in which interested PhD psychologists have been told that they are not eligible for commissioning. This has now been clarified and the call center has been asked to amend their information, so that PhD psychologists with two years of clinical experience and a current valid license are told that they are eligible.
- We continue to make progress on bringing together all psychologists as Scientists. There is broad support to consolidate all psychologists into a single category (Scientist), and there is a set of appointment standards that has now been submitted and are awaiting approval.
- We are also continuing to work on the standards regarding foreign degrees, and are trying to allow applicants with a qualifying degree from a foreign university that is the equivalent of a qualifying degree from a US university. More information to come.
- Finally, several categories, including Scientist, have requested that the T&E cap for officers be raised back up to the 17 years that should be possible, from the current lowered cap for some categories. More information to come as that request moves forward.
- **Chair Report:** CAPT Jennifer Thomas
 - I hope that everyone had a nice Thanksgiving! As you know, we're piloting WebEx platform for our PAC calls, as the conventional bridgeline we've been using is anticipated to "go dark" imminently. Thanks to CAPT Sanders for allowing the PAC's use of it for these years.
 - Thanks to those who submitted abstracts for Category Day, and to the abstract reviewers on the Category Day SC for their timely, hard work to review them.
 - CDC officers: ICAP list for PHS Symposium is now open, request that your name be put on it by Monday, Dec. 17.
 - We do not have a speaker today, so our holiday gift from SciPAC might be a little extra time toward the end of the hour. But we look forward to hearing the results of the State of the Scientist Survey from Science SC at our next meeting, which will be held on January 8. Please note that this will be the second Tuesday in January, since the first Tuesday is New Year's Day.

- **Vice Chair Report:** CDR Loren Rodgers
 - Nothing to report

- **Executive Secretary Report:** LCDR Alice Shumate
 - Welcome to our first SciPAC meeting using WebEx! Please let me know if you have any problems or questions regarding the new system. Thanks to the FDA officers who have helped with the change and provided advice, especially CDR Lana Rossiter, LCDR Tyann Blessington, and LCDR Jonathan Leshin.
 - We will be using the FDA WebEx system for SciPAC meetings for the remainder of the operational year; please watch for the monthly meeting information to be updated. This WebEx invite will be done by operational year, and officers should anticipate a change in the call-in information from one operational year to the next. For the most current information, ensure that you have the standing meeting invitation for the year, sent out via the SciPAC listserv in August. Contact me (wii5@cdc.gov) if you would like the meeting invitation forwarded to you.
 - Starting with the January 2019 meeting, attendance reporting will change slightly.
 - If you connect to the meeting via WebEx and can see your full name listed in the WebEx window, you do NOT need to report attendance separately.
 - If you dial in to the meeting directly via phone, if your name does not register in WebEx, or if you have an excused absence to report, please report your attendance either via this form: http://bit.ly/SciPAC_Roll_Call_2018 or via email to LCDR Alice Shumate (wii5@cdc.gov) no later than the end of the meeting date.
 - If you are providing a report during the meeting, please e-mail a copy to LCDR Alice Shumate at wii5@cdc.gov within one week of the meeting so that it can be included in the meeting minutes.

- **COF Liaison Report:** LCDR Jason Wilken
 - No PAC expenses in November. PAC revenue was \$20.00. The current SciPAC balance is \$2300.55.
 - PAC funds come from sale of merchandise and individual donations. This year, we are piloting using social events for fundraising for PAC activities. Any officer interested in hosting a social event should contact Visibility Chair CDR Kamil Barbour (iyk1@cdc.gov).
 - Reminder to all subcommittees, funds are available to support PAC activities. The funding request form is located at <https://dcp.psc.gov/osg/scientist/documents/scipac-request-for-funding.pdf>. Send completed forms to jason.wilken@cdph.ca.gov
 - Email scipacmerchandise@gmail.com for information on esprit de corps items.

- **Subcommittee Reports**
 - **Awards:** CDR James Kenney; Co-chair: LCDR Nancy Tian
 - The Awards SC received 5 nomination packages for Scientist Responder of the Year, they are currently going through the review process.
 - The Awards SC will hold a meeting next week to discuss lesson learned and process improvements in preparation to submit a request for nomination packets for the

Junior, Senior and Mentor of the Year Awards. The announcement for the three awards will be sent out in January.

- Award SC's Award Tracking Team requested the status of the PAC awards submitted from the last operational year and we are still awaiting on their status. Hopefully they will show up as approved in the awardee's PIR soon. The Awards SC will reach out to the nominator should they be returned for edits or if we hear they were approved.
- **Career Development:** LCDR Tyann Blessington; Co-Chairs: LCDR Oliver Ou, LCDR Rory Geyer
 - The Promotion Panel Team was excited to share the Scientist Category Career Development Profile Report for the Promotion Year 2017. We encourage all officers to review the report as it represents our continued efforts to identify and document critical aspects of professional progression by surveying officers who were recently promoted. We would like to thank all officers who contributed to the report.
 - The Promotion Panel Team is also in the initial planning stages of collecting data from those officers who were promoted in 2018. We encourage you to provide feedback based on our recent report so that we can continue to refine our methods.
 - The CV Guidance Team has been busy responding to officer's questions about the new CV guidance and continuing education documentation.
 - The Training Team is planning their next training presentation, which will be on "Uniform Wear" and is scheduled to occur on February 5, 2019.
 - Many of the Career Development Teams are either planning for new activities in the spring or recognize that they may need additional assistance for their existing projects. Scientist Officers interesting in joining the Career Development Subcommittee should email the Subcommittee leads (Tyann.Blessington@fda.hhs.gov; Rory.Geyer@fda.hhs.gov; Oliver.Ou@fsis.usda.gov) and we can provide you with a list of the exciting opportunities.
- **Category Day:** Chair: CDR Eric Zhou; Co-Chair: CDR Deb Dee
 - The Category Day schedule and agenda including all speakers were identified by Dec. 12 as requested.
 - All speakers and coordinators from each team are required to submit information to the general conference by Dec. 21, 2018.
 - Thanks for so much for all team leaders for their extraordinary leadership and hard work. Especially the Abstract, Keynote, Mentoring, Panel, Agency Network, and the State of Category teams.
- **Mentoring:** CDR Lana Rossiter; Co-Chairs: LCDR John Pesce, CDR Cara Halldin
 - Mentor Matching: During November there were 62 active agreements, one mentee request for mentor, one mentor application, three new matches, and two pending agreements. LOAs for mentors are being sent today. If you served as a mentor during the 2018 operational year and do not receive a letter of appreciation via email by the end of the day, please contact LT Shayne Gallaway (LNX7@cdc.gov).
 - Mentor Outreach Team: The team is currently editing the next Mentor Outreach Publication to send to leadership for review.

- SOPs: The team will touch base with the chair/co-chairs early next year to review SOPs and update and modify as needed. The team will also provide the Career Development Subcommittee with the Promotion Panel Team section of the SOP.
 - Category Day: The team is preparing an interactive workshop that will address the value of mentoring and professional development. The workshop will provide resources beneficial for both mentors and mentees. More details will be forthcoming in December and January.
 - Agency Focused Mentoring: Additional questions were drafted to be included within the current mentor/mentee form to identify officers who may be interested in serving as an agency specific mentor or POC for agency referral. The team will also create a separate form for officers only interested in serving as agency specific mentors, and the new form will allow lieutenant commanders to serve as agency specific mentors. The team is planning to finalize the form early next year.
 - We are always looking for mentors. If you are a senior officer and are not currently mentoring a junior officer, or feel that you could take on an additional mentor, please email LT Shayne Gallaway (lnx7@cdc.gov) or LT Patrick High (Patrick.High@samhsa.hhs.gov) for an application.
- **Policy:** Chair: LCDR Adam Bjork; Co-Chair: CDR Jessica Chiaruttini
- The Policy Development Team is collaborating with the Awards Subcommittee to draft policy for the nomination and submission of honor and unit awards for SciPAC-related work. We have completed two markup sessions. The draft is nearing completion and will likely be submitted for EB review by the end of the year. LCDR Matt Steele has done a great job leading the drafting of this document.
 - Recent communications from DCCPR and the CPOs have addressed changes to Health Professions Special Pays coming in 2019. The most recent message was sent last night by DCCPR, and additional communications on this topic have been promised. In the Scientist category, these Special Pay policy changes are relevant for clinical psychologists. Our Policy Review Team has assembled a team of PHS clinical psychologists to review this policy change and assess its impact on clinical psychologists. This will be an ongoing project, as new information becomes available. Thanks very much to LT Samantha DiMisa, a clinical psychologist on the Policy Review Team, for leading this effort.
 - The Communication Policy Team is in the midst of reviewing platform-specific SOPs for the SciPAC website, listserv, and Facebook account, and is working with the Visibility SC to finalize the SciPAC Twitter SOP.
- **Readiness:** LCDR Elizabeth Irvin-Barnwell; Co-Chairs: LCDR Angela Thompson-Paul, LCDR Rebecca Levine
- Readiness Reporting (Lead: LCDR Elizabeth Irvin-Barnwell)
 - Readiness information has not been received for November 2018, and projected readiness for December 2018 has not been received.
 - The Readiness SC Deployment Skills Inventory draft report is under development. Anticipated target date for completion 12/30/2018.

- If you recently deployed (last few months) or are currently deployed, please send LCDR Elizabeth Irvin-Barnwell (jcx0@cdc.gov) an email so that we can include your accomplishment in our monthly highlights.

Recent deployments include:

Officer	Response	Location	Dates	Role
LCDR Angela Thompson-Paul	Typhoon Yutu	Guam	November 6-18	Information Management
CDR Diane Carroll	Hurricane Michael	Tallahassee, FL	October 9-16	LNO
LCDR Jonathan Leshin	Typhoon Mangkhut/ Hurricane Florence	SOC	September 9-23	Info Management Reporting Team Lead
LCDR Zewditu Demissie	Typhoon Mangkhut/ Hurricane Florence	SOC	September 9-19	Info Management Reporting Team Lead

- Readiness Mentoring (Leads: LT Hilda Razzaghi and LCDR Mary Puckett)
 - December projected readiness has not yet been received. Letters will be sent to officers as soon as information from RedDOG is received.
- Readiness Resources (Lead: LT Jonathan Burgos)
 - No new update.
- Response Narratives (Lead: LT Teresa Wang)
 - For November, the Response Narratives Team delegated monthly shifts to compile submitted narratives to the Website Committee. We sent out a call for narratives through the SciPAC listserv, and currently have at least 2 narratives pending for submission and posting. The SciPAC Category Day Poster lead might also choose to feature some key insights from these narrative on the poster (TBD), in which case we would provide information
- Healthy Scientists (Lead: LT Mary Puckett)
 - This month's HSB went out on Dec. 3rd and included recipes and tips, an officer spotlight, a research review, and a reminder of who is on call this month. We're still looking to highlight Scientist Officers participating in healthy activities, so if you have any that you'd like to feature, please send them to LCDR Mary Puckett at xdg6@cdc.gov.
- Fitness Achievement Program (Lead: LCDR Alison Laufer Halpin)
 - One certificate awarded in November. Officer highlight submitted for the Healthy Scientist Bulletin.
 - Reminder: If any Scientist officers ran a PR for their Turkey Trot this year, don't forget to submit results to the Excellence in Fitness program. Contact LCDR Alison Halpin if you need a copy of the program requirements.
- Health Optimization Workgroup (Lead: LCDR Angela Thompson-Paul)
 - No new update
- Response Preparedness Workgroup (Leads: LCDR Rebecca (Bex) Levine and LCDR Kelsy Hoffman)
 - Continue to plan next seminar to be held in March 2019.

- **Recruitment and Retention:** LCDR Jonathan Leshin; Co-Chairs: CDR Robin Toblin, LT Debra Chen
 - BLUF
 - Top Tips document will be available on DCCPR website soon
 - Recruitment Presentation is available on request
 - EIS is now an onboarding option for PHS officers. The EIS team is working with CDC Commissioned Corps Affairs office to offer support and handle inquiries from potentially interested individuals.
 - Next New CAD Seminar is on Friday, December 7 on CV writing, please contact LT Erica Rose (nqx4@cdc.gov) or LT Kathleen Hartnett (iul9@cdc.gov) for more information
 - If you are an officer looking to separate in the next few months, please contact CDR David Huang to complete a separation survey (ihw4@cdc.gov)
 - Resources
 - Working on updating recruiting presentation and Top Tips document for potential incoming EIS classes
 - Existing Top Tips and recruitment documents were approved by CAPT Thomas. These documents are available. Presentation for recruitment is available on request and Top Tips will be posted soon.
 - Interested Applicant: Nothing to Report
 - New Recruit: No report
 - OBC Engagement
 - Two new officers will be attending OBC
 - Three officers will be attending in support of Open House and three in support of graduation
 - PSN
 - Team has confirmed that all prior participants want to continue
 - Will be soliciting new mentors for new scientist officers soon
 - New CAD Seminars
 - The New CAD Seminars are a series of seminars geared towards new Corps officers to help navigate their Corps career. Our next seminar is scheduled for Friday, December 7 on CV writing. Future topics will include benefits, promotions, awards, and navigating life changes in the Corps.
 - If you are a junior officer interested in leading a seminar for new officers or a senior officer available to answer questions, please email LT Erica Rose, nqx4@cdc.gov, or LT Kathleen Hartnett, iul9@cdc.gov.
 - EIS
 - The incoming Epidemic Intelligence Class (EIS) class of 2018 was the first class to enter the fellowship entirely as civil servants. In recent history, 60% of the Scientist officers in Commissioned Corps received their commission as incoming EIS officers and the program has been a strong mechanism for recruiting scientists.
 - RR representatives were notified in October that the 2018 and 2019 EIS classes would be invited to apply to Corps. About 130 individuals were given a couple weeks to notify the Commissioned Corps Affairs office in Atlanta of their intent

to submit an application. Applications are due on February 7 and letters of recommendation will be due later in December. All successful applicants will be boarded and receive their commissions in July 2019.

- The EIS recruitment team has held open conference calls with interested applicants in the 2018 EIS class. We have identified specific questions/concerns and issues regarding family –work-life balance, mental health, mobility, medical boards, promotion potential and deployments and we direct applicants to knowledgeable officers with different perspectives. We are waiting to hear how many officers choose to apply to Corps from the two classes and have made ourselves available through the EIS Director’s office and the Commissioned Corps Affairs office.
- Separation Survey
 - Team is working on analyzing data collected from our separation survey and extended interviews
 - Team had one additional officer participate in both pieces in November, for a total of 4 survey respondents and 3 extended interviews.
 - The dental PAC has reached out on a similar effort (collecting information on officers who separate), and there may be an opportunity to collaborate with them and other PACs in the future.
 - If you are or know an officer planning to separate in the next few months, please contact CDR David Huang at ihw4@cdc.gov.
- **Rules and Membership:** CDR Loren Rodgers; Co-Chair: CDR Dan-My Chu
 - We are continuing to work with subcommittees to revise their SoPs (including our own subcommittee's SoP).
- **Science:** LCDR Eric Jamoom; Co-Chairs: CDR David Huang, LCDR Ginny Bowen
 - Results from the State of the Scientists Survey will be presented at the next SciPAC call on January 8th by LCDR Ginny Bowen.
 - Surgeon General Priorities Team is recruiting new members. All motivated scientist officers with fresh ideas on ways Scientist officers support the SG priorities and contribute to public health are encouraged to email their interest by December 10th to LT Lindsay Womack (nrc1@cdc.gov).
 - LT Lindsay Womack is the Team Lead of the SG Priorities team.
 - LT Brad Goodwin is the SoS Survey Team’s Operations Unit Lead
 - Bibliography and Publication Team is finalizing 2017 bibliography list.
- **Visibility:** CDR Kamil Barbour; Co-Chairs: LCDR Colleen Scott, LT Ruth Link-Gelles
 - Publications Team
 - Engaged the Science Subcommittee and Bibliography Team to finalize the search process for 2018 publications. This will be shared with all Highlights team members to kick-off the search process in Jan 2019.
 - Highlighted the article, “Twenty-First Century Emergency Response Efforts of the Commissioned Corps of the US Public Health Service”, which was published in the Journal of Emergency Management

- History Team
 - Developed and submitted article for the SciPAC newsletter
 - Submitted abstract for presentation during Symposium Category Day
 - Reviewing all historic Science Category efforts prior to 1983 via textbook and NIH library
 - Identifying new persons for possible interviews on history of Science Category
 - Socials
 - Atlanta Socials Team is hosting Team Trivia night, Wednesday, December 5th. It is not too late to join, but officers should email LCDR Zewditu Demissie ASAP should they wish to attend. Her email is IZJ5@cdc.gov.
 - LCDR Iman Martin wrote an article about the DC Area Halloween party. Hoping to see that in the SciPAC Newsletter soon.
 - Planning upcoming events:
 - Paint night party, tentatively Jan 12.
 - Mardi Gras party, tentatively March 5.
 - Please save the dates.
 - If you know of any ideal locations for these events please email your suggestions to LT Alesha Harris by COB Dec 7, 2018 at Alesha.Harris@hhs.gov.
 - Newsletter Team
 - The SciPAC Newsletter team would like to thank the officers who submitted articles for the Fall-Winter edition of *The Scientist Officer*. Please look for this edition to publish in late December.
 - In the meantime, if you have ideas (not articles at this time) you would like to see incorporated in future newsletters, please submit them to the SciPAC newsletter email box: scipacnewsletter@gmail.com.
 - Twitter Team
 - Visibility Team lead (CDR Barbour) had call with select SciPAC EB members (CAPT Thomas, CDR Rogers, and LCDR Bjork) to discuss SciPAC Twitter policy document and next steps. EB expressed approval of final revisions.
 - Twitter team posted the tracked and clean version of the Twitter Policy Document (“Appendix G USPHS Scientist Twitter SOP”) to Max.gov (Dashboard/Home/Department of Health and Human Services – Interdepartmental Collaborations/USPHS/USPHS Categories/USPHS Scientist/Governing Documents □ Visibility SC – SOP <https://community.max.gov/display/HHS/Visibility+SC+-+SOP>).
 - Twitter team is developing a Third-Party Website Privacy Impact Assessment for SciPAC Twitter.
 - Facebook Team: 147 members currently
 - Conferences: CDR Huang organized officers attending APHA from November 10-14, 2018. 4 Scientist Officers gave a total of 5 oral and poster presentations at the meeting
- **Website:** CDR Adrienne Goodrich-Doctor; Co-Chairs: LCDR Xinzhi Zhang, LCDR Iram Hassan

- The Website Subcommittee developed five goals for this operational year. By August 31, 2019 we will:
 - Remedy all Personally Identifiable Information (PII) related issues on the SciPAC Website
 - Complete a final draft of the revised Website Subcommittee Standard Operating Procedures (SOP)
 - Develop a history webpage in collaboration with the Visibility Subcommittee
 - Review and update all content on the SciPAC Website
 - Develop internal written procedures for the SciPAC Website Teams and the Website Calendar Team
- Current Progress towards meeting goals:
 - As mentioned previously, we fixed all priority issues related to PII such as fixing links associated with promotion and reuploading all subcommittee SOPs and SciPAC governing documents. We are awaiting updated documents for readiness; when we receive them we will make it a priority to fix those links as well.
 - The current Website Subcommittee SOP is under review by the SOP team. The team developed a timeline and the next step will be to submit a draft to Website Subcommittee leadership for review and input.
 - SOP team to provide comments to Website Chair/Co-Chair by TBD (previous date suggested: 1/5/19) – response due by 2.5.19
 - SOP team forwards redlined draft SOP to past website leadership edits due by 4/5/19
 - Review by Subcommittee members due 5/5/19
 - Final review by Chair/Co-Chair by 7/5/19
 - Draft to SciPAC Chair and Vice-Chair no later than 08/31/19
 - We are in the process of developing a plan for review and update of the SciPAC website; this will also help to remedy PII related issues. We will work through Website Subcommittee Liaisons who will receive a request in a few weeks giving each subcommittee a month to review website pages related to their subcommittee, suggest content edits, and provide documents, photos, etc. so that they can be uploaded to the site. If it would be beneficial, subcommittees may begin reviewing site pages now, in preparation for the request. Also, this may be a good time to send documents to PAC leadership, if their approval is required for posting.
 - Draft procedures for the SciPAC Website Teams have been developed and are currently being used by the teams. The teams will use the procedures for a trial period and will provide feedback by February 28, 2019, so that the procedures can be finalized. The Calendar Team procedures are currently under subcommittee leadership review.
- Other Activities:
 - Completed 14 website change requests; 3 requests are pending
 - Continue to update the SciPAC Calendar
 - Updated the SciPAC Website Change Request Form
 - Subcommittee leadership is currently reviewing a first draft of questions for the SciPAC Annual Survey

- Subcommittee Training “SciPAC Website 101” is scheduled for December 20, 2018 to review the new website change request form, 508 compliance, and PII requirements.
 - Next Subcommittee Meeting: January 2019
 - Subcommittee leadership recently welcomed, LCDR Shondelle Wilson-Frederick as the subcommittees first Executive Secretary.
- **Liaison Reports**
 - **COA:** CAPT Martin Sanders
 - Nothing to report.
 - **JOAG:** LCDR Victoria Jeisy Scott
 - Join us for the next JOAG General member meeting occurring 12/14/18 at 1300 EST. (1-712-770-8020, code: 860533) The current JO Voice discussion topic is: Permanent Change of Duty Stations and Travel.
 - We are currently accepting nominations for 3 of the JOAG awards. Self-nominations are welcome
 - VADM C. EVERETT KOOP JUNIOR OFFICER AWARD (Deadline: 12/14/18). POC: LCDR Salvatore Pepe Salvatore.Pepe@fda.hhs.gov & LCDR Rebekah Stewart yxp5@cdc.gov
 - JOAG Excellence Award (Deadline 12/31/18). POC LCDR Ryan Presto, ryan.presto@fda.hhs.gov
 - JOAG Junior Officer of the Year (Deadline 12/31/18). LCDR Scott Steffen, scott.steffen@fda.hhs.gov & LCDR Kevin Ninan, kevin.ninan@fda.hhs.gov
 - Officer Room/Ride Share Program for the 2019 USPHS Symposium is open. If you are interested click here [Room/Ride Share Sign-up Sheet](#)
 - JOAG Communications & Publications Committee (CPC) is soliciting articles to be featured in the 2018 Winter Edition. Submit your articles by 12/14/18 to LCDR Tara Jatlaoui (kgz4@cdc.gov) and LT Roseline Boateng (roseline.boateng@ihs.gov).
 - [Click here to join our listerv](#) to receive announcements about local meet and greets, Journeyman Speaker Series, meeting notes, APFT events, helpful tips and Volunteer opportunities.
 - **PSYPAG:** LT Samantha DiMisa
 - Our 2019 PsyPAG Executive Board will consist of LCDR Kate Morris as Chair, CDR Jill Breitbach as Chair Elect, and CDR Eduardo Cua as Vice Chair. We are currently awaiting the results from the polls as to who will fill the position for Secretary. LT Nick Buhr and LCDR Juana Figueroa are running for this position. PsyPAG would like to thank all for your willingness to contribute to our psychology mission and we look forward to another great year ahead as we continue to advance mental health care!
 - We are all extremely grateful and excited to learn about the changes to the HPSP and the new Retention Bonus being offered to psychologists in the Corps. We thank everyone who has assisted us in this effort. More detailed information will be forthcoming from the Policy Review Team as we work to consolidate the guidelines and updates in order to provide clarification to all.

- Please continue to e-mail LT DiMisa at sdimisa@bop.gov with any psychology-related concerns, as LT DiMisa is the liaison between the SCI and HS psychologists through the end of December. As of January 1, 2019, please send all correspondence to our new Vice Chair, CDR Eduardo Cua, at Ecua@bop.gov.
- **Other Business, Questions, Comments**
 - **Minority Officers Liaison Council (MOLC):** LCDR Nancy Tian
 - APAOC HMI team had 8 out-reach events and reached about 500 people. APAOC chair, CDR Eric Zhou and CAPT Josef Rivero, senior advisor to HMI briefed DSG, RADM Trent-Adams on APAOC Healthy Mind Initiative on November 29th. RADM Trent-Adams was so excited about the initiative and greatly impressed with the rapid progress of HMI.
 - Gospel Explosion concert for CDR Timothy Cunningham by his high school
 - Memorial concert for CDR Cunningham
 - Date: 12/8/18
 - Time: 1800
 - Location: Thomas Stone High School, Waldorf, MD
 - Tickets: \$10 in advance, \$15 at door
 - Officers are encouraged to attend
 - CAPT Marcella Law will be speaking at event on behalf of BCOAG and Tim's CDC family
 - Please contact LCDR Nancy Tian for more info (Nancy.Tian@fda.hhs.gov)
 - **Commissioned Corps Women's Issues Advisory Board (CCWIAB):** CDR Cara Halldin
 - Congratulations to CDR Halldin on her selection as CCWIAB Co-Chair
 - No CCWIAB updates this month.
 - **PACE:** LCDR Erika Odom
 - The next PACE meeting will be held Thursday December 13th at 1400 EST. Call: [+1-210-795-0506](tel:+12107950506) US Toll [+1-877-465-7975](tel:+18774657975) US Toll Free. Meeting number (access code): 908 670 103.
 - The new Opioid presentations are now available on the site, so please review the information for the latest on opioid education. Presentations are located on the max.gov site: <https://community.max.gov/x/YQXpTQ>
 - The next *National Drug & Alcohol Facts Week*® (NDAFW), to be held on Jan. 22-27, 2019. NDAFW is an annual, week-long series of educational events that link teens with scientific experts to *SHATTER THE MYTHS*® about substance use and addiction. NIDA and NIAAA are both part of the National Institutes of Health. This is a PERFECT opportunity for PACE groups to start identifying community partners and setting up PACE events that support a Surgeon General Priority (Opioids and Addiction) with great and many resources. <https://www.drugabuse.gov/news-events/news-releases/2018/08/event-registration-opens-today-national-drug-alcohol-facts-weekr>

- The PACE Presentation Development Subcommittee is calling for officers to chair the Tobacco Cessation Lesson Plan working group (calling for 2 officers to serve as co-chairs): These working group leads would be responsible for recruiting and overseeing officers to engage in developing lesson plans in this topic area. The first priority lesson plan would be for vaping, in support of the Surgeon General’s tobacco cessation mission. The goal for finalizing the vaping lesson plan is March 2019. This committee would be tasked with organizing existing materials and developing new materials where needed for final tobacco cessation lesson plans to be used by PHS officers nationwide. Interested Officers should submit a short paragraph on why you would like to lead this working group. Include in your response prior experience with PACE and leadership experience. Submission and questions should be emailed to CDR Nhi Beasley and LCDR Andrea Gormley by December 17, 2018.
- Join the PACE listserve at <https://list.nih.gov/cgi-bin/wa.exe?A0=nps-pace>
- To join the PACE max.gov site join using your federal email address <https://portal.max.gov/home/sa/group/register/AGY-HHS-USPHS.ACCESS.TO.PACE.GROUP>. If you do not have a federal email (not .gov or .mil), please contact LCDR Leshin (jonathan.leshin@fda.hhs.gov).
- **Closing Remarks:** CAPT Jennifer Thomas
 - Best of luck to those officers who are up for promotion this cycle. As CAPT Eckert stated, please don’t scramble to complete your package – you’ll have a much more pleasant holiday season if you prioritize completing it now!
 - Happy holidays, please have a safe and restorative break. We’ll talk again in the New Year, on Jan. 8.

NOTE: Next meeting **Tuesday, 8 January 2019 @ 1200–1300 EST**