

**THE DIETITIAN PROFESSIONAL ADVISORY COMMITTEE
CHARTER**

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I. MISSION

The Dietitian Professional Advisory Committee (Diet-PAC) was created to advise and serve the Surgeon General and the United States Public Health Service (USPHS) through the Chief Professional Officer (CPO), on issues relating to the professional practice and the personnel activities of Civil Service (CS) and Commissioned Corps (CC) of the Dietitian Category. Working through the CPO, the Diet-PAC provides similar advisory assistance, upon request to the Operating Divisions (OPDIVs) or Staffing Divisions (STAFFDIVs) of the Public Health Service (PHS), and to non-PHS Programs that routinely use PHS personnel.

II. RELATIONSHIP OF THE DIET-PAC TO THE U.S. PUBLIC HEALTH SERVICE

In carrying out its responsibilities, the Diet-PAC operates in a staff capacity. It does not substitute for line management or in any way exercise the prerogatives of the respective operating programs. Thus, the Diet-PAC advises the CPO, who in turn advises the Surgeon General. While Diet-PAC members are chosen from the respective PHS OPDIVs, they neither represent OPDIV management nor speak for the interests, concerns, and responsibilities of the professionals in OPDIVs and organizations staffed by PHS personnel.

III. OBJECTIVES

The Diet-PAC serves in a resource and advisory capacity through the CPO to assist in the development, coordination, and evaluation of activities related to the professional discipline(s) it represents in the PHS with the following specific objectives of:

1. Identify and facilitate resolution on issues of concern as they relate to the Dietitian Category and related CS professional disciplines.
2. Assess PHS personnel needs and assist in meeting these needs through recruitment, training, utilization, and recognition of officers in the Dietitian Category and related CS professional disciplines.
3. Develop position papers, statistical reports, and/or guidelines where appropriate, to advise and comment on matters relating to the personnel issues and professional practice of the Dietitian Category and related CS professional disciplines.
4. Promote the development and utilization of dietitians by the PHS and other Government programs.

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5. Promote cooperation and communication among dietitians and other health professionals.
6. Promote all aspects of the Dietitian Category and related CS professionals throughout the OPDIVs and STAFFDIVs.
7. Provide liaison among professional disciplines within and among PHS components, and providing advice and consultation to the OPDIV and STAFF DIV Heads and operating programs upon request.
8. Advocate for best practices within the profession.
9. Facilitate relationships with professional organizations and academia to promote the linkage between public health and the professions and disciplines of the PHS.

IV. FUNCTIONS

In carrying out its broad mission and objectives, the functions of the Diet-PAC shall include, but are not limited to, the following

1. Provide general professional advice and recommendations:
 - a. Review and comment on issues referred to the Diet-PAC through the CPO by the Surgeon General, OPDIV Heads, and/or STAFFDIV Heads.
 - b. Deliberate issues; develop findings and present recommendations through the CPO to the Surgeon General.
 - c. Provide advice on the professional aspects of the Dietitian Category e.g., new technologies, regulations, curricula, roles, etc.
 - d. Provide advice on ethical and professional standards.
 - e. Review and provide recommendations concerning proposed or needed changes to appointment standards and professional requirements, e.g., licensure required to maintain high quality staff.
2. Act as primary resource for career development:
 - a. Advise on CC and CS practices concerning career development.

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- b. Advise on operating practices concerning the appropriate/optimum use of personnel designed to best meet PHS needs and the needs of the individual.
 - c. Advise on issues related to PHS promotion practices for the Dietitian Category.
 - d. Formulate criteria for the selection of candidates for training and/or other career development options.
 - e. Identify both continuing and long-term intramural/extramural education needs of the Dietitian Category, and identify and recommend training and/or experience opportunities designed to meet these needs.
3. Provide advice and assistance on staffing issues:
- a. Assess and project need for the Dietitian Category staffing levels, both CC and CS, throughout the PHS.
 - b. Provide advice on the goals, objectives, and procedures designed to meet the PHS staffing needs and assist in category retention initiatives.
 - c. Provide guidance for recruitment to the short-term student affiliation programs. e.g., Commissioned Officer Student Training Extern Program (COSTEP), summer students, etc.
 - d. Develop, and/or review and critique, Dietitian Category-specific PHS recruitment materials, procedures, and programs.
 - e. Help establish networks of current, as well as former, PHS professionals, who can assist and facilitate recruitment activities.
 - f. Provide guidance concerning the recruitment of qualified candidates to the Dietitian Category and related CS professional disciplines.
 - g. Assist in the development of orientation materials for newly-hired Dietitian Category professionals and provide advice/recommendations concerning orientation programs.
4. Communicate and encourage appropriate use of awards/recognition systems:
- a. Identify, establish, and help administer special professional Dietitian Category-specific awards.

- b. Maintain cognizance of the existing CC and CS award programs and opportunities, and encourage the nomination of qualified individuals for such awards.
5. Serve as a communication link and information resource for the category:
 - a. Communicate to the CC/CS Dietitian Category staff important information concerning professional, ethical, and technical issues.
 - b. Encourage individual membership in and involvement with professional organizations and societies in order to promote open communications with non-federal colleagues.
 - c. Ensure the distribution of minutes and/or other Diet-PAC-developed materials to the extent possible and appropriate to CC and CS staff. Ensure the availability of Diet-PAC minutes to other PACs and the Office of the Surgeon General through the Diet-PAC web site.

V. MEMBERSHIP

Membership requirements of the Diet-PAC shall include, but are not limited to, the following:

1. **Basic Eligibility Requirements:** Members must be full-time CC or CS personnel at the time they are nominated and appointed to the Diet-PAC. They must meet the eligibility requirements for initial appointment to the Dietitian Category and personnel systems. In addition, all CC personnel must meet the basic readiness standards at the time they are nominated and appointed to the Diet-PAC and throughout their term of service on the Diet-PAC.
2. Staff from the Office of the Secretary (OS) and the Office of the Assistant Secretary for Health (ASH) may serve on the Diet-PAC, providing they recuse themselves from voting on issues and decisions that may have the appearance of a conflict of interest with respect to their duty assignments.
3. **Size of the PAC:** The Diet-PAC shall have no fewer than seven and no more than 20 voting members.
4. **Organizational Representation:** In order to provide the range of experiences and perspectives necessary for addressing issues before the Diet-PAC, every effort must be made to have the broadest representation possible among all agencies routinely staffed by CC Officers of the Dietitian Category.

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5. Geographic Considerations: The Diet-PAC will have, as voting members, at least two individuals whose regular duty station is geographically removed by a distance of 75 or more miles from the Washington Metropolitan Area.
6. Gender and Minority Representation: The Diet-PAC will make a concerted effort to include men, women, racial and ethnic minorities in the composition of its membership.
7. Personnel System: The Diet-PAC will make a concerted effort to include CS personnel in the composition of its membership.
8. Professional Seniority: The Diet-PAC will make a concerted effort to have as a voting member a minimum of one individual who at the time of appointment to the Diet-PAC has less than five years of professional experience.
9. Ex-Officio Members (non-voting): The CPO is an Ex-Officio Member of the Diet-PAC [Section IX.1]. The Junior Officer Advisory Group (JOAG) Representative is an Ex-Officio Member of the Diet-PAC. The former Chair may serve one additional year as an Ex-Officio Member of the Diet-PAC [Section VIII.3]. The Diet-PAC may indentify other individuals and request that they serve as Ex-Officio Members.
10. Liaison Members (non-voting): The Diet-PAC may identify individuals to serve in a liaison capacity to provide information or assist with activities, e.g., OS or ASH staff members. A term as a Liaison Member does not count towards the lifetime total of eight years of service to the Diet-PAC.

VI. NOMINATION PROCESS

The nomination process of the Diet-PAC shall include, but is not limited to, the following:

1. Annually, the Diet-PAC will solicit, through newsletters and other appropriate means, nominations for vacancies on the Diet-PAC from all individuals in the Dietitian Category and represented CS professional disciplines. Self-nominations will be solicited. The names will be transmitted by the CPO to the nominee's respective OPDIV Head who may endorse the nominee(s) or provide alternate or additional nominations meeting the general representation requirements demonstrated by the original nominees. The OPDIV Head's response will be reviewed by the Diet-PAC and CPO, who will identify, by name, those highly qualified to fill anticipated vacancies. A final list of nominees will be sent by the CPO to the Surgeon General for selection and approval.

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2. This nomination process shall be conducted so the final nomination package (APPENDIX A) is available for the Surgeon General's consideration no less than 60 calendar days prior to the expiration of the regular term of the membership.
3. Should the need arise to fill an unexpired term of a voting member; this vacancy shall be filled through the annual nomination process.

VII. TERM OF APPOINTMENT

Term requirements of the Diet-PAC shall include, but are not limited to:

1. Diet-PAC members will be selected to serve a two-year term. Terms will be staggered to ensure rotational balance.
2. Once a member has accumulated a lifetime total of eight years of service on the Diet-PAC, they are not eligible for reappointment. Terms of office may be served consecutively at the discretion of the Diet-PAC.
3. Alternates: Cognizant of the demands of the members' primary work responsibilities and the Diet-PAC's needs to conduct business, the Diet-PAC has the option of establishing procedures to allow each voting member to appoint, and inform the Chair of a single individual from the same OPDIV who can serve as his/her alternate. Such alternates shall have voting privileges when serving in the place of the primary member. It is the responsibility of the primary Diet-PAC member to keep the alternate fully informed and knowledgeable of the Diet-PAC activities. Any OPDIV clearance or approval requirements for travel/per diem will have to be handled within the OPDIV by the primary Diet-PAC member. All alternates must meet basic readiness standards.
4. Attendance: Any member of the Diet-PAC who frequently misses meetings without just cause can, at the discretion of the Diet-PAC Chair in consultation with the CPO, be asked to voluntarily resign from the Diet-PAC. Or, the Diet-PAC Chair in consultation with the CPO can initiate a request to the Surgeon General to terminate said membership and so inform the OPDIV Head.

VIII. CHAIR

Requirements to serve as the Diet-PAC Chair include, but are not limited to:

1. The Chair will be elected by the voting membership of the Diet-PAC.

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2. Term of the Chair: The Chair will serve a one-year term and may be re-elected for one additional year. The Diet-PAC may choose to elect the Chair for one, two-year term with no opportunity for re-election to that post. Additionally, the Diet-PAC may elect to have a Chair-Elect post. In this capacity the Chair-Elect automatically becomes the Chair for one year.
3. Term of Appointment: If the term of Chair coincides with the expiration of that individual's membership on the Diet-PAC, the former Chair may serve one additional year as an Ex-Officio Member of the Diet-PAC; provided the OPDIV Head is informed and concurs with the extension, unless reappointed as a regular member per the provisions of Section VI.

IX. CHIEF PROFESSIONAL OFFICER

Requirements to serve as the Diet-PAC CPO include, but are not limited to, the following:

1. Diet-PAC membership: The Dietitian CPO shall be a non-voting, Ex-Officio Member of the Diet-PAC.
2. Relationship with the Diet-PAC: All output of the Diet-PAC, be it correspondence, reports, minutes of proceedings, or other, must be transmitted through the CPO who, as he/she may deem appropriate, may provide concurring or non-concurring comments, but may not stop or unduly delay such transmittals.

X. OPERATIONS AND PROCEDURES

In carrying out its broad mission and objectives, the operations and procedures of the Diet-PAC shall include, but are not limited to:

1. The Diet-PAC shall develop its own internal operations and procedures, i.e., Bylaws. These shall include, at the minimum, provisions covering the following:
 - a. Operational year: Determine and report to the Surgeon General the day and month chosen as the beginning of its operational year.
 - b. Frequency of meeting: Meetings will be held once per quarter at a minimum.
 - c. Agenda: A meeting agenda and appropriate background material is to be made available to the members.

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2. Records and Reporting:
 - a. Minutes of each Diet-PAC meeting will be developed and approved by the Diet-PAC members.
 - b. Minutes and reports of the Diet-PAC will be distributed in accord with the Diet-PAC Functions, Section IV.5.c.
 - c. The Diet-PAC must establish a system to maintain a permanent file of the official minutes and reports of the Diet-PAC.
3. Executive Secretary: The Executive Secretary must be a member of the category, but is not required to be a voting Diet-PAC member.
4. Quorum: A quorum consists of at least 50 percent of the Diet-PAC voting membership. An alternate attending in lieu of the member shall be counted in determining the quorum requirement.
5. Voting: Where voting is required or appropriate (e.g., election of the Chair), action will be determined by the simple majority of those voting members present.
6. Committees: Where the Diet-PAC elects to establish standing or ad hoc committees, said membership may include non-Diet-PAC members provided the Chair of the committee is a voting member of the Diet-PAC.
7. Charter Update and Approval:
 - a. The Diet-PAC Charter must be consistent with the USPHS Model Charter (March 2012).
 - b. The Diet-PAC Charter must be reviewed and approved by the Surgeon General. If the Diet-PAC subsequently modifies its Charter, such modifications require the review and approval of the Surgeon General (APPENDIX B).

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APPENDIX A – Surgeon General Voting Member Nomination Packet

SAMPLE Memorandum to Surgeon General on CPO Letterhead

Date

To: Surgeon General

From: Chief Professional Officer, Dietitian Category

Subject: Appointments to the Dietitian Professional Advisory Committee (Diet-PAC)
For Operational Year YYYY) – ACTION REQUESTED

ISSUE

The Diet- PAC requests appointment of [number spelled out] members for a two-year term beginning April 1, YYYY. This request includes the appointment of [number spelled out] members recommended for their first year of this two-year term and [number spelled out] members recommended for their second year. A list of nominees recommended by the Diet- PAC is enclosed with this request (TAB A).

DISCUSSION

The Diet- PAC solicits individuals to serve on the committee through an open continuous self-nomination process. Methods for positing this request for nomination include: acknowledgement in the Diet-PAC minutes and submission to the Commissioned Corps Bulletin preceding the nomination deadline. Commissioned Corps and Civil Service representatives are sought from all agencies that utilize United States Public Health Service Dietitian Officers; there are no exclusions, such as gender type, minority, and duty location outside of the Washington Metro Area (TAB B). After considering all nominees (TAB C), a list of candidates for each vacancy was developed. Agency concurrence was requested and obtained for all nominees (TAB D).

In keeping with the precepts contained in the Diet-PAC Charter, the proposed Diet-PAC members include [spell out number] Commissioned Corps Dietitian Officers and [spell out number] Civil Service dietitians. [Spell out number] members are from the field. There are gender and minority representation; and the Committee includes [spell out number] personnel with less than five years of professional experience (TAB E).

RECOMMENDATION

It is recommended that the request noted above be considered for approval. Appointment letters are included for your signature (TAB F).

DECISION

Approved _____ Disapprove _____ Date _____

Surgeon General

Enclosures:

TAB A – Nominations for Diet-PAC voting membership

TAB B – Samples of solicitations for nominations

TAB C – Nomination candidates for Diet-PAC voting membership

TAB D – Agency concurrence memos

TAB E – Diet-PAC membership profile

TAB F – Appointment letters

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TAB A – Nominations for Diet-PAC Voting Membership – Operational Year YYYY - YYYY

NAME	PERSONNEL SYSTEM	AGENCY	DUTY STATION	GRADE	NOMINATED BY

TAB B – Samples of solicitations for nominations

Provide examples of solicitations for nominations such as Commissioned Corps Bulletin Announcements, e-mail announcements on category list servers, notices in the PAC minutes, or category web page, and the nomination forms distributed to all category members.

TAB C – Nomination candidates for Diet-PAC Voting Membership

Name	Nominated By	Agency	CC or CS Dietitian	JR or SR Officer	Field or DC Metro	<5yrs Prof Exp (Y/ N)	Prior Years on PAC	Basic Qualified

SAMPLE Agency concurrence memorandum

To: Surgeon General’s Policy Advisory Committee Member
 [Agency name]

From: Chair, Dietitian PAC (Diet-PAC)

Subject: Appointments to the Diet-PAC

The individual(s) identified below have self-nominated for (re)appointment to the Diet-PAC for a first/second term. The individual(s) were referred for membership on the Diet-PAC through a self-nomination process that included receiving prior approval from his/her supervisor for involvement as a voting member. If your Agency concurs with the self – nominee(s) and is willing to support him/her/them, please so indicate that concurrence by signing in the space provided. With your concurrence, the individual will be referred to the Surgeon General for formal (re)appointment to the Diet-PAC.

Thank you,
 Diet-PAC Chair

NOMINEE NAME	PHS #	CONCUR (YES or NO)

 Surgeon General’s Policy Advisory Committee Member Date
 [Agency name]

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TAB E – Proposed Diet-PAC Voting Membership Profile

Prior Years on PAC	Current Term Year Starts/Ends (YYYY/YYYY)	Prev Term (Y/N)	DISCIPLINE	JR or SR	FIELD or LOCAL	CS or CO	AGENCY	Nominated BY	NAME

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TAB F – Appointment letters

SAMPLE Surgeon General Appointment Letter (on SG Letterhead)

Date

[Rank] Appointee's Name
Voting Member mailing address

Dear [Rank] Appointee's Last Name,

It is my pleasure to congratulate you on your appointment as a member of the Dietitian Professional Advisory Committee (Diet-PAC) of the United States Public Health Service. Your nomination was endorsed by your Agency, the Chief Dietitian Officer, and the Diet-PAC Chair. Your appointment is for a two-year term beginning April 1, YYYY.

As you are aware, each professional discipline has a Professional Advisory Committee that, through the Chief Professional Officer, advises me on matters of importance to the discipline and the Public Health Service. Current issues being discussed include recruitment, retention, career development, and communication. You will be contacted by the Diet-PAC Chair regarding meeting dates, times, and locations. I encourage you to read the Diet-PAC Charter and Bylaws. I am sure you will find your time on the Committee exciting, challenging, and productive.

Your willingness to serve and participate in the Committee's activities and your efforts over and above the regular responsibilities of your position are very much appreciated.

Sincerely,

Surgeon General's name

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APPENDIX B – Charter modification review and approval by Surgeon General

SAMPLE Cover letter for submissions of Charter review/revision on CPO letterhead

Date

To: Surgeon General
From: Chief Professional Officer, Dietitian Category
Subject: Review/Revision of Dietitian Professional Advisory Committee Charter

ISSUE

Review of (Proposed revisions of) the Dietitian Professional Advisory Committee (Diet-PAC) Charter

DISCUSSION

The Diet-PAC provides advice and consultation through the Chief Professional Officer to the Surgeon General on issues related to the professional practice and the professional activities of commissioned corps and civil service Dietitian members.

The Diet-PAC Charter has been revised and is consistent with the Model Charter (March 2012) issued by the Office of the Surgeon General. The revisions include:

RECOMMENDATION

It is recommended that you approve the Dietitian PAC Charter as reviewed (revised).

DECISION

Approved _____ Disapproved _____ Date _____

Surgeon General

Enclosures:

Tab A – Reviewed (Revised) Diet-PAC Charter, Month YYYY

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Tab B – Old Charter, Month YYYY