

United States Public Health Service Commissioned Corps

Junior Officer Advisory Group

Recruitment and Retention (R&R) Committee

Standard Operating Procedures (SOP)

Document Approvals:

Printed Name	Signature	Date
<u>Co-Chair</u> LCDR Martin Guardia		6/28/2012
<u>Co-Chair</u> LCDR Krista Pihlaja		6/28/2012
<u>Co-Chair</u> LT Samantha Spindel		09/04/2013
<u>Co-Chair</u> LCDR Krista Pihlaja		09/04/2013
<u>Co-Chair</u> <u>LT Samantha Spindel</u>		5/22/2014
Co-Chair LCDR Chinyelum Olele		5/30/2014
Co-Chair LCDR Peter J. Arroyo, Jr.		
Co-Chair LCDR Quynh Nguyen		

Document History Record

Document History Record for: <u>JOAG Recruitment and Retention Committee</u> <u>Standard Operating Procedures</u>			
<i>Revision Number</i>	<i>Date of Revision</i>	<i>Effective Date</i>	<i>Description of Changes</i>
00	6/12/09	6/15/09	Two additional ad-hoc workgroups have been added to the R&R Committee: the Online Resources Workgroup and the Alumni Contact Program. (Article III, Organization Section 1)
01	6/12/09	6/15/09	The title Administrative Assistant has been changed to Committee Recorder and the term duration for the Committee Secretary has been extended from six months to one year. (Article V, Member Roles and Responsibilities, Section 2)
02	2/6/10	2/10/10	The use of the term “workgroup” was changed to reflect the replacement terminology of Subcommittee or Initiative throughout the SOP document.
03	2/6/10	2/10/10	The Committee Website Coordinator position was added with a term duration of one year. (Article V, Members Roles and Responsibilities, Section 3)
04	2/6/10	2/10/10	Definitions for Committee Subcommittees, Initiatives, and Projects were added. (Article III, Organization, Section 1)
05	6/25/10	6/30/10	Added description of each Subcommittee/Initiative (Article III, Committee Procedures)
06	4/26/11	5/30/11	Added additional Committee responsibilities (Article II, Committee Responsibilities Section 1)

07	4/26/11	5/30/11	Added the SOP and Agency Liaison Subcommittees. Deleted the Alumni Contact Initiative (Article III, Committee Procedures Section 1)
08	4/26/11	5/30/11	Defined all initiatives as subcommittees instead to ensure consistent wording with the JOAG SOP (Article III, Committee Procedures Section 1)
09	4/26/11	5/30/11	Removed the Committee Recorder position and merged the Recorder responsibilities with the Secretary to ensure wording consistent with the JOAG SOP (Article III, Committee Procedures Section 2)
10	4/26/11	5/30/11	Elaborated on Subcommittee Lead responsibilities (Article III, Committee Procedures Section 4)
11	4/26/11	5/30/11	Added "Review Procedures" section (Article III, Committee Procedures Section 1)
12	5/10/11	5/30/11	Updated JOAG General SOP outline with the R&R SOP to match current JOAG SOP
13	9/18/2011	9/18/11	LCDR Carlos Bell, JOAG Chair --,Finalized
14	6/08/12	6/28/12	Addition of Subcommittee SOPs as appendix
15	8/14/13	9/4/13	Addition of TAPS and Retention Subcommittee SOPs Update format to JOAG SOP Template
16	5/16/14	10/1/13	Replacement of SOP Subcommittee with Information Subcommittee SOP Inactivation of Online Career Resources Subcommittee and Co-STEP Non-Select Subcommittee

17	5/16/14	6/6/14	Update format to JOAG SOP Template
18	7/22/15		Annual review and update format to JOAG SOP template

Purpose

The Junior Officer Advisory Group (JOAG) Recruitment and Retention Standard Operating Procedures (SOP) provides operational and procedural guidance for the Recruitment and Retention Committee. This SOP provides guidance on matters not addressed by the JOAG Charter or Bylaws.

Scope

This SOP applies to all documents created that are related to all functions within the JOAG Recruitment and Retention Committee to establish policies, processes, records and acceptance criteria under the auspices of JOAG. This SOP does not apply to documents created by other organizations outside of the JOAG Recruitment and Retention Committee.

Definitions

Document No.: The unique identifier assigned to each document.

Revision No.: The numeric designation identifying the version of a controlled document. New documents are assigned “Rev. 00.” Subsequent, approved revisions of the same document are assigned sequential numbers, “Rev. 01,” “Rev.02,” etc.

Approval Date: The date that the Chair accepts the document into the Document Control System by applying the final approval signature.

Effective Date: The first date that the new or revised document may and must be used; and the previous revision, if there is one, may not and must not be used.

References

JOAG

<http://www.usphs.gov/corpslinks/joag/>

JOAG Governing Documents

- Charter
- Bylaws
- Standard Operating Procedures

http://www.usphs.gov/corpslinks/JOAG/about_governingdocs.aspx

Table of Contents

I.	<u>Mission Statement</u>	8
II.	<u>Committee Responsibilities and Organization</u>	8
	Section 1: Committee Responsibility	8
	Section 2: Subcommittee Responsibility	9
	Section 3: Leadership	14
	Section 4: Committee Involvement	17
	Section 5: Ad-hoc Committees	18
	Section 6: Letters of Appreciation	18
III.	<u>Committee Procedures</u>	18
	Section 1: Meeting Time & Frequency	18
	Section 2: Subcommittee Procedures	18
IV.	<u>Minimum Standards for Committee Participants</u>	39
	Section 1: Committee Participant	40
V.	<u>Transitioning</u>	40
	Section 1: Transition Procedure	40
VI.	<u>Absenteeism Policy</u>	40
	Section 1: Absenteeism Policy	40
	Section 2: Member Participation	40
	Section 3: Inactive Members	41
VII.	<u>Member Recognition</u>	41
	Section 1: Committee Participants	41
VIII.	<u>Changes to the Standard Operating Procedures (SOP)</u>	42
IX.	<u>Appendices</u>	43
	Appendix I: Call for Volunteers Form Email	43
	Appendix II: Letter of Appreciation Standard Template	44
	Appendix III: COSTEP Draft Introductory Email and Mentor Resource Document	45
	Appendix IV: TAP Subcommittee Form Letters	56

ARTICLE I

MISSION STATEMENT

The primary mission of the JOAG Recruitment and Retention (R&R) Committee is to recruit and retain qualified junior officers in the United States Public Health Service (USPHS) Commissioned Corps.

ARTICLE II

COMMITTEE RESPONSIBILITIES & ORGANIZATION

Section 1. Committee Responsibility

The Recruitment and Retention Committee shall work with the JOAG Executive Committee and Voting Members to perform the following functions in accordance with the mission of JOAG:

- A. Oversees and manages the JOAG COSTEP Connection Program, which provides junior officer mentors for COSTEP students.
- B. Oversees and manages the JOAG Career Fair Information Program and distributes a list of upcoming career fairs nationally through messages sent to the JOAG listserv and posts on the JOAG website.
- C. Oversees and manages the Transitional Assistance Program and Agency Training Programs to provide information to officers separating from our sister services and civilians participating in training programs offered by agencies supporting USPHS officers.
- D. Develops and distributes resources for junior officer recruiters and mentors, including publishing an article in each issue of the JOAG Journal.
- E. Participates in meetings with the Division of Commissioned Corps Personnel and Readiness (DCCPR) as needed to facilitate collaboration and to provide appropriate recruitment information to junior officers.
- F. Promotes additional recruitment and retention programs as developed by members of the Committee.
- G. Updates and maintains the Committee website by submitting changes to the Communications and Publications Committee.
- H. Supports the overall Public Health Service recruiting mission.

Section 2. Subcommittee Responsibility

A subcommittee is an established and recurring program within the JOAG Recruitment and Retention Committee. Oftentimes, projects within the subcommittees are identified. A project is defined as a short-term tasking or assignment that has a definitive termination date.

The Recruitment and Retention Committee consists of following subcommittees:

A. Agency Training Programs (ATP) Subcommittee

The primary mission of the ATP Subcommittee is to develop relationships with agency training programs within Federal agencies where USPHS officers serve in order to: (1) introduce trainees to the Commissioned Corps and (2) provide opportunities for junior officers to serve as a resource to potential officers training in various Federal agencies.

1. Responsibilities

- a. Compiles and maintains a list of training programs at Federal agencies at which USPHS officers may serve.
- b. Assigns contacts to agency training programs and maintains relationships with the representatives of these programs.
- c. Presents information to agency training program trainees about joining and developing a career with the Commissioned Corps.
- d. Serve as mentor to trainees who go on to join Commissioned Corps, and assist in their transition to USPHS.

B. Career Fair Information Subcommittee

The mission of the Career Fair Information Subcommittee serves to identify inexpensive or free career fairs across the country. Officers may attend these fairs to provide recruiting materials and information to those interested in a career with the USPHS. Throughout the university school year, this subcommittee compiles lists of career fairs and disseminates them through the JOAG listserv. In addition, this subcommittee is

responsible for the annual update to the "JOAG Career Fairs Resources Guide."

1. Subcommittee Responsibilities

The Career Fair Information Subcommittee performs the following functions:

- a. Compiles and distributes monthly lists outlining available career fairs nationwide.
- b. Address career fair inquires and requests for aid in developing presentations and booths.
- c. Maintenance and monitoring of the Career Fair Website Survey and Career Fair Attendance Survey.

C. Commissioned Officer Student Training and Extern Program (COSTEP) Connection Subcommittee

The mission of the COSTEP Connection Subcommittee is to foster mentoring relationships with COSTEPs and aid in recruitment and retention efforts that align with those of DCCPR. This is accomplished by assigning officer volunteers to serve as mentors and additional points of contact for COSTEPs.

1. Responsibilities

The COSTEP Connection Subcommittee performs the following functions:

- a. Recruits USPHS junior officers to volunteer as mentors to COSTEP students during their tour.
- b. Obtains list of COSTEP participants and contact information from DCCPR or JOAG Recruitment and Retention Co-Chairs through the Officer Locator Tool.
- c. Prioritizes assignment of mentors and COSTEPs based on criteria that will allow for the best mentoring interaction (e.g., professional category).
- d. Provides mentors with resource materials and arrange teleconferences with DCCPR as needed to discuss mentoring expectations.

- e. Survey both COSTEP participants and mentors regarding the quality of their experience and use the feedback to make program improvements.

D. Information Subcommittee

The mission of the Information Subcommittee is to identify new ideas on how to disseminate information within JOAG R&R Committee and between JOAG R&R Committee and different committees, agencies or civilian groups. There is an emphasis on increasing the awareness of junior officers on policy, procedures and protocols. The mission also includes annually updating the R&R Standard Operating Procedures and providing guidance to the Subcommittee chairs as needed to generate and update their SOPs.

1. Responsibilities

- a. Develops white paper(s) on recruitment and retention related topics to increase awareness of junior officers on policy, procedures, and protocols as needed
- b. Increases communication between the JOAG R&R Committee and other Professional Advisory Committees (PACs) R&R Committees to collaborate on common R&R issues identified
- c. Annually updates the R&R Committee SOP ensuring continuity between the JOAG General SOP and the R&R Committee SOP
- d. Assists other subcommittees in generating and updating their SOPs
- e. Submits list of participating Subcommittee members to R&R Committee Leadership to create and distribute Letters of Appreciation.
- f. Completes Operational Mid-Year and End of Year Accomplishments and Action Items Report

E. Publications Subcommittee

The mission of the Publications Subcommittee is to disseminate and publish various activities of the Recruitment and Retention Committee as well as additional information that may be valuable to junior officers in the JOAG Journal through its reoccurring column "Recruitment and

Retention Matters”.

1. Responsibilities

- a. Selects recruitment and retention topics relevant for the junior officers of the USPHS to be published quarterly as articles in the JOAG Journal, Recruitment and Retention Matter Section.
- b. Ensures approval of selected recruitment and retention topics from JOAG R&R Committee Chair/Co-Chair(s).
- c. Establishes authors and editors for selected recruitment and retention topics.
- d. Manages deadlines for article submission to the JOAG Journal, “Recruitment and Retention Matters”.
- e. Ensures approval of final recruitment and retention articles from JOAG R&R Committee Chair/Co-Chair(s) before submission to the JOAG Journal editor.
- f. Submits approved recruitment and retention articles to the JOAG Journal editor.

F. Retention Subcommittee

The mission of the Retention Subcommittee is to identify trends for early separation (service of less than 20 years) by junior officers in the Commissioned Corps. In cases where early separation is preventable, the Retention Subcommittee creates resources and interventions to help retain officers in the USPHS.

1. Responsibilities

- a. Creates and conducts comprehensive surveys –for JOAG and/or Corps-wide to prioritize retention issues. Surveys are created and conducted when policy changes occur that potentially impact retention or another need arises.
- b. Establishes workgroups within the Retention Subcommittee to address retention issues relevant to the junior officers of the USPHS.

G. Transitional Assistance Program (TAP) Subcommittee

The primary mission of the Transitional Assistance Program (TAP) Subcommittee is to provide information about career opportunities with the USPHS to qualified active duty personnel from other uniformed services that are in the process of separation from another service. The TAP Subcommittee consists of three teams: Presentation Team, Marketing Team, and Web Team.

1. Responsibilities of TAP Subcommittee

- a. Connects with Department of Defense (DOD) installations that host TAP activities targeted towards an audience that may be interested in/qualified for a career in the USPHS;
- b. Schedules USPHS participation in appropriate DOD TAP activities (Presentation Team);
- c. Develops in collaboration with DCCPR and distribute USPHS recruitment materials targeted for the TAP audience (Marketing Team); and
- d. Utilizes online resources to distribute USPHS/TAP-related information (Web Team).

H. Website Coordinator

The Website Coordinator oversees all content posted to the R&R Committee's webpage. The Coordinator works closely with the JOAG Communications and Publications Committee (CPC) to ensure desired changes on the R&R Committee's webpage are accurate and up-to-date. The Website Coordinator is responsible for, ensuring that the R&R webpage is 508 compliant, notifying the CPC when R&R webpage changes are needed, updating and maintaining the career fair map and calendar resource, and exploring innovative ways to utilize the R&R webpage to aid in recruitment and retention of junior officers.

1. Responsibilities

- a. Coordinates posting Recruitment and Retention Committee materials and papers on the JOAG Website.
- b. Communicates and work closely with the Communications and Publications Committee Chair(s) to ensure all website

guidelines are followed for the Recruitment and Retention Committee.

- c. Develops and maintains a working list of documents that should be posted and updated annually on the JOAG website.
- d. Reviews and updates Committee Website Coordinator SOP annually.
- e. General website maintenance
- f. Career fair list maintenance

Section 3. Leadership

The Recruitment and Retention Committee consists of a Committee Chair (or Co-Chairs), EC Liaison, Secretary (or Co-Secretaries), Committee Website Coordinator and seven Subcommittee Leads (or Co-Leads).

A. **Committee Chair:** The Committee Chair is responsible for the following tasks:

1. Prepares and distributes meeting agendas in advance and including agenda items that realistically fit within the allotted meeting time.
2. Involves as many participants as possible in discussions by soliciting opinions and experiences.
3. Ensures Committee participants understand expectations for assigned tasks or projects.
4. Includes EC Liaison in the Committee's roster.
5. Summarizes major points or decisions.
6. Keeps discussions on subject.
7. Utilizes facts to resolve conflicts.
8. Maintains objectivity.
9. Praises participants and acknowledge individual and group contributions.
10. Listens to all participants and all sides of an issue.

11. Facilitates Committee meetings/conference calls to ensure optimal time utilization.
12. Ensures individual project milestones are met and if not, identify the cause and rectify the problem.
13. Assigns action items to individual participants.
14. Communicates project progress and Committee activities to the JOAG Executive Committee (EC) through the EC Liaison.
15. Provides orientation to new Committee participants.

The term duration for Committee Chair (Co-Chairs) shall be two years.

B. The Committee Secretary (Co-Secretaries) is responsible for the following tasks (see JOAG general SOP Article V section 3):

1. Disseminates meeting announcements.
2. Disseminates announcements as requested by the Committee Chair(s) to the Committee's membership.
3. Distributes meeting agendas to Committee membership.
4. Records and distributes meeting minutes.
5. Maintains an accurate roster of all Committee members. This roster will contain all pertinent member information.
6. Maintains an accurate database via NIH Listserv of all Committee participants and observers; the database will maintain contact information and pertinent demographics. It will be used to contact Committee participants.
7. Removes newly promoted O-5 officers from the roster and the Committee database. After promotion lists become available, Committee Secretary will notify O-5 officers of their upcoming removal from the Committee database prior to removal.
8. Tracks usage of teleconference line. Subcommittees will contact designated Co-Secretary to reserve time on the line though email or by phone for a specific date and time.
9. Tracks Committee participants' meeting and Committee participation to aid the Committee Chair(s) in determining those who qualify for a

Letter of Appreciation.

10. Continues to monitor and update the R & R Committee roster and contact members with minimal activity. Members who have not participated at the minimal level or responded to email inquiries regarding participation will be removed from the roster.

The term duration for Committee Secretary (Co-Secretaries) shall be one year with potential renewal for one year.

C. **Executive Committee Liaison:** The EC Liaison serves as the R&R Chair's designee to the EC Committee. The roles of the EC Liaison are as follows:

1. Attends Committee meetings as the EC representative (*The EC Liaison should be included in the Committee's roster*).
2. Updates the JOAG Chair and EC on the progress of the Committee.
3. Communicates the EC's recommendations to the Committee Chair and members.
4. Provides guidance on policy and procedures relevant to JOAG.
5. Advises committee Chair and members on new and existing projects; and
6. Reviews and finalizes committee specific documents (See **Article V, Section 7, 8, and 9**).

The term duration for Executive Committee Liaison shall be a one year term with potential renewal for one year.

D. **Committee Website Coordinator:** The Website Coordinator(s) maintains the Recruitment and Retention Committee's content within the JOAG website. The Website Coordinator(s) are responsible for the following tasks:

1. Coordinates posting Recruitment and Retention Committee materials on the JOAG Website.
2. Communicates and work closely with the CPC Chair(s) to ensure all website guidelines are followed for the Recruitment and Retention Committee.
3. Develops and maintains a working list of documents that should be posted and updated annually or more frequently as needed on the JOAG website.

4. Reviews and updates Committee Website Coordinator SOP annually.

The term duration for Committee Website Coordinator(s) shall be one year with potential renewal for one year.

See Article III, *Section 2* for procedures.

- E. **Subcommittee Lead(s)**: The Committee Chair(s) will designate Subcommittee Leads. The Subcommittee Lead(s) shall perform the following tasks:

1. Assigns specific tasks and responsibilities to individual Subcommittee members as needed.
2. Responsible for holding regular meetings, ensuring effective communication amongst Subcommittee participants, and setting project timelines to meet the overall expectations as set forth by the Committee Chair(s).
3. Submits regular updates on Subcommittee progress to the R&R Secretary (Co-Secretaries) for inclusion in the R&R Committee meeting minutes. Any communication external to the Committee should be pre-approved by the Committee Chair(s).
4. Reviews and revises the Subcommittee SOP as needed but not less than annually.

The term duration for Subcommittee Lead(s) shall be one year term with potential renewal for one year.

Section 4. Committee Involvement

Committee Participant: Committee Participants will fulfill the following expected roles and responsibilities:

1. Be willing and able to give the necessary time to attend meetings and perform any assigned duties.
2. Actively participates in discussion and be willing to listen to and respect others viewpoints.
3. Think in terms of the welfare of the group rather than personal interests.
4. Accepts and follows through on assignments.

5. Maintains minimum standards for Committee Participants. (Article IV)

Committee Observer: A Committee Observer is a junior officer who merely wishes to maintain awareness of Committee issues but is under no obligation or requirement to participate, maintain a minimum level of attendance, or other responsibility.

Section 5. Ad-hoc Subcommittees

Ad-hoc/Special Projects Subcommittees are formed in response to the JOAG's needs and as directed by the Committee Chair.

Section 6. Letters of Appreciation

The Recruitment and Retention Committee shall disseminate Letters of Appreciation to Committee members for participation and volunteer support. The Letters of Appreciation should be issued on an annual basis using the template provided by the JOAG Awards Committee.

ARTICLE III

COMMITTEE PROCEDURES

Section 1. The Recruitment and Retention Committee shall hold meetings on a designated day and time set forth by the chairs every month; alternating between a general Recruitment & Retention Meeting and a Subcommittee Leadership Meeting where all subcommittees shall report their various activities. The meetings are scheduled at the discretion of the Committee Chair (or Co-Chairs).

Section 2. Recruitment and Retention Subcommittees:

A. Agency Training Programs (ATP) Subcommittee

1. Subcommittee Positions

- a. The ATP Subcommittee may contain the following roles: Subcommittee Co-Leads, Secretary, Team Leads, Team Members (Members assigned to a Team), and General Subcommittee Members (Members not assigned to a particular Team). The Subcommittee positions relate to the following:

(1) Subcommittee Co-Leads

(2) Secretary

(3) Agency Contacts Team

(4) Alumni Network Team

(5) Materials Team

2. Procedures

a. Subcommittee Co-Leads

(1) Manages Subcommittee Member participation.

(2) Recruits Subcommittee Members by preparing a call for volunteers to be distributed by the R&R Chair through the R&R listserv (and JOAG listserv, if needed).

(3) Determines Subcommittee Members who have met the standards for Subcommittee participation and submit this information to the R&R Co-Chairs.

(4) Prepares an introductory email at the beginning of the operational year to define team assignments and outline expectations for the year.

(5) Assigns officers to serve as mentors, liaisons, or presenters to trainees in programs at agencies within the Department of Health and Human Services (HHS) or non-HHS agencies where USPHS Officers serve.

(6) Selects Officers to serve as Team Leads.

(7) Sets an operational year schedule for Subcommittee tasks that meet the expectations of the R&R Co-Chairs.

(8) Responds to questions/comments from Subcommittee members.

(9) Completes an Operational Mid-Year and Year End Report for the R&R Co-Chairs which may include: number of agency training programs identified, number of inquiries addressed, number of presentations given, and other relevant Subcommittee accomplishments.

(10) Reviews any updated ATP recruitment and retention materials; forward to R&R Co-Chairs for review and to EC for final review if needed.

(11) Updates the ATP Subcommittee SOP.

b. Secretary

(1) Sends out Outlook calendar invite for Subcommittee meetings for the operational year. Cancel/modify the invite, as necessary.

(2) Sends out meeting agendas and other materials in advance of the Subcommittee meeting.

(3) Keeps records of attendance at Subcommittee meetings, through roll call and emails.

(4) Keeps an ongoing log of participation throughout the operational year.

(5) Shares this log with the Subcommittee Co-Leads so they can assess if Members meet the standards for participation and requirements for Member recognition.

(6) Takes minutes at Subcommittee meetings.

(7) Provides initial draft of Subcommittee meeting minutes to Subcommittee Co-Leads for approval.

(8) Modifies minutes as requested by Co-Leads and/or Subcommittee Members.

(9) Distributes minutes from Subcommittee meetings to Subcommittee Members upon approval.

c. Agency Contacts Team

(1) Searches for training programs in Federal agencies and send documentation on agency training programs to the Subcommittee Co-Leads before set deadlines.

(2) Contacts agency liaison office (if one exists) and/or agency training program coordinators to explain the mission of the ATP Subcommittee and determine interest in developing a relationship.

(3) Schedules briefings or presentations with agency training program coordinators to determine the potential needs and questions of the program and their trainees.

- a) Delivers presentations and/or coordinate with presenters to lead presentations to agency training program trainees either in person, via teleconference or webinar depending on technical capabilities, location of the officer and the training program, and the structure of the training program.
- b) Be familiar with the ATP Subcommittee recruitment materials.

(4) Reports to Subcommittee Co-Leads on status updates; provide summaries of activities during Subcommittee calls, and other tasks as necessary.

d. Alumni Network Team

(1) Develops announcements to be sent out via the JOAG listserv in search of alumni from agency training programs that have a relationship with the ATP Subcommittee.

(2) Maintains a log of agency training program alumni that are current junior officers in the USPHS.

(3) Develops a cadre of officers who are willing to respond to inquiries and be available as a resource for alumni from agency training programs who have newly commissioned into the USPHS.

(4) Matches cadre members with newly commissioned alumni from their training programs or alumni who are applying to the Commissioned Corps.

(5) Reports to Subcommittee Co-Leads on status updates; provide summaries of activities during Subcommittee calls, and other tasks as necessary.

e. Materials Team

(1) Develops and/or revise recruitment materials for agency training program trainees.

(2) Develops other materials as requested by training programs or agencies.

(3) Submits any documents to the Subcommittee Co-Leads to initiate the review process.

- (4) Reports to Subcommittee Co-Leads on status updates; provide summaries of activities during Subcommittee calls, and other tasks as necessary.

3. Additional Standards of Subcommittee Participation

a. Subcommittee members will fulfill the following expected roles and responsibilities:

- (1) Be willing and able to give the necessary time to attend meetings and perform any assigned duties.
- (2) Actively participates in discussion and be willing to listen to and respect other viewpoints.
- (3) Think in terms of the welfare of the group rather than personal interests.
- (4) Accepts and follows through on assignments.
- (5) After unexcused absences from more than half of the Subcommittee's scheduled meetings, Subcommittee Members will be removed from the Subcommittee membership list and notified. Before this limit is reached, the ATP Subcommittee Co-Leads will contact the Officer to reiterate the participation standards and provide the Officer the opportunity to explain their absences and improve their attendance record.

B. Career Fair Information Subcommittee

1. Subcommittee Procedures and Minimum Standards

a. Organization

- (1) The Career Fair Information Subcommittee consists of: two Co-Leads, two resource and inquiry representatives, and ten list compilers. Co-Leads may choose to take on the responsibility of the resource and inquiry representatives.

b. Subcommittee Positions

- (1) Subcommittee Lead/Co-Lead(s):
The Subcommittee Lead/Co-Lead(s) will perform the following essential Subcommittee functions:

- a) Recruits Subcommittee members by preparing a “Call for Volunteers” and sending the call to the R&R Committee Chair/Co-Chair(s). This email will be reviewed and forwarded to the R&R Committee Co-Secretary for distribution to the entire R&R Committee membership.
- b) Prepares an introductory email to the Subcommittee members at the beginning of the operational year to define workgroup assignments and outline expectations.
- c) Assigns Career Fair List Compilers to a region containing states they will be responsible for searching career fairs from:
 - HHS Region 1 - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
 - HHS Region 2 - New Jersey, New York, Puerto Rico, and the Virgin Islands
 - HHS Region 3 - Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia
 - HHS Region 4 - Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee
 - HHS Region 5 - Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin
 - HHS Region 6 - Arkansas, Louisiana, New Mexico, Oklahoma, and Texas
 - HHS Region 7 – Iowa, Kansas, Missouri, and Nebraska
 - HHS Region 8 - Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming
 - HHS Region 9 - Arizona, California, Hawaii, Nevada, American Samoa, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Guam, Marshall Islands, and Republic of Palau (concentration on Arizona, California, Hawaii and Nevada)
 - HHS Region 10 - Alaska, Idaho, Oregon, and Washington
- d) Sets an operational year schedule for compiled lists and document updates to meet expectations by the R&R Committee Chair/Co-Chair(s). An example of a recommended schedule is as follows:
 - January List- Due December 1
 - February List- Due January 1
 - March List- Due February 1

- April/May List- Due March 1
 - September List- Due August 1
 - October List- Due September 1
 - November List- Due October 1
 - December List- Due November 1
- e) Ensures proper formatting and compile all regional career fair lists in to a single master list which is forwarded to the R&R Committee Chair/Co-Chair(s). The R&R Committee Chair/Co-Chair(s) will review and forward the list to the Committee's JOAG Executive Committee Liaison and the JOAG R&R Website Coordinator for distribution through the JOAG listserv and posting on the JOAG website.
 - f) Attends bi-monthly R&R Committee General Meetings and bi-monthly R&R Committee Leadership Meetings and provide updates on Subcommittee progress.
 - g) Responds to questions/comments from Subcommittee members.
 - h) Completes an Operational Mid-Year and End of Year Accomplishments and Action Items Report for the R&R Chair/Co-Chair(s) that typically includes: total number of career fairs identified, total number of inquiries that were addressed, Career Fair Website Survey responses, Career Fair Attendance Survey responses, and other relevant Subcommittee accomplishments that were achieved.
 - i) Updates the JOAG R&R Committee Career Fair Information Subcommittee SOP annually.
 - j) Term Duration for Subcommittee Lead/Co-Lead(s): The Subcommittee Lead/Co-Lead(s) will serve a one-year term with potential renewal for one year.

(2) Subcommittee Resource Representative(s):

- a) The Subcommittee Resource and Inquiry Representative(s) will perform the following Subcommittee functions:
- b) Addressws and responds to career fair inquiries from officers.
- c) Term Duration for Subcommittee Resource Representative(s): The Subcommittee Resource

Representative(s) will serve a one-year term with potential renewal for one year.

(3) Career Fair List Compilers:

- a) The Career Fair List Compilers will perform the following Subcommittee functions:
- b) Searches for scheduled career fairs in their assigned region, compile a properly formatted list of the career fairs, and send the list of compiled career fairs to the Subcommittee Lead or their assigned Co-lead before the set deadline.
- c) Compiles a career fair list annually for the months of January, February, March, April/May, September, October, November, and December.
- d) Term Duration for Career Fair List Compilers: The Subcommittee Career Fair List Compilers will serve a one-year term. At the end of the term, the members may reapply through the new Subcommittee Lead/Co-Lead(s) at the beginning of the operational year to continue serving on the Subcommittee.

2. Subcommittee Involvement

- a. Subcommittee Participant: Subcommittee Participants will fulfill the following expected roles and responsibilities:
 - (1) Be willing and able to give the necessary time to attend meetings and perform any assigned duties.
 - (2) Actively participates in discussion and be willing to listen to and respect other viewpoints.
 - (3) Thinks in terms of the welfare of the group rather than personal interests.
 - (4) Accepts and follows through on assignments.
 - (5) Maintain minimum standards for Committee Participants (Article IV of the R&R Committee SOP).

C. COSTEP Connection Subcommittee

1. Committee Positions

a. Subcommittee Lead (Co-Leads):

The Subcommittee will be headed by two Co-Leads who will serve a one year team with the option to complete a second term. The Co-Leads are to be selected at the beginning of the operational year.

b. Subcommittee Members (Mentors):

The Subcommittee does not have a membership minimum or maximum. Instead, membership is based on the anticipated needs of the Subcommittee and the number of selected COSTEPs. JOAG members will serve a one-year term. If members wish to continue serving on the Subcommittee after the end of their term, the members must re-volunteer after a request for volunteers has been made. It is possible for a junior officer to serve as a mentor in both the JRCOSTEP and SRCOSTEP mentoring programs.

2. Procedures

a. Subcommittee Co-Leads

The Subcommittee Co-Leads will perform the following essential Subcommittee functions:

- (1) Recruits mentors by drafting a “Call for Volunteers” and send it to the R&R Committee Chair/Co-Chair(s) for approval. This is then passed on to the JOAG Executive Committee for approval and listserv dissemination.
- (2) Reviews mentoring resource documents annually. Ensure the website links are functional and information provided in the document is still relevant. See Appendix III.
- (3) Obtains the list of COSTEP participants and contact information from DCCPR recruitment or another viable source if DCCPR is not able to provide.
- (4) Assigns mentors to JRCOSTEP participants based primarily on professional category. When this is not possible they will be matched by their agency/organization. If it is not possible to match by category or agency, they will be assigned by the next best matching system as determined by the Subcommittee Co-Leads.
 - a) When matching SRCOSTEPs with a mentor the ideal mentoring candidate will have prior SRCOSTEP experience, will have worked/currently works in the same

agency/organization and will be of the same professional category or similar billet.

- b) When there are more mentors available than COSTEPs in either program, requests to be a mentor are often considered in chronological order, but other circumstances may prevail (e.g., ability to spread around the mentoring opportunities and best matching criteria).

(5) Prepares an introductory email to the mentors, including an Appointment Letter, upon COSTEP assignment to define Subcommittee expectations and provide resource documents. See Appendix III for draft email.

(6) Responds to questions/comments from Subcommittee members.

(7) Creates survey utilizing JOAG's Survey Monkey account to capture COSTEP and mentor interaction. Surveys must be reviewed and approved by JOAG leadership before dissemination.

(8) Attends R&R Committee Meetings and provide updates on Subcommittee progress. If neither Co-Lead can attend a meeting, then a Subcommittee member will be identified to attend and provide an update on the Subcommittee's progress.

(9) Completes an Operational End of Year Accomplishments and Action Items Report for the R&R Committee Chair/Co-Chair(s) that typically includes: total number of mentor participants, total number of COSTEP participants, inquiries that were addressed, and other relevant Subcommittee accomplishments that were achieved.

(10) Updates the JOAG R&R Committee COSTEP Connection Subcommittee SOP annually.

b. Subcommittee Members/Participants (Mentors):

The Subcommittee Members will perform the following essential Subcommittee functions:

(1) Initiates contact with assigned COSTEP.

(2) Follows-up with COSTEP regarding questions.

(3) Documents quality of the interaction using the end of year distributed survey.

(4) Assists the Subcommittee Co-Leads as needed with additional functions or special projects. This may also include reporting updates at R&R Committee Meetings.

3. Additional Standards of Subcommittee Participation

Subcommittee Members: Subcommittee Members will fulfill the following expected roles and responsibilities:

- a. Be willing and able to give the necessary time to perform any assigned duties and interact with COSTEP participants
- b. Actively participates in the end of year survey to capture the quality of the COSTEP and mentor interaction

D. Information Subcommittee

1. Committee Positions

- a. Two Co-Leads
- b. Volunteer participants from JOAG R&R Committee

2. Procedures

- a. Identifies volunteer participants by preparing and emailing a “Call for Volunteers” to the R&R Committee Chair/Co-Chair(s). This email will be reviewed and forwarded to the R&R Committee Co-Secretary for distribution to the R&R Committee members.
- b. Prepares an introductory email to volunteers after identified that defines Subcommittee goals
- c. Schedules meetings and/or events to achieve the Subcommittee’s mission
- d. Attends monthly R&R Committee General or Leadership Meetings and provide updates on Subcommittee progress.
- e. Responds to questions/comments from Subcommittee members
- f. Makes Subcommittee participants aware of the standards of Subcommittee participation as outlined in Article IV of this SOP.

- g. Completes an Operational Mid-year and End of Year Accomplishments and Action Items Report for the R&R Chair/Co-Chair(s)
- h. Develops white paper(s) on recruitment and retention related topics as need is identified or as requested by EC
- i. Increases communication between the JOAG R&R Committee and other PACs R&R Committees via harmonization initiative utilizing volunteers from corresponding PACs to attend PAC R&R meeting and relay to JOAG R&R Committee
- j. Updates the JOAG R&R Committee Information Subcommittee SOP annually with first draft completion around May
- k. Updates and ensures proper formatting of JOAG R&R Committee SOP annually as soon as JOAG General SOP format available

E. Publications Subcommittee

1. Committee Positions

- a. Subcommittee Lead/Co-Lead(s): The Subcommittee Lead/Co-Lead(s) will perform the following Subcommittee functions:
 - (1) Recruits Subcommittee members by preparing a “Call for Volunteers” and sending the call to the R&R Committee Chair/Co-Chair(s). This email will be reviewed and forwarded to the R&R Committee Co-Secretary for distribution to the entire R&R Committee membership.
 - (2) Prepares an introductory email to the Subcommittee members at the beginning of the operational year to define workgroup assignments and outline expectations.
 - (3) Sets an operational year schedule for recruitment and retention article submissions to meet expectations by the R&R Committee Chair/Co-Chair(s). The JOAG Journal is published quarterly; therefore, the Subcommittee will operate within the established deadlines as required by the editor of the JOAG Journal.
 - (4) Seeks approval of selected recruitment and retention article topics and final articles by R&R Committee Chair/Co-Chair(s). The R&R Committee Chair/Co-Chair(s) will review the article and provide comments to the Lead/Co-Lead(s) of the Publications Committee before submission to the JOAG Journal editor. Attend bi-monthly R&R Committee General Meetings and bi-monthly R&R

Committee Leadership Meetings and provide updates on Subcommittee progress.

- (5) Responds to questions and comments from Subcommittee members within 10 business days of when the member sent the email. If there is scheduled leave (or other reasons for not accessing email) which exceeds 10 business days, notification to the Co-Lead or Subcommittee members is required by either setting an automated 'away email' or through emailing Co-Leads prior to absence.
 - (6) Completes an Operational End of Year Accomplishments and Action Items Report for the R&R Chair/Co-Chair(s)
 - (7) Updates the JOAG R&R Committee Publications Subcommittee SOP annually.
 - (8) Term Duration for Subcommittee Lead/Co-Lead(s): The Subcommittee Lead/Co-Lead(s) will be one year with potential renewal for one year.
- b. Subcommittee Participant: Subcommittee Participants will fulfill the following expected roles and responsibilities:
- (1) Be an active participant in Subcommittee projects
 - (2) Proposes at least one article topic and take lead in drafting the article. Other Subcommittee members if present will assist with the draft and edits. Final versions should adhere to JOAG Journal requirements. Final proposed versions are emailed to Leads for review.
 - (3) Be involved in at least one additional article topic selection and at least one additional draft review/edit.
 - (4) Follows through on assigned projects and adhere to deadlines set forth by Leads.
 - (5) Communicates with Leads within 10 business days of when a Lead(s) sent an email, respond to it. If there is scheduled leave (or other reasons for not accessing email) which exceeds 10 business days, notification to the Leads is required by either setting an automated 'away email' or through emailing Leads prior to absence.
 - (6) Communicates with other Subcommittees, if requested, in a timely manner, following the same requirement as above mentioned.

(7) Maintain minimum standards for Subcommittee Participants
(Article III).

F. Retention Subcommittee

1. Subcommittee Procedures and Minimum Standards

a. **Organization:** The Retention Subcommittee consists of one or two selected Lead/Co-Leads and volunteer participants from JOAG R&R Committee.

b. **Procedures**

(1) Subcommittee Lead/Co-Lead(s):

The Subcommittee Lead/Co-Lead(s) will perform the following essential Subcommittee functions:

- a) Recruits Subcommittee members by preparing and emailing a “Call for Volunteers” to the R&R Committee Chair/Co-Chair(s). This email will be reviewed and forwarded to the R&R Committee Co-Secretary for distribution to the R&R Committee members.
- b) Prepares an introductory email to Subcommittee members at the beginning of the operational year that defines workgroup assignments and outlines expectations.
- c) Sets an operational year schedule for meetings and/or events to advance the Subcommittee’s mission.
- d) Attend bi-monthly R&R Committee General Meetings and bi-monthly R&R Committee Leadership Meetings and provide updates on Subcommittee progress.
- e) Responds to questions/comments from Subcommittee members.
- f) Completes an Operational End of Year Accomplishments and Action Items Report for the R&R Chair/Co-Chair(s)
- g) Updates the JOAG R&R Committee Retention Subcommittee SOP annually.
- h) **Term Duration for Subcommittee Lead/Co-Lead(s):** The Subcommittee Lead/Co-Lead(s) will serve a one-year term with potential for one year.

(2) Subcommittee Involvement

Subcommittee Participant: Subcommittee Participants will fulfill the following expected roles and responsibilities:

- a) Be willing and able to give the necessary time to attend meetings and perform any assigned duties.
- b) Actively participates in discussion and be willing to listen to and respect other viewpoints.
- c) Thinks in terms of the welfare of the group rather than personal interests.
- d) Accepts and follows through on assignments.
- e) Maintains minimum standards for Subcommittee Participants (Article III).

G. Transitional Assistance Program (TAP) Subcommittee

1. Committee Positions

- a. Subcommittee Lead (Co-Leads)
- b. Secretary
- c. Presentation Team
- d. Marketing Team
- e. Web Team

2. Procedures

- a. Subcommittee Lead (Co-Leads):
 - (1) Recruits Subcommittee members by preparing a call for volunteers to be distributed by the R&R Co-Chair(s) through the R&R Committee listserv;
 - (2) Prepares an introductory email at the beginning of the operational year to define team assignments and outline expectations;

- (3) Sets an operational year schedule for compiled lists and document updates to meet expectations by the R&R Chair(s);
- (4) Guides the completion of general/administrative tasks for the TAP Subcommittee and guide and oversee all Subcommittee team activities;
- (5) Leads regular TAP Subcommittee Meetings
- (6) Attends bi-monthly R&R Committee General Meetings and bi-monthly R&R Committee Leadership Meetings and provide updates on Subcommittee progress;
- (7) Responds to questions/comments from Subcommittee members;
- (8) Completes an Operational Year End Report for the R&R Chair(s) that includes: a summary of USPHS involvement in DOD TAP activities for the year, a list of DOD TAPs that have expressed interest in USPHS participation and corresponding schedule of activities, a list of USPHS officers available to serve as TAP points of contact at interested DOD installations, and other relevant Subcommittee accomplishments that were achieved;
- (9) Annually updates the JOAG R&R Committee TAP Subcommittee SOP;
- (10) Term Duration for Subcommittee Leads (Co-Leads): The Subcommittee leads (Co-Leads) will serve a minimum one-year term, but ideally should serve a two-year term Two-year terms will allow the Co-Leads tenure to be staggered in order to maintain continuity of activities.

b. Secretary

- (1) Arranges call-in information for TAP Subcommittee meetings
- (2) Records attendance at meetings; Records the minutes of the meetings
- (3) Tracks TAP member activities
- (4) Distributes meeting agendas and minutes

c. Presentation Team:

- (1) Participates in regular Subcommittee and team meetings, provide updates of team activities to Subcommittee Lead(s), and assist in completing general Subcommittee tasks as needed
- (2) Updates the standard correspondence on how to approach and contact the military installations and schedule USPHS involvement in their TAP activities as needed
- (3) Identifies military installations that agree to USPHS involvement in their TAP activities
- (4) Maintains and updates a list of DoD TAPs that have expressed interest in USPHS participation and report to Subcommittee Lead (Co-Leads) during bi-monthly meetings as needed. These Points of Contact frequently change, thus Committee and team members will need to make regular contact with the DoD TAPs programs and maintain an updated list of Points of Contact
- (5) Recruits additional USPHS officers to serve as presenters and Points of Contact (POCs) and maintain a list of presenters and POCs
- (6) Works collaboratively with the Marketing Team to develop appropriate USPHS recruitment materials tailored for the TAP audience
- (7) If recruitment materials (brochures, wallet cards, category specific fact sheets, pads, and pens) are required, submit the request to the Division of Commissioned Corps Personnel and Readiness (DCCPR) at least 30 days prior to the scheduled presentations, workshops, or job fairs
- (8) Schedules presentations with the Transition Assistance Officers or Army Career and Alumni Program (ACAP) Transition Services Managers. Details including allowed length of presentation, number of USPHS officer presenters, and expected size of audience should be discussed when presentations are scheduled
- (9) Presents the information to Service Members (SMs) at TAPs and answer any questions or concerns the SMs might have
- (10) Documents lessons learned from initial TAP encounters and provide recommendations for improvement

(11) Term Duration for Presentation Team Members: Presentation Team members will serve a one-year term.

d. Marketing Team:

- (1) Participates in regular Subcommittee and team meetings, provide updates of team activities to Subcommittee lead(s), and assist in completing general Subcommittee tasks as needed;
- (2) Updates brochures, presentation, and recruitment materials as needed to be appropriate for the TAP audience. Please see section 8 for examples of form letters or messages intended for various target audiences;
- (3) Develops new materials as requested by the Presentation team to enhance TAP presentations or for other marketing needs such as career fairs;
- (4) Coordinates with Web Team to distribute materials as needed; and
- (5) Requests review and approval from JOAG Recruitment and Retention Committee (and additional groups as needed) for all new and significantly revised recruitment materials.
- (6) Term Duration for Marketing Team Members: Marketing Team members will serve a one-year term.

e. Web Team:

- (1) Participates in regular Subcommittee and team meetings, provide updates of team activities to Subcommittee lead(s), and assist in completing general Subcommittee tasks as needed;
- (2) Updates compiled list of currently informative and viable websites on a quarterly basis that can serve as additional resource for USPHS TAP Subcommittee members and their targeting audiences, which could be included in the recruitment materials kit.
- (3) Manages, coordinates, and submits updates of TAP Subcommittee to JOAG webpage point of contact to be posted on JOAG webpage

(4) Coordinates and solicits USPHS TAP hyperlink and or web-based information to be posted on appropriate uniformed services transition program webpages.

(5) Term Duration for Web Team Members: Web Team members will serve a one-year term.

3. Form Letters and Messages

- a. Included in Appendix IV are three potential form letters for various target audiences. These letters will need to be reviewed and modified by TAPs Subcommittee members to reflect any changes in the USPHS TAPs, JOAG, and DCCPR changes. Minor changes can be completed as needed; however major changes to these messages should be sent forward to R&R Committee leadership for further approval. These letters should be edited in order to target the specific audience(s).

H. Committee Website Coordinator

1. Committee Positions

- a. Website Coordinator(s) – may consist of one or two website coordinators

2. Procedures

- a. Website Coordinator – General website maintenance

(1) Initial JOAG R&R Website Update.

- a) Website Coordinator shall receive a roster of new R&R Subcommittee Co-Chairs from the new Co-Secretaries at the start of the operational year. This list shall include the name, rank, category, OPDIV, and email address of each Subcommittee Co-Chair as well as Co-Secretaries, Co-Website Coordinators, EC Liaison, and R&R Co-Chairs.
- b) Website Coordinator shall update the Draft Website provided by the prior Website Coordinators in Microsoft Word format. Updates include new contact information, new R&R Committee meeting dates, new R&R objectives, and any suggestions by the R&R Co-chairs.
- c) Send Microsoft Word Format Draft Website for Co-Chair approval.

- d) Sends approved Microsoft Word Format Draft Website to the POC for review, approval and uploading onto the R&R website. Include URL of page(s) that require changes. (Please allow at least 30 days for posting).

(2) Periodic JOAG R&R Website Update

- a) Includes Co-Chairs in any communication suggesting changes or updates to the R&R website.
- b) After Co-Chair approval, sends suggested change(s) to the POC. Include URL of page(s) that require changes. (Please allow at least 30 days for posting).

b. Website Coordinator – Career fair list maintenance

- (1) The coordinator will receive the completed monthly career fair list from the Career Fair Information Subcommittee Lead(s). This list should already be appropriately formatted for uploading (i.e. no spelling errors, no date ranges, DD/MM/YYYY, no addresses, no hyperlinks, etc.) – see example list provided by prior Website Coordinator.

(2) Upload list into Google Fusion Tables

- a) Opens a Google Chrome Browser (may need to download)
- b) Signs in to the R&R Website Coordinator account
 - joagrrwebsite
 - qqqq1111!!
- c) Locates the Google Drive and open the Upcoming Career Fairs Google Fusion Table file
- d) Deletes all outdated rows (you have to do this individually at this time; multiple row deletion capability does not exist yet). If you are unable to edit the file, make sure you are signed in.
 - For a quicker way of getting rid of all outdated events, simply delete all rows. Then make sure the new Excel list you have for an upcoming month also has all event dates on it for prior dates through the current month.

- Example – It is February 12 and you just received the MARCH list. Currently, January and February events are listed in the on the map. To prevent deleting all January events individually, you can simply delete all rows. Then open the old FEBRUARY list and copy/paste those events into the MARCH list. Save the MARCH list (with the FEBRUARY dates now in it) and upload that list. After the upload, delete the FEBRUARY dates from the Excel sheet.
- e) Uploads Microsoft Excel Spreadsheet of upcoming career fairs by importing more rows.
 - f) The new rows should have their location cells (City, ST), highlighted in yellow. This is because they have not been MAPPED yet.
 - g) Clicks the Map of State tab. You should now be able to see the new career fairs mapped. If you cannot, the mapping feature Select Location needs to be changed under Tools to Location (you can map the data based on the column headings, i.e. State, University, or Location)
 - h) You are done with mapping. The map is embedded on the website and will be updated automatically.

(3) Upload list into Google Calendar

- a) The Table to be uploaded into Google Calendar must be formatted different than the one used to upload into Google Fusion Tables.
- b) To format the list appropriately,
 - Opens the list in Microsoft Excel.
 - Deletes the State column.
 - Changes the Career Fair Title header to “Subject”.
 - Deletes the University... column.
 - Changes the Website header to “Description”.

- Saves the sheet as a different name so you do not overwrite the current career fair list.
 - Saves it as a CSV file type, not an Excel Workbook.
 - Sees example sheet for calendar upload provided by prior Website Coordinator.
- c) Open Google Calendars
- Clicks the down triangle next to Other Calendars and select Import Calendar.
 - Locates where you saved the CSV file.
 - Imports the calendar.
 - You will know when the calendar was successfully imported after it gives you a message that, “# events were imported.” If the # = 0, then the list you are trying to import is not formatted appropriately.
 - You are done with adding the events to the calendar. The calendar is embedded on the website and will be updated automatically.
- d) Check the JOAG website
http://www.usphs.gov/corpslinks/JOAG/resources_career_fairs.aspx) to confirm events are now visible.
- c. Both coordinators are expected to have knowledge of the other coordinator’s responsibilities and will function as an alternate if a coordinator is unable to perform their normal responsibilities.

ARTICLE IV

MINIMUM STANDARDS FOR COMMITTEE PARTICIPANTS

Section 1. Committee Participant: Committee Participant minimum standards include:

- A. Attending at least half of the eligible meetings since joining the Committee.

- B. Active participation in at least one Project or Subcommittee annually
- C. Additional criteria for the Career Fair Information Subcommittee:
 - 1. Submits a list of career fairs in the region assigned to you by the due date, using the template provided.
 - 2. In the event that you are unable to provide a list of career fairs by the due date, contact a co-lead in advance of the due date with the reason why the list cannot be completed.
 - 3. A minimum of eight of the nine requested lists must be completed to obtain a letter of appreciation.
 - 4. Officers may still receive Letters of Appreciation if they notify Co-Leads in advance if they are unable to complete their assigned list for a given month (examples of this were when an officer was on travel, detail, or on maternity leave).
- D. Additional criteria for TAPs Subcommittee meetings:
 - 1. Attends at least 50% of the TAPS meetings each year and actively participate in the Subcommittee’s work
 - a. For the TAPs Subcommittee meetings, there are three attendance categories—“Present”, “Excused Absence,” and “Absent.” As long as individuals inform the TAP Subcommittee Secretary of their inability to attend a meeting, they are considered as an “Excused Absence” and the absence does not count against the individual.

Also see JOAG General SOP, Article VIII, Section 1.

ARTICLE V

TRANSITIONING

Section 1. Transitioning Procedure: Incoming Committee Chair and outgoing Committee Chair should schedule a meeting to discuss the transitioning of the position. In collaboration with the outgoing Committee Chair, the incoming Committee Chair will utilize the orientation guidelines and practices regarding absenteeism and member recognition to assist them in their preparation as the Committee Chair. Transitioning will also include orientation to Committee documents, the JOAG Committee Chair Frequently Asked Questions Guidance Document, and the JOAG Strategic Plan. **Also see JOAG General SOP, Article X, Section 1**

ARTICLE VI

ABSENTEEISM POLICY

Section 1. Absenteeism Policy: Committee Participants should inform the Committee Secretary (Co-Secretaries) if they will be unavailable to make a Committee

meeting. To maintain their status, Committee Participants need to attend at least half of the eligible meetings since joining the Committee. **Also see JOAG General SOP, Article IX, Section 1.**

Section 2. Member Participation: Committee Participants who miss more than half the meetings in a six month period (June through December) or half the meetings in a twelve month period (January through December) shall be considered “inactive” and not be eligible for inclusion in the Committee’s end-of-year Letter of Appreciation. The Committee Secretary (or designee) shall keep attendance of all meetings and notify the Committee Chair (or Co-Chairs) if a member has fallen below the 50% attendance mark. Officers who fail to reach the 50% mark, but who wish to participate may be designated “observer status.” These guidelines are intended to encourage at least 50% attendance at meetings. However, it is recognized that there may be individual cases which warrant special consideration (e.g., weekly scheduling conflict), where an Officer is not able to make that percentage but substantially contributes to the Committee. Therefore, the Committee Chair (or Co-Chairs) reserves the right to utilize appropriate discretion in determining whether or not an individual Officer should be recognized as a Committee Participant. **Also see JOAG General SOP, Article IX, Section 1.**

Section 3. Notifying Inactive Members: Those Committee Participants who fall below the 50% attendance mark will be sent an email by the Secretary (or designee) informing them of such and asking if they would like to continue to participate in the respective committee. They may continue to participate but may be designated “observer status.” Those Officers who choose to disassociate from a Committee, not respond, or continue to fail to attend meetings are designated “observer status” and will not achieve the minimum recognition of Committee Participant as outlined above and in **JOAG General SOP, Article XII, Section 3.** **Also see JOAG General SOP, Article IX, Section 3. They may not be eligible for the end of year Letter of Appreciation.**

ARTICLE VII

MEMBER RECOGNITION

Section 1. Committee Participants: Committee members who maintain the minimum standards for Committee Participants (Article IV) will be acknowledged through the following methods:

- A. A written letter signed by the Committee Chair (or Co-Chairs) and JOAG Chair suitable for inclusion in the Officer's eOPF.

Specific detail on the individual officer’s contributions should be maintained along with the impact of their contributions on the overall outcome when applicable. A letter shall be granted to every officer who demonstrates at least

a 50% attendance record (in addition to the other criteria) since joining the Committee.

- B. Approval to list membership role with JOAG Committee on official Curriculum Vitae as “Committee Participant.”
- C. Committee Participants shall be differentiated from Committee Observers in attendance rosters and in correspondence with the JOAG Chair and Executive Committee for the purposes of acknowledging their contributions to JOAG.
- D. TAPs Subcommittee only: Non-members who participate in one or more outreach efforts on behalf of the TAPS Subcommittee (e.g., give a presentation or attend a career fair) will receive a letter of appreciation signed by the TAP Subcommittee Co-Chairs, regardless of rank, as approved by JOAG R&R Executive Committee.

Also see JOAG General SOP, Article XII, Section 1.

ARTICLE VIII

CHANGES TO THE STANDARD OPERATING PROCEDURES (SOP)

- Section 1.*** Updates to the Recruitment and Retention SOP: The Committee Chair (or Co-Chairs) shall be responsible for maintaining and updating the Recruitment and Retention SOP. Updates to the SOP may be initiated as needed by the Committee Chair (or Co-Chairs), Subcommittee Leads, or JOAG Executive Committee. Any Subcommittee Lead or JOAG Executive Committee member may request a review of the SOP or suggest a change to the SOPs through correspondence with the Committee Chair (or Co-Chairs). If deemed worthy of further review, such a review shall occur with drafting of new proposed verbiage.
- Section 2.*** Recruitment and Retention SOP Review: The Committee Chair (or Co-Chairs) will initiate the yearly review process. The Recruitment and Retention SOP shall be reviewed annually by the Committee Chair (or Co-Chairs) and the Subcommittee Leads to ensure the SOP is up-to-date and adequate to meet the needs of the Committee. The Recruitment and Retention website shall also be reviewed during this time to ensure it accurately reflects the information in the Recruitment and Retention SOP.
- Section 3.*** Approval: Recruitment and Retention Committee SOP requires review and approval by the Policy and Procedures (P&P) Committee and the JOAG Executive Committee. The draft revised SOPs shall be submitted first to the P&P Committee for review of format and general content. The Recruitment and Retention Committee shall make revisions, if necessary, following P&P Committee review, then submit the draft revised SOP to the JOAG Executive Committee liaison to begin Executive

Committee review. After receipt and incorporation of edits or comments from the Executive Committee, the SOP shall be considered final and will be posted to the JOAG Governing Document webpage with a hyperlink on the Recruitment and Retention website.

Section 4. Minor changes: Minor changes to the SOP (i.e. to correct spelling or grammar or to clarify unclear wording) may be made without P&P Committee or JOAG Executive Committee review and approval.

APPENDIX I

Call for Volunteers Form Email:

Junior officers,

In preparation for the upcoming cycle, JOAG is soliciting volunteers at this time for the JOAG Recruitment and Retention (R&R) <insert Subcommittee name> Subcommittee.

Volunteers will be involved in <insert volunteer activity corresponding to Subcommittee mission statement and/or responsibilities outline in Article II Section 2>.

Requirements to receive a Letter of Appreciation are the following:

- Active participation in at least one project annually
- Attend half of the JOAG R&R general meetings
- <insert if applicable Subcommittee specific requirements outlined in Article IV>

Please consider volunteering your time and expertise to help this Subcommittee. To volunteer please email <insert co-lead email information>

V/R,

<Co-Lead Names>

JOAG R&R <insert Subcommittee name> Subcommittee Co-Leads

APPENDIX II

Letter of Appreciation Standard Template:

**JUNIOR OFFICER ADVISORY GROUP (JOAG)
EXECUTIVE COMMITTEE
UNITED STATES PUBLIC HEALTH SERVICE**



DATE: <Insert Date>

TO: <Insert Officer Rank and Name>

On behalf of the Junior Officer Advisory Group (JOAG), I would like to express sincere appreciation for your outstanding service to JOAG. Your work on the <Insert Name> Committee has been invaluable.

Your service and contributions have allowed JOAG to remain a strong voice within the USPHS Commissioned Corps and successfully serving the professional needs of junior officers. Because of your commitment, JOAG continues to have significant impact on <Insert specific activities, accomplishments, contributions and their impact on JOAG or the Corps.>

JOAG appreciates your passion for the U.S. Public Health Service Commissioned Corps and your dedication to the needs of junior officers. Your professionalism, leadership, and esprit de corps are commended.

Sincerely,

<JOAG Chair will sign when you email them to him or her>

APPENDIX III

1. *COSTEP Mentor Draft Introductory Email:*

JUNIOR OFFICER ADVISORY GROUP US PUBLIC HEALTH SERVICE

<insert date>

Dear <insert mentor name>,

You have been selected to serve as a Junior Commissioned Officer Student Training Program (JRCOSTEP) mentor and have been assigned as the JRCOSTEP mentor for Janelle Martinez. To assist you with mentoring your assigned JRCOSTEP, we have included a Mentoring Resource document to help guide your discussions with your JRCOSTEP. We hope you find the provided information helpful to both you and your JRCOSTEP.

We ask that you attempt to contact your JRCOSTEP within one week of receiving this letter. If you are having difficulty reaching your JRCOSTEP with the contact information provided below, he/she potentially would be located in the HHS (Health and Human Services) Employee Directory (<http://directory.psc.gov/employee.htm>) if assigned to agency within HHS.

JRCOSTEP: <insert name>

Email: <insert email>

Agency: <insert agency>

We understand that JRCOSTEPs are assigned to a preceptor who is their first point of contact and will manage their daily experiences. However, many times the assigned preceptor is not a Commissioned Corps officer. Therefore, you can be an additional valuable resource to the JRCOSTEP by not only providing information about the Corps but by sharing your experiences as a junior officer. If you have any questions or concerns, we ask that you contact <insert COSTEP Connection Co-Leads' names and emails> and they will be happy to assist you.

Thank you for volunteering to serve as a JRCOSTEP mentor. We sincerely hope that your experience is rewarding and exciting for both you and your assigned JRCOSTEP.

Thank you,

JOAG COSTEP Connection Program
Junior Officers Advisory Group
United States Public Health Service Commissioned Corps



2. *COSTEP Mentor Resource Document:*

JOAG COSTEP Connection Mentoring Resource
Document for JRCOSTEPs

Disclaimer: This resource document is not intended to be a complete list of all subject matter content. This document is a summary of information on various topics. Some information is subject to change. This document is not an endorsed official publication from the Commissioned Corps or DCCPR. Often it is better to refer the JRCOSTEP to the correct department or contact person for questions that are specific in nature to their situation. It is extremely important as mentors that we are giving out accurate and consistent information. Some topics can be complicated and individual specific. The following specific scenarios are examples of topics to avoid discussing, and it is recommended to seek the counsel of an expert: Tricare, T&E, rank, VA benefits such as the GI Bill and salary/pay. Space-A travel is NOT allowed for JRCOSTEPs. If a JRCOSTEP brings up Space-A then inform them that the USPHS does not allow them to use this benefit and considers such attempts to be acts of misconduct.

General Overview:

Important Contact Numbers

A USPHS contact list can be obtained from <http://dcp.psc.gov/ccmis/> under the heading "About Us" in the category "Commissioned Corps Telephone Resource Directory".

http://ccmis.usphs.gov/ccmis/About_DCCPR.aspx

Retain copies of all important documents

A JRCOSTEP should retain copies of all documents that are submitted to the Commissioned Corps. It is their responsibility to keep track of all of their paperwork related to their JRCOSTEP assignment. Keep copies of fax confirmation, postal receipts, and emails.

JRCOSTEP Evaluation:

Do you understand your work performance during your JRCOSTEP will be formally evaluated by your preceptor?

For JRCOSTEPs it's important to communicate often with their preceptor. It is a good idea to keep a notebook/diary/log documenting accomplishments throughout the JRCOSTEP assignment. Please ensure that the evaluation form is completed by the end of the JRCOSTEP assignment.

**NOTE: Review the following forms with the COSTEP: JRCOSTEP Status Report PHS 4772
JRCOSTEP Evaluation PHS 4469-1.**

http://ccmis.usphs.gov/ccmis/forms/FORMS_costep_m.aspx

Career Planning:

What kind of career expectations and goals do you have and does the mission of the USPHS meet those expectations?

Have the JRCOSTEP officer outline in broad terms their career and personal goals for the next five years. From this discussion, help the JRCOSTEP determine if the USPHS is the right career path for them. Also, refer them to their specific PAC for career development information.

<http://www.usphs.gov/profession/>

Are you familiar with your category PAC and JOAG?

Review each with the JRCOSTEP. Provide links if they would like more detailed information. They may consider signing up for PAC and JOAG listservs to receive meeting announcements and other important information. Some JRCOSTEPs may also have the opportunity to attend a meeting in person or via TCON.

<https://dcp.psc.gov/osg/>

<https://dcp.psc.gov/osg/joag/>

Recruiting Points:

Are you aware that Commissioned Corps officers receive competitive benefit packages as uniformed officers?

Focus on the uniformed service, working with underserved populations, domestic and international deployments and public health components of being an USPHS officer. The benefits package may not matter if the JRCOSTEP would not enjoy the daily service and duty. Also discuss opportunities for career progression (note that the private sector does not have similar progressions). Then if the JRCOSTEP is still interested in a career with the USPHS discuss in general terms the benefits of being in the Corps which may include certain incentives, tax free housing allowance, medical benefits, retirement, leave and relocation. Mentors are not to discuss individual's specific pay and rank for JRCOSTEPs interested in applying for active duty after school. Keep it general and show them where they can find more information.

<http://www.usphs.gov/aboutus/>

<http://www.usphs.gov/profession/>

<http://www.usphs.gov/activeduty/recruitmentmaterials/>

Where do Corps officers work?

Refer them to the Active Duty Station Map. Discuss that it is the choice of the officer to accept an offered duty station location/assignment, but their desired location or agency may not be available for a JRCOSTEP or general active duty assignment. Therefore, encourage the applicant to be flexible with duty assignments to join the USPHS and then consider relocating later in their career. If an assignment is turned down, whether for general duty or a JRCOSTEP, there is no guarantee another one will come along.

<http://www.usphs.gov/aboutus/agencies/dutystationmap.aspx>

How can a prior JRCOSTEP progress to general duty upon graduation?

Commissioned Corps recruitment is based on identified Corps and agency needs. Recruitment is targeted to areas of the most need. Candidates should monitor the Corps' web and social media sites to determine which specific professional disciplines will be open for new general duty applications. Also, review the referenced website which provides a list of current agencies. It is the applicants' responsibility to find a position with an agency and many agencies use USAJOBS to fill their positions. A submitted application to the Corps does not guarantee an offered position or job by an agency. Corps candidates may apply to a variety of positions throughout the U.S. Department of Health and Human Services (HHS) and certain non-HHS Federal agencies and programs that offer exciting professional opportunities in the areas of health care delivery, disease control and prevention, biomedical research, regulation of food, drugs, and medical devices, mental health and drug abuse and international health.

<http://www.usphs.gov/aboutus/agencies/>

www.usajobs.com

Have you talked with a recruiter? Do you need more information or assistance with applying for a permanent USPHS career position?

Provide the JRCOSTEP with the attached websites. However, please try to provide the JRCOSTEP with as much general information as possible. To speak with a recruiter, please call the Recruitment Call Center: 800-279-1605.

<http://www.usphs.gov/main/contact.aspx>

<http://www.usphs.gov/apply/apply.aspx>

<http://www.usphs.gov/questionsanswers/>

Have you considered the SRCOSTEP program? Do you know where to get more information?

Is the JRCOSTEP looking for an “Early Commissioning Program” to complete their education for a public health career? They might want to consider the SRCOSTEP. SRCOSTEP positions are available to individuals who are enrolled as full-time students in certain accredited programs with ideally 8 months of educational commitment remaining in the final year and who meet other program requirements. A JRCOSTEP is a separate program and is not required for SRCOSTEP selection. However, just like with JRCOSTEPs, not all agencies utilize the SRCOSTEP program as a recruitment tool. Current selection priorities are directed toward students in the following disciplines: **nursing, nurse practitioner, pharmacy, and physician assistant**. This can change from year to year based on the needs of the service. Monitor the Corps’ website for updates. The COSTEP programs are meant to be flexible to meet the needs of the Corps and agencies it serves. In return for financial assistance, SRCOSTEP participants agree to work for the Commissioned Corps after graduation. The service obligation is equal to twice the time sponsored; that is, for 12 months of financial support, a SRCOSTEP participant commits to 24 months of service.

<http://www.usphs.gov/student/srcostep.aspx>

Do you understand that you can serve multiple JRCOSTEP tours if your schedule allows and you are selected again? Do you know where to get more information regarding the JRCOSTEP program?

Until they complete their degree, they may have the opportunity to serve multiple JRCOSTEP tours. Most JRCOSTEPs are hired for the summer months (i.e., June, July, and August). Typical assignments vary from 31 to 90 days during official school breaks, depending on their availability. Students eligible for both the JRCOSTEP and SRCOSTEP cannot participate in both programs at the same time. However, some students have been able to work in a JRCOSTEP immediately before their SRCOSTEP tour. The recruitment staff at DCCPR may be able to provide more details of coordinating the two programs if the JRCOSTEP is interested.

<http://www.usphs.gov/student/jrcostep.aspx>

When should students who are considering future general active duty consider applying assuming there is a recruitment need? Can they start the application while still in school or should they wait until graduation to start the application process?

Future applicants for general call to active duty must be fully qualified to apply to the USPHS. This includes obtaining a qualifying degree and license to practice where applicable per the commissioning standards. For instance, while some agency positions are not clinical (e.g., FDA), if the category requires an active license for commissioning under that category then the applicant must be licensed before applying for Commissioned Corps active duty opportunities. Any exceptions to this would be posted with the announcement.

What is the minimum grade point average (GPA) for entry into the Commissioned Corps?

Candidates must have achieved a grade point average (GPA) of at least 2.8 on a 4.0 grading scale in his/her qualifying degree (without rounding).

*With identified windows of availability to apply to the Commissioned Corps, what is currently the best way for an interested **pharmacy student** to enter?*

A residency program (most are through IHS) or the SRCOSTEP. The SRCOSTEP is a recruitment tool used mainly by the Indian Health Service and Bureau of Prisons and often places officers in hard to fill spots. Please note that pharmacy residents need to re-apply to the Commissioned Corps upon completion of their training program in order to continue as active duty in the USPHS.

Have you considered the IHS Loan Repayment Program? Do you need information on applying and requirements? Are you familiar with location ranking for loan repayment?

The Indian Health Service Loan Repayment Program (IHSLRP) is managed by the Indian Health Service. The LRP website provides information on applying, eligibility, etc. Please visit the site at to learn more.

<http://www.ihs.gov/loanrepayment/>

Are you familiar with the IHS Native Preference Policy? Do you qualify?

The Indian Health Service is required by law to provide absolute preference to American Indians/Alaska Natives who are enrolled in a federally recognized tribe as defined by the Secretary of the Interior. To be considered “preference” eligible within the Indian Health Service, an applicant claiming Indian preference must submit a copy of a properly completed & signed form BIA 4432 (“Verification of Indian Preference for employment in the BIA and the IHS Only”) certifying that he/she is an Indian as defined by the IHS Manual Part 7 Chapter 3. The Servicing Human Resource office will then determine verification of Indian preference.

http://www.ihs.gov/ihtm/index.cfm?module=dsp_ihm_pc_p7c3#7-3.3

<http://www.bia.gov/cs/groups/public/documents/text/idc015598.pdf>

Benefits:

All JRCOSTEPS earn annual leave while on active duty. Leave is approved through the agency command. Earning leave is an entitlement while using it is a privilege. JRCOSTEPs should contact their supervisor regarding their duty station’s process for submitting leave requests.

Annual - 2.5 Days/Month; Rule: Any non-duty day(s) surrounded (boxed-in) by Annual Leave (AL) must be counted as AL. For instance, if a Saturday and Sunday are non-duty days and you would like Friday to Monday off then it counts as 4 days of leave, but if you only want Friday off with the weekend then it only counts as 1 day of annual leave.

Sick - Covers period of Officer's illness, not accrued or unlimited. Requires notification to supervisor.

http://dep.psc.gov/ccmis/forms/FORMS_leave_m.aspx

The Corps pay system?

Questions concerning pay deposits should be directed to the Compensation Branch at 301-427-3280.

http://dep.psc.gov/ccmis/DCCPR_compensation_m.aspx

Uniforms/Work Attire:

Are you aware that the USPHS Commissioned Corps is a Uniformed Service?

Wearing the uniform for JRCOSTEPs is generally not required. However, some commands may prefer it. Contact your preceptor to determine if your agency/area requests JRCOSTEPs to serve in uniform. Additional information about uniforms can be obtained from the agency liaison or DCCPR. Wearing of the uniform is also optional for SRCOSTEPs while in training status.

If you are asked to dress in uniform, are you aware of the proper wear of the uniform and grooming standards?

For uniform protocol and requirements refer to the Commissioned Corps Issuance System.

<http://dep.psc.gov/ccmis/ccis/CCISForeword.aspx>

Do you know where you can purchase uniforms?

Uniforms and devices may be purchased by calling the Navy Exchange at 800-368-4088 or online (must be in DEERS to use). JRCOSTEPs stationed in the DC metro area may be able to find everything they need by visiting the uniform shop at the Walter Reed National Military Medical Center. **Please note that military uniform fit and sizing does not always match up with civilian attire.**

<https://www.mynavyexchange.com>

Sometimes uniforms can also be purchased at:

<http://www.lighthouseuniform.com>

<http://www.marlowwhite.com/>

Do you know about the one-time uniform allowance?

A one-time uniform allowance can be obtained by contacting the compensation branch. A uniform allowance memorandum may need to be completed in order to obtain the allowance.

http://dcp.psc.gov/ccmis/forms/FORMS_Uniform_m.aspx

Do you have any questions about what is considered appropriate professional or business casual attire?

Have the JRCOSTEP communicate with their preceptor to determine what is considered appropriate work attire for their duty location. Some clinical duty stations may let an officer wear scrubs during their shift.

Travel & Housing:

Do you know who to contact for travel and relocation reimbursement?

The agency's travel reimbursement program should be the 1st line of communication for travel reimbursement. If they cannot answer the question then your Commissioned Corps agency liaison may be able to answer questions.

http://dcp.psc.gov/ccmis/forms/FORMS_Travel_m.aspx

http://dcp.psc.gov/ccmis/forms/FORMS_non_phs_m.aspx

http://ccmis.usphs.gov/ccmis/travel/ASSIGNMENTS_travel_jr_COSTEP_m.aspx

http://ccmis.usphs.gov/ccmis/travel/ASSIGNMENTS_travel_changes_m.aspx

3. *SRCOSTEP Mentor Resource Document:*

SRCOSTEP Connection Mentoring Resource Document

Disclaimer: This resource document is not intended to be a complete list of all subject matter content. This document is a summary of information on various topics. Some information is subject to change. This document is not an endorsed official publication from the Commissioned Corps, DCCPR or any agency utilizing the SRCOSTEP as a recruitment tool. Often it is better to refer the SRCOSTEP to the correct department or contact person for questions that are specific in nature to their situation. It is extremely important as mentors that we are giving out accurate and consistent information. Some topics could be too complicated and individual specific for the mentor to provide the answer. Therefore, it is essential to seek out assistance from field experts when needed.

General Information:

Important Contact Numbers

A contact list for **Commissioned Corps Headquarters (CCHQ)** can be obtained from <http://dcp.psc.gov/ccmis/> under the heading "About CCHQ".

http://dcp.psc.gov/ccmis/CCHQ_about_m.aspx

SRCOSTEP Website:

<http://www.usphs.gov/student/srcostep.aspx>

Where do Corps officers work?

<http://www.usphs.gov/aboutus/agencies/dutystationmap.aspx>

Retain copies of all important documents

Retain copies of all documents that you submit to the Commissioned Corps. It is your responsibility to keep track of all your paperwork related to your SRCOSTEP assignment. Keep copies of fax confirmation, postal receipts, and emails.

Career Planning and Officership:

Are you familiar with your category PAC and JOAG?

Review each with the SRCOSTEP. Provide links if they would like more detailed information. Consider signing up for PAC and JOAG listservs to receive meeting announcements and other important information. Some SRCOSTEPs may also have the opportunity to attend a meeting in person or via TCON.

<https://dcp.psc.gov/osg/>

<https://dcp.psc.gov/osg/joag/>

Benefits:

All SRCOSTEPS earn annual leave while on active duty. Leave is approved through the agency command. Earning leave is an entitlement while using it is a privilege. Common types of leave include:

Annual - 2.5 Days/Month; Rule: Any non-duty day(s) surrounded (boxed-in) by Annual Leave (AL) must be counted as AL. For instance, if a Saturday and Sunday are non-duty days and you would like Friday to Monday off then it counts as 4 days of leave, but if you only want Friday off with the weekend then it only counts as 1 day of annual leave.

Sick - Covers period of Officer's illness, not accrued or unlimited. Requires notification to supervisor.

http://dcp.psc.gov/ccmis/forms/FORMS_leave_m.aspx

The Corps pay system?

Questions concerning pay deposits should be directed to the Compensation Branch.

http://dcp.psc.gov/ccmis/DCCPR_compensation_m.aspx

Uniforms/Work Attire:

When do I have to wear the uniform?

Wearing of the uniform is optional for SRCOSTEPs while in training status (students should check with preceptors and/or their school's dean regarding appropriate attire for rotations and/or classes), but is required once the payback obligations starts. It is recommended that they make appropriate plans to have all of their uniforms ready no later than for their conversion from training status to regular duty. Additional information about uniforms can be obtained from the agency liaison or DCCPR.

For uniform protocol and requirements refer to the Commissioned Corps Issuance System.

<http://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y>

Do you know where you can purchase uniforms?

Uniforms and devices may be purchased by calling the Navy Exchange at 800-368-4088 or online (*must be in DEERS to use*). SRCOSTEPs stationed in the DC metro area may be able to find everything they need by visiting the Walter Reed National Military Medical Center. **Please note that military uniform fit and sizing does not always match up with civilian attire.**

<https://www.mynavyexchange.com>

Sometimes uniforms can also be purchased at:

<http://www.lighthouseuniform.com>

<http://www.marlowwhite.com/>

Many, but not all of the ODU's components must be purchased through the Coast Guard Uniform Distribution Center (UDC):

<http://www.uscg.mil/uniform/>

Do you know about the one-time uniform allowance?

A one-time uniform allowance can be obtained by contacting the compensation branch. A uniform allowance memorandum may need to be completed in order to obtain the allowance.

http://dcp.psc.gov/ccmis/forms/FORMS_Uniform_m.aspx

Travel & Housing:

Do you know who to contact for travel and relocation reimbursement?

The agency's travel reimbursement program should be the first line of communication for travel reimbursement. If they cannot answer the question then your Commissioned Corps agency liaison may be able to answer questions.

http://dcp.psc.gov/ccmis/forms/FORMS_Travel_m.aspx

http://dcp.psc.gov/ccmis/forms/FORMS_non_phs_m.aspx

http://ccmis.usphs.gov/ccmis/travel/ASSIGNMENTS_travel_changes_m.aspx

APPENDIX IV

1. Message to be sent to TAP mentors through TAP HQ:

Hello [Rank and Name],

My name is [RANK and Name]. I am an officer in the U.S. Public Health Service Commissioned Corps (USPHS), assigned to the [Agency Name]. I also work with the Transition Assistance Program (TAP) Subcommittee of the Junior Officer Advisory Group's (JOAG) Recruitment and Retention Committee. We aim to provide information about career opportunities with the USPHS to qualified active duty personnel that are in the process of separation from another uniformed service. As a uniformed service, the USPHS offers nearly the same benefits as the military, and often time in service is transferrable towards pay and retirement. You can learn more about the USPHS at <http://www.usphs.gov/>.

We are interested in informing TAP administrators, mentors, and trainers about opportunities with the USPHS, so that they may inform service members who are interested in or qualified for service with the USPHS about such career and educational opportunities. Please find the attached PowerPoint presentation and brochure that may be used and distributed as needed. Let me know if I can provide you with any additional information about opportunities with the USPHS. Please let me know if there is anyone else I should contact, and feel free to refer anyone to me for additional information.

Thank you for your attention.

Respectfully,
[Rank and Name]

2. Message to be sent to qualified/interested Service members in the process of separating; sent through TAP HQ:

Hello [Rank and Name],

This message is to inform you about opportunities to continue your uniformed service career with the U.S. Public Health Service Commissioned Corps (USPHS). The mission of the USPHS is to "protect and promote the health and safety of our nation." USPHS commissioned officers serve with Federal agencies, most commonly within the Department of Health and Human Services, in one of twelve health-related professional categories (e.g., physicians, engineers, scientists, etc.). As a uniformed service, the USPHS offers nearly the same benefits as the military, and time in service is often transferrable towards pay and retirement.

Attached is a brochure with some more information about career and educational opportunities with the USPHS for active duty personnel that are in the process of separation from another service. You can also learn more at <http://www.usphs.gov/>. If you have additional questions, or would like to be connected with a USPHS officer serving in your health field of interest, please do not hesitate to contact me.

Thank you for your attention.

Respectfully,
[Rank and Name]

3. Message to White Paper contacts at installations that previously expressed interest in additional information:

Hello _____,

My name is [Rank and Name]. I am an officer in the U.S. Public Health Service Commissioned Corps (USPHS), assigned to the [Agency Name]. I also work with the Transition Assistance Program (TAP) Subcommittee of the Junior Officer Advisory Group's (JOAG) Recruitment and Retention Committee. We aim to provide information about career opportunities with the USPHS to qualified active duty personnel from other uniformed services that are in the process of separation from another service. As a uniformed service, the USPHS offers nearly the same benefits as the military, and time in service is transferrable towards pay and retirement. You can learn more about the USPHS at <http://www.usphs.gov/>.

We are seeking to identify TAPs serving personnel interested in or qualified for service with the USPHS and to establish a means of informing the TAP audience about the USPHS through presentations, career fair tables, emails, brochure distribution, etc. We are also interested in informing TAP administrators/mentors/trainers about such opportunities, so that they may inform interested personnel about USPHS opportunities.

Our Subcommittee previously reached out to your program, which expressed interest in receiving additional information. Please find the attached PowerPoint presentation and brochure that may be used and distributed as needed. If interested, we can discuss arrangements for a USPHS officer to make a presentation for your program (virtually or in person). Let me know if I can provide you with any additional information about opportunities with the USPHS. Please let me know if there is anyone else I should contact, and feel free to refer anyone to me for additional information.

Thank you for your attention.

Respectfully,
[Rank and Name]