

SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
Office of the Surgeon General
United States Public Health Service

Minutes of 26 September 2002 Meeting Number 88

I. LOCATION/DATE/TIME

Parklawn Building, Surgeon General's Conference Room 18-57
1300-1430 HOURS

II. ATTENDANCE

A. MEMBERS IN ATTENDANCE

CDR	Angela González Willis	SAMHSA (Chairperson)
LCDR	Nelson Adekoya	CDC (Vice Chairperson)
CAPT	John Bartko (ret)	(Treasurer)
LCDR	Tom Hendricks	FDA (Recording Secretary)
CDR	Joseph Despins	FDA
CAPT	Bryan Jones	OS/OPHS
CDR	Richard Troiano	NIH (Past Chairperson)
CDR	Pam Ching	CDC
LCDR	Boris Aponte	SAMHSA
LCDR	Daphne Moffett	ATSDR
LCDR	Douglas Thoroughman	CDC
Dr.	Stephen S. Goldman	NIH

B. EX-OFFICIO MEMBERS ATTENDING

CAPT	Lireka Joseph	FDA (CPO)
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C. GUESTS ATTENDING

CAPT	Mark Paris	DoD
CAPT	Gil Sanders	HRSA
CAPT	Armen Thoumaian	CMS
CDR	Lila Ali	FDA
CDR	Jon Daugherty	FDA
CDR	Bo Kimsey	CDC
CDR	Kevin McGuinness	DIHS
CDR	Doris Ravenell-Brown	FDA
LCDR	Darin Weber	FDA
LCDR	John Mosely Hayes	CDC
LCDR	Kathleen McDuffy	CDC
LCDR	Melanie Myers	CDC
LT	Martin Sanders	NIH

III. STANDARD AGENDA ITEMS AND REPORTS

A. CALL TO ORDER

CDR Angela González Willis called the meeting to order at 1300 hours.

B. GREETINGS FROM THE CHAIR

1. Introduced new executive SciPAC committee members and new SciPAC committee members, and said thank you to the SciPAC committee members leaving.

2002-2003 SciPAC Executive Committee members:

Chairperson: CDR Joseph Despins
Vice-Chair: CDR Douglas Thoroughman
Recording Secretary: LCDR M. Thomas Hendricks
Treasurer: LCDR John Mosely Hayes

New SciPAC Committee members:

CDR Jon Daugherty
CDR Charles "Bo" Kimsey
CDR Kevin McGinnis
CDR Clement Walsh
LCDR John Eckerd
LCDR John Mosely Hayes
LCDR Kathleen McDuffy
LT Artensie Flowers
Dr. Dalton Paxman

SciPAC Committee members leaving:

Dr. Stephen Goldman
CAPT John Bartko (ret)

2. CDR Despins introductory remarks.

CDR Despins read some of the remarks that VADM Carmona wrote in the September issue of the CC Bulletin:

- Each officer should be proficient to perform a function deemed necessary for emergency deployments. Every officer must be trained and physically fit, as appropriate, for the specified emergency assignment.

CDR Despins emphasized that one of his goals for this year was to support the Surgeon General in this regard through establishment of the Emergency Preparedness Subcommittee, and to explore available avenues for training for Scientist Officers in each of the PHS Regions.

CDR Despina further stated another goal for this year was to do more in the way of mentoring Scientist Officers who were recently called to active duty. CDR Despina referred to the August 2002 Commissioned Corps Bulletin in which 19 Scientist Officers were listed as being called to active duty at CDC.

C. REPORT FROM THE CHIEF PROFESSIONAL OFFICER

1. CAPT Joseph recognized Dr. Stephen Goldman, CAPT John Bartko (Ret), LCDR Nelson Adekoya, and CDR Angela Gonzalez-Willis, who provided expertise, time, commitment, and dedication to the SciPAC during their tenure on the Committee. They willingly served the PAC and the Commissioned Corps for which we owe a large measure of gratitude. Because of the recent appointment of the Surgeon General and associated changes in protocol, Certificates for these individuals were not available for presentation at the meeting. They will be presented in the near future.

2. There are 262 Scientist Officers as of September 26, 2002. There are a total of 5,773 CC Officers, goal is 7,000 CC Officers.

3. Potential Scientist Officers:
Twenty-seven individuals have been brooded, 18 have been medically cleared. All of these potential Scientist Officers are in need of jobs.

4. The 6th precept - the Agency recommendation:
The Promotion Task Force is revisiting this issue. A deliverable should be available this year.

5. Medical Reserve Corp - Citizen Volunteer Medical Group:
SG was tasked to organize response to these groups. SG will announce the awarding of 40 mini grants (\$50,000 each) to help build their infrastructure.

6. Join the Scientist Category listserv. Officers can do this themselves at the Scientist Category web site.

7. Update your contact information on the DCP website.

8. Each CC Officer should address each other by rank.

9. The Association of Military Surgeons of the United States (AMSUS):

Next AMSUS meeting is November 10 - 15, in Louisville, KY. VADM Carmona will give the keynote speech in the morning session on the first day.

Day 2 has a special session sponsored by the Air Force and PHS: Terrorism/ Counter Terrorism.

In 2003 PHS sponsors the AMSUS meeting in San Antonio, TX on November 16 - 21.

<http://www.amsus.org/>

We need suggestions for what type of event the Scientist Officers should put on. Please email CAPT Josephs with your comments. LPJ@cdrh.fda.gov

10. COA Conference June 15 - 18, 2003 in Scottsdale, AZ

<http://conference.coausphs.org/>

The Scientist Category Day is June 16th.

11. The Surgeon General's Honor Corps:

The Surgeon General's Honor Corps is looking for some CC Officers. The Honor Corps serves three major functions: ceremonial presentations, protocol information, and aide-de-camp to the Surgeon General, Deputy Surgeon General, and other designated officials. Known as "The Surgeon General's Own," they dedicate their time, and energy to accomplish their assigned mission.

All interested officers should contact: CAPT Richard C. Vause Jr., Commanding Officer at 215-861-4375 or rvause@hrsa.gov or LCDR Robin Scheper, Deputy Commander and Training Officer at 301-443-1707 or rscheper@hrsa.gov.

<http://www.surgeongeneral.gov/sg/honorcorps.htm>

D. REPORT FROM THE TREASURER (CAPT Bartko)

One expenditure to support "Operation Toasty Toes". The treasury has a balance of \$2,115.11

OLD BUSINESS -SUBCOMMITTEE REPORTS AND PROJECTS

1. JOAG Meeting Brief (LCDR Nelson Adekoya):

Rear Admiral Davidson attended the last JOAG meeting. He stated that many officers are calling DCP for several inquiries. Officers need to realize that the majority of the information they were calling DCP to obtain is on line (e.g., seniority roster, forms, etc.). Officers should be connected to get information relevant to them.

Mentorship: He stated that this is important to newly Commissioned Officers and this should be looked into by every category. When the Scientist Category begins to send out welcoming packages to newly Commissioned Officers, we may want to provide them with a senior officer to contact to acquaint them with the Commissioned Corps and the scientist category in particular.

Lastly, he indicated that all categories should discuss Information Technology at their meetings, and be available to assist officers on how to access their OPF. Senior officers have a role to play in Information Technology.

2. DC-COA Meeting Notes (CDR Richard Troiano):

2002 Public Health Service Dining Out
SPONSORED BY: The District of Columbia Metropolitan Area Branch,
Commissioned Officers Association

DATE and TIME: Saturday, 23 November 2002, 6:00 pm - 10:00 pm

LOCATION: Uniformed Services University (USU), Building B. First Floor;
4301 Jones Bridge Road, Bethesda, MD (parking in the USU basement garage)

HONORED GUEST: Jerry Farrell (CAPT, USN, ret), Executive Director,
Commissioned Officers Association

DRESS: Dinner Dress Blue Jacket (senior officers) or Dinner Dress Blue (junior officers) (Other Military Guests--equivalent mess dress uniform; Civilian--black tie, optional)

COST: \$34.00 per person: Cash Bar----Make checks payable to DCCOA

Call CAPT Susanne Caviness, for your "Dining Out" questions (301) 443-7614;
scavines@samhsa.gov

CAPT Susanne Caviness is organizing this event and needs assistance.

3. CFC

HHS Secretary Tommy Thompson is the CFC Campaign Chair for 2002
Charlie Courie is the CFC Vice Campaign Chair for 2002 (head of SAMSA)
CAPT Susanne Caviness is the CFC Campaign Manager for 2002

4. 2003 "Scientists' Contributions" Poster

Pictures of Scientist in uniforms and in action are need the 2003 Poster. Send your photos and/or (short) summaries of interesting projects you have been part of in 2002 to CAPT Susanne Caviness. Final submissions are due by February 20, 2003.

5. Associate Recruitment Program (ARP) Update

A. ARP has been given a budget of 50k for recruitment opportunities. At

this time, PACs are asked to list and prioritize recruitment sites that the category attends or plans to attend in the coming year. Provide this list to the PAC's contact who will forward accordingly. A DCP Committee will review all recruitment requests and approve, based on funds availability.

Nasser will create a request form for this activity. This form will be made available later. ARP contacts will be notified in early September of each year of those requests that were selected and approved. ARP funds will cover all activities relating to recruitment efforts (registration, etc.) except travel costs. Following this, officers are encouraged to recruit only within their geographic areas.

Please note that all national recruitment activities (conferences) for each PAC will be performed by DCP staff. PACs should note these when their requests are submitted.

For the Spring, PAC should consider submitting a list of recruitment activities to be considered for funding by Mid November or early December, 2002.

B. ARP is considering a Web-based Training Document. We will discuss this issue further at our next meeting.

Summary of ARP for SciPAC - It appears we are not making progress in our recruitment efforts of officers. We only have two officers enrolled since the inception of this program. We need a strategy to address this low level of involvement by our officers.

V. NEW BUSINESS

Certificates Awarded to SciPAC August 2002

CAPT Susanne Caviness -- Sharing expertise and time in the review of CVs for promotion eligible officers, providing exceptional contributions to the COA Foundation research project, and serving as an active SciPAC representative to the Associate Recruiter Program.

CAPT Bryan Jones -- Sharing expertise and time in the review of CVs for promotion eligible officers.

CAPT Victor Krauthamer -- Sharing expertise and time in the review of CVs for promotion eligible officers.

CAPT Mark Paris -- Sharing expertise and time in the review of CVs for promotion eligible officers.

CAPT Armen Thoumaian – Presenting an outstanding Category Session Program at the COA Annual Professional Conference.

CAPT Steve Wilson -- Providing exceptional contributions to the COA Foundation research project.

CDR Laila Ali -- Sharing expertise and time in the review of CVs for promotion eligible officers.

CDR Lisa Colpe -- Sharing expertise and time in the review of CVs for promotion eligible officers.

CDR Jon Daughtery – Seeking recruitment opportunities for the Commissioned Corps of the USPHS and the SciPAC.

CDR Joseph Despins -- Sharing expertise and time in the review of CVs for promotion eligible officers and initiating a new subprogram for the recruitment of Scientist Officers.

CDR Patrick McNeilly – Providing exceptional contributions to the COA Foundation research project.

CDR Kevin McGuinness – Outlining a proposal to initiate a cross-collaboration among mental health specialists in the Commissioned Corps.

CDR Rebecca Sheets -- Sharing expertise and time in the review of CVs for promotion eligible officers.

CDR Richard Troiano -- Sharing expertise and time in the review of CVs for promotion eligible officers.

CDR Douglas Thoroughman -- Sharing expertise and time in the review of CVs for promotion eligible officers.

CDR Clement Welsh – Providing outstanding service as a co-moderator for the Category Session at the COA Annual Professional Conference.

LCDR Nelson Adekoya -- Serving as an active SciPAC representative to the Associate Recruiter Program and Junior Commissioned Officers Advisory Group.

LCDR John Mosely Hayes – Advancing Health Lifestyles with the Health and Fitness Day Walk at the University of Puerto Rico.

LCDR Kathleen McDuffie -- Providing outstanding service as a co-moderator for the Category Session at the COA Annual Professional Conference.

LCDR Daphne Moffett -- Sharing expertise and time in the review of CVs for promotion eligible officers.

LCDR Darin Weber -- Sharing expertise and time in the review of CVs for promotion eligible officers.

VI. ANNOUNCEMENTS

The next scheduled meeting: Executive Committee - October 24, 2002
No meeting in November 2002
The next scheduled meeting: Full SciPAC - December 5, 2002

Schedule of Executive and Full SciPAC meetings

1/23/2003	Executive Committee
2/27/2003	Full SciPAC
3/27/2003	Executive Committee
4/24/2003	Full SciPAC
5/22/2003	Executive Committee
6/2003	Meeting date to be determined
7/24/2003	Full SciPAC
8/28/2003	Executive Committee
9/25/2003	Full SciPAC

VII. ADJOURNMENT

The SciPAC meeting was officially adjourned at 1430 HOURS.

Submitted by:

MTH	AGW
LCDR Tom Hendricks	CDR Joseph Despins
Recording Secretary	Chairperson
Date 9/30/2002	Date 10/09/2002

SCIENTIST PROFESSIONAL ADVISORY COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of 5 December 2002 Meeting Number 89

I. LOCATION/DATE/TIME

Parklawn Building, Surgeon General's Conference Room 18-57
1300 HOURS

II. ATTENDANCE

A. MEMBERS IN ATTENDANCE

CDR	Joseph Despins	FDA Chairperson
LCDR	Tom Hendricks	FDA (Recording Secretary)
LCDR	John Mosely Hayes	CDC, Treasurer
CAPT	Bryan Jones	OS/OPHS
CDR	Pamela Ching	CDC
CDR	Jon Daugherty	FDA
CDR	Kevin McGuinness	DIHS
CDR	Clement Welsh	CDC
LCDR	Boris Aponte	SAMHSA
LCDR	John Eckert	FDA
LCDR	Daphne Moffett	ATSDR
LCDR	Artensie Flowers	EPA

B. GUESTS ATTENDING

CAPT	Susanne Caviness	SAMHSA
CAPT	Gil Sanders	HRSA
CAPT	Armen Thoumaian	CMS
LCDR	Nelson Adekoya	CDC
LT	Martin Sanders	NIH
LCDR	Mark Seaton	EPA

C. MEMBERS EXCUSED OR ABSENT

CAPT	Lireka Joseph	FDA (CPO)
LCDR	Kathleen McDuffie	CDC
CDR	Douglas Thoroughman	CDC, Vice-Chairperson
Dr.	Dalton Paxman	OS/OPHS
CDR	Charles "Bo" Kimsey	CDC
CDR	Angela González Willis	SAMHSA (Past Chairperson)
CDR	Richard Troiano	NIH

III. STANDARD AGENDA ITEMS AND REPORTS

A. CALL TO ORDER

CDR Joseph Despins called the meeting to order at 1300 hours.

B. GREETINGS FROM THE CHAIR

1. Surgeon General reception 15 January 2003

The Commissioned Officers Association, the COA Foundation, and the PHS Anchor and Caduceus Society are sponsoring a welcome aboard reception in honor of the Surgeon General and Mrs. Carmona on Wednesday evening, 15 January 2003.

Wednesday, January 15, 2003

6:00 - 8:30 p.m.

Bethesda Marriott Hotel

5151 Pooks Hill Road

Bethesda, MD 20814

The reception is by reservation only. RSVP by 10 January 2003 by mail or call (301) 731-9080.

Uniform: Service Dress Blue/Service Equivalent

Civilian Informal

Price: \$35/per person

C. REPORT FROM THE CHIEF PROFESSIONAL OFFICER

The Promotion Task Force report should be delivered this month.

D. OLD BUSINESS

There was discussion regarding developing collaborative relationships with agencies outside of the PHS OPDIVs for response to disasters, natural or manmade. The American Psychological Association and the American Society for Microbiology were identified as potential agencies.

CDR McGuinness discussed the establishment of a chat room on the Scientist Category Website for improving communication between Scientist Psychologists. CDR McGuinness stated the software has been tested and is operational. Ten users maximum may use the chat room at any given time (Reference URL: <http://usphs-scientist.org/chat/chat.html>).

1. REPORT FROM THE TREASURER (LCDR JOHN MOSELY HAYES)

No activity to report. The treasury has a balance of \$2,115.11, and the balance in the Music Ensemble account is \$2,470.31.

2. COA---SCIENTIST SESSION (LCDR DAPHNE MOFFETT)

Deadline for identifying and having speakers in place is Jan. 21st. Some monies are available for honorarium and expenses for non-government speakers

Recommend at least 50% of speakers be Commissioned Corps officers.

The theme for the next COA conference is "Weaving Tomorrow's Public Health Infrastructure" and it will be held in Scottsdale/Phoenix, AZ in June 2003. Scientist Category Day will be Tuesday, June 17, 2003. One of the proposed goals for the COA conference is to develop an agenda that will

bring to life the new SG's vision to integrate and align public health agencies and officers in future priorities.

CDR Welsh and CAPT Thoumaian have generously agreed to help and we are "looking for a few more good men and women. "LCDR Moffett is requesting ideas from the PAC and other Scientist officers for a theme which compliments the overall conference theme. Email suggestions to LCDR Moffett for possible themes at her email address: (Dmoffett@cdc.gov).

LCDR Moffett suggested that given the conference theme and the Surgeon General's goal, perhaps having panel discussions presented by scientist officers collaborating on projects across agencies (or health departments) or within agencies, but across Scientist disciplines or Divisions, etc. might be appropriate.

Upcoming COA conference planning deadlines are the following:

Dec 13th.....follow up meeting with category representatives/conference planners
Jan 28th.....finalize Category Day presentations and speakers (send letters confirming Category Day arrangements)
Feb 10th.....deadline for receipt of speaker info (bios, financial disclosures, etc.)
Feb 28th.....moderators confirmed
April 25th.....travel arrangements for speakers confirmed
May 2nd.....confirm all conference volunteers
May 15th.....cutoff date for room reservations at the Westin

3. SUBCOMMITTEE CHAIR REPORTS

Visibility

Scientist Category Poster project (CAPT Susanne Caviness)

Pictures of Scientist wearing their uniforms and in action on the job are needed for the 2003 Poster. An original photograph is desirable, but a high-resolution digital image is acceptable. Send your photos and/or (short) summaries of interesting projects you have been part of in 2002 to CAPT Susanne Caviness. Final submissions are due by February 20, 2003.

Rules (LCDR Daphne Moffett)

No report from the Rules Subcommittee. LCDR Moffett said as a goal for this year was to improve attendance and participation of Scientist officers at the COA meeting.

Mentoring Subcommittee (LCDR Kathleen McDuffie)

LCDR McDuffie provided her report as follows:

My priority for the year is to compile a list of officers who are willing to serve as contacts based on their previous work history.

The purpose is to connect incoming officers with current officers from a similar previous work background. For example, many psychologists that have been referred to me have questions on how to get a job when coming out of the Army, straight out of graduate school, or civil service. I am not able to answer from experience. I was accepted in the CDC EIS (Epidemic Intelligence Service)

program and given the option to join. However, an officer who has experience with transferring from another uniform service or coming out of the academic world, even if they are a biologist may be a better source of assistance for individuals with those questions. An e-mail reply or a short phone conversation and a follow-up will usually be all that is needed.

Other areas that may have a need for special contacts are in the areas of appropriate uniform wear (even after BOTC there is still a need here), awards, special assignments (i.e. Foreign duty, 3 month TDYs), and organization participation (COA, AMSUS, ROA and others).

There have been no formal meetings of the committee. I will contact members after the first of the year and schedule a telephone conference.

Identified mentor committee members are:

Bryan Jones CAPT----Emergency Coordinator Region III
Bo Kimsey CDR-----Physical Activity Nutrition -CDC
Mark Seaton LCDR----EPA

Possible supporting members:

LCDR John Mosely Hayes—AL Health Department
CDR Lisa Colpe-NIH-Rockville
CDR Jon Daugherty-Recruitment and Retention

Recruitment and Retention Subcommittee (CDR Jon Daugherty)

CDR Daugherty provided his report:

My goal for the subcommittee in the upcoming year is to try and help each new applicant find a position.

Regarding recruitment, I mentioned that I gave out about 30 of the Scientist category brochures at the American Society of Tropical Medicine & Hygiene Annual Meeting in Denver from November 10-14th. LCDR Hayes stated that he also put out an additional 100 or so copies of the brochure, but obviously there was a fair amount of interest in the category/PHS because the brochures were gone by the end of the day. The number of brochures taken by attendees was roughly 10% of the number of expected participants (~1400).

Associate Recruiter Program (LCDR Nelson Adekoya/CAPT Susanne Caviness)

Officers are encouraged to become Associate Recruiters.

The Associate Recruiter Program (ARP) has been given a budget for recruitment opportunities. In order to better fulfill the mission of this program for recruitment of Scientist Officers, please provide to LCDR Nelson Adekoya a list of the professional meetings that you attend in your local travel area. **Deadline for request: January 3, 2003.** The ARP will prioritize the meetings for funding of tables in the Exhibition areas for recruitment materials.

If you are uncertain what the ARP is and its functions, further information may be found at the Scientist Category web site at the following URL: <http://usphs-scientist.org/ARP/ARP.htm>

Emergency Preparedness Subcommittee (CDR Kevin McGuinness)

Inaugural Meeting - 20 November 2002

Minutes:

In attendance: CAPT Bryan Jones, CDR Joseph Despina, CDR Pamela Ching, CDR Kevin M. McGuinness, LT Martin Sanders, Ph.D.

Excused: CDR Rick Troiano (Excused)

Agenda

1) Introduction of the members

CAPT Bryan Jones, CDR Joe Despina, CDR Pamela Ching, CDR Rick Troiano, CDR Kevin M. McGuinness, LT Martin Sanders, Ph.D.

2) Member ideas regarding the service this subcommittee can provide to the SciPAC and SG.

- a) Gather and provide information on the specialties and special skills of Scientist Officers.
- b) Scientists can serve as subject matter experts with respect to Emergency Preparedness issues.
- c) Elaborate mechanisms for Scientist Officers to support operational functioning of the Emergency Preparedness system during planning, training and actual emergency response situations.

3) Meeting times

- a) In order to have the greatest possible member availability it appears that Fridays is the best meeting day, for the time being.
- b) Next meeting is tentatively set for January 17, 2002, 1400 hrs EST/1200 hrs MST.
- c) The subcommittee will likely meet every other month coinciding with the month that SciPAC Executive Committee meets.

4) Communications between meetings/ e-mail and phone numbers. Communication of subcommittee members between regular sessions is encouraged via telephone or e-mail

Career Development Subcommittee (CDR Richard Troiano)

CV Review Initiative:

We had 15 officers volunteer to review CVs (2 O-6, 8 O-5, and 5 O-4).

We had 22 officers request reviews (7 to T O-6, 2 to P O-6, 6 to O-5, 7 to O-4)

Because of the generosity of our officers, each CV was able to be reviewed by 2 reviewers and each reviewer had no more than 3 CVs to review. Several reviewers expressed their satisfaction with the process and volunteered to serve in the future.

Many thanks to those officers who volunteered to review CVs. A poll will be conducted of those officers who received reviews for their feedback on the process.

Awards Subcommittee (CDR Douglas Thoroughman/LCDR John Mosely Hayes)

LCDR Hayes is coordinating with CDR Gonzalez Willis for transfer of subcommittee files. An announcement will be made to the category in the next month or two regarding the SciPAC Scientist (Career Scientist and Young Scientist) of the Year Awards.

V. NEW BUSINESS

Recruiting issues - initial placement of officers/improving networking. A system will be developed by which new applicant officers who have been medically-cleared and board-approved will be assisted by the SciPAC, headed by the chairperson of Recruitment and Retention Subcommittee, in locating positions.

A potential source for employment was identified by CAPT Joseph, with the Food Safety Inspection Service (FSIS), Department of Agriculture. Point of Contact information is as follows:

CAPT D. W. Chen, M.D., M.P.H., Deputy Assistant Administrator
Food Security and Emergency Preparedness
Telephone: 202-690-6418
FAX: 202-690-6414
Email: DW.Chen@fsis.usda.gov

VI. ANNOUNCEMENTS

The next scheduled meeting: Executive Committee - January 23, 2003

No meeting in November 2002

The next scheduled meeting: Full SciPAC - February 27, 2003

Schedule of Executive and Full SciPAC meetings

1/23/2003	Executive Committee
2/27/2003	Full SciPAC
3/27/2003	Executive Committee
4/24/2003	Full SciPAC
5/22/2003	Executive Committee
6/2003	Meeting date to be determined
7/24/2003	Full SciPAC
8/28/2003	Executive Committee
9/25/2003	Full SciPAC

VII. ADJOURNMENT

The SciPAC meeting was officially adjourned at 1515 HOURS.

Submitted by:

MTH	JLD
LCDR Tom Hendricks	CDR Joseph Despins
Recording Secretary	Chairperson
Date 12/31/2002	Date 12/31/2002

SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
Office of the Surgeon General
United States Public Health Service

Minutes of 27 February 2003 Meeting Number 90

I. LOCATION/DATE/TIME

Parklawn Building, Surgeon General's Conference Room 18-57
1300 HOURS

II. ATTENDANCE

A. MEMBERS IN ATTENDANCE

CAPT	Lireka Joseph	FDA (CPO)
CDR	Joseph Despins	FDA Chairperson
CDR	Douglas Thoroughman	CDC, Vice-Chairperson
LCDR	Tom Hendricks	FDA (Recording Secretary)
LCDR	John Mosely Hayes	CDC, Treasurer
CAPT	Bryan Jones	OS/OPHS
CDR	Pamela Ching	CDC
CDR	Jon Daugherty	FDA
CDR	Charles "Bo" Kimsey	CDC
CDR	Kevin McGuinness	DIHS
CDR	Clement Welsh	CDC
CDR	Richard Troiano	NIH
LCDR	Daphne Moffett	ATSDR
LCDR	Artensie Flowers	EPA

B. GUESTS ATTENDING

CDR	Laila Ali	FDA
CDR	Doris Ravenell-Brown	FDA
LCDR	Nelson Adekoya	CDC
LCDR	Mark Seaton	EPA
LCDR	Darin Weber	FDA
LCDR	Mark Methner	CDC
LT	Tim Nelle	FDA
LT	Beth Tohill	CDC

C. MEMBERS EXCUSED OR ABSENT

CDR	Angela González Willis	SAMHSA (Past Chairperson)
LCDR	Boris Aponte	SAMHSA
LCDR	John Eckert	FDA
LCDR	Kathleen McDuffie	CDC
Dr.	Dalton Paxman	OS/OPHS

III. STANDARD AGENDA ITEMS AND REPORTS

A. CALL TO ORDER

CDR Joseph Despins called the meeting to order at 1303 hours.

B. GREETINGS FROM THE CHAIR

A description of CAPT Derek E. Dunn's Memorial Service on February 22, 2003 at the Walter Reed Army Medical Center – Memorial Chapel was given. The ceremony and the site were both excellent. The following groups participated: the Surgeon General's Honor Guard, the Chamber Ensemble, the Wind Ensemble, and the Choral Ensemble. Special thanks should be given to the Memorial Program Committee: CAPT Vivian Chen, CAPT Delores Hunter, CAPT Lireka Joseph, CAPT Richard Vause, CAPT (Ret) John J. Bartko, CDR Laila Ali, CDR Joseph Despins, CDR Sheets, LCDR Lucienne Nelson, and LCDR Darin Weber.

Itemized list of expenditures incurred for the CAPT Derek Dunn Memorial Service

Expenditure	Total
Printing and folding of programs	\$426.76
Flowers	\$ 54.75
Transcription and transposition of music Bach Largo, Double Concerto in D minor from violin to cello	\$150.00
Videotaping service (2 hours)	\$150.00
Books of Remembrance (4 books given to CAPT Dunn's family during the service)	about \$100.00 (exact dollar amount to follow)

DC-COA has obligated some funds for this event. A motion was made for the SciPAC to pay for the printing and flowers, and for the SciPAC to ask DC-COA to pay other costs. The motion was approved. CAPT (Ret) Bartko will be given receipts to take to the DC-COA.

CDR Despins encouraged all who are able to do so to join the Commissioned Corps Readiness Force.

C. REPORT FROM THE CHIEF PROFESSIONAL OFFICER

CAPT Joseph is not available on Wednesday Afternoons before the SciPAC Meeting.

1. Please make sure your contact information is current with Division of Commissioned Personnel. An instruction was sent by DCP on the DCP listserv on the steps for how to make changes to your contact record on the DCP web site.
2. The CC needs to have its Officers 70% CCRF compliant by 2005. There is a proposal to add points to Officer's promotions if they are compliant.
3. There is a new Therapist CPO. The new Therapist CPO is CAPT Charles McGarvey, and he is stationed at the Clinical Center, NIH; he replaces CAPT Charlotte Richards in this position.
4. RADM Davidson is examining/reviewing MOU between the CC and Navy, Army, and the Homeland Security.

5. RADM Davidson is retiring effective April 1, 2003.

6. New Corporate Culture (condensed from Flag Officer Meeting)

-Officers need to be visible, and **in uniform**.

-Commissioned Corps is mission driven (i.e., we are USPHS Officers first and Scientist Officers second).

-We should use our Commissioned Corps titles on writings we write and at meetings, etc.

-The following, written by RADM Vanderwagen, summarizes the Flag Officer Meeting with VADM Carmona:

The following is a brief report on a February 25, 2003, meeting the Surgeon General had with all the Flag officers. "The meeting was held at the National Library of Medicine and lasted approximately 90 minutes. VADM Carmona was very energetic in his remarks to the group and focused primarily on the development of leadership for the Corps of the future. His primary message was that senior leaders need to act in ways which will strengthen the skills and focus of the officer corps, especially younger officers who will comprise the leadership of the future. This started with a commitment to proudly and publicly represent the Corps and the mission on a regular basis. He underscored the need to reach out and mentor younger officers, encouraging their skills development I public health and leadership. He highlighted the public health mission and our responsibility to protect and preserve the health of the Nation.

VADM Carmona noted that the President and the Secretary want the Commissioned Corps to have parity with other uniform services, not only as regards pay and benefits, but more importantly in the strengthening of our ability to serve the Nation and meet the mission demands. The President has given life to that commitment by stating his desire to have increased capability in preparedness and deployment capability among the officers in the Commissioned Corps. He has specifically called for 30% of Corps to be CCRF enrolled at the end of the FY2003, 50% by the end of FY2004, and 70% by the end of FY2005. This is a significant challenge and call to action for us all." This is a challenge for our category along with the Medical category as we are each at the lowest level of enrollees of only 13% in CCRF. There are probably numerous issues to discuss in order for us to meet the challenge that the President has ordered. I think we can meet the challenge and continue to provide the service to the Nation that drew us to the Commissioned Corps.

"The Surgeon General also noted the need for a career development process that must be implemented if we are to nurture and strengthen those who make the commitment so serve. The specific instruments for that development process have not been formalized, many approaches have been discussed and some most frequently voiced have included advanced degree training, a public health academy, and more formal recognition of such investments on the part of individual officers in the promotion process. VADM Carmona called upon Flag officers to provide leadership in their organizational units for creating a changed culture which would encourage and facilitate such institutional supports for officer development as these.

He noted that this will require a change in corporate culture in many of the DHHS elements, but these can be most positive and can enhance the functioning of the operational units. He closed with the thought that there is no higher mission than the protection of health and we must devote more thought to how we can do this better."

Additional comments from CAPT Joseph: The message is clear, for our category, and others, we are being asked to assume leadership today and train the leaders of tomorrow. If we do not, than others will fill the void. As Scientists we have diverse skills, knowledge, and talents that can be used in many arenas to accomplish the mission. It is essential in this time of change and possibility, that our officers become involved in the Commissioned Corps to help shape the future of not just the Corps but the protection of the public health. I think we must get in the game...

7. The Acting Assistant Secretary of Health now spends most of his time in DC.
8. First interviews for Veterinary CPO are taking place now.
9. The Commissioned Corp is the sponsor for this years AMSUS Annual meeting on November 16 – 21, 2003 at San Antonio Texas. The Surgeon General strongly recommends that we attend this event if possible. 109th AMSUS Annual Meeting Preliminary Program "Partnerships in Preparedness, Prevention, and Public Health: Protecting the Nation"

Please see web site: <http://www.amsus.org/>

10. The Appointment Standards draft is ready for Surgeon General's signature.
11. "Dentistry's Role in Responding to Bioterrorism and Other Catastrophic Events". A first-ever conference dedicated to outlining Dentistry's response to bioterrorism and other threats to the security of the United States. This important and timely gathering is jointly sponsored by the United States Public Health Service and the American Dental Association.

WHEN: MARCH 27 - 28, 2003 Thursday & Friday

WHERE: RENAISSANCE WASHINGTON DC HOTEL

999 9th Street NW

Washington, DC 20001

202-898-9000 or 800-HOTELS-1

Internet: <http://www.renaissancehotels.com/WASRB>

KEYNOTE SPEAKERS:

VADM Richard H. Carmona, M.D., M.P.H., F.A.C.S.
Surgeon General of the United States
U.S. Public Health Service

George H. Alexander, M.D.
Director for Medical and Public Health Security
White House Office of Homeland Security

Anthony S. Fauci, M.D.
Director, National Institute of Allergy and Infectious Diseases National Institutes of Health

RADM Kenneth Moritsugu, M.D., M.P.H.
Deputy Surgeon General
U.S. Public Health Service

Michael C. Alfano, D.M.D., Ph.D.
Dean
New York University, College of Dentistry

FOR MORE INFORMATION & ONLINE REGISTRATION: Visit the ADA website:

www.ada.org

1. In the text under "Dental Professionals," click on "meetings and events." [You do NOT have to be an ADA member to access this].

2. In the blue box "Featured Content," click on the top heading, "Dentistry's Response to Bioterrorism and Other Catastrophic Events."
 3. You may now access links to registration, hotel reservations, the Conference brochure and other information.
- Or for more information, call Dr. Donald Collins at the ADA: 312-440-2895; email at collinsd@ada.org.

D. OLD BUSINESS

1. REPORT FROM THE TREASURER (LCDR JOHN MOSELY HAYES)

The treasury has a balance of \$2,115.11 as of December. The Music Ensemble account balance is \$2,256.47. The Music Ensemble account has been moved is no longer held at the Henry Jackson Foundation.

LCDR Hayes request that SciPAC members think about fund raising activity ideas. Please email your responses to jmhayes@adph.state.al.us.

2. COA---SCIENTIST SESSION (LCDR DAPHNE MOFFETT)

The following scientists have graciously volunteered to present their work at the Scientists Category Day (June 17th) at the 2003 COA meeting in Arizona. In addition, our category will be partnering with the HSO Category in the afternoon session. They will join us for at least one presentation.

Dr. Merritt "Chip" Schreiber, Ph.D., Program Manager, Terrorism/Disaster Branch
National Center for Child Traumatic Stress, UCLA Geffen School of Medicine

Dr. Schreiber a child psychologist in the inactive reserve corps. He was a costep years ago and belongs to a DMAT in Orange County, CA and the OER facilitated his re-commission in the inactive reserve to support the NDMS and his DMAT (he is on the Commissioned resource on my CA-1 team). He serves as program manager for new federal initiative on Children's Mental Health and terrorism in the National Center for Child Traumatic Stress, co located at UCLA and Duke.

Dr. Bill Hogan, Ph.D., Center for Biomedical Informatics, University of Pittsburgh
www.health.pitt.edu/rods

Emphasize of Dr. Hogan's presentation:

- Mission of the program (The mission of the RODS Laboratory is to investigate methods for the real-time detection and assessment of outbreaks of disease, either naturally occurring or resulting from bioterrorism, using information technology).
- Why such an approach to disease surveillance is needed.
- The advantages of this approach over old fashioned epidemiology.
- Compatibility of the RODS (real-time outbreak and disease surveillance) approach with other national epi approaches

CDR Deborah Levy, Ph.D., M.P.H., CDC

CDR will present activities related to the assessment of infectious waterborne diseases, prevention and control. Her division works with state health departments as well as state environmental

departments, and also with the U.S. Environmental Protection Agency (EPA), academic institutions, and the water industry.

LCDR John Mosley Hayes, Ph.D., and CDR Douglas Thoroughman, Ph.D. of CDC

CDR Hayes and CDR Thoroughman will discuss the overall program which has stationed them at the state health departments and their roles/projects at those departments.

CAPT Ralph O'Connor, Ph.D., ATSDR

CAPT O'Connor will discuss effective communication of complex scientific public health information to communities.

LCDR Kathleen McDuffie, Ph.D., CDC

LCDR McDuffie will discuss the BRFSS (Behavioral Risk Factor Surveillance System).

3. SUBCOMMITTEE CHAIR REPORTS

Visibility Subcommittee (LCDR Boris Aponte)

Scientist Category Poster project (CAPT Susanne Caviness)

No report

DC-COA Science Fair Judging (LCDR Thomas Hendricks)

A total of 38 Officers have volunteered to participate in the 12 DC/Maryland/Virginia Fairs.

Officers in all categories have the training necessary to serve as judges for this Special Award for "Best of Category - Medicine and Health." Science Fair entries can range from cancer surveys to state-of-the-art research (e.g., at NIH or NIST) to environmental impact studies to behavioral assessments.

Please wear your Service Dress Blue uniform. You will be interacting with students, teachers, parents, other uniformed service members, and possibly the press.

We can still need volunteers for the following fairs:

March 15, 2003

Fairfax County Public Schools Regional Science & Engineering Fair @ at Robinson Secondary School

Northern Virginia Regional Science & Engineering Fair @ Wakefield High School

Morgan State University Science Fair

Baltimore County/Towson Science Fair

Prince William - Manassas Regional Science Fair

March 20, 2003

Loudoun County Regional Science Fair

March 21, 2003

Western MD Science Expo 2002 @ Frostburg State University

March 22, 2003

Frederick County Science and Engineering Fair

April 5, 2003

Prince George's Area Science Fair @ Prince George's Community College

Rules (LCDR Daphne Moffett)

No report from the Rules Subcommittee.

Mentoring Subcommittee (LCDR Kathleen McDuffie)

No report.

Recruitment and Retention Subcommittee (CDR Jon Daugherty)

1. The following officers have expressed interest in assisting with the work of the Recruiting and Retention Subcommittee: LCDR Hottenstein, CDR Pyant, and CDR McNeilly. Any other interested officers are requested to contact CDR Daugherty. Also, suggestions regarding recruiting events at which the Subcommittee might participate are also welcome. In this regard, the Subcommittee is currently investigating the dates and times of career fairs in the Washington/Baltimore area for possible attendance by officers. The Division of Commissioned Personnel has funds available for recruiting at meetings held in an officer's locality (funds are not available for travel).
2. The Reserve Officers Association has requested that an officer member of ROA who lives in the Ellicott City area volunteer to present the ROA medal to a SROTC/JROTC student at Howard High School. The date and time has not yet been determined, but CDR Daugherty has volunteered to present the award if his schedule permits.

Associate Recruiter Program (LCDR Nelson Adekoya/CAPT Susanne Caviness)

Officers are encouraged to become Associate Recruiters.

If you are uncertain what the ARP is and its functions, further information may be found at the Scientist Category web site at the following URL: <http://usphs-scientist.org/ARP/ARP.htm>

Emergency Preparedness Subcommittee (CDR Kevin McGuinness)

SciPAC Subcommittee on Emergency Preparedness

Minutes : 17 January 2003

Present: CDR Rick Troiano, CDR Joseph Despins, CAPT Susanne Caviness, LCDR Mark Methner, CDR Renee Joskow (CCRF), CDR Pamela Ching, CAPT Bryan Jones, CDR Kevin McGuinness

AGENDA

- 1) Risk Communication
- 2) Competency Based Coding

New Business

1) Risk Communication

- a) Resources useful to the development of a risk communication training program were discussed. Several individuals with experience in this area were suggested as possible resources.
- b) The possibility of obtaining information or other forms of assistance from Barbara Reynolds, CDC; Max Lum, NIOSH; and Ralph O'Connor of ATSDR was discussed.
- c) CAPT Jones offered to explore some resources for the next meeting of this subcommittee.

2) Competency Based Coding /Who is Who in SciPAC

- a) A discussion ensued regarding the value to the PHS of database, similar to ones maintained by military services, containing specific information regarding specialties and other "value added" service skills.
- b) CAPT Jones indicated he may be able to collect/provide information regarding competency-based coding used by the Navy.
- c) CDR Despins has performed a preliminary review of position coding used by the federal government and HHS in particular. He provided the numbers of officers currently occupying billets classified by this system (0000, 74 officers; 0678, 26 officers; 0180, 20 officers; etc.)
- d) It was suggested by some that a more specific and accessible system might be worth exploring.
- e) CDR McGuinness indicated that he would attempt to gather information regarding Mental Health officers and their distribution within the Corps across categories.

Career Development Subcommittee (CDR Richard Troiano)

CV Review

15 Officers provided feed back. Also of the Officers were happy with the process.

Awards Subcommittee (CDR Douglas Thoroughman/LCDR John Mosely Hayes)

LCDR Hayes gave an update on the submissions for the Derek Dunn Memorial Scientist Officer of the Year and Young Scientist Officer of the Year awards. To date, there has been only 1 submission. A message will be sent to those officers who have previously submitted applications over the past 3 years for these awards to have them send in an updated CV.

V. NEW BUSINESS

Commissioned Corps Promotion Task Force Report (**included below is a section of the draft document**)

The following four precepts were developed by the Task Force for review and consideration by the Agencies, CPOs., PACs, and DCP:

1. **Performance.** Performance is measured by (a) the officers' annual COERs, (b) awards and other recognition, (c) recommendation prepared by the Reviewing Official when officers become eligible for promotion, and (d) evidence in the officers' CV.

a. Annual COER. The COER, although not a sensitive instrument, often identifies officers who are not performing in a satisfactory manner. Officers, supervisors and Boards should be cognizant of mean COER scores by Agency. Boards should examine carefully COER attachments 1 (duties, accomplishments and goals) and 2 (rater's comments). The board should evaluate the officer's performance in the context of the officer's level of responsibility.

b. Performance-based Awards and Other Recognition. Awards document outstanding performance, including Commissioned Officer awards or other performance-based Civil Service awards, awards from other uniformed services, professional association awards, etc. Factors to be weighed include length of service, Command/Agency, rank, etc.

c. Reviewing Official Recommendation. At the time an officer becomes eligible for promotion, the officer's Reviewing Official develops a formal performance assessment that addresses the following specific points in a brief formatted memorandum (not to exceed one page, 14 pitch). Reviewing Officials may solicit outside letters of recommendation for their use in evaluating collateral duties, e.g., those conducted outside the Corps or Agency assignment. The Agency is given discretion to call for higher level concurrence of the Reviewing Official's assessment within the Agency. Boards will, however, review only the text of the recommendation; they will be blinded to such higher level concurrence since not all officers will necessarily be reviewed in the same fashion.

1. Promotion Readiness: Is the officer ready for promotion and to serve at the next higher rank? [Yes/No] Explain.
2. Leadership: How does the officer take on a leadership role in the Command/Agency?
3. Mission: How does the officer contribute to the mission of the Command/Agency?

d. CV: The officer's CV may be a valuable source of evidence for performance that justifies promotion. A CV should document that officers have given presentations or written about their work, or otherwise represented the Command/Agency, e.g., on committees or advisory boards; awards should also be documented in the CV. In this fashion, the CV may be used to evaluate impact and accomplishments of the officer.

The promotion boards review: (a) COERs for the past 3 years and mean COER scores by Agency; (b) awards summary (in PIR); (c) reviewing official's recommendation, and (d) the officer's CV. It should be noted that the Boards have access to the entire OPF, if desired.

2. **Education, Training, and Professional Development (Professional Qualifications).** Training as a health professional is required to serve as a Commissioned Officer; such training varies by category and mission. This composite precept is composed of the undergraduate, graduate and postgraduate educational qualifications/degrees/certifications of an officer, applicable licensure, appropriate continuing educational activities (for not more than the past 5 years), formal didactic training in public health as well as relevant experience in public health, and non-degree programs.

The promotion boards review, as appropriate for the category: (a) the officer's latest CV, (b) continuing education summary as a separate section in the OPF, (c) training certifications/diplomas and credentialing documents, and (d) licensure documentation.

3. Career Progression and Potential. The billet system is essential in defining the officer's present and future roles. The billet and CV reflect the officer's level of responsibility; characteristics of the officer, e.g., generalist or specialist; the appropriate level of independence; and the officer's management and supervisory responsibilities. Years of service, dates of past promotions (competitive or accelerated promotion [formerly exceptional capability or EC]), Board-reviewed nominations for accelerated promotion as contained in the OPF, geographic and/or programmatic mobility (including hardship tours), assimilation status, collateral duties, and an assessment of the officer's ability to perform at the next higher grade are assessed under this precept. Finally, receipt of Commissioned Corps honor awards and non-Corps awards also may be signs of career progression.

The promotion boards review: (a) officer's present/past billets from the past 10 years (from DCP), (b) service dates, assignments, and dates of past promotions; (c) date of assimilation or application for assimilation; (d) reviewing official's assessment of the officer's readiness for promotion; and (d) award history, contained in the officer's CV and official PIR.

4. Characteristics of the Career Officer and Service to the Corps. Commissioned Officers serve not only in the capacity described in their billets, but also stand ready to fulfill the mission of the Commissioned Corps by: (a) addressing National emergencies, (b) manifesting leadership through Commissioned Corps roles and service, and (c) fulfilling requests by the Surgeon General. The characteristics of a career officer, including demonstrated service to the Corps, have been coined by some as "officership." The Boards assess membership and involvement in CCRF, DMAT/DMORT/VMAT (and other components of NDMS), on PACs, PAC subcommittees, recruitment, including participation in the Associate Recruiter Program, and other official Commissioned Corps activities. Leadership may also be demonstrated by participation in professional organizations that support the Commissioned Corps and other uniformed services, e.g., COA, ROA, and AMSUS. Training in the practices and procedures of the Commissioned Corps, i.e., BOTC/IOTC are recognized as part of this precept. Service awards (e.g., Isolated Hardship, Hazardous Duty, Foreign Duty, Special Assignment Service Award, NEPA, and CRSA) and FMRB document the officer's role in meeting the needs of the Service.

Senior officers are expected to participate in leadership courses, as available, and mentor as well as recruit junior officers.

Officers are expected to conduct themselves with highest integrity and commitment to healthy lifestyles, e.g., exercising and not smoking, and wearing the uniform daily.

The promotion boards review a one-page bulleted statement by the officer that addresses specifically: (a) support of Corps activities, (b) commitment to visibility as an officer, and (c) officer's vision and expectations of a career in the Commissioned Corps, including commitment to the USPHS mission.

Recommended PY 2003 Weights for Promotion Precepts

Precept	0-5/0-6 *
Performance	40
[N.B. Boards should give consideration to the following four elements: COER, awards, Reviewing Official Recommendation, and CV]	
Professional Qualifications	15
Career Progression/Potential	25
Career Officer Characteristics	20

* Under Priority 3 below, Proposed Promotion Eligibility Requirements, the Promotion Task Force recommends non-competitive 0-4 promotions. Therefore, the precept weights here do not apply to 0-4 promotions with the exception of Accelerated Promotions (as described in this report).

Priority #2

Proposed Matrix for Benchmarking The “Best-Qualified” Officer by Precepts and Grade

Charge from the Committee: Establish a process to determine benchmarks that are grade and category specific to assist individual officers, raters, reviewers, and promotion boards in gauging the progression of officers’ careers. Consider whether the benchmarking process could replace the “average officer” concept.

The Promotion Task Force recommended that, as a first step in the process, CPOs and PACs develop benchmarks. The CPOs and PAC Chairs have accepted this task and are currently developing benchmarks according to the recommended timelines in this report.

Instructions: CPOs and PACs should indicate the expected attributes of the “best-qualified” promotion-eligible officer for each precept components by grade. In developing these attributes, CPOs and PACs should consider expectations for an officer seeking promotion in the current system, as well as projecting future expectations. The Task Force anticipates that the expectations should change as our benchmarks evolve and are phased into operation. It also expects that the benchmarks should be progressive, resulting in some of the precepts having higher weights for junior officers and others having higher weights for senior officers.

For this exercise, the term “best-qualified” means an officer who demonstrates the leadership, skills and accomplishments expected of that grade based on fulfilling the characteristics within the four precepts and the eligibility for promotion criteria. The matrix below provides benchmarks for an O-4, O-5, and O-6 to follow. For example, a current O-4 should meet the benchmarks established for an O-5/O-6. Although the Task Force is recommending a non-competitive O-4 promotion process, the defined characteristics of a “best-qualified” O-4 are essential for junior officers’ career planning and development; these characteristics would also be used for APs. Precepts #2 and #3 should be developed individually for each category, since the guidance will be specific by category, although overlap may also be present. Because some categories are diverse in composition, it may require the development of sub-category matrices given the unique requirements of varied professional groups. NOTE: The Research Officer Group (ROG) Advisory Committee will be charged to develop benchmarks for members of ROG, just as the categories will be doing.

Ideally the benchmarks established for the Precepts on Performance and Characteristics of the Career Officer should be similar for all promotion-eligible Officers. Therefore, the Task Force seeks input by CPOs and PACs working jointly on the Precepts #1 and #4.

Precept 1. Performance – measured by (a) the officers’ annual COERs, (b) awards and other recognition, (c) recommendation prepared by the Reviewing Official when officers become eligible for promotion, and (d) evidence in the officers’ CV. The Reviewing Official’s Recommendation will include promotion readiness for the next higher rank, assumed leadership roles within the Agency, and contribution to the mission of the Agency.

Precept 4: Characteristics of the Career Officer and Service to the Corps.

- Officers serve within their billets but also are ready to fulfill the mission of the Commissioned Corps by (a) responding to National Emergencies, (b) manifesting leadership through Commissioned Corps roles and service, and (c) fulfilling request by the Surgeon General.
- Assess involvement in CCRF, DMAT/DMORT/VMAT (and other components of NDMS), on PACs, PAC subcommittees, recruitment such as the Associate Recruiter Program, and other official Commissioned Corps activities.
- Other leadership roles can be assumed in professional organizations that support the PHS Commissioned Corps, e.g., COA, ROA, and AMSUS.
- Training in the practices and procedures of the Commissioned Corps, i.e., BOTC/IOTC.
- Service awards, e.g., Isolated Hardship, Hazardous Duty, Foreign Duty, Special Assignment Service Award, NEPA, and CRSA; FMRB.
- Senior Officers are expected to participate in leadership courses and recruit and mentor Junior Officers.
- Conduct of the highest integrity and commitment to healthy lifestyles, e.g., physical fitness and daily wear of the uniform
- One page bulleted statement by the officer addressing: support of Corps activities, commitment to visibility as an officer, and the officer's vision and expectations of a career in the Commissioned Corps, including commitment to the USPHS mission.

Please send your comments about any/all precepts to CDR Richard Troiano. This task must be completed by June 1st.

CDR Richard Troiano
NIH/NCI
6130 Executive Blvd
MSC 7344
Bethesda, MD 20892-7344
301-435-6822 ph 301-435-3710 fax
rt75I@NIH.GOV

VI. ANNOUNCEMENTS

The next scheduled meeting: Executive Committee – March 27, 2003
The next scheduled meeting: Full SciPAC – April 24, 2003

Schedule of Executive and Full SciPAC meetings

3/27/2003	Executive Committee
4/24/2003	Full SciPAC
5/22/2003	Executive Committee
6/2003	Meeting date to be determined
7/24/2003	Full SciPAC
8/28/2003	Executive Committee
9/25/2003	Full SciPAC

VII. ADJOURNMENT

The SciPAC meeting was officially adjourned at 1610 HOURS.

Submitted by:

MTH	JLD
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LCDR Tom Hendricks	CDR Joseph Despins
Recording Secretary	Chairperson
Date 3/7/2003	Date 4/8/2003

SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
Office of the Surgeon General
United States Public Health Service

Minutes of 24 April 2003 Meeting Number 91

I. LOCATION/DATE/TIME

Parklawn Building, Surgeon General's Conference Room 18-57, 1300 HOURS

II. ATTENDANCE

A. MEMBERS IN ATTENDANCE

CAPT	Lireka Joseph	FDA, CPO
CDR	Joseph Despins	FDA, Chairperson
CDR	Douglas Thoroughman	CDC, Vice-Chairperson
LCDR	Tom Hendricks	FDA, Recording Secretary
LCDR	John Mosely Hayes	CDC, Treasurer
CAPT	Bryan Jones	OS/OPHS
CDR	Pamela Ching	CDC
CDR	Jon Daugherty	FDA
CDR	Charles "Bo" Kimsey	CDC
LCDR	Boris Aponte	SAMHSA
LCDR	John Eckert	FDA
LCDR	Daphne Moffett	ATSDR
LCDR	Artensie Flowers	EPA

B. GUESTS ATTENDING

CAPT	Susanne Caviness	SAMHSA
CAPT	Ralph O'Connor	ATSDR
CAPT	Mark Paris	OASD(HA)/TMA
CDR	Doris Ravenell-Brown	FDA
CDR	Rebecca Sheets	NIH
LCDR	Nelson Adekoya	CDC
LCDR	Diana Bensyl	CDC
LCDR	Omar Hottenstein	FDA
LCDR	Mark Methner	CDC
LCDR	Leslie MacDonald	CDC
LCDR	Mark Seaton	EPA
LCDR	Ross Spears	CDC
LT	Beth Tohill	CDC

C. MEMBERS EXCUSED OR ABSENT

CDR	Angela González Willis	SAMHSA (Past Chairperson)
CDR	Kevin McGuinness	DIHS
CDR	Richard Troiano	NIH
CDR	Clement Welsh	CDC
LCDR	Kathleen McDuffie	CDC
Dr.	Dalton Paxman	OS/OPHS

III. STANDARD AGENDA ITEMS AND REPORTS

A. CALL TO ORDER

CDR Joseph Despina called the meeting to order at 1300 hours.

B. GREETINGS FROM THE CHAIR

CDR Despina noted this meeting would be to discuss and to develop the new promotion precept benchmark matrix for Precepts 2 (Education, Training & Professional Development) and 3 (Career Progression & Potential) for the "Best Qualified" Scientist Officer.

C. REPORT FROM THE CHIEF PROFESSIONAL OFFICER

CAPT Joseph is not available on Wednesday Afternoons before the SciPAC Meeting.

1. The new promotion precepts have been accepted by the Surgeon General. The Surgeon General did not accept the noncompetitive O-4 promotion proposal, and also having the requirement for a billet of a grade to which the officer is being considered for promotion.
2. CAPT William S. Stokes has been selected as the new Chief Professional Officer for the Veterinary Category. His four year term was effective May 1, 2003.
3. DCP will again be under the direct control of the Surgeon General.
- 4. All Officers are encouraged to join the Commissioned Corps Readiness Force (CCRF). Lack of membership in CCRF may adversely affect your future assimilation and promotion opportunities.**
- 5. All Officers are expected to wear the uniform daily.**
- 6. In the future there will be enforcement of grooming and uniform standards.**
7. PHS is hosting the annual AMSUS Meeting, starting November 16, in San Antonio. CEU credit will be offered this year. Presentations will be on public health issues in all the services as well as topics on Chem/Bio, patient safety, telemedicine, and smart cards will also be covered. The general theme will be partnerships among the services.

D. OLD BUSINESS

1. COA---SCIENTIST SESSION (LCDR DAPHNE MOFFETT)

*****If you plan to attend the conference, please contact LCDR Moffett regarding your wishes to attend a social to be held some time the evening of Tuesday, 6/17/03.*****

The following scientists have graciously volunteered to present their work at the Scientists Category Day (June 17th) at the 2003 COA meeting in Arizona. In addition, our category will be partnering with the HSO Category in the afternoon session. They will join us for at least one presentation.

Dr. Merritt "Chip" Schreiber, Ph.D., Program Manager, Terrorism/Disaster Branch
National Center for Child Traumatic Stress, UCLA Geffen School of Medicine

Dr. Schreiber a child psychologist in the inactive reserve corps. He was a costep years ago and belongs to a DMAT in Orange County, CA and the OER facilitated his re-commission in the inactive reserve to support the NDMS and his DMAT (he is on the Commissioned resource on my CA-1 team). He serves as program manager for new federal initiative on Children's Mental Health and terrorism in the National Center for Child Traumatic Stress, co located at UCLA and Duke.

Dr. Bill Hogan, Ph.D., Center for Biomedical Informatics, University of Pittsburgh
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Emphasize of Dr. Hogan's presentation:

- Mission of the program (The mission of the RODS Laboratory is to investigate methods for the real-time detection and assessment of outbreaks of disease, either naturally occurring or resulting from bioterrorism, using information technology).
- Why such an approach to disease surveillance is needed.
- The advantages of this approach over old fashioned epidemiology.
- Compatibility of the RODS (real-time outbreak and disease surveillance) approach with other national epi approaches

CDR Deborah Levy, Ph.D., M.P.H., CDC

CDR will present activities related to the assessment of infectious waterborne diseases, prevention and control. Her division works with state health departments as well as state environmental departments, and also with the U.S. Environmental Protection Agency (EPA), academic institutions, and the water industry.

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CDR Hayes and CDR Thoroughman will discuss the overall program which has stationed them at the state health departments and their roles/projects at those departments.

CAPT Ralph O'Connor, Ph.D., ATSDR

CAPT O'Connor will discuss effective communication of complex scientific public health information to communities.

LCDR Kathleen McDuffie, Ph.D., CDC

LCDR McDuffie will discuss the BRFSS (Behavioral Risk Factor Surveillance System).

2. CAPT Susanne Caviness will present the Scientist Category Poster at the COA Conference in June 2003.

IV. NEW BUSINESS

Discussion of Scientist Category Benchmarks for new promotion precepts. An ad hoc committee met on 05/01/03 and again on 05/08/03, both chaired by CDR Douglas Thoroughman to further develop the benchmarks for Precepts 2 and 3.

V. ANNOUNCEMENTS

The next scheduled meeting: Executive Committee – May 22, 2003

The next scheduled meeting: Full SciPAC – June 26, 2003

Schedule of Executive and Full SciPAC meetings

5/22/2003	Executive Committee
6/26/2003	Full SciPAC
7/24/2003	Executive Committee
8/28/2003	Full SciPAC
9/25/2003	Full SciPAC

VII. ADJOURNMENT

The SciPAC meeting was officially adjourned at 1600 HOURS.

Submitted by:

MTH	JLD
LCDR Tom Hendricks	CDR Joseph Despins
Recording Secretary	Chairperson
Date 5/9/2003	Date 5/15/2003