



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

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*Visibility Subcommittee*

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

**STANDARD OPERATING PROCEDURES OF THE**  
**VISIBILITY SUBCOMMITTEE**

**VERSION: 6.0**

**December 16, 2020**

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## Document History

<i>Revision number</i>	<i>Chair Initials</i>	<i>Date of revision</i>	<i>Effective Date</i>	<i>Description of Changes</i>
1.0	D. Robbins	09/01/2011		<ul style="list-style-type: none"> <li>• Initial</li> </ul>
1.1	D. Robbins	6/8/2012		<ul style="list-style-type: none"> <li>• Additional information about Newsletter Team</li> </ul>
2.0	L. Rodgers	7/29/2014	8/1/2014	<ul style="list-style-type: none"> <li>• II (A) 2. Revised geographic chair requirements (now a recommendation).</li> <li>• II (B) 3. Revised to alter leadership structure of Newsletter.</li> <li>• III (B) 1. Removed duties associated with Music Ensemble and listserv; added duties associated with social events, esprit de corps, and PACE.</li> <li>• III (B) 2 (Lead person) deleted. Redundant with II (b) iii.</li> <li>• III (B) 2 (Newsletter publishing protocol, and sub-bullets) added.</li> <li>• III (B) 3 (Number of Participants) Deleted. (was blank and concept was described elsewhere).</li> <li>• III (B) 4 (Time commitment) Deleted. Was redundant with IV (A).</li> <li>• IV (B) (Newsletter subgroup) revised. Removed requirement for frequency of teleconferences and publishing.</li> </ul>

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3.0	L. Rodgers	9/25/2015	12/18/2015	<ul style="list-style-type: none"> <li>• Updated table of contents.</li> <li>• Updated fonts and styles.</li> <li>• Minor grammatical corrections.</li> <li>• II (A) 4. Revised to remove requirement that members must participate in individual visibility events.</li> <li>• II (B) 1. Role in maintaining list of Scientists was removed. This might be better accomplished by the Rules and Membership subcommittee.</li> <li>• II (B) 2. Reference to Newsletter site added.</li> <li>• IV(A). Substantially modified to revise the requirements for subcommittee membership</li> <li>• V. References added.</li> </ul>
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This was approved by the SciPAC Executive board on November 24, 2015 and submitted to the SciPAC Executive Secretary on December 18, 2015.

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4.0	K. Barbour	08/31/2016	<ul style="list-style-type: none"> <li>• II (A) 2. Revised size of Subcommittee (now 25 to 30)</li> <li>• II (B) 2. Added role for co-chair</li> <li>• II (B) 3. Increased role of Chair for Newsletter</li> <li>• III (B) F. added example</li> <li>• IV. (A). Added recognizing contributing authors to the newsletter.</li> </ul>
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5.0	K. Barbour	11/3/2017	<ul style="list-style-type: none"> <li>• II (B) 3. Added more detail regarding the various Visibility teams.</li> <li>• III (B) 1 (f). Added more detail. Added two subsections III (B) 1 (g-h) regarding a description of Visibility activities.</li> <li>• IV. (A). Added additional activities that SciPAC Visibility members can perform to meet membership requirements including contribute to social media, help document SciPAC history, help track SciPAC events, and improve dissemination of information regarding Scientist Officers in the news.</li> </ul>
6.0	I. Hassan	12/16/2020	<ul style="list-style-type: none"> <li>• II (B) 3. Updated list of Visibility teams</li> <li>• II (B) 4. Added section on ad-hoc teams on Visibility subcommittee</li> <li>• III (B) 2. Added this section for Visibility team activities and descriptions which were shifted/modified from section II (B) 3.</li> <li>• III (B) 3. Updated this section on newsletter team protocol to include roles for key team members and publishing procedures.</li> <li>• IV (A) 1. Added section on letters of appreciation</li> </ul>

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## **I. PURPOSE**

The purpose of the Visibility Subcommittee is to keep both SciPAC and Scientist Officers updated on scientific activities, accomplishments, and opportunities available throughout the PHS, promote networking and collaboration between Scientist Officers and to increase the visibility of the Scientist category.

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

### **A. Organization**

#### **1. Structure**

The Visibility Subcommittee will be composed of a Chair, one to two Co-Chair(s), and Subcommittee members.

#### **2. Size**

*The size of the Subcommittee will vary according to the size and number of functional Subcommittee teams each operational year. The Chair and Co-Chairs(s) may solicit an open membership invitation at the beginning of each operational year. However, additional members may be added through the year. The Chair and Co-Chair(s) shall make final determination based on the needs of the Subcommittee.*

#### **3. Representation**

A reasonable effort shall be made to ensure that the Visibility Subcommittee includes a diverse membership that reflects the category as a whole as relates to gender, race, ethnicity, agency, geographic location, seniority, and discipline.

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

#### **1. Chair**

The Chair, selected by the Chair of the SciPAC, will serve a 1-year term and is responsible for all the activities of the Visibility Subcommittee. The Chair shall:

- a) Appoint team leads and assist them in staffing of teams.
- b) Schedule Subcommittee meetings as necessary.
- c) Provide monthly Subcommittee reports verbally on the SciPAC call and in written format for minutes.

- d) Provide a written annual summary of the Visibility SC activities to the SciPAC Editorial Board.
- e) Create ad hoc teams not otherwise specified in the SC SOP and disband these teams as necessary.

**2. Co-Chair(s)**

The Co-chair(s) will be selected by the Visibility Subcommittee Chair and will also serve 1-year terms. They may be tasked with leading Visibility activities, reporting on Visibility events during the monthly PAC call, providing guidance to Subcommittee members on activities, contacting members to request activity involvement, and other tasks delegated by the Chair.

**3. Other leads**

The Visibility Chair will appoint leads/co-leads for the following teams:

- a) Atlanta Socials
- b) DC Socials
- c) Publications
- d) Conferences
- e) Fist Bump
- f) History
- g) Newsletter
- h) Symposium Poster
- i) Facebook
- j) Twitter

See section III.B.1. for additional detail about teams.

**4. Ad-hoc leads**

Occasionally, ongoing events may create a need for an ad-hoc team (e.g., the PHS Motto Team) for a specific purpose for a limited period. In this case, the Visibility Chair will put out a call among current Visibility Subcommittee members for volunteers for the activity lead and (if needed) team members. The Visibility Chair may also recruit from SciPAC for ad hoc tasks at their discretion.

**5. Liaison(s)**

A member of the Visibility Subcommittee will serve as a liaison to the SciPAC Website Subcommittee.



**6. Subcommittee members**

Subcommittee members shall actively serve on one or more of the Subcommittee teams and participate in other activities as necessary.

**III. OPERATIONS AND PROCEDURES**

**A. Meetings**

The Chair will hold an initial meeting with all members at the start of the term via conference call. Additional meetings may be held at the discretion of the Chair throughout the year. Regular communication shall also occur via email and phone during the year.

**B. Activities/Duties**

**1. General activities**

The Visibility Subcommittee shall advise SciPAC on ways to update Scientists of the activities, accomplishments, and opportunities available to Scientists throughout the USPHS and encourage networking and collaboration. The Subcommittee will also recommend actions and activities that promote public recognition of the accomplishments and contributions of PHS Scientists. Responsibilities of this Subcommittee shall be apportioned to teams as listed below.

**2. Subcommittee teams**

- a) Atlanta Socials – plans and advertises socials for Scientists in the Atlanta area, including trivia nights, Beltline walks, picnics, parties, and other events.
- b) DC Socials – plans and advertises socials for Scientists in the DC area, including similar events to those listed in “a”.
- c) Conferences – coordinates meetups and facilitates networking for Scientist Officers who attend popular conferences (e.g., IDWeek, APHA, EIS/LLS, AMSUS).
- d) Fist Bump – compiles and disseminates congratulatory “fist bumps” for Scientists’ personal milestones and professional accomplishments (e.g., getting married, having a baby, running a marathon, winning a special award, starting a new job).
- e) History – researches and compiles the history of the SciPAC category to be posted on the SciPAC website and other platforms as approved by the SciPAC Chair.

- f) Newsletter – coordinates publication of the SciPAC newsletter called the “Scientist Officer,” which contains articles and photos describing recent activities of the Scientist community. Activities include collecting articles, photos, and other information from the SciPAC community. The team should target to publish 3-4 editions each operational year. See “Newsletter team protocol” below (section III (B) 3) for additional details on team activities.
- g) Publications – compiles an annual comprehensive list of publications by Scientist Officers and highlights them on the SciPAC listserv and social media (Note: rules governing SciPAC social media sites are included in the Policy Subcommittee SOPs) This team should collaborate efforts with the Science Subcommittee.
- h) Symposium Poster – produces, prints, and presents the SciPAC poster for the Commissioned Officers Foundation USPHS Scientific and Training Symposium and other conferences (e.g. Association of Military Surgeons of the United States) as approved by the SciPAC Chair.
- i) Facebook – moderates the closed SciPAC Facebook page (<https://www.facebook.com/groups/USPHSScientist/>). Note: rules governing SciPAC social media sites are included in the Policy Subcommittee SOPs.
- j) Twitter – manages the SciPAC official Twitter feed (@PHS\_Scientist). Note: rules governing SciPAC social media sites are included in the Policy Subcommittee SOPs.

### 3. Newsletter team protocol

- a) Team members/duties
  - (1) The Visibility Chair shall appoint an Editor-in-Chief and other members as needed. Other roles may include an Associate Editor-in-Chief, Layout Editor(s), and Copy Editor(s).
  - (2) The Editor-in-Chief can delegate duties as needed to organize and coordinate the structure, layout, timeline, and publication of the newsletters.
  - (3) Editorial staff members can be appointed to review, edit, and/or contribute newsletter submissions.

- (4) The team should work in collaboration with other Visibility teams to highlight Scientist activities for publication in the newsletter.
- b) Frequency of publications  
The newsletter Editor-in-Chief shall strive to publish at least three issues of the SciPAC newsletter annually. These shall be uploaded to the SciPAC website and a copy and/or website link shall be emailed to all Scientist Officers.
- c) Newsletter Clearance  
Prior to distributing each issue of the SciPAC newsletter, the issue shall first be approved by the Visibility Chair, the SciPAC Chair, and the Chief Scientist Officer. Any of these officials may opt to remove themselves from the clearance process or delegate this role. The Editor-in-Chief (or their designee) shall be responsible for ensuring that each issue is cleared prior to publication.

#### **4. Twitter Team protocol**

- a) Clearance is required for all original content Tweets sent from the @PHS\_Scientist Twitter account. The clearance process for Tweets is outlined in the SciPAC Communications Policy - Appendix G – USPHS Scientist Twitter SOP.

## **IV. SUBCOMMITTEE MEMBERSHIP**

### **A. Requirements**

Officers shall be recognized as Visibility Subcommittee members if they actively participate in an initiative that is led by the Subcommittee. Examples of qualifying roles include, but are not limited to the following: Subcommittee chair/co-chair, any newsletter editorial role, meet-and-greet/social event organizer, authoring the SciPAC poster for the Commissioned Officer Foundation Scientific and Training Symposium, identifying high-impact scientific contributions, serving as a moderator/admin for SciPAC's official social media pages, helping document SciPAC history, helping track SciPAC events, and improving dissemination of information regarding Scientist Officers in the news. The Visibility Chair may include other activities as qualifying for Subcommittee membership at his/her discretion. Visibility activities that are expected of all Commissioned Corps officers (e.g., presenting at conferences, speaking at

community events, judging science fairs, etc.), are encouraged, but are not sufficient as evidence that an officer is an “active” member of the Visibility Subcommittee.

## **1. Letters of Appreciation**

- a) All Visibility Subcommittee members in good standing based on meeting the requirements of Subcommittee membership as detailed above will be formally recognized for their contributions as a member of the SciPAC Visibility Subcommittee with a letter from the SciPAC Chief Professional Officer, SciPAC Chair, and Visibility Subcommittee Chair at the end of each SciPAC operational year (September thru August). The Subcommittee Chair or designee will distribute the letters.
- b) Letters of appreciation for activities by non-Subcommittee members may be issued by the Visibility SC Chair at his/her discretion.
  - (1) The lead author of one or more newsletter articles in an operational year will receive a letter of appreciation from the Visibility Chair.

## **B. Transitioning**

### **1. 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 and 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.

### **2. Incoming Chair and Co-Chair Expectations**

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

- a) Meet with the SciPAC Chair to determine priorities and new initiatives.

- b) 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.
- c) Send a call for new SC members to the SciPAC listserv via the R&M SC Executive Secretary, if needed, within the first month appointment.
- d) 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.
- e) Ensure all Teams have a Lead and a sufficient number of Team members.
- f) Update the SC's objectives for the new operational year as needed.

## V. REFERENCES

- A. **Scientist Professional Advisory Committee Standard Operating Procedures**  
<https://ccmis.psc.gov/Jarmanator/scientist/documents/2020-07.25-SciPAC-SOP-final-003.pdf>
- B. **Charter of the Scientist Professional Advisory Committee**  
<https://dcp.psc.gov/OSG/scientist/documents/10.18.2017-SciPAC-2017-SG-APPROVED-Charter.pdf>
- C. **SciPAC Newsletter**  
<https://dcp.psc.gov/OSG/scientist/newsletter.aspx>
- D. **SciPAC website**  
<https://dcp.psc.gov/osg/scientist/>
- E. **SciPAC Facebook page (closed to the public)**  
<https://www.facebook.com/groups/USPHSScientist/>
- F. **SciPAC Twitter (open to the public)**  
[https://twitter.com/PHS\\_Scientist](https://twitter.com/PHS_Scientist)
- G. **SciPAC Communications Policy – Appendix G – USPHS Scientist Twitter SOP**  
<https://community.max.gov/x/TwRAUw>

## **VI. ATTACHMENTS**

Key documents and communications routinely used such as templates for letters of appreciation, newsletter files, newsletter call for articles, and event announcements should be stored on the Visibility Subcommittee max.gov page:

<https://community.max.gov/display/HHS/Visibility+Subcommittee>