



# JOAG Policy and Procedures Committee

Vision: To shape the future of JOAG by developing and maintaining all guidelines, policy, and procedures.

Mission: To establish guidelines and operating procedures governing JOAG.

## Committee Chair:

- LCDR Samantha Spindel ([Samantha.Spindel@fda.hhs.gov](mailto:Samantha.Spindel@fda.hhs.gov))

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## SUBCOMMITTEES

### ***JOAG Bylaws Subcommittee:***

Reviews the JOAG Bylaws on an annual basis. Makes recommendations to update the Bylaws to ensure that all JOAG guidelines and operating procedures are aligned with those of the Corps. Ensures that the JOAG Bylaws remain consistent with the JOAG Charter.

### ***JOAG Charter Subcommittee:***

Reviews and updates the JOAG Charter every three years. Ensures that the JOAG Charter remains consistent with the JOAG Bylaws.

### ***Policy Development and Training Subcommittee:***

Provides policy guidance and support to the JOAG Policy and Procedure Committee's Chair and the JOAG Executive Committee. Stays abreast of newly issued policies by the Division of Commissioned Corps Personnel and Readiness. Publishes quarterly or as needed policy-related newsletters with updates that are pertinent to all junior officers. Coordinates policy related trainings and presentations applicable to junior officers.

### ***JOAG Standard Operating Procedures (SOPs) Subcommittee:***

Reviews and standardizes the SOPs for each committee as well as the JOAG General SOP on an annual basis. Ensures that the structure and formatting of all SOPs are consistent with each other. Reviews and updates the Policy and Procedures Committee's SOP.

### ***JOAG Strategic Plan Subcommittee:***

Reviews and updates the JOAG Strategic Plan every five years. Works closely with all JOAG committees to ensure their long-term strategies do the following: 1) reinforce the JOAG Goals; 2) provide a vision for the future to help move JOAG forward; 3) are measurable; and 4) are reviewed annually and updated as needed.

### ***USPHS Creed Workgroup:***

Responsible for the development of a USPHS Commissioned Corps Creed that states our mission and officers' code of conduct.

### ***The committee also includes:***

- Secretary
- Website Coordinator

Please visit our JOAG Policy and Procedures Committee Website for more information:  
([http://dcp.psc.gov/osg/JOAG/committees\\_policy.aspx](http://dcp.psc.gov/osg/JOAG/committees_policy.aspx))