



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SciPAC)**

**STANDARD OPERATION PROCEDURES OF THE
RECRUITMENT, READINESS, AND RETENTION
SUBCOMMITTEE**

VERSION: 1.1

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SciPAC Recruitment, Readiness, and Retention Subcommittee Standard Operating Procedures

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| 1.1 | M. Breiding D. Frasca | 08/30/2013 | Additions to committee roles and responsibilities |
| 1.2 | D. Frasca M. Murphy | 8/30/2014 | Updated Operations and Procedures |
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I. PURPOSE

The goal of the SciPAC Recruitment, Readiness, and Retention (RRR) Subcommittee is to advise the SciPAC on organizational issues related to scientist recruitment, retention and readiness. The subcommittee will strive to enhance efforts to recruit and retain highly qualified Scientist officers and optimize the preparedness of Scientists to serve during public health emergencies.

The purpose of this standard operating procedure (SOP) is to provide information on the duties and responsibilities for members of the SciPAC Recruitment, Readiness, and Retention Subcommittee and the operations and procedures currently employed by this Subcommittee.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The subcommittee will consist of a chairperson and several subcommittee members. If the option for a subcommittee co-chairperson is available, then the Subcommittee Chair may select Co-Chair(s) at his/her discretion. The subcommittee members may also lead and/or support additional task groups formed within the subcommittee.

ii. Size

The size of the RRR subcommittee can range between three-ten members, including the Chair/Co-Chairs.

iii. Representation

The Subcommittee shall be a multidisciplinary group representing the various organizations that make up the USPHS.

iv. Leadership Qualities

Organizational skills and basic statistics background are recommended

b. Officers – Roles & Responsibilities

The responsibilities of this subcommittee include but are not limited to the following:

1. Career Opportunity updates
2. Encourage the culture of “Every officer is a recruiter”

3. Coordinate and advise OPDIV (or PHS) recruiting contacts on scientist-specific information needed for effective recruitment
4. Assist and promote the effective use of scientists in response to emergencies affecting public health
5. Inform Scientist officers about emergency response training opportunities and deployment processes.
6. Assist Scientist officers in identifying and rectifying Basic Readiness issues.
7. Notify Scientist officers who are identified as newly “Not Basic Ready” during the calculation of monthly readiness statistics and offer assistance in obtaining basic readiness.
8. Respond to Scientist-related inquiries on Facebook via a Facebook Response Plan.
9. Review and revise the Scientist “Best Kept Secrets” recruiting brochure on a quarterly basis.
10. Maintenance of Deployment Spreadsheet for use by the Scientist CPO to fulfill ad-hoc deployment requests for scientist officers.

i. Chairperson

The Chair shall maintain transparency of subcommittee activities and related information. This includes regular reports to the SciPAC at monthly meetings on recruitment and retention issues as well as category readiness data.

ii. Co-Chairperson(s)

The Co-Chair shall aid the Chair with his/her responsibilities (See section II.b.i.).

iii. Subcommittee Members

Subcommittee members shall serve on subcommittee task groups as necessary (e.g. PHS Facebook Team, development of “Best Kept Secrets” recruiting brochure)

III. OPERATIONS AND PROCEDURES

a. Meetings

The meetings for the RRR subcommittee are variable and shall be convened as needed.

b. Activities/Duties

i. Calculation of Category Readiness Statistics

(1-2 Participants: Chair/Co-Chair, plus subcommittee member)

OFRD supplies the raw readiness data to the Cross-Category Readiness Working Group. That data is then relayed to the RRR subcommittee. . The datasets are organized and consolidated, and category specific readiness statistics are calculated based on the data.

ii. Recruitment Activities

(1-2 Participants: Chair/Co-Chair, plus subcommittee member)

The subcommittee's main recruitment activities involve dissemination of recruitment materials and program information to the SciPAC as they become available, to assist the SciPAC in implementation of recruitment activities and programs, such as/but not limited to the Associate Recruiter Program, and advising the Division of Commissioned Corps Recruitment (DCCR) on Scientist specific recruitment issues.

iii Implementation and maintenance of Pharm-PAC “PACE” Program

(1-2 Participants: Chair/Co-Chair, plus subcommittee member)

The subcommittee’s main activities include creating an implementation plan for the Category’s adoption of the Pharm-PAC “PHS APFT Certificate of Excellence” program. Once implemented, the subcommittee will administer the program; verifying the applicants have satisfied the program criteria, and liaising with the program administration.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

Subcommittee members must be full-time Commissioned Corps or Civil Service personnel and meet the eligibility requirements for initial appointment to the Scientist category and personnel systems. Members shall attend SciPAC and subcommittee meetings as scheduled.

b. Letter of Appreciation

All SciPAC Recruitment, Readiness, and Retention Subcommittee members will be formally recognized for their contribution to the subcommittee with a letter from the SciPAC CPO at the end of each SciPAC year which may be placed in the officer’s OPF.

V. TRANSITIONING

a. Incoming Chairperson and Co-Chairperson Preparation

The outgoing Chair/Co-Chair will debrief the incoming Chair/Co-Chair on subcommittee procedures, current projects and transfer related files/documents. The outgoing Chair/Co-Chair will be available for inquiries as needed.

VI. REFERENCES

None

VII. ATTACHMENTS

None