



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE  
(SciPAC)**

**STANDARD OPERATING PROCEDURES OF THE  
POLICY SUBCOMMITTEE**

**VERSION: 3.0**

**December 18, 2015**

## Document History

<i>Revision number</i>	<i>Chair Initials</i>	<i>Date of revision</i>	<i>Effective Date</i>	<i>Description of Changes</i>
1.0	D. Robbins	09/01/2011		<ul style="list-style-type: none"> <li>• Initial</li> </ul>
1.1	D. Robbins	6/8/2012		<ul style="list-style-type: none"> <li>• Additional information about Newsletter Team</li> </ul>
2.0	L. Rodgers	7/29/2014	8/1/2014	<ul style="list-style-type: none"> <li>• II (A) 2. Revised geographic chair requirements (now a recommendation).</li> <li>• II (B) 3. Revised to alter leadership structure of Newsletter.</li> <li>• III (B) 1. Removed duties associated with Music Ensemble and listserv; added duties associated with social events, esprit de corps, and PACE.</li> <li>• III (B) 2 (Lead person) deleted. Redundant with II (b) iii.</li> <li>• III (B) 2 (Newsletter publishing protocol, and sub-bullets) added.</li> <li>• III (B) 3 (Number of Participants) Deleted. (was blank and concept was described elsewhere).</li> <li>• III (B) 4 (Time commitment) Deleted. Was redundant with IV (A).</li> <li>• IV (B) (Newsletter subgroup) revised. Removed requirement for frequency of teleconferences and publishing.</li> </ul>

---

3.0	L. Rodgers	9/25/2015	12/18/2015	<ul style="list-style-type: none"><li>• Updated table of contents.</li><li>• Updated fonts and styles.</li><li>• Minor grammatical corrections.</li><li>• II (A) 4. Revised to remove requirement that members must participate in individual visibility events.</li><li>• II (B) 1. Role in maintain list of Scientist was removed. This might be better accomplished by the Rules and membership subcommittee.</li><li>• II (B) 2. Reference to Newsletter site added.</li><li>• IV(A). Substantially modified to revise the requirements for subcommittee membership</li><li>• V. References added.</li></ul>
-----	------------	-----------	------------	--

This was approved by the SciPAC Executive board on November 24, 2015 and submitted to the SciPAC Executive Secretary on December 18, 2015.

---

# Table of Contents

- I. PURPOSE ..... 1
- II. GOVERNING BODY AND OFFICERS ..... 1
  - A. Organization ..... 1
    - 1. Structure ..... 1
    - 2. Size ..... 1
    - 3. Representation ..... 1
    - 4. Leadership qualities ..... 1
  - B. Officers – Roles & Responsibilities..... 2
    - 1. Chairperson ..... 2
    - 2. Co-chairperson(s)..... 2
    - 3. Other leads ..... 2
    - 4. Subcommittee members ..... 2
- III. OPERATIONS AND PROCEDURES ..... 2
  - A. Meetings..... 2
  - B. Activities/Duties..... 3
    - 1. Description..... 3
    - 2. Newsletter publishing protocol ..... 3
- IV. SUBCOMMITTEE MEMBERSHIP ..... 4
  - A. Requirements ..... 4
  - B. Newsletter Subgroup ..... 4
  - C. TRANSITIONING ..... 4
    - 1. Incoming Chair and co-chair preparation ..... 4
    - 2. Incoming Chair and co-chair expectation ..... 5
- V. REFERENCES ..... 5
  - A. SciPAC Newsletter..... 5
  - B. Prevention through Active Community Engagement ..... 5
- VI. ATTACHMENTS ..... 5

## **I. PURPOSE**

The purpose of the Visibility subcommittee is to inform SciPAC and Scientist officers on scientific activities, accomplishments, and opportunities available throughout the PHS and increasing the visibility of the Scientist category.

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

### **A. Organization**

#### **1. Structure**

The visibility subcommittee will be composed of a Chairperson, Co-Chairperson, and subcommittee members.

#### **2. Size**

There will be one Chair and one to two Co-Chairs, ideally with one representing the Washington, D.C., Metro area, and one from either the South or West region of the United States. Optimally, the subcommittee will have 15 to 20 members.

#### **3. Representation**

Every effort will be made to have the broadest representation possible among all agencies that are routinely staffed by Commissioned Corps officers of the Scientist category. The subcommittee shall ensure equitable distribution of members across sex and race whenever possible.

#### **4. Leadership qualities**

The Visibility subcommittee, by its purpose, requires a Chair, Co-Chair, and members who are actively seeking ways to increase visibility of the SciPAC and Scientists as a whole. All members are expected to contribute to activities that increase the visibility of the Commissioned Corps and the Scientist category, and to highlight the contributions of other Scientist officers. Subcommittee members should be motivated individuals who are driven to share with others the work and skills of USPHS Scientists.

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

### **1. Chairperson**

The chairperson will be selected by the Chair of the SciPAC and will serve a 1-year term. The Chair is ultimately responsible for the SciPAC newsletter, ensuring subcommittee members are aware of visibility opportunities, and reporting on the visibility activities of the subcommittee members to the SciPAC during the monthly PAC calls and via the newsletter.

### **2. Co-chairperson(s)**

The Co-chair (s) will be selected by the Visibility subcommittee Chair and will also serve 1-year terms. They may be tasked with reporting on Visibility events during the monthly PAC call, providing guidance to subcommittee members on activities, contacting members to request activity involvement, and other tasks delegated by the Chair.

### **3. Other leads**

The Visibility Chair will appoint one Newsletter Editor-in-Chief who will serve as the lead for publishing the SciPAC Newsletter. The Newsletter Editor-in-Chief may appoint additional editors and delegate duties as needed. The Editor-in-Chief shall appoint and lead the Newsletter Editorial Board to organize and coordinate the structure, layout, timeline, and publication of the newsletters. The Visibility Chair shall also appoint leads to additional workgroups as needed.

### **4. Subcommittee members**

Subcommittee members are expected to show active participation throughout their year of membership. While many visibility events may be advertised via the listserv or from other Scientists, each member is responsible for finding their own ways to improve the visibility of Scientists. Each member is encouraged to contact the Chair and Co-Chair(s) for suggestions and guidance.

## **III. OPERATIONS AND PROCEDURES**

### **A. Meetings**

The Chair of the Visibility subcommittee will hold an initial meeting with all members at the start of the term via conference call. Additional meetings may

be held at the discretion of the Chair throughout the year. Regular communication shall also occur via email and phone during the year.

## **B. Activities/Duties**

### **1. Description**

The Visibility subcommittee shall advise the SciPAC on ways to inform PHS Scientists of the activities, accomplishments, and opportunities available of Scientists throughout the USPHS. The subcommittee will also recommend actions and activities that promote public recognition of the accomplishments and contributions of PHS Scientists. Members of this subcommittee are expected to be involved in various PAC activities initiated by other subcommittees or groups of Commissioned Corps officers, with the focus of raising the visibility of the Scientist category. Responsibilities of this subcommittee include but are not limited to:

- a) *Publishing the SciPAC Newsletter*
- b) *Creating and presenting the SciPAC poster at the Commissioned Officer Foundation Scientific and Training Symposium*
- c) *Hosting local social events*
- d) *Leading esprit de corps initiatives*
- e) *Supporting activities organized through the PACE initiative*  
(<https://sites.google.com/site/commissionedcorpSPACEprogram/home>)
- f) *Additional activities that highlight impactful Scientific and visibility-related accomplishments of Scientist officers*

### **2. Newsletter publishing protocol**

#### *a) Frequency*

The newsletter Editor-in-Chief shall strive to publish at least three issues of the SciPAC newsletter annually. These shall be uploaded to the SciPAC website and a link shall be emailed to all Scientist officers.

#### *b) Clearance*

Prior to distributing each issue of the SciPAC newsletter, the issue shall first be approved by the Visibility Chair, the SciPAC chair, and the Chief Scientist Officer. Any of these officials may opt to remove

themselves from the clearance process or delegate this role. The Editor-in-Chief (or their designee) shall be responsible for ensuring that each issue is cleared prior to publication.

## **IV. SUBCOMMITTEE MEMBERSHIP**

### **A. Requirements**

Officers shall be recognized as visibility subcommittee members if they actively participate in an initiative that is led by the subcommittee. Examples of qualifying roles include, but are not limited to the following: Subcommittee chair/co-chair, any newsletter editorial role, AMSUS liaison, meet-and-greet/social event organizer, authoring the SciPAC poster for the Commissioned Officer Foundation Scientific and Training Symposium, identifying high-impact scientific contributions, and leadership of the PACE initiative. The visibility chair may include other activities as qualifying for subcommittee membership at his/her discretion. Visibility activities that are expected of all Commissioned Corps officers (e.g., presenting at conferences, speaking at community events, judging science fairs, etc), are encouraged, but are not sufficient as evidence that an officer is an “active” member of the visibility subcommittee.

### **B. Newsletter Subgroup**

A subgroup composed of Visibility subcommittee members will be responsible for developing the Scientist newsletter. These individuals shall participate in teleconferences (frequency determined by Editor-in-Chief) to review newsletter core content, layout, and timeline.

### **C. TRANSITIONING**

#### **1. Incoming Chair and co-chair preparation**

The current Chair of the Visibility subcommittee shall prepare a list of all members, their current contact information, and any other points of contact for the incoming Chair. The Chair shall also present the list of accomplishments met by the subcommittee during his/her tenure (the same list given to the PAC Chair at the end of the term). At a minimum, the current Chair shall be available for a conference call to discuss lessons learned, best practices, et cetera, with the incoming Chair and co-chair (s).

**2. Incoming Chair and co-chair expectation**

Both the incoming Chair and co-chair(s) should expect the aforementioned documents within one week of their appointment. Should they request a conference call to discuss subcommittee events over the previous year, the current Chair should make themselves available within one week of the request. It is expected that both the incoming and outgoing Chairs will communicate by email, at a minimum, to address any further issues.

**V. REFERENCES**

**A. SciPAC Newsletter**

Located on the Scientist website-Newsletter webpage

**B. Prevention through Active Community Engagement**

<https://sites.google.com/site/commissionedcorpSPACEprogram/home>

**VI. ATTACHMENTS**

None