



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE  
(SciPAC)**

**STANDARD OPERATING PROCEDURES OF THE  
POLICY SUBCOMMITTEE**

**VERSION: 1.2.1**

**2016**

Document History Record for:

SciPAC Policy Subcommittee Standard Operating Procedures

<i>Revision Number</i>	<i>Chair/ Co-Chair</i>	<i>Implementation Date</i>	<i>Description of Changes</i>
1.0	R. Novak	09/01/2011	Initial
1.1	W. Satterfield	7/18/2013	Review/revision
1.2	J. Wally	8/14/2015	Addition of new responsibility to summarize and report on new and revised policy documents
1.2.1	D Frasca	2/9/2016	Reviewed

**TABLE OF CONTENTS**

**I. PURPOSE .....3**

**II. GOVERNING BODY AND OFFICERS .....3**

**a. Organization .....3**

**i. Structure.....3**

**ii. Size.....3**

**iii. Representation .....3**

**b. Officers – Roles & Responsibilities .....4**

**i. Chairperson.....4**

**ii. Co-Chairperson(s).....4**

**iii. Subcommittee Members .....5**

**III. OPERATIONS AND PROCEDURES.....5**

**a. Meetings .....5**

**b. Activities/Duties .....5**

**i. Review of Proposed Commissioned Corps Issuance System Policy .....5**

**ii. Review of Other Proposed Commissioned Corps/Agency Policy .....6**

**iii. Summarization of New Commissioned Corps Issuance System Policy.....6**

**IV. SUBCOMMITTEE MEMBERSHIP .....7**

**a. Requirements .....7**

**b. Letter of Appreciation .....8**

**V. TRANSITIONING .....8**

**a. Incoming Chairperson and Co-Chairperson Preparation .....8**

**b. Incoming Chairperson and Co-Chairperson Expectation .....8**

**VI. REFERENCES .....9**

**VII. APPENDICIES .....9**

## **I. PURPOSE**

The purpose of the Scientist Professional Advisory Committee (SciPAC) Policy Subcommittee is to support the SciPAC and the Scientist Chief Professional Officer (CPO) in two ways. First, the Subcommittee is responsible for providing feedback and recommendations to the Chief Professional Officer on the proposed policies, procedures and guidelines which is accomplished through the review of selected policies, procedures, and guidelines that are of draft documents sent to the PAC for review. The Subcommittee may also provide feedback or recommendations on implementation of these policies when applicable. Subcommittee members review and offer their input on the creation and implementation of these materials. Second, the Subcommittee is responsible for educating the SciPAC membership on new or revised policies by creating summary reports or briefings of selected new or revised policies, procedures, and guidelines for distribution to the SciPAC general membership.

The purpose of this standard operating procedure (SOP) is to (1) describe the duties and responsibilities for members of the SciPAC Policy Subcommittee and (2) provide specific detailed information the operations and procedures currently employed by this Subcommittee.

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

### **a. Organization**

#### **i. Structure**

The Subcommittee shall consist of one Subcommittee Chair, one Subcommittee Co-Chair appointment by the Chair (if needed), and Subcommittee members.

(See Appendix 1 for past leadership)

#### **ii. Size**

A policy document for review or summarization will be read by a minimum of 5-10 Scientist officers. Due to travel, leave, and the potential for multiple concurrent requests it is recommended that the Subcommittee Chair seek around triple this number of officers to volunteer to be Subcommittee members (30 total officers).

#### **iii. Representation**

Efforts should be made to ensure the Subcommittee is as representative as possible of the membership of the Scientist category with respect to Agency

and Rank. The Commissioned Corps Management Information System (CCMIS) provides statistical reporting for PHS officers to ensure adequate representation and can be accessed via the following website:

<http://dcp.psc.gov/ccmis/>

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

### **i. Chairperson**

1. Establish the Subcommittee roster
2. Receive requests for draft document review, communicate to Subcommittee members and establish response deadlines
3. Check relevant PHS resources and websites (e.g., CCMIS) monthly to determine if new or revised policy documents have been released, communicate to Subcommittee members and establish response deadlines
4. Organize the Subcommittee membership into three teams to handle multiple document reviews and summarizations
5. Log review and summarization requests in the SciPAC Policy Subcommittee activity database, and maintains the database
6. For document review, consolidate the Subcommittee members' comments and prepare final Subcommittee review report for the SciPAC Chair
7. For document summarization, assign a task lead, send final summary document to the Executive Board for approval and then ensures that the summary is sent to the person who is responsible for distribution and report of these documents at the monthly SciPAC calls
8. Attend monthly SciPAC calls and provide a Subcommittee activity update
9. Send a monthly activity update to the SciPAC Secretary, and review/approve draft minutes
10. Prepare the annual final Subcommittee activity report documenting accomplishments for the year
11. Transition Subcommittee procedures, protocols, and knowledge base to incoming Subcommittee Chair/Co-Chair

### **ii. Co-Chairperson**

Support the Subcommittee Chair in all activities and fill in as acting Subcommittee Chair during the Subcommittee Chair's absence. Should the Subcommittee Co-Chair become unavailable during the Subcommittee

Chair's absence, the Subcommittee Chair or Subcommittee Co-Chair shall delegate a Subcommittee member to be acting Subcommittee Chair.

**iii. Subcommittee Members**

Active members shall respond to the Subcommittee Chair/Co-Chair's request for review and summarization of policy materials within the requested timeframe. Officers on leave or temporary duty status (TDY) are excused (no requirement to notify the Subcommittee Chair/Co-Chair, out of office response is sufficient notification).

**III. OPERATIONS AND PROCEDURES**

**a. Meetings**

The Subcommittee Chair has discretion to hold meetings via conference call to discuss policy (i.e., high profile document, or quick turn-around requests) if it is deemed necessary.

**b. Activities/Duties**

**i. Review of Proposed Commissioned Corps Issuance System Policy**

The Office of the Surgeon General (OSG) and the Division of Commissioned Corps Personnel and Readiness (DCCPR) invites the PACs to review and comment on documents that set forth the policy and procedures of the Corps. Documents include proposed additions to the electronic Commissioned Corps Issuance System (eCCIS)<sup>Ref. 1</sup> including Directives, Instructions, Personnel Policy Memorandum, Personnel Operation Memorandum, Plans, Pamphlets, and Handbooks (see Appendix 2 for detailed description of each document).

**Timeline**

Turnaround time will be determined by the OSG and DCCPR deadlines for each document for which reviews are requested. The specific steps in the Subcommittee cycle of review are:

Step	Turnaround
Policies sent by OSG/DCCPR to PAC chairs	Average 8.5 days; range 1 to 14 days
Request forwarded by SciPAC Chair to Subcommittee Chairs	OSG/DCCPR turnaround date minus one day for SciPAC and CPO review/comment.
Request forwarded by Subcommittee Chair to Subcommittee members	OSG/DCCPR turnaround date minus two days for Chair to prepare final Subcommittee review report.

Ten Subcommittee members shall review each policy document, if possible. The Subcommittee should be divided into three teams of ten officers each in order to distribute the workload and maximize the quality of responses when multiple documents are sent simultaneously for review with the same turnaround time. Reviewing officers will provide comments using either a comments matrix or “track changes” feature within a word document as directed by the Subcommittee Chair. The process for providing comments may vary depending on the format/length of the document to be reviewed and the number of reviewers.

**ii. Review of Other Proposed Commissioned Corps/Agency Policy**

Other policies deemed by the SciPAC Chair to be of interest or affect the members of the Scientist Category shall also be reviewed by the Subcommittee. The timeline for review of these policy documents will be set by the Subcommittee Chair based upon feedback from the officer requesting the review.

**iii. Summarization of New Commissioned Corps Issuance System Policy**

The OSG and the DCCPR routinely releases new and revised policy documents to the electronic Commissioned Corps Issuance System (eCCIS)<sup>Ref. 1</sup> such as Directives, Instructions, Personnel Policy Memorandum, Personnel Operation Memorandum, Plans, Pamphlets, and Handbooks (see Appendix 2 for detailed description of each document). When such documents are released on CCMIS, the Subcommittee will generate a summary document that can be disseminated to SciPAC members and provide a description of the new or revised policy during the monthly SciPAC calls.

The Subcommittee Chair will initially divide the Subcommittee into three teams of ten officers each. When a new or revised policy document is release on CCMIS, the Subcommittee Chair will contact one team to request an

officer to serve as task lead for the generation of a summary document for this new or revised policy, and will set the timeline within which each summary document should be completed. The Subcommittee Chair will establish a rotation for designated team to review documents to ensure that each team is given at least one opportunity to create a summary document each year, if possible. The task lead will read the new or revised policy, generate a draft version of the summary document and distribute it to the other members of the team. The other team members will also read the new or revised policy and then send edits and comments on the draft summary using track changes to the task lead, who will then revise and finalize the summary, and finally send it to the Subcommittee Chair. Each summary document will include the name, version, and release date for the policy, a brief high-level summary of the policy (for reporting during the monthly SciPAC call), a bullet pointed summary of the policy, and the name of the task lead who prepared the document and the date it was prepared. The Subcommittee Chair will provide the finalized summary document to the Executive Board for concurrence before it is sent to the person who is responsible for distributing it to SciPAC members and providing a report on the new or revised policy during the monthly SciPAC call based upon this document.

#### **IV. SUBCOMMITTEE MEMBERSHIP**

##### **a. Requirements**

Members must be full-time Commissioned Corps personnel and meet the eligibility requirements for initial appointment to the Scientist category and personnel systems.

All Scientist Category members interested in policy review are welcome to join the Subcommittee by responding to the annual September call for new members. Membership is filled in a first-come-first-serve basis and up to the maximum size of the Subcommittee as determined by the Subcommittee Chair (30 officers).

To be considered a Policy Subcommittee member in good standing at the end of a cycle year, members shall fulfill the following:

- i. Officers shall promptly respond with their availability to all Subcommittee Chair/Co-Chair's request for review or summarization of policy documents. Officers on Leave or TDY are excused (no requirement to notify the Chair/Co-Chair, out of office response is sufficient notification); and

- ii. Officers are expected to review and respond (reviewed with comments or reviewed with no comments) to at least one of the documents circulated for review, if possible; or
- iii. Officers are expected to serve as a task lead or read and provide comments on a draft summary document (read with comments or read with no comments should both give credit) for at least one of the documents circulated to their team for summarization, if possible.

The Subcommittee Chair is responsible for determining the standing of each Subcommittee member based upon the number of policy documents for review and summarization each year, as well as any other relevant tasks requested to be performed by the Subcommittee Chair (such as revisions to the Subcommittee SOP or attendance at any Subcommittee teleconference).

**b. Letter of Appreciation**

Subcommittee members in good standing will receive a Letter of Appreciation from the Chief Professional Officer of the Scientist Category for their Official Personnel Folder (OPF) at the end of the cycle year. The Subcommittee Chair will provide to the Executive Board the names of the Subcommittee members who should be recognized with a Letter of Appreciation.

**V. TRANSITIONING**

**a. Incoming Chairperson and Co-Chairperson Preparation**

- i. Contact the outgoing Subcommittee Chair and Co-Chair to schedule a conference call to review transition, especially if the incoming Subcommittee Chair was not the previous year's Subcommittee Co-Chair.
- ii. Request any relevant Subcommittee documentation, including, but not limited to, the Subcommittee activity database and final activity report for the previous year.

**b. Incoming Chairperson and Co-Chairperson Expectation**

Typically, the first review requests come through during the month of October, but the need for generation of policy summary documents can occur during any month. Thus the incoming Subcommittee Chair will need to accomplish the following:

1. Quickly familiarize himself/herself with the Subcommittee SOP;
  1. Determine the need for additional Subcommittee members to ensure that Subcommittee remains around 30 officers;
  2. Request new Subcommittee members, if needed, preferably within two weeks of appointment;
  3. Set the final Subcommittee membership by the end of September;
  4. Brief new (and remind returning) Subcommittee members on the responsibilities of the Subcommittee, membership requirements, and general timelines for policy document review and summarization; and
  5. Divide the Subcommittee into teams to handle multiple overlapping requests.

## **VI. REFERENCE**

Electronic Commissioned Corps Issuance System (eCCIS)  
<http://dcp.psc.gov/ccmis/ccis/CCISForeword.aspx>

## **VII. APPENDICIES**

Appendix 1: Past Policy Review Subcommittee Chairpersons

Appendix 2: Description of the Components of the Commissioned Corps Issuance System

### Appendix 1 Past Policy Review Subcommittee Chairpersons

Term	Chair	Co-Chair (if applicable)
2008-2009	CDR Timothy Nelle	–
2009-2010	CDR Wei Guo	CDR Ryan Novak
2010-2011	CDR Ryan Novak	LCDR Fuyuen Yip
2011-2012	CDR Nicole Frazer	CDR Minglei Cui
2012-2013	CDR William Satterfield	LCDR Jeremy Wally
2013-2014	CDR Jeremy Wally	CDR Fei Xu
2014-2015	CDR Jeremy Wally	LCDR Carrie Nielsen
2015-2016	CDR Dominic Frasca	CDR Adrienne Goodrich-Doctor

## **Appendix 2 Description of the components of the Commissioned Corps Issuance System**

The electronic CCIS consists of Directives, Instructions, Personnel Policy Memorandum, Personnel Operation Memorandum, Plans, Pamphlets, and Handbooks. These issuances are defined as:

**Commissioned Corps Directives** (CCDs or Directives) are broad policy issuances containing what is required by legislation, the President, or the Secretary of HHS to initiate, govern, or regulate actions or conduct by HHS organizational components or personnel within specific areas of responsibility. The Secretary will issue Directives to establish or describe policy, programs, and organizations; define missions; provide authority; and assign responsibilities.

**Commissioned Corps Instructions** (CCIs or Instructions) are issuances that implement the policy contained in Directives, or prescribe the manner or a specific plan or action for carrying out the policy, operating a program or activity, and assigning responsibilities. Instructions are issued by the Assistant Secretary for Health (ASH).

**Personnel Policy Memorandum** (PPM) is an issuance that sets forth new or revised policies for the Corps and/or provides information or Instruction(s) necessary for the proper administration and management of the Corps. PPMs are issued by the ASH due to time constraints which preclude publishing an Instruction that introduces new or revised policies. PPMs have the full force and effect of Instructions. Under the direction of the ASH, the Director of DCCPR may issue PPMs to make technical corrections to Instructions and PPMs, provide yearly updates, and make minor adjustments to policies issued by the ASH.

**Personnel Operations Memorandum** (POM) is an issuance that provides information and sets forth operational guidance from the Office of the Surgeon General (OSG). POMs are issued by the Surgeon General of the U.S. Public Health Service (SG). Under the direction of the SG, the Directors of the Office of Commissioned Corps Operations, the Office of Force Readiness and Deployment, and the Office of Reserve Affairs may issue POMs to make technical corrections to POMs, provide yearly updates, and make minor adjustments to information and operational guidance issued by the SG.

**Commissioned Corps Strategic or Operational Plans** (ST-PLAN or OP-PLAN) are a series of steps to be carried out or goals to be accomplished. Strategic Plans are issued by the ASH after development by the Office of the Surgeon General (OSG) and/or Office of Commissioned Corps Force Management (DCCPR). Operational Plans may be issued by the ASH or the SG when the subject matter deals with Corps operational issues.

**Commissioned Corps Pamphlets** (PAMs or Pamphlets) are a brief formal operational account that sets forth the meaning or intent on a specific subject and are published in booklet form. PAMs are issued by the OSG and/or DCCPR.

**Commissioned Corps Handbooks** (HAN or Handbooks) are concise references providing specific information about a subject. Handbooks are issued by the OSG and/or DCCPR.