

SCIENTIST PROFESSIONAL ADVISORY COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of 25 February 1999 Meeting Number 71

I. LOCATION/DATE/TIME:

Parklawn Building, Rockville MD: OSG conference room 18-57
25 February 1999; 1230-1530 hours

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE:

CDR S. Lori Brown	FDA	(Past Chairperson)
CDR Francois Lalonde	NIH	(Chairperson)
CDR Rebecca Sheets	FDA	(Vice Chairperson)
LCDR Richard Troiano	NIH	(Executive Secretary)
LT Darin Weber	FDA	(Recording Secretary)
LCDR Allen Albright	FDA	(Liaison to DC-COA)
Dr. Stephen Goldman	NIH	
CDR Angela Gonzalez-Willis	HRSA	
CAPT Helena Mishoe	NIH	
CAPT Carolyn Strete	NIH	

B. EX-OFFICIO MEMBERS ATTENDING:

CAPT Derek Dunn	OSG	(CPO)
CAPT Susanne Caviness	SAMHSA	
CDR Mark Paris	SAMHSA/DOD	
LCDR Meta Timmons	DCP	(Liaison to DCP)

C. GUESTS ATTENDING:

CAPT Paul Ellner	Inactive Reserve
LT Nelson Adekoya	CDC
LT M. Thomas Hendricks	FDA/CVM
LT Boris Aponte	SAMHSA

D. MEMBERS EXCUSED OR ABSENT:

LCDR Laila Ali	FDA
CAPT Alejo Borrero-Hernandez	BOP
CDR Patrick McNeilly	OS
CDR Carl A. Ohata	AHCPR
CDR Gilbert Sanders	IHS

III. STANDARD AGENDA ITEMS AND REPORTS:

A. CALL TO ORDER:

The meeting was called to order at 1235 hours by CDR Francois Lalonde, Chairperson.

B. GREETINGS FROM THE CHAIR:

CDR Lalonde greeted the group and began the meeting by asking for the report from the DCP staffing officer.

C. REPORT FROM THE DCP STAFFING OFFICER :

LCDR Timmons provided the report from DCP. The promotion boards began meeting February 1, 1999 and expect to complete their work by the end of the month. Approximately one-third of the Corps is up for promotion. Of those, 93 scientists are up for promotion. The results from the promotion boards may be available by the June COA meeting.

Additionally, the commissioned corps readiness force (CCRF) has a web page (<http://oep.osophs.dhhs.gov/ccrf/>) and is capable of accepting applications on line. All interested officers are encouraged to apply.

Orientation for Jr. COSTEPs will take place on May 28, 1999 and June 25, 1999.

DCP intends to institute optical scanning of CO records. A contractor has been selected and is in the process of working with DCP to determine what information in an Officer's OPF will be included. It may not be possible to scan the entire file due to the large size of some of the files.

Retirement seminars will be held on April 27-28th and June 10-11th. If interested, please contact Mr. Barry at 301-594-3472. Pre-registration is required.

The Office of Foreign Disaster Assistance which is part of United State Agency International Development (USAID) is seeking PHS officers interested in 2-4 week temporary duty (TDY) assignments. They are interested in officers possessing humanitarian assistance experience, language ability, appropriate security clearance, and overseas living experience in 3rd world countries. If interested, submit CV with relevant information to LCDR Timmons (301-594-3395). This is an ongoing announcement, with no definite ending date.

The Office of the Surgeon General (OSG) has been looking for junior officers at the 0-3 to 0-5 level for several staffing officer positions. A decision will be made

in next few weeks and the officers' OPDIVS asked to give officers 1 year leave to work in the OSG.

DCP is seeking officer input on how to improve the flow of information between the agency personnel officers and DCP in order to remind them to think of the Corps when new hires are brought on board. If you have any ideas, contact LCDR Timmons.

CAPT Davidson, the director of DCP, will be promoted to O-7 in June.

D. REPORT FROM THE CHIEF PROFESSIONAL OFFICER:

CAPT Dunn greeted the PAC and distributed the current listing of Chief Professional Officers for the various categories (Appended to the end of these minutes). Of note, the listing contains CAPT Dunn's new address for contacting him.

The National Health and Nutrition Examination Survey was discussed at CPO meeting. Data for the survey will now be collected on a continual basis. CAPT Dunn distributed an outline of the Surgeon General's three main priorities:

1. Balanced Approach to Community Health

❖ **Healthy Start**

❖ **Healthy Lifestyle**

❖ **Mental Health**

2. Global approach to health promotion and disease prevention

❖ **Infectious diseases**

❖ **Bioterrorism**

3. Eliminating racial disparities

ADM Satcher outlined these priorities in a speech during his recent trip to South Africa. Subsequent to the speech, South Africa decided to adopt the SG's priorities as their own public health initiatives. This may provide opportunities to collaborate and assist S. Africa in these areas.

RADM Blackwell led a discussion on the future of Corps. All categories have provided information about how they can contribute to the current and future missions of the USPHS. The CPO's have been asked to assimilate the issues discussed by each category into one central document by March 8, 1999.

CAPT Dunn thanked the officers on the PAC who had contributed to statement submitted by the scientist category. A lengthy discussion ensued which focused on how best to present the unique capabilities and strengths that scientist officers in particular, and commissioned officers in general, have to offer in carrying out the nation's public health initiatives. No consensus or decision was reached about how best to accomplish this, though all agreed that numerous valid viewpoints exist and that this topic should be frequently raised and present approaches evaluated. CAPT Dunn asked officers on the PAC to continue to provide their input to him concerning this document.

IV. OLD BUSINESS--ONGOING COMMITTEE REPORTS and PROJECT STATUS:

A. COMMITTEE REPORTS AND ISSUES:

1. AWARDS COMMITTEE: (CDR Gonzalez-Willis)

CDR Gonzalez-Willis reported that the PAC has received over ten nominations for Junior and Senior Scientist Officer of the Year and that February 26, 1999 is the deadline.

She proposed that the PAC establish a clear separation between the processing of award nominations and the selection process by the awards committee. The rationale for doing this is to eliminate any potential conflicts of interest which may occur if the person collecting the award nominations is also on the decision committee. CDR Gonzalez-Willis stated that she believed it is important that the identity of the officers on the awards selection committee not be known to the applicants.

Both CDR Lalonde and CAPT Dunn supported this idea and the PAC voted unanimously to establish a separation of officers involved in calling for and collecting award nominations from those officers selecting the award winners.

Thus, the PAC's standing committee on awards will be separate and distinct from the committee involved in reviewing and selecting winners. CAPT Dunn indicated that he has had success in eliciting volunteers from retired officers for the selection process and would continue to utilize this source.

2. MENTORING COMMITTEE: (CDR Brown)

Nothing to report at this time. Waiting for the completion of the report from the Leadership training forum.

3. RECRUITMENT COMMITTEE: (CDR McNeilly)

LT Weber proposed that as part of it's recruitment efforts, the PAC consider developing a CD-ROM describing the PHS commissioned corps, including accomplishments of scientist officers and career opportunities for them in the PHS. Currently, the only recruitment activity being conducted, that the SciPAC is aware of, is visiting a few graduate schools in the DC metropolitan area. Have a portable recruitment package on CD-ROM could conceivably provide a means to reach a much larger pool of potential scientist officers. LCDR Ravenell-Brown, the PAC's former DCP liaison, mentioned that the Sanitarian category has already developed a CD, which may be of potential use. CDR Gonzalez-Willis mentioned that she has direct access to all of the deans of public health schools, to whom such a CD-ROM could be sent. CDR Sheets also mentioned her husband has experience in narration, which could prove to be of use.

CDR Lalonde, encouraged LT Weber to try and obtain a copy of the Sanitarians CD-ROM and evaluate it for usefulness, since a major obstacle to producing something of this nature is access to facilities with multi-media capacities and the time involved in creating a high quality presentation.

LCDR Albright also reminded the SciPAC that the kick-off event for the national campaign to celebrate Public Health Awareness Week is April 5, 1999. Both the COA and SciPAC web sites have information on the kick-off.

4. VISIBILITY COMMITTEE : (CDR Lalonde)

Poster (CAPT Caviness)

CAPT Caviness asked officers to send her action photos. She will also be contacting officers to send her brief biographies on what they do.

Internet (CDR Lalonde)

CDR Lalonde reported that the new SciPAC web is now up and operational. To check out the web page go to: <http://scipac.nimh.nih.gov/scientist/scientist.html>. This is where copies of SciPAC minutes and other information of scientists will be posted on a regular basis.

CDR Lalonde has also created a new login account for officers who interested in helping to maintain the web site or make contributions. Contact CDR Lalonde if you are interested. If you would like to make indirect contributions, send them as

email attachments to CDR Lalonde. The preferred format is portable document format (PDF). All scientist officers are invited to make contributions.

He is also in discussions with DCP to allow him access to current scientist officer contact information for posting on the web site.

The updated Scientist Handbook is still in the process of being installed on the web page and will have chapter by chapter links on the new page.

Once the new SciPAC charter is approved, it will also be made available on the web page.

All scientist officers are strongly encouraged to subscribe the Scientist Category email list server to be kept abreast of recent developments of interests to members of the category. To subscribe to the listserv, officers should do the following:

maillist@hippo.nimh.nih.gov

You subscribe to the listserv by sending an email message to the address above and entering the following text in the body of the message:

subscribe CC-Scientist Firstname Lastname

where Firstname is your first name
and Lastname is your last name

To send mail to the entire Scientist Category,

send mail to :

corpssci@hippo.nimh.nih.gov

Science Fair Judging (CDR Sheets)

CDR Sheets has prepared a draft report for DC-COA documenting the history and participation of commissioned officers in regional science fairs in the DC Metro area for the past three years. One of the goals of the report is to ask ADM Satcher to continue the tradition of having the SG sign the award certificates. Another goal of the report is to encourage other COA branches to become involved as science fair judges in their local communities as a means of raising awareness about the Commissioned Corps. CDR Sheets is waiting to obtain feedback from DC-COA and will bring back their recommendations to the PAC to see where we want to go from here. She also mentioned that she still has a few openings for fair judges for this year's round of science fairs.

CAPT Dunn thanked CDR Sheets for her efforts and encouraged her to keep the PAC informed of the feedback she receives from DC-COA.

5. CHARTER REVISION: (CDR Ohata, CDR Paris)

CAPT Dunn has the final version of the revised charter and is in the process of sending it forward for final approval by the OSG.

V. NEW BUSINESS:

A. SCIPAC STRUCTURE AND OPERATIONS ISSUES:

Scientist Session at 1999 Annual COA Meeting (CDR Paris)

CDR Paris handed out the agenda for the upcoming scientist session at the annual COA meeting in June. There will be a full day of 15 minutes presentations by scientist officers. The agenda for the meeting can be obtained on the COA home page at: <http://www.coausphs.org/agenda.html>

B. ANNOUNCEMENTS

1. SciPAC EXECUTIVE COMMITTEE: The next meeting of the SciPAC Executive Committee is scheduled for 25 March 1999, at 1230-1530 in 18th floor OSG conference room or by teleconference.
2. SciPAC MEETING: The next meeting of the full SciPAC is scheduled for 22 April 1999, 1230-1530 in Parklawn 18th floor OSG conference room.
3. The SciPAC meetings for the year are as follows:

1998/9

<u>Full SciPAC</u>	<u>Location in Parklawn Building</u>	<u>(Alternate meeting room)</u>
September 24	Chesapeake conf room	
December 3	Potomac conf. room	
February 25	18 th Floor OSG conf. room	(Conference room B)
April 22	18 th Floor OSG conf. room	(Conference room B)
July 22	18 th Floor OSG conf. room	(Chesapeake room.)
September 23	18 th Floor OSG conf. Room	(Conference room B)

SciPAC Executive Committee

(Alternate meeting room)

October 22	Chesapeake room	
January 28	18 th Floor OSG conf. room	(Conference room B)
March 25	18 th Floor OSG conf. room	(Conference room B)
May 27	18 th Floor OSG conf. room	(Conference room B)

VI. ADJOURNMENT

A. The SciPAC meeting was adjourned at 1530 hours.

Submitted by:

LT Darin Weber
Recording Secretary
Date_____

CDR Francois Lalonde
Chairperson
Date_____

APPENDIX

**CHIEF PROFESSIONAL OFFICERS
OFFICE OF THE SURGEON GENERAL, USPHS
(February 25, 1999)**

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SCIENTIST PROFESSIONAL ADVISORY COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of 22 April 1999 Meeting Number 72

I. LOCATION/DATE/TIME:

Parklawn Building, Rockville MD: OSG conference room 18-57
22 April 1999; 1230-1530 hours

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE:

CDR Francois Lalonde	NIH	(Chairperson)
CDR Rebecca Sheets	FDA	(Vice Chairperson)
LCDR Richard Troiano	NIH	(Executive Secretary)
LT Darin Weber	FDA	(Recording Secretary)
LCDR Allen Albright	FDA	(Liaison to DC-COA)
Dr. Stephen Goldman	NIH	
CDR Angela Gonzalez-Willis	HRSA	
CAPT Helena Mishoe	NIH	
CDR Carl A. Ohata	AHCPR	
LCDR Laila Ali	FDA	

B. EX-OFFICIO MEMBERS ATTENDING:

CAPT Derek Dunn	OSG	(CPO)
LCDR Meta Timmons	DCP	(Liaison to DCP)

C. GUESTS ATTENDING:

LT Nelson Adekoya	CDC	
LT M. Thomas Hendricks	FDA/CVM	

D. MEMBERS EXCUSED OR ABSENT:

CDR S. Lori Brown	FDA	(Past Chairperson)
CAPT Alejo Borrero-Hernandez	BOP	
CDR Patrick McNeilly	OS	
CDR Gilbert Sanders	IHS	
CAPT Carolyn Strete	NIH	
CAPT Susanne Caviness	SAMHSA	
CDR Mark Paris	SAMHSA/DOD	

III. STANDARD AGENDA ITEMS AND REPORTS:

A. CALL TO ORDER:

The meeting was called to order at 1235 hours by CDR Francois Lalonde, Chairperson.

B. GREETINGS FROM THE CHAIR:

CDR Lalonde greeted the group and began the meeting by asking for the report from the DCP staffing officer.

C. REPORT FROM THE DCP STAFFING OFFICER :

LCDR Timmons provided the report from DCP. The promotion boards began meeting February 1, 1999 and expect to complete their work by the end of the month. Approximately one-third of the Corps is eligible for some form of promotion. Of those, 101 scientists were eligible for temporary or permanent promotion. The results from the promotion boards will be announced during the first week in July but may be available by the June COA meeting.

The Official Personnel Folders (OPF) of officers eligible for promotion in 2000 are currently being prepared for scanning and indexing into the new optical database. DCP intends to electronically conduct promotion and assimilation boards for the first time for this group of promotion eligible officers. Promotion Information Reports (PIR) will be mailed to promotion eligible officers in the fall, so they can verify the information in their OPF is correct. One of the future goals of optical scanning of the OPF is to provide a mechanism by which officers can review their files online at anytime and/or be online with their DCP staffing officer as they review the file simultaneously.

As a reminder, officers with 12 years T&E are eligible for O-4 at six months active duty; 17 years T&E and one year active duty for O-5; 24 years T&E and three years active duty for O-6.

Career counseling will be available at the June 7-9 COA annual meeting or officers may come to the Parklawn building to review their OPF. An appointment is required in either case. Interested officers should fax a copy of the form on page 12 of the March 1999 CC Bulletin (available online at :dcp.psc.dhhs.gov) to 301-443-7069.

As of April 1st, 1999 there are 5,803 officers in the USPHS, 252 of whom are Scientists. There are 75 Scientist officers eligible for 20 year plus permissive retirement in 1999. Permissive retirement requires program concurrence from the OPDIV. Officers must have held the temporary grade for at least six months to be eligible to retire at that grade. Eight Scientist officers are eligible for 30

years retirement in 1999 and eight additional officers will reach the 30 year mark in 2000.

Individuals interested in attending the retirement seminar should contact Mr. Berry at 301-594-3472. The next retirement seminar is June 10-11 in Rockville. Pre-registration is required.

CAPT Cynthia Pond is the new FDA CC liaison. CAPT Pond served previously as a liaison with EPA and is also the Chief Veterinary Officer. She replaces CAPT Marian Mehegan who recently accepted an assignment in Seattle, Washington.

Officers interested in receiving the latest information from DCP are encouraged to subscribe to the listserv by sending an email to Listserv@list.psc.dhhs.gov. In the body of the email message type: subscribe DCP "Your Full Name," without the quotation marks.

D. REPORT FROM THE SCIENTIST CHIEF PROFESSIONAL OFFICER:

CAPT Dunn cautioned all Scientist officers who have submitted copies of optional licenses (those not required in the performance of your duties) to their OPF in the past and have now decided they no longer want to maintain the license, that they need to correspond with DCP well in advance about this. One reason why an officer might decide to drop an optional license would be due to a sharp increase in fees to maintain it. However, because you have submitted license renewals in the past, DCP assumes that the license is required for performance of your present duties. Thus, failure to submit a renewal will cause DCP to believe that you no longer have the credentials to perform your duties and DCP will take action accordingly. CAPT Dunn and LCDR Timmons, recommend that you notify DCP in writing and explain that the license in question is optional and not required for your present duties and that you intend to no longer renew it. In some cases where officers have failed to notify DCP well in advance, it has taken up to six months to resolve. CAPT Dunn also mentioned that officers could avoid this issue by simply listing their optional licenses on their CV, rather than submitting copies of it to their OPF.

CAPT Dunn also reported that there is a strong push to narrow down the commissioned corps readiness force (CCRF) to officers who are strongly motivated to actively participate in it. The Chief Professional Officers will receive a list of officers in their category who have signed up. They have been tasked with identifying those officers who are willing to participate and have some qualification such as EMT certification or other licenses; so when a call goes out, officers will respond.

CAPT Dunn mentioned school violence as an example where Scientist officers with counseling experience, such as psychologists, could be called upon to render assistance.

LCDR Troiano asked about scientists who do not have clinical or other medical experience; how do they know if they can make a contribution to CCRF?

CAPT Dunn stated that this is one of several issues that need to be clarified and firmed up in the next few months.

Regarding the recent FBI alert about Serbian terrorist threats; though it was verified as legitimate, it should be pointed out it was assigned threat level COM Alpha, which is the lowest level. Consequently, very little action needed to be taken by officers other than increased awareness and appropriate precautions. This threat has helped the OSG realize that a more efficient system needs to be set up for disseminating this type of information in the future.

LCDR Troiano asked if there are plans to educate officers about what the various threat levels mean and what are appropriate responses?

CAPT Dunn agreed that some education needs to be done, possibly through routine bulletins, rather than during an emergency.

Regarding the Future of the Corps document that the PACs were asked to generate for their respective categories; The OSG is working on this and a working group will be formed consisting of the CPOs, SG-PAC, an OSG representative, and a DCP representative. CAPT Dunn stated that all officers are welcome to provide their input by conveying it to this group.

The OSG is planning on formally developing the sword honor guard, which was instituted by the DC-COA. Tentative plans are to also include a color guard and have members located in different regions of the country, so that when the SG travels outside the DC area, a sword honor/color guard will still be available to accompany him.

Regarding physical fitness standards, CAPT Dunn stated that ADM Satcher has placed the Therapist category in charge of coordinating the SG's physical fitness challenge.

He also stated that the SG has made it clear that he will not institute required fitness standards, but will strongly encourage all officers to become more physically active and to live a healthy lifestyle.

CAPT Dunn stated that he has asked the CPO-PAC to consider approving a group award for those officers who have provided training for Officer Orientations in various parts of the country. He stated that this award nomination was originally rejected by awards committee in the various OPDIVs, since they did

not see how it benefited their objectives. The idea behind submitting a nomination for approval by the CPO-PAC is to provide an alternative mechanism for officer recognition where OPDIVS do not see where it warranted. This is intended to be the first of several awards to be considered by CPO-PAC.

IV. OLD BUSINESS--ONGOING COMMITTEE REPORTS and PROJECT STATUS:

A. COMMITTEE REPORTS AND ISSUES:

1. AWARDS COMMITTEE: (CDR Gonzalez-Willis)

CDR Gonzalez-Willis stated that the review committee for the Junior and Senior Scientist of the Year Award will meet on Monday, April 26, 1999 from 8:30-4:30. The committee has received five junior and thirteen senior scientist award nomination packages for consideration. Of these, approximately 50% are resubmissions from previous years, which is encouraged by the PAC for those officers who are not selected. CDR Gonzalez-Willis added that in the future the award committee should make a point of recommending that officers update their CV if re-submitting an application. It was agreed that encouraging interested officers to self-nominate for the award and then having the CPO contact the officer's supervisor provides a mechanism for the SciPAC to directly assist Scientist officers in getting needed recognition.

LT Weber suggested that the SciPAC consider compile a list of awards that Scientist officers are eligible for and then share this list with them. The PAC could also offer assistance in getting the interested officer's supervisor to nominate the officer for the particular award.

2. INTERNET COMMITTEE (CDR Lalonde)

CDR Lalonde reported he has almost completed the foundation for getting the bicentennial calendar on the scientist webpage:

scipac.nimh.nih.gov/scientist/

The calendar will contain hyperlinks and be interactive, so that selecting a picture or certain significant dates will bring up additional information. The revised Scientist Handbook and Charter will also be displayed in an easily navigable format, to help users quickly locate desired information. In the interim, the revised Scientist Handbook will be available for downloading by chapter on the webpage in the near future.

CAPT Dunn suggested making use of the calendar beyond the bicentennial by keeping an updated listing of upcoming scientist and PHS events.

CDR Lalonde stated that he had similar ideas and would share them with the PAC at a later date.

CAPT Dunn also added that we should encourage officers in the field to submit photos for possible use on the website which would broaden the viewing audience of these photos, since typically the photos on the scientist poster are only seen by a limited number of people.

The internet subcommittee will meet Tuesday May 4, 1999 from 9:30-12:00 to obtain instructions on how to submit and post information to the website.

All scientist officers are strongly encouraged to subscribe the Scientist Category email list server to be kept abreast of recent developments of interests to members of the category. To subscribe to the listserv, officers should do the following:

maillist@hippo.nimh.nih.gov

You subscribe to the listserv by sending an email message to the address above and entering the following text in the body of the message:

subscribe CC-Scientist Firstname Lastname

where Firstname is your first name
and Lastname is your last name

To send mail to the entire Scientist Category,

send mail to :

corpssci@hippo.nimh.nih.gov

3. MENTORING COMMITTEE: (CDR Brown)

Nothing to report at this time.

4. RECRUITMENT COMMITTEE: (CDR McNeilly)

LT Weber is still working on obtaining a copy of the CD-ROM developed by the Sanitarian category, to see if it could be adapted for use by the SciPAC.

5. VISIBILITY COMMITTEE : (CDR Lalonde)

Poster (CAPT Caviness)

CAPT Caviness will have the Scientist Poster prepared and displayed at the COA meeting.

Public Relations, Publishing, Public Speaking (LCDR Albright)

LCDR Albright reported that the kick off event for the national Public Health Awareness Week campaign occurred on Monday April 5, 1999 at the Pan-American Health Building in Washington, DC. In addition to ADM Satcher, several national and international health experts provides remarks on the current challenges in Public Health. The event was attended by several scientist officers and DCP also had a display booth set up. ADM Satcher stopped by after the event and expressed his thanks to the officers who attended. Plans are already underway for the 2000 Public Health Awareness campaign. LCDR Albright has prepared and article for the COA newsletter and SciPAC webpage about the event.

Science Fair Judging (CDR Sheets)

Prior to the SciPAC meeting, CDR Sheets made a presentation to the CPO PAC about the science fair judging program, which she, along with others, has piloted under the sponsorship of the DC-COA for the past four years. She requested that the CPO PAC endorse her request to have the Surgeon General sign the award certificates (as acting SGs have done in the past) and to consider having science fair judges participate in the international science fair. Currently, Officers are participating as science fair judges in regional and state science fairs in the DC Metro area. Her report was well received by the CPO's and there was some discussion of expanding the science fair judging program beyond the DC Metro area. CDR Sheets provided copies of her presentation to the SciPAC. CAPT Dunn and CDR Lalonde congratulated CDR Sheets on the high quality of her presentation.

6. CHARTER REVISION: (CDR Ohata, CDR Paris)

CAPT Dunn submitted the charter to the OSG for step 4 approval on March 19, 1999 and is waiting for final approval. He will follow up on this to determine what the status is.

7. Revised Scientist Handbook: (LCDR Troiano)

LCDR Troiano reminded the PAC that DCP has requested permission to use some of the material presented in Chapter 4 of the revised Scientist Handbook on Official Personnel Records as a model for use by other categories. He asked for concurrence from the PAC to provide this to DCP. The PAC agreed to

provide the requested information, which would be submitted along with a cover letter from LCDR Troiano giving permission to use or modify the material as needed.

8. Scientist Session at 1999 Annual COA Meeting (CDR Paris)

CDR Paris was unable to attend the SciPAC meeting but provided LT Weber a copy of the most recent agenda for the scientist presentations to be made at the June 7-9 meeting. The current agenda can be found on the COA homepage at:

<http://www.coausphs.org/agenda.html>

V. NEW BUSINESS:

A. SCIPAC STRUCTURE AND OPERATIONS ISSUES:

Call for nominations of new SciPAC Executive Board Members

CAPT Dunn noted that it is time to begin the process for election of officers to the SciPAC Executive Board and that this would mark the first year that the PAC would elect a Treasurer. Currently, the PAC has \$ 2,977.65 in available funds.

For those current SciPAC members interested in nominating themselves or someone else for election to one of the positions on the SciPAC Executive Board (see below), please do the following:

1. Submit self-nomination or nomination to CDR Francois Lalonde by email (francois@codon.nih.gov) no later than May 6, 1999.
2. If you are nominated by another officer and agree to serve, please submit your ~1/2 page position statement to CDR Lalonde no later than May 20, 1999.
3. If you are self-nominating, it is preferred that you send your ~1/2 page position statement to CDR Lalonde at the same time as your self nomination (May 6th), otherwise, no later than May 20th.

The tentative plan is for CDR Lalonde to distribute a ballot listing each candidate with their position statement by e-mail prior to the next full SciPAC meeting in July. Most likely you will be requested to identify your choice for each position by email sometime prior to the meeting, so that the new Executive board members can be announced at the July 22nd meeting.

The Executive board positions are listed below. Please refer to the Scientist Handbook or SciPAC charter for the duties and responsibilities of each position:

- ❖ Chairperson
- ❖ Vice-Chairperson
- ❖ Executive Secretary
- ❖ Recording Secretary
- ❖ Treasurer – New this year

Call for Nomination of New Members to the SciPAC

The PAC will place an announcement in the June CC Bulletin to solicit nominations from Scientist Officers who wish to become members of the SciPAC. LT Weber will also send a copy of the following announcement by email:

SCIENTIST PAC Seeks New Members

The Scientist Professional Advisory Committee (SciPAC) is seeking scientists who are interested in serving on this committee. Self-nominations are encouraged from both commissioned corps and civil service scientists.

The SciPAC provides advice and consultation to the Office of the Surgeon General and to the Scientist Chief Professional Officer on professional and personnel issues.

The term of appointment is for three years. Each year at this time nominations are sought for new vacancies. A list of nominees will be prepared by the SciPAC and forwarded by the CPO to the agencies for their concurrence. The SciPAC and CPO will select candidates from the list, and the Surgeon General will appoint the new SciPAC members.

*Scientists (commissioned corps and civil service) who are interested in serving on the SciPAC are encouraged to submit a curriculum vita with a cover letter that describes their interest (**before July 30, 1999**) to:*

*Richard P. Troiano, Ph.D., R.D.
LCDR, USPHS
SciPAC Executive Secretary*

You may submit the requested information by email, fax or traditional mail, as indicated below.

*e-mail: rt75i@nih.gov or rick_troiano@nih.gov
fax: 301/435-3710
mail: National Cancer Institute, DCCPS, ARB
EPN 313
6130 Executive Blvd., MSC 7344
Bethesda MD 20892-7344*

B. ANNOUNCEMENTS

1. SciPAC EXECUTIVE COMMITTEE: The next meeting of the SciPAC Executive Committee is scheduled for 27 May 1999, at 1230-1530 in 18th floor OSG conference room or by teleconference.
2. SciPAC MEETING: The next meeting of the full SciPAC is scheduled for 22 July 1999, 1230-1530 in Parklawn 18th floor OSG conference room.
3. The SciPAC meetings for the year are as follows:

1998/9

<u>Full SciPAC</u>	<u>Location in Parklawn Building</u>	<u>(Alternate meeting room)</u>
September 24	Chesapeake conf room	
December 3	Potomac conf. room	
February 25	18 th Floor OSG conf. room	(Conference room B)
April 22	18 th Floor OSG conf. room	(Conference room B)
July 22	18 th Floor OSG conf. room	(Chesapeake room.)
September 23	18 th Floor OSG conf. Room	(Conference room B)
<u>SciPAC Executive Committee</u>		<u>(Alternate meeting room)</u>
October 22	Chesapeake room	
January 28	18 th Floor OSG conf. room	(Conference room B)
March 25	18 th Floor OSG conf. room	(Conference room B)
May 27	18 th Floor OSG conf. room	(Conference room B)

VI. ADJOURNMENT

- A. The SciPAC meeting was adjourned at 1500 hours.

Submitted by:

LT Darin Weber
Recording Secretary
Date _____

CDR Francois Lalonde
Chairperson
Date _____

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SCIENTIST PROFESSIONAL ADVISORY COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of 22 July 1999 Meeting Number 73

I. LOCATION/DATE/TIME:

Parklawn Building, room 18-57
23 July 1999
1230-1530

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE:

CDR Francois Lalonde	NIH	(Chairperson)
CDR Rebecca Sheets	FDA	(Vice Chairperson)
CDR Richard Troiano	NIH	(Executive Secretary)
LCDR(sel) Darin Weber	FDA	(Recording Secretary)
CDR Allen Albright	FDA	(Liaison to DC-COA)
CDR Laila Ali	FDA	
Dr. Stephen Goldman	NIH	
CDR Patrick McNeilly	OS	
CAPT Gilbert Sanders	IHS	
CDR Angela Gonzalez-Willis	HRSA	
CAPT Helena Mishoe	NIH/OS	

B. EX-OFFICIO MEMBERS ATTENDING:

CAPT Derek Dunn	OS	(CPO)
CAPT Susanne Caviness	SAMHSA	
LCDR Meta Timmons	DCP	(Liaison to DCP)

C. GUESTS ATTENDING:

LT Nelson Adekoya	CDC	
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D. MEMBERS EXCUSED OR ABSENT:

CDR S. Lori Brown	FDA	(Past Chairperson)
CAPT Alejo Borrero-Hernandez	BOP	
CDR Carl A. Ohata	AHCPR	
CAPT Carolyn Strete	NIH	
CAPT Mark Paris	SAMHSA/DOD	

III. STANDARD AGENDA ITEMS AND REPORTS:

A. CALL TO ORDER:

The meeting was called to order in the OSG conference room 18-57 at 1235.

B. GREETINGS FROM THE CHAIR:

CDR Lalonde greeted those present and thanked them for attending. He requested the report from the DCP staffing officer, LCDR Meta Timmons.

C. REPORT FROM THE DCP STAFFING OFFICER :

1. LCDR Timmons reminded everyone that temporary promotions were announced in early June. In the Scientist Category, eleven officers were promoted to O-6, eleven to O-5 and nine officers to O-4. She stated that permanent promotion results will be released on July 30th
2. For the Corps as a whole, the success rates for temporary promotion are as follows: 32% to O-6, 42% to O-5 and 80% to O-4.
3. In the Scientist category there currently are 264 officers; 129 Regular Corps and 135 Reserve Corps. LCDR Timmons estimated that results for those requesting assimilation into the Regular Corps should be released in 2-3 weeks.
4. There are currently 20 applications for new Scientist officers pending in DCP. Anyone knowing of available Scientist positions is encouraged to contact DCP.

D. REPORT FROM THE CHIEF PROFESSIONAL OFFICER:

CAPT Dunn provided a summary of issues discussed at the CPO/PAC Chairs meeting:

1. RADM Davidson of DCP reported that scanning of OPFs for those Officer's promotion eligible in 2000 has been completed, however indexing of the electronic documents needs to be done. Due to the labor intensive nature of the work, DCP has exhausted all of it's budgeted resources for this project and is therefore requesting volunteers to assist in the project. It is estimated that ~ 1,800 person hours of labor remain. Officers who volunteer for this project must do so on their own time; i.e. after normal work hours and on weekends. DCP will provide a two hour training session for volunteers on how the electronic documents are to be indexed. Because strict confidentiality must be maintained, officers who volunteer will be screened for suitability and must be able to travel to the Parklawn building. The target date for completion is mid-September. CAPT Dunn stated that this is a high priority project for the Corps and strongly encouraged all Officers in the local area to

volunteer. He further stated volunteers should be able to commit to a minimum of 2 to 3 hours per week. If you would like to volunteer contact CAPT Ken Diepold at: kdiepold@psc.gov and CC: CAPT Dunn on the email at: DDunn@osophs.dhhs.gov .

2. Also discussed at the CPO/PAC Chair meeting was the issue of developing some means of formally recognizing those officers who participate as members on their category PAC. One suggestion is to create a new ribbon and medal set for this purpose. Since creating new ribbons is a very time consuming process an alternative approach may be to examine ribbons that are presently available, such as the Special Assignment Ribbon and expand the criteria for awarding it. No decisions have been made regarding this and the CPO/Chair PAC is seeking input on how to proceed with this. On a related issue, currently the PAC chair automatically receives a PHS Citation for their efforts. There is some discussion on developing benchmarks to only award this depending on performance and in some cases, a higher award.
3. CDR Golson, of the Pharmacist PAC reported on a proposal for developing a guide on holding promotion ceremonies in various forums. The guide would include information on how to conduct a ceremony, proper etiquette and take into consideration Officers stationed in the field
4. RADM Moritsugu met with the Strategic Visioning Working Group to give them feedback on their draft document. They expect to present their recommendations to the Surgeon General by mid-August.
5. The Dietician Category is working on developing a federal credential program.
6. The Therapist Category has been tasked with developing a physical fitness program for the Corps and has decided to use the program developed by the [President's Council on Physical Fitness and Sports](#). The program provides some structure for participants to follow and encourages physical activity by issuing patches for various types of sports related activity. How the Corps will use this program was not discussed.
7. CAPT Dawson, reported on the establishment of a meeting for PAC Chairs which will be held immediately preceding the CPO/PAC Chair meeting. The purpose of this meeting is to provide an opportunity for PAC Chairs to exchange information with

their counterparts in other Categories regarding category cross-cutting activities and issues.

8. The next issue of the CC Bulletin will contain an announcement for the MOLC Junior Officer nomination.

IV. **OLD BUSINESS--ONGOING COMMITTEE REPORTS and PROJECT STATUS:**

A. COMMITTEE REPORTS AND ISSUES:

1. VISIBILITY COMMITTEE: (*CDR Lalonde)
 - a) Scientist Poster (CAPT Caviness)

CAPT Caviness reported that the most recent poster was well received at the COA meeting and thanked CAPT Dunn for his efforts in getting it produced. She is beginning to work on #7 and would like any photos of Scientists in action submitted to her.

- b) Public Relations (CDR Albright)

CDR Albright reported that the COA meeting was a great success as was the Bicentennial cruise. Approximately 125 Officers attended the cruise. He also noted that FDA held a promotion ceremony in July for it's officers receiving temporary promotions.

- c) Science Fair Judging (CDR Sheets)

Nothing to report at this time.

2. RECRUITMENT COMMITTEE: (*CDR McNeilly, CDR Albright, LCDR(sel) Weber)

- a) CDR McNeilly reported that he has been working with a few officers individually, such as one who is in the Army and is interesting in converting to the PHS.

3. MENTORING COMMITTEE: (*CDR Brown, CDR Sheets, CAPT Sanders, CAPT Strete, Dr. Goldman)

- a) CDR McNeilly reported that at the COA meeting he was asked about the status of the mentoring program and suggested that the committee may want to consider holding additional training.

4. INTERNET COMMITTEE: (*CDR Lalonde, CDR Troiano, LCDR(sel) Weber)

- a) See discussion under new business.
- b) CDR Lalonde stated that he would work on ensuring that individuals using the old web site address would be automatically redirected to the new web site address which is: <http://scipac.nimh.nih.gov/scientist/>.

5. AWARDS COMMITTEE: (*CDR Gonzalez-Willis, CAPT Mishoe, CAPT Borrero-Hernandez, CDR Troiano, CDR Ali, LT Adekoya)

- a) During the Scientist Category Luncheon at the Annual COA Meeting, RADM Moritsugu presented the Senior and Junior Scientist Officer of the Year awards. CAPT Bryan D. Hardin was selected for the Senior Scientist of the Year and LCDR Robin Lyerla was selected for Junior Scientist of the Year. An announcement of the awards will be placed in a future issue of the CC Bulletin and on the Scientist Category Web page.
- b) Dr. Goldman suggested that in the future, the PAC should notify the hometown newspaper of the Scientist of the Year Awardees and place an announcement. CAPT Dunn stated he thought this was an excellent idea and that the PAC should solicit this information from the winners.
- c) CAPT Dunn also asked members of the PAC to submit the names of those Officers who have made a contribution to the PAC during the past year. They will each receive SciPAC Certificates of Appreciation.

6. CHARTER COMMITTEE: (*CDR Ohata, CAPT Paris, CAPT Sanders)

- a) CAPT Dunn reported that the revised Charter was approved by the Surgeon General on May 25, 1999. He provided LCDR(sel) Weber with a copy of the approval for the SciPAC records.

7. HANDBOOK COMMITTEE: (*CDR Ohata, Rest of PAC)

- a) CAPT Dunn mentioned the need for the development of a CPO manual which would list key information such as

dates for election of new SciPAC Executive officers, nominations of new SciPAC members, announcements for nominations of Scientist of the Year and deadlines for submitting announcements in the CC Bulletin. He stated, that as outgoing CPO, he would try develop something for any future incoming CPO.

V. **NEW BUSINESS:**

A. SCIPAC STRUCTURE AND OPERATIONS ISSUES:

1. COA Meeting Attendance (LT Nelson Adekoya)

a) LT Adekoya handed out information showing the final registration figures for the COA meeting by geographic location and by rank. 612 registered for this year's meeting, about 70 fewer than last year. As expected over half of the participants were located in the DC Metro Area (356) with Georgia (33) and Arizona (30) a distant second and third. The remainder of registrants were scattered throughout the country. It was also clear from the data that senior officers were well represented (O-5 and above = 403) while junior officers (O-4 and below = 160) were sparse. In addition, 16 non-Corps individuals also attended. COA is trying to come up with effective ways to encourage the participation of junior officers and those in the field at the Annual meeting. Next year's meeting will be held in Scottsdale, AZ.

2. Nomination of New SciPAC Members (CAPT Dunn)

a) CAPT Dunn stated that he has had several inquiries from retired officers about participating on the PAC. Several of these individuals were not in the Scientist category while on active duty, however, they do have a lot of experience in research. CAPT Dunn asked the PAC to consider whether these retired officers should be excluded from consideration in our search for a retired officer for membership on the SciPAC. There was general agreement was that while we value their experience, we may want to give preference to retired officers of the scientist category. Regardless, we want to encourage them to participate in the PAC, even if they aren't selected, since they can still make valuable contributions by participating in the various subcommittees and working groups. CAPT Dunn is still in the process of examining nominations for new members on the SciPAC.

3. Election Results for New SciPAC Officers (CDR Lalonde)

a) CDR Lalonde thanked all the nominees for their interest and support. The 1999-2000 Executive board is:

- Chairperson: CDR Rebecca Sheets
- Vice Chair: CAPT Gil Sanders
- Exec. Secretary LDCR(sel) Darin Weber
- Recording Secretary CDR Allen Albright
- Treasurer: CDR Laila Ali

b) CAPT Dunn proposed that the PAC consider the office of Recording Secretary be a prerequisite for becoming Chairperson. He felt that because the position of Recording Secretary requires that person to immerse themselves in the PAC's activities it is the ideal training ground for future leadership of the PAC. It would also be an incentive to encourage members to run for this office, which is recognized as being the most labor intensive and time consuming position. CAPT Dunn stated that when the COA elects it's Recording Secretary it is in fact also electing a future Chairperson. In principle, the members of the PAC agreed that the position of Recording Secretary is excellent training for becoming PAC Chair, however there was concern about "locking in" the position of Chair and excluding other qualified candidates. Additionally there is nothing that prohibits the Recording Secretary from running for Chairperson and being elected by the PAC. It was agreed not to make serving in the position of Recording Secretary a prerequisite for becoming PAC Chairperson.

c) Since the position of Treasurer is a new position on the SciPAC, operating procedures for carrying out the duties need to be written down, such as signing checks. CAPT Dunn prefers that the CPO not be a signatory, since often they are procuring the goods. The Treasurer and Chair would be good choices for this responsibility. He recommend the PAC find out how other Categories handle this role. The Chair, Treasurer and Vice Chair will form a sub-committee to address this issue. CAPT Mishoe also agreed to serve on this committee. CAPT Dunn also recommend that the PAC consider ways of generating revenue and what to do with any funds.

4. Standardized Scientist CV and CV Review (CDR Troiano)

a) It was agreed that the SciPAC would adopt the revised Scientist CV developed by CDR Troiano as the recommended format that Scientist Officers use when submitting a CV to their OPF.

b) The PAC also supported the proposal that we offer to review the CV of Scientists who are up for promotion in the next review cycle. This would be completely optional for those officers. CDR Troiano and CDR Sheets will work on developing a proposal for carrying this out.

5. Use of Scientist Web site to recognize Officers (LCDR(sel) Weber)

a) The PAC supported the proposal to post abstracts and photographs of those Scientist Officers who presented at the Annual COA meeting, as a means for recognizing their accomplishments and promoting the Scientists role in the Corps. LCDR(sel) Weber will contact the participants to notify them of our intent and to ask them to submit an electronic copy of their abstract by email

b) Similarly, the PAC also supported the idea of placing the photographs from this year's Scientist poster and possible photos from previous posters on the web page. LCDR(sel) Weber will work with CAPT Dunn and CAPT Caviness to obtain electronic copies of the Poster.

c) It is also the intent of the SciPAC to recognize the recipients of the Senior and Junior Scientist of the Year Awards by placing a brief description of each winner on the site in the near future.

6. Compilation of Awards Listing for Scientist Officers

a) The PAC agreed to begin to compile a list of Awards that Scientist Officers are eligible to apply for, which would encompass PHS and Uniformed Services awards, as well as Society awards, such as APHA and ACS. CDR Troiano will take the lead on this along with the Award Committee.

7. SciPAC Annual Report

a) CDR Lalonde will prepare a report on the accomplishments of the PAC during the past year and asked members to forward to him a list.

8. Upcoming PAC Sub-Committee Meetings

a) The PAC agreed to provide a list of upcoming subcommittee meetings to the Recording Secretary, when possible, to be included in the meeting minutes. In addition, all members of each committee will be listed in the minutes under the appropriate heading. The Chair of each committee will be denoted by an *.

VI. ANNOUNCEMENTS

A. COA Dining Out.

CAPT Caviness reminded the PAC that the COA will be having a Dining Out banquet on November 20th and she asked for two volunteers from the PAC to participate. CDR Lalonde and CDR Sheets agreed to participate.

B. Next Meeting

1. Executive Committee: OSG conference room – no August Meeting
2. Full Meeting: OSG conference room (18-57) – September 23, 1999
3. The SciPAC meetings for the year are as follows:

1998/9

<u>Full SciPAC</u>	<u>Location in Parklawn Building</u> (subject to change)
September 24, 1998	Chesapeake Conf Rm.
December 3, 1998	Potomac Conf. Rm
February 25, 1999	Conference Rm. B
April 22, 1999	18-57
July 22, 1999	18-57
September 23, 1999	18-57
<u>SciPAC Executive Committee</u>	
October 22, 1998	Chesapeake Conf. Rm.
January 21, 1999	Conference Rm. B
March 25, 1999	18-57
May 27, 1999	18-57

VII. **ADJOURNMENT**

The SciPAC meeting was adjourned at 1715 hours.

Submitted by:

LCDR(sel) Darin Weber
Recording Secretary
Date_____

CDR Francois Lalonde
Chairperson
Date_____