



Scientist Professional Advisory Committee Meeting

Office of the Surgeon General
United States Public Health Service
Minutes of 27 October 2005, Meeting Number 114

I. **LOCATION/TIME:** Telephone Conference, 1300 – 1600 HOURS

II. ATTENDANCE

A. SCIPAC MEMBERS IN ATTENDANCE

CAPT Helena Mishoe	NIH (CPO)
LCDR Ross Spears	CDC (Chair)
CDR Jon Daugherty	FDA (Treasurer)
CDR John Mosely Hayes	IHS
CAPT Bill Burkhardt	FDA
CDR Carl Pyant	BOP
CDR Dave McIntyre	HRSA
CDR Mehran Massoudi	CDC
LCDR Leslie MacDonald	CDC/NIOSH
CDR Mark Seaton	FDA
LCDR Mark Methner	CDC/NIOSH
LCDR Sara Newman	HRSA
LCDR Martin Sanders	NIH
LCDR Wei Guo	FDA
LCDR Rona Leblanc	FDA
LCDR Tracy Macgill	FDA

B. GUESTS ATTENDING

CAPT Ralph O'Conner	CDC
CAPT Kate Brett	CDC
CAPT Michael Mclaughlin	FDA
CDR Doug Thoroughman	CDC
CDR Jon Daughtery	FDA
CDR Joe Despina	FDA
LCDR Lori Draski	FDA
LCDR Angela Coleman	BOP
LCDR Rona LeBlanc	FDA

LCDR Denise Eaton	CDC
LCDR Artensie Flowers	OS
LCDR Rachel Avchen	CDC
LT Marco Bennett	FDA
LT Paul Seo	FDA

C. MEMBERS EXCUSED OR ABSENT

CDR Daphne Moffett	ATSDR
CDR Rob Lyerla	CDC
CDR Christine Benally	IHS
LCDR Rhonda Koch	HRSA
Dr. Dalton Paxman	OS/OPHS

III. STANDARD AGENDA ITEMS AND REPORTS

A. CALL TO ORDER

LCDR Spears called the meeting to order at 1306 hours.

B. REPORT FROM THE SCIPAC CHAIR – CDR Ross Spears (SciPAC@cdc.gov)

1. **New SciPAC chair** – CDR Ross Spears will serve as the 2005-2006 SciPAC Chair. Please feel free to contact CDR Spears if you have any questions or comments on SciPAC issues. Email: SciPAC@cdc.gov Phone: 404-498-2269
2. **New PAC members** – SciPAC would like to welcome its 8 new members. Please extend congratulations: CAPT Bill Burkhardt, CDR John Mosely Hayes, CDR Jon Daugherty, CDR Mehran Massoudi, CDR Mark Seaton, LCDR Wei Guo, LCDR Tracy Macgill, and LCDR Rona Leblanc.
SciPAC would also like to extend its sincere appreciation to all of the outgoing PAC members, and especially to CAPT O'Connor and LCDR Moffett for their leadership. Thanks to all for the years of hard work and dedication.
3. **Challenges for the PAC** – The 2005-2006 year promises many challenges for SciPAC as the Corps continues through the transformation process. Some of these challenges include the implications of the Three and Freeze policy, meeting and maintaining readiness, increasing scientists visibility during deployments, and new policies implementation [Ross please fill in here]
4. **Vision of the PAC for this Year** – The vision for the PAC this year is for the PAC to be more proactive and less reactive. Our main goal will be to function as a cohesive unit to meet the many challenges that are promised. [Again, fill in here from your notes.]
5. **OFRD Advisory Board** – Some time ago SciPAC proposed to form an OFRD Advisory Board, consisting of representatives from each category, that would provide input and advice to OFRD on issues and concerns regarding readiness and deployment. However, a decision was never made by OCCFM on whether to move forward with the idea. **ACTION:** CAPT Mishoe will follow up with OCCFM to determine the status of the proposal.

6. **Selection of new executive officers** – Nominations for the SciPAC positions of Vice-Chair, Secretary, and Treasurer are now being solicited. Only members of the SciPAC executive committee can be nominated for an office. Please submit nominations to LCDR Spears by November 11, 2005.
7. **COERs** – Please be reminded that all COERs are due to your Reviewing Official by November 4. Please follow up with your Rater to ensure a timely submission.
8. **Permanent promotions** – No decision on permanent promotions has been announced
9. **Assimilation** – No decision on assimilation has been announced.
10. **Serving on a Subcommittee** – If you are interested in serving on any of the numerous SciPAC subcommittees, please contact LCDR Spears. Please keep in mind that all SciPAC members are expected to serve on a subcommittee. Each subcommittee is chaired by a SciPAC member, but can be co-chaired by any member of the scientist category. Serving on a subcommittee is a good way to get involved with SciPAC activities. Please consider joining.
11. **Forming Workgroups** – Some subcommittees will consider forming workgroups to complete assigned tasks. This will provide an opportunity for non-SciPAC members to take on leadership roles.
12. **SciPAC Web Page Subcommittee** – It was proposed that SciPAC form a Web Page Subcommittee that would be tasked with maintaining the scientist website.
13. **Getting SciPAC back to science** – Several officers expressed the need for the SciPAC calls to get back to focusing on science-related topics. An effort will be made to dedicate some of the call time to discussing science and public health topics.

C. GREETINGS FROM THE ACTING CHIEF PROFESSIONAL OFFICER – CAPT Helena Mishoe

1. CAPT Mishoe expressed gratitude to SciPAC for all of its hard work and encouraged all to continue the good job.
2. A big welcome was extended to new members and appreciation was expressed to outgoing members.
3. SG Policy Advisory Committee gave update on Corps. 71.5% of officers meet readiness standards; over 2000 officers were deployed in response to hurricanes; and 940 officers staffed the SG call center.
4. OFRD will be submitting a unit award for everyone who were deployed and meet the specified criteria. OFRD recognizes that there were many challenges to deploying such a large number of officers, with training being a major one. Therefore, future training opportunities for officers will be offered. There will be a call for after action reports to obtain more feedback on training deficiencies.
5. The Transformation process is moving along. It is anticipated that new changes will be in place by June 2006. There will be new FTEs to specifically support the transformation.
6. Dr. John Agwunobi has been nominated to be the new ASH. His confirmation process is not yet complete, but is expect to be finalized soon.
7. The CPO Board and SG PAC have drafted a letter to officers who have not attempted to meet readiness (the letter has not been approved yet; it must go through normal policy approval channels first). The exact date for the letter release is not yet determined, but whenever it is released the officer will have 6 months to meet readiness standards. A letter of reprimand will go in the officer's file only after a couple of notices have been given.

8. The CPO Board has scheduled a meeting with OCCFM for half day to discuss the Three and Freeze policy.
9. The CPOs expressed concerns about the initiation of the 6th percept. They did not recommend moving forward with it. They presented alternatives for recognizing hardship duties.

D. SCIPAC SUBCOMMITTEES

Below is a list of the SciPAC Subcommittees with the name of the chairperson. If anyone is interested in serving on one of the subcommittees, please contact the chairperson.

CDR	Mehran Massoudi	Chair	Awards
LCDR	Sara Newman	Chair	Category Day
cdr	Mark Seaton	Chair	Ccrf
LCDR	Tracy Macgill	Chair	Ep
LCDR	Mark Methner	Chair	Mentoring
LCDR	Martin Sanders	Chair	Policy Review
CAPT	William Burkhardt	Chair	Career Development
CAPT	Carlton Pyant	Chair	Recruitment
CDR	Leslie Macdonald	Chair	Rules
CDR	Daphne Moffett	Chair	Science
LCDR	Wei Guo	Chair	Visibility
CDR	John Mosely Hayes	Chair	Website

Associate Recruiter Program - CDR Nelson Adekoya

Junior Officers Advisory Group (JOAG)—LCDR Rona LeBlanc

Committee is working on Category Day May 1-4 in Denver, CO. Theme for the day: “Scientists Respond.” If interested in submitting abstract, please send to Newman saranewman@dhs.gov by November 10. Agenda must be completed by November 30.

G. ANNOUNCEMENTS

The next scheduled meeting: Tuesday, November 29, 2005 at 10:00am. PLEASE NOTE THE NEW TIME AND DAY.

H. ADJOURNMENT

The SciPAC meeting was officially adjourned at 1500 HOURS.

Submitted by:

AR	DT
LCDR Artensie Flowers	CDR Daphne Moffett
Recording Secretary	Chairperson
Date 11/04/05	Date



Scientist Professional Advisory Committee Meeting Meeting Minutes

**Tuesday, November 29, 2005
1000 – 1300**

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

PASSCODE: 9374222

Leader: Ross Spears

I. Call to Order and Welcome

LCDR Spears

Participants

PAC Members	Agency	Discipline	X, if Present
LCDR Rhonda Koch	HRSA	CLINICAL PSYCHOLOGY	
CDR Carlton Pyant	BOP	FORENSIC PSYCHOLOGY	X
LCDR Mark Methner	CDC/NIOSH	ENV. SCIENCE /INDUS. HYGIENE	
LCDR Leslie MacDonald	CDC/NIOSH	ERGONOMICS	X
LCDR D. Ross Spears	CDC	CHEMISTRY	X
CDR Robin Lyerla	CDC	BIostatISTICS	
CDR John Mosely Hayes	CDC	EPIDEMIOLOGY	X
CAPT Bill Burkhardt III	FDA	MICROBIOLOGY	X
LCDR Wei Guo	FDA	PHARMACOLOGY, BIOCHEMISTRY	X
CDR Christine Benally	IHS	EPIDEMIOLOGY	X
LCDR Rona Leblanc	FDA	MICROBIOLOGY	X
CDR Daphne B. Moffett	ATSDR	ENV. HEALTH/TOX	X
LCDR Tracy Macgill	FDA	MICROBIOLOGY	X
CDR Jon R. Daugherty	FDA	MICROBIOLOGY	X
CDR Mehran Massoudi	CDC	EPIDEMIOLOGY	X
CDR David McIntyre	HRSA	Clinical Psychology	
LCDR Sara Newman	DIHS/DHS	EPIDEMIOLOGY	
LCDR Martin Sanders	NIH	MICROBIOLOGY	X
CDR Mark Seaton	EPA	PHARMACOLOGY	X
Dr. Dalton Paxman	OS/OPHS	ENVIRONMENTAL HEALTH/TOX	
CAPT Helena O. Mishoe	NIH	Microbiology	X

Others attending (spelling and rank uncertain in many instances – sorry!):

CDR Francois Belant
CAPT Kate Bret
CAPT Fout
Omar Hutinstein
Maleeka Glover
John Ekhart
LT Paul Seo, FDA
CAPT Hunter
Marko Bennet
Denise Eaton
Joe Despina
LCDR Angela Coleman
? Friedman
CDR Doug Thoroughman
CDR Debrian
LCDR Grant
CDR Kathleen McDuffy
LCDR Tohoill
LCDR Artensie Flowers
CDR Murray, BOP
CAPT Kevin McGuinness
Tom Hendrix

II. Report from the CPO

CAPT Mishoe

- No combined meeting.
- Permanent promotion posted via the LISTSERV. Expected release the 1st week in December. Shortly after release, officers can logon and see if they were promoted.
- Jan 23rd – paperwork deadline for promotions. Officer statement must be sent in hard copy. Electronic not sufficient.
- SG notice – permanent promotion physical / medical requirements (5 yr physical, annual medical history form, etc.).
- NACI documentation – or higher security clearance required. Officers need to look in OPF to see if the NACI documentation – this is needed for promotion.
- PHS Marketing Campaign. Asking for names of people to be forwarded to CAPT Dean Copeland – individuals at rank 04 and below, w/a youthful appearance, are photogenic, looks sharp in uniform, in the DC area. Wants to show the diversity of the Corps.
- CPO succession plan to ensure several months overlap between outgoing and incoming CPOs.
- 2500 Officers deployed total; 168 (~50%) Scientist Officers deployed.
- Nominations for Responder of the Year are due to Ross Spears soon.

Updated:

- Meeting w/CAPT Furman RE: 3 and freeze policy for temporary promotions. Meeting didn't happen yet, but he is willing to meet to present data to the CPOs (8th & 13th – tentative dates).
- 6th Precept. Not completely endorsed. Still in draft phase. Progress not expected until the next combined meeting.

III. Report from the PAC Chair

LCDR Spears

a. PAC Elections

- PAC Vice Chair – LCDR Martin Sanders
- Treasurer – CDR John Daugherty
- Secretary – CDR Christine Benally

b. Announcement of Subcommittee Chairs

- Ross listed the names of Chairs and Co-Chairs

c. Permanent promotions

- Don't wait until Jan 23rd to fax materials to DCP since the fax machine can back up. Prepare in advance to ensure your materials are received.

d. Assimilation

- Still waiting.

e. Scientist Poster Reminder

- Officers are encouraged to submit photos of themselves in uniform.

f. PSYPAG By-Laws Discussion and Vote (CAPT Kevin Mcguinness)

Group history (CAPT McGuinness): establish a collaboration with psychologists from other PHS categories that can provide a unified voice for psychologist officers. PSYPAG formed by HSOs initially. Designed to help increase the capacity and disaster response regarding mental health services. PSYPAG elections coming up, and they desire SciPAC to recognize the group and formally participate as a cross-category advisory group. (Martin Sanders -By-Laws): materials forwarded via e-mail this morning to PAC members. Main concern raised – discipline-based advisory group crossing categories is unprecedented, which may dilute the role of the category-specific PACs. Ross: advantages of SciPAC participation is that it would allow psych officers to interface with HSO psychologists and professional development opportunities. **PAC Members to vote via e-mail to Ross by this Friday.**

g. Creation of Website Subcommittee Discussion and Vote (CDR John Mosely Hayes)

(CDR John Mosely Hayes): Acknowledgement: Denise Eaton taking the lead on SciPAC website redesign. Website effectiveness requires regular maintenance to ensure materials are updated and screened. Content issues would be directed to the relevant PAC Subcommittee Chairs. The new Subcommittee would provide the coordination and guidance. A dedicated subcommittee for this

activity will provide the support and recognition to those who would devote the time and effort to keep the website updated. (Denise Eaton): a group of volunteers has been reviewing the PAC website and identifying redesign needs. **PAC Members to vote via e-mail to Ross by this Friday.**

h. Creation of the Science Subcommittee Discussion and Vote (CDR Daphne Moffett and Doug Thoroughman)

(CDR Daphne Moffett): a new subcommittee proposed to highlight scientific issues (e.g., conferences, job postings) relevant for Scientist Officers that may not otherwise get “air time” due to other PAC matters that often demand our immediate attention.

IV. Subcommittee Reports

LCDR Spears

a. JOAG Report

LCDR Rona LeBlanc

Group meets once/month. Last meeting – Jerry Farrell, COA President spoke. ASH Confirmation on hold. PH Leadership Institute – one day before the COA Conference. Foundation wants to publish deployment stories.

b. Awards Subcommittee

CDR Mehran Massoudi

Clem Welsh will be Co-Chair. Responder of the Year – categories will submit nominations. Unknown who will make the final decision. Call for nominations for Jr and Sr Scientist Officer coming out in Spring.

c. Category Day Subcommittee

LCDR Newman

Agenda complete. Confirmations underway.

d. CCRF Subcommittee

CDR Mark Seaton

The committee follows up with officers who are not basic qualified.

e. Emergency Preparedness Subcommittee

LCDR Tracy Macgill

LCDR MacIntyre will be Co-Chair. The committee is an information resource. Liaison with OFRD to obtain clarification about readiness requirements. This year: want to establish a relationship with OFRD staff to develop transparency about deployment procedures. This will hopefully open up new deployment roles and training opportunities.

f. Mentoring Subcommittee

LCDR Mark Methner

Report by Ross: contact the subcommittee chair or co-chair if you are interested in being a mentor or mentee.

g. Professional development

LCDR Martin Sanders

New subcommittee formed last year to be able to respond (critical reviews) to new policy review for comment – e.g., 6th precept, CCPM updates. CV reviews completed. Scientist Handbook being updated by about August, 2006.

h. Recruitment and Retention Subcommittee

CAPT Carlton Pyant

Identify / target individuals for commissioning in the PHS. Strategies planned: work with human resources personnel within agencies, talking directly to new employees during their orientation, letters to doctoral students. Increase membership in the Associate Recruiter Program.

i. Rules Subcommittee

LCDR Leslie MacDonald

Activities for the coming year: distribute SOP supplements to appropriate PAC members, coordinate the completion of SOP supplements for the awards subcommittee and the website subcommittee (if this subcommittee is approved), coordinate the generation of new subcommittee descriptions for inclusion in the PAC SOP, and select new PAC members in the spring.

j. Visibility Subcommittee

LCDR Wei Guo

The ads will be emailed via listserv by mid-December. Will work with website committee.

V. Closing Remarks

LCDR Spears

Next meeting: January 3rd, 2006; 1000-1300 ET
Happy Holidays!



Scientist Professional Advisory Committee Meeting

Meeting Minutes

Tuesday, January 3, 2006
1000 – 1300

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

PASSCODE: 9374222

Leader: Ross Spears

I. Call to Order and Welcome

LCDR Spears

Participants

PAC Members	Agency	Discipline	X, if Present
CDR Christine J. Benally	IHS	Epidemiology	X
CAPT Bill Burkhardt III	FDA	Microbiology	X
CDR Jon R. Daugherty	FDA	Microbiology	X
LCDR Wei Guo	FDA	Pharmacology/Biochemistry	X
CDR John Mosely Hayes	CDC	Epidemiology	X
LCDR Rhonda Koch	HRSA	Clinical Psychology	-
LCDR Rona Leblanc	FDA	Microbiology	X
CDR Robin Lyerla	CDC	Biostatistics	X
LCDR Leslie MacDonald	CDC/NIOSH	Ergonomics	X
LCDR Tracy Macgill	FDA	Microbiology	X
CDR Mehran Massoudi	CDC	Epidemiology	-
CDR David McIntyre	HRSA	Clinical Psychology	X
LCDR Mark Methner	CDC/NIOSH	Env. Science/Indus. Hygiene	X
CDR Daphne B. Moffett	ATSDR	Env. Health/Tox	X
LCDR Sara Newman	DIHS/DHS	Epidemiology	-
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	-
CDR Carlton Pyant	BOP	Forensic Psychology	-
LCDR Martin Sanders	NIH	Microbiology	X
CDR Mark Seaton	EPA	Pharmacology	X
LCDR D. Ross Spears	CDC	Chemistry	X
CAPT Helena O. Mishoe	NIH	Microbiology	X

Guests:

LCDR Rachel Nonkin Avchen
LT Marco Bennett
LCDR Diana M. Bensyl
CDR Heidi Blanck
CAPT Pamela Ching
CDR Lemyra DeBruyn
CDR Joseph L. Despina
LCDR Danice Eaton
CDR John J. Eckert.
LCDR Dominic R. Frasca
LCDR Dara Spatz Friedman

LCDR Susan Hariri
CDR Tom Hendricks
CAPT G. Bryan Jones, Ph.D.
CDR Francois M. LaLonde
CDR Theresa Lawrence
CDR Kathleen Y. McDuffie
CAPT Michael A. McLaughlin
CDR Michael D. Murry
LCDR Melanie F. Myers
LCDR Timothy Nelle
LCDR Hae-Kyung Amy Park

LCDR Leigh Ramsey
CDR Cynthia Striley
LCDR David A. Thompson
CDR Doug Thoroughman
CDR Richard P. Troiano
LT Paul Seo
LT Andrea Sharma
CDR Clem Welsh
CDR O'Neal Walker
CAPT William D. Watkins
LT Lauren Zapata

II. Report from the CPO

CAPT Mishoe

- Presented a couple of items in follow up to the December 2005 meeting.
- Three and Freeze: The SG PAC and CPO Board met with Surgeon General Carmona about the promotions. He requested that the concerns about the promotion be documented and submitted to him. He will also entertain written comments.
- Five workgroups were established for transformation. CAPT Mishoe is on the assignment work group that will address how people are assigned and will commit one day a week. Each group will communicate with the CPO and SG PAC.
- Officer can self nominate to be on the Category Appointment Board. CDR Marjorie Wallace needs a core group to help out.
- Action: CAPT Mishoe will inquire on whether officers need to be stationed in the DC area.
- Special Assignment Service Award. The initial set was shaken out. The second set sent up in September was tracked the last three months. Jane Sprouse hopes to have get them out by mid January.

III. Report from the PAC Chair

LCDR Spears

a. Goals and Challenges for the New Year

- Three and Freeze
- Personnel Manual
- Deployment Issues
- Sixth Percept
- Maintain high moral and spirits
- Bring on one person into the Corp, into the Scientist Category. We have 254 Scientists.
- The transformation workgroups' deadline is January 18, 2006. The groups are 1) size, 2) revise billets, 3) assignment, 4) recruitment, and 5) readiness.

b. Promotion Deadline Reminder

- OPF documentation due January 23, 2006.

c. PSYPAG By-laws Discussion and Vote (CAPT Kevin McGuinness)

- CAPT McGuinness was not present to discuss.

d. Treasure's Report

- No change. \$1892.36.
- CDR Daugherty will look into options for fund raising.
- CDR Hayes will prepare a proposal on Microsoft Frontpage for the Website Subcommittee.
- CDR Moffett motioned to fund two awards given at the CAO meeting to awardees to place on a plaque that looks professional in the amount of \$140.00. CDR Benally second the motion. LCDR Spears will send out a ballot.

IV. Subcommittee Reports

LCDR Spears

a. JOAG Report

LCDR Rona LeBlanc

Information was presented by the CPO and PAC.

b. Awards Subcommittee

CDR Mehran Massoudi

The awards are to be announced for the May COA meeting.

c. Category Day Subcommittee

LCDR Newman

Agenda complete. Confirmations are complete. The next call is tomorrow.

d. CCRF Subcommittee

CDR Mark Seaton

The committee needs an IHS and two NIH representatives. If interested email CDR Seaton.

e. Career Development

CAPT Bill Burkhardt

CDR Hayes will refer reassign two officers from Website subcommittee to Career Development.

f. Emergency Preparedness Subcommittee

LCDR Tracy Macgill

The SERT course deadline is tomorrow. More information will be available if there is a limit of the number of enrollment. Many Scientist officers have deployed as SERT LNO, and the key is to get trained.

g. Mentoring Subcommittee

LCDR Mark Methner

There are 32 mentors and 20 mentees. LCDR Spears mentioned that anyone who is an O-5 or below needs to have a mentor and to contact LCDR Methner at mmm5@cdc.gov.

h. Policy Review

LCDR Martin Sanders

No report. Has three members and has a back up list.

i. Recruitment and Retention Subcommittee

CAPT Carlton Pyant

No report.

j. Rules Subcommittee

LCDR Leslie MacDonald

The Standard Operating Procedures need to be updated. Each subcommittee chair is requested to send a three to four sentence purpose statement with updated email address and contact. The new PAC selection is due at the end of April. Three to four volunteers are needed. If interested email LCDR MacDonald at lmacdonald@cdc.gov, 513-841-4529.

k. Science

CDR Moffett

No meeting. Proposed to prepare a SG Report to showcase leadership, accomplishments, and historic achievements in all categories, and to offer program evaluation and surveillance consultation for all OPDIVS and for PH decisions.

l. Visibility Subcommittee

LCDR Wei Guo

Has nine members. The subcommittee will work in two things: 1) collect the information of big impact and 2) make it known to others. Requests availability of flyers, posters, and other promotional items. Susan Caviness prepared the COA poster for 11 years. She needs photos and two-three sentences on disaster response or normal job. The poster for the COA meeting is 7' wide but can be printed half the size upon request. LCDR Spears will check on policy to publish in newsletter or magazine. Scientist Officers are requested to LCDR Guo news to share, wei.guo@fda.hhs.gov, 301-827-1257.

m. Website

LCD John Mosely Hayes

Prepared a purpose statement. Updating the handbook. The next meeting is 1/31/06.

V. Closing Remarks

LCDR Spears

Next meeting: February 7, 2006; 1000-1300 ET. Same number and code. Will try to open more lines. Get documents into OPF before January 23, 2006.



Scientist Professional Advisory Committee Meeting

Meeting Minutes

Tuesday, February 7, 2006

1000 – 1300

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

PASSCODE: 9374222

Leader: Ross Spears

I. Call to Order and Welcome

LCDR Spears

- There were over 50 officers who dialed in last month. The number of lines was expanded to 70 for this call.
- Send an email to christine.benally@ihs.gov of your attendance.

Participants

PAC Members	Agency	Discipline	X, if Present
CDR Christine J. Benally	IHS	Epidemiology	X
CAPT Bill Burkhardt III	FDA	Microbiology	X
CDR Jon R. Daugherty	FDA	Microbiology	-
LCDR Wei Guo	FDA	Pharmacology/Biochemistry	X
CDR John Mosely Hayes	CDC	Epidemiology	-
LCDR Rhonda Koch	HRSA	Clinical Psychology	-
LCDR Rona Leblanc	FDA	Microbiology	X
CDR Robin Lyerla	CDC	Biostatistics	-
LCDR Leslie MacDonald	CDC/NIOSH	Ergonomics	X
LCDR Tracy Macgill	FDA	Microbiology	X
CDR Mehran Massoudi	CDC	Epidemiology	X
CDR David McIntyre	HRSA	Clinical Psychology	X
LCDR Mark Methner	CDC/NIOSH	Env. Science/Indus. Hygiene	X
CDR Daphne B. Moffett	ATSDR	Env. Health/Tox	X
LCDR Sara Newman	DIHS/DHS	Epidemiology	X
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	-
CDR Carlton Pyant	BOP	Forensic Psychology	X
LCDR Martin Sanders	NIH	Microbiology	X
CDR Mark Seaton	EPA	Pharmacology	X
LCDR D. Ross Spears	CDC	Chemistry	X
CAPT Helena O. Mishoe	NIH	Microbiology	X

Non-voting Scientists Participants:

LCDR Rachel Nonkin Avchen
LT Marco Bennett
CAPT Pamela Ching
LT David J. Beckstead
CDR Lemyra DeBruyn
CDR Heidi Michels Blanck
CDR Joseph L. Despina
CDR John J. Eckert
LCDR Judy Facey

LCDR Artensie Flowers
LCDR Maleeka Glover
LCDR Althea M. Grant
CDR Tom Hendricks
CAPT Brian Jones
CDR Francois M. LaLonde
CDR Theresa Lawrence
CAPT Kevin M. McGuinness
CDR Michael D. Murry

LCDR Amy H. Park
CDR Doug Thoroughman
CDR Richard P. Troiano
LT Drew Voetsch
CDR Clem Welsh
CDR O'Neal Walker
CAPT Mildred Williams-
Johnson

II. Report from the CPO

CAPT Mishoe

- Highlighted the January 18 SG PAC and CPO meeting
- RADM Moritsugu re-iterated Dr. John Agwunobi's, Assistant Secretary for Health, key principals on character, integrity, credibility, transparency of the Corps. He asked for loyalty of the officers. Other officers who met him or heard him speak, spoke highly of his responsiveness. CDR Thoroughman spoke to him about concerns on the three strikes rule, keeping science, maintaining moral, and using the CPO as an important resource. The recent statements on transformation are available at the following websites.
 - <http://www.coausphs.org/TRANSFORMATION%20HAS%20ARRIVED.doc>
 - <http://overhill.health.org/asf1/3CommCorps/06-0118TransformationEvent.wmv>
 - <http://www.cdc.gov/od/occp/news/transformation.htm>
- Transformation: Much of the work on transformation is at the Departmental level and has been pre-decisional with constant changes with lots of questions and five working groups are working on overall development of recommendations to change. The five groups are 1) Sizing, 2) Classification and Position, 3) Assignments, 4) Recruitment and Training and 5) Readiness. The work groups should be done by late February or early March. A couple of underlying issues for implementation are Human Resources and Information Technology infrastructure. Also, there are needs in partnerships with other governments, recruitment and retention, readiness, deployable teams, and use of selective reserves, and training in all areas to insure adequate response, and career development. As part of career development, mentorship, training, and more liaisons. The Assignments work group discussion included isolated, hardship, and difficult to fill positions, vacancy identification, assignments, agency selection, loan repayment, and rotational models. Members of the work groups were selected by agency. Officers are asked to be patient and to have the groups work through this the first process. The Chairs of each work groups meeting weekly. Other officers also on the work groups commented that:
 - there is some cross communication between groups,
 - that there needs to be increased capacity within categories that are not at times in OPDIVs,
 - develop billets for non-federal billets that are at times prohibited, especially with Tribal, State and local governments,
 - having diverse assignments verses geographic mobility,
 - to have officers rotate on these planning committees,
 - need to identify agency needs,
 - level of civil service participation, and

- agency buy in.

III. Report from the PAC Chair

LCDR Spears

a. Goals and Challenges for the New Year

- Support for the PsyPAG vote passed.
- The percent of basic ready scientist officers fell below 70%. Overall, officers needed flu vaccine and PPD.
- Assimilation applications are due February 15, 2006.
- CPOs are aware of PAC concerns and when they'll be brought into discussion.
- Plaques for the awards passed. This year's awardees will get plaques.

b. Treasure's Report

- CDR Daugherty was absent so there was no report. The balance is \$1892.

IV. Subcommittee Reports

LCDR Spears

a. JOAG Report

LCDR Rona LeBlanc

CAPT Lee Shackelford presented at the last meeting. SG Carmona will present at the next meeting on 2/10/06. The nomination for JOAG award is 3/1/06. A list of question/concerns for SG Carmona was provided.

b. Awards Subcommittee

CDR Clem Welsh

The notice for nomination is out. The deadline is 3/17/06. O6 grade officers are asked to volunteer to review and score the nominees.

c. Category Day Subcommittee

LCDR Newman

The COA Scientist Category day is packed with presentations from CAPT Mishoe, scientist of the year, promotion, disaster response, OFRD. For an agenda, contact LCDR Newman at Sara.Newman@hhs.gov. CAPT Jones will follow up on Atlanta-Denver flight.

d. CCRF Subcommittee

CDR Mark Seaton

More (33) officers were not basic read on the January list from the November list, most due to lacking the PPD and flu shot. OFRD does not send out reminders. CDR Seaton suggested that he might send an email to all officers as a reminder to get the annual flu shot and PPD, so individual officers don't feel singled out. A motion was made to change the name of this committee from CCRF to OFRD. There were no objections.

e. Career Development

CAPT Bill Burkhardt

Four volunteers are needed for two projects. If interested send an email to CAPT Burkhardt at w.burkhardt@fda.hhs.gov. The handbook needs to be updated with changes in policies in

benchmarks, mentoring, hardship, preferential treatment, duty and readiness. The subcommittee needs two volunteers to work on the handbook.

f. Emergency Preparedness Subcommittee

LCDR Tracy Macgill

Online SERT courses are posted on the CCRF website with application duration and deadlines (table below). Officers who took the course in February spoke favorably of the course and encouraged others to sign up, especially if your role is a Liaison Officer who would be the first to be deployed. Officers recommended that officers should be given the option to select secondary and tertiary roles.

<u>Course</u>	<u>Application period opens</u>	<u>Application deadline</u>
March 6-24, 2006	February 1, 2006	February 17, 2006
April 10-28, 2006	March 1, 2006	March 24, 2006
May 8-26, 2006	April 1, 2006	April 21, 2006

g. Mentoring Subcommittee

LCDR Mark Methner

There are 34 mentors and 28 mentees. LCDR Methner asked for O5 and O6 volunteers to provide mentorship. LCDR Spears recommended that anyone who is an O-4 or below needs to have a mentor and to contact LCDR Methner at mmm5@cdc.gov. His committee will work on assignment, matching, and reassignment.

h. Policy Review

LCDR Martin Sanders

No report.

i. Recruitment and Retention Subcommittee

CAPT Carlton Pyant

CAPT Pyant will be contacting members and arrange for a t-con next week, and welcome ideas, and new posting of vacancies. Send them to eyo0@cdc.gov. Discussion was on how to retain officers as those coming into EIS and policy changes as eliminating the 3 and freeze that maybe scaring potential career officers away. Every organization is a pyramid therefore we need to promote that the COs are sharp, competitive, and not a terrible thing to be so drive people to become COs.

j. Rules Subcommittee

LCDR Leslie MacDonald

Seven subcommittee submitted their Standard Operating Procedures and five need to. Will be organizing a t-call at the end of this month or early next month. Need SOP for PAC member selection process. Email SOPs to LCDR MacDonald at lmacdonald@cdc.gov, 513-841-4529.

k. Science

CDR Moffett

The subcommittee met on January 17, 2006. Regular meeting will be held 3rd Thursday, 1200-1300 hours of each month. The are 16 members. The subcommittee will work on OMB clearance, opportunities for speakers, risk assessments modeling. The next meeting is February 16.

l. Visibility Subcommittee

LCDR Wei Guo

There has been frequent email exchange among members. Two updates: 1) collect information to details on activities, and 2) CO information was distributed at the Lake Forest New Chinese Year Celebration. Suggestions were to make information available at the FDA Scientist Conference, 4/18-20. Visibility opportunity is also available in the DC area activities through the DC COA and arrangements are being made for officers to help with judging science fairs in the DC area. You're your news to LCDR Guo at wei.guo@fda.hhs.gov, 301-827-1257.

m. Website

LCD John Mosely Hayes

Report was provided by CDR Francois Lalande. The subcommittee met January 31, 2006. All but one subcommittee has a front page. They hope to others to view the page before going public.

V. Closing Remarks

LCDR Spears

The presidents FY 2007 budget requests for a \$XX million increase and \$XX million to transform the Corp.

Next meeting: March 7, 2006; 1000-1300 ET. Same number and code.



Scientist Professional Advisory Committee Meeting

Meeting Minutes

Tuesday, February 7, 2006

1000 – 1300

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

PASSCODE: 9374222

Leader: Ross Spears

I. Call to Order and Welcome

LCDR Spears

- Send an email to christine.benally@ihs.gov of your attendance.

Participants

PAC Members	Agency	Discipline	X, if Present
CDR Christine J. Benally	IHS	Epidemiology	X
CAPT Bill Burkhardt III	FDA	Microbiology	-
CDR Jon R. Daugherty	FDA	Microbiology	X
LCDR Wei Guo	FDA	Pharmacology/Biochemistry	X
CDR John Mosely Hayes	CDC	Epidemiology	X
LCDR Rhonda Koch	HRSA	Clinical Psychology	-
LCDR Rona Leblanc	FDA	Microbiology	X
CDR Robin Lyerla	CDC	Biostatistics	-
LCDR Leslie MacDonald	CDC/NIOSH	Ergonomics	X
LCDR Tracy Macgill	FDA	Microbiology	X
CDR Mehran Massoudi	CDC	Epidemiology	X
CDR David McIntyre	HRSA	Clinical Psychology	-
LCDR Mark Methner	CDC/NIOSH	Env. Science/Indus. Hygiene	X
CDR Daphne B. Moffett	ATSDR	Env. Health/Tox	X
LCDR Sara Newman	DIHS/DHS	Epidemiology	X
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	-
CDR Carlton Pyant	BOP	Forensic Psychology	X
LCDR Martin Sanders	NIH	Microbiology	X
CDR Mark Seaton	EPA	Pharmacology	X
LCDR D. Ross Spears	CDC	Chemistry	
CAPT Helena O. Mishoe	NIH	Microbiology	X

Non-voting Scientists Participants:

LCDR Rachel Nonkin Avchen

LT Marco Bennett

CDR Heidi Michels Blanck

CAPT Kate Brett
CAPT Pamela Ching
CDR Lemyra DeBruyn
CDR Joseph L. Despina
LCDR Laura Draski
LCDR Danice K. Eaton
LCDR Judy Facey
LCDR Artensie Flowers

LCDR Maleeka Glover
CAPT Bryan Jones
CDR Theresa Lawrence
CDR Michael D. Murry
LCDR Timothy Nelle
LT Paul Seo
LT John Stansberry
LCDR David A. Thompson

CDR Doug Thoroughman
CDR Richard P. Troiano
LT Drew Voetsch
CDR O'Neal Walker
CDR Clem Walsh
CAPT Mildred Williams-Johnson

II. Report from the CPO

CAPT Mishoe

- Highlighted a couple of items 1) the three and freeze and 2) transformation.
- The CPOs put together a memo for the SG to reconsider the three and freeze that was written in 2003 to be effective for the third trim, in 2006. This policy was to be part of transformation on which plans are now underway, therefore the three and freeze policy was developed at a different time. Also based on recent changes in data and promotion criteria, the recommendation not to enforce the three and freeze was forward by RADM Moritsugu and Surgeon General Carmona to RADM John Agwunobi, the Assistant Secretary of Health. Officers will be informed of the ASH's decision.
- Transformation. The five working groups have been meeting for the last two months. Last Thursday, all the groups met together with the SG and the ASH who were present for the entire meeting and very engaged. The overall recommendations are still predecisional and will be shared until decisions are made. There is no paper flow because things could change. The working groups report went to the Deputy Secretary to the Secretary who will share with the Agency Heads then it will go back to the Secretary. Afterwards, implementation will take place. The challenges are fiscal support for IT support and IT system.
- The SG was pleased that the Katrina report that went to the White House mentioned the USPHS and the Secretary applauded the Corp in recent statements.
- Another overarching key things from the working groups recommendations are to grow the Corps at 10% from 6000 to 6600. All officer must be Basic Ready, and must be considered deployable. Each officer will be placed in one of four functional group; Clinical, Applied Public Health, Mental Health, and Research. So, each officer will have three role: Functional, Category, and Deployment. Each role maybe different. The deployment role is in a four tier system (1 to 4) with 1 and 2 include individuals be deployable in 12 to 36 hours. These people will be trained together, at least once a year to know each other.
- The role of the PAC was provided by CDR Troiano. The PACs will be charged with developing a billet for every position. Currently, about 200 of the 600 billets are used. There will be over 6000 billets. Each officer will have a career track path from O2 or O3 to O6. The functional advisory group will have up to four members, research, mental health, clinical, and applied public health, to insure continuity across billets.
- Two trainings were mentioned at the CPO and SG meeting. First, each agency will be asked to designate officers that are mission critical. Before officers are assigned into one of the four Tiers, RADM Babb needs to know who is critical and who are ready to deploy. The liaisons will work with those considered critical.

- Assignment. Devise a plan on how an officer is assigned a Hard to fill or Isolated/Hardship and how to get out. Also provide officers with incentive pay, training, career development, and given preference to leave for another assignment. This would provide a clear career path, and may help recruitment and retention. Again, resource is needed for IT, IT system, and FTEs for career development.
- Sixth precept. CAPT Furman provided a presentation with revised recommendations that addressed issues that arose. The policy was not provided therefore couldn't comment, also due to concerns that it is not based on data to make an assessment and wanted to make sure it was equitable.
- A couple of work groups had agency implement by January. Additional information on sizing was that 22% could retire and another 22% could retire in 5 years. Attrition, recruitment and IT are issues to recruit the next generation of officers.

III. Report from the PAC Chair

LCDR Spears

- a. No report.**

IV. Treasure's Report

- b. CDR Daugherty reported that the balance was \$1879.36.**

V. Subcommittee Reports

LCDR Spears

- w. Website**

LCD Hayes

Met on February 28, 2006. There is progress with five officers working on remodeling to enhanced website.

- a. JOAG Report**

LCDR Rona LeBlanc

Met February 10, 2006 with Carmona, Mortisugu, and Williams who talked about transformation, three and freeze, new manual on uniform wear, training, ASH confirmation, sizing, and COA. The next meeting is Friday, February 10, 2006, 1 pm est. 866-772-5230 password 4413222.

- b. Awards Subcommittee**

CDR Clem Welsh

The notice for nomination is out and nominations are accepted through March 17, 2006.

- c. Category Day Subcommittee**

LCDR Newman

The speaker coordination is Marco Bennett and the moderator is Arnold Farley. The COA Social event is May 2, 2006 at the Colorado History Museum from 7 to 11 pm.

- d. Career Development**

CAPT Angela Gonzales

We established priority to revise the scientist handbook starting with Chapters 1 and 2. The Next meeting is March 16.

- e. Emergency Preparedness Subcommittee**

LCDR Tracy Macgill

Met February 24 with a good turnout. They are asking for volunteers to develop a spreadsheet for OFRD. If you deployed for the Hurricane, you should see a Crisis Response Award in your eOPF. Contact your liaison. RADM Babb will join us for 10-15 minutes during the next PAC call. Send questions or issues to LCDR Macgill..

f. Mentoring Subcommittee

LCDR Mark Methner

There are 34 mentors and 31 mentees. Contact LCDR Methner at mmm5@cdc.gov if you wish to be a mentor or mentee.

g. OFRD Subcommittee

In holding pattern during January and February. They will request a basic qualified report. Judy Fesey developed a flyer to remain officer to get their annual BLS. PPD and flu immunization. They would like to collect information on officers who deployed as they may not be captured by OFRD.

h. Policy Review

LCDR Martin Sanders

Obtained copies of policy from the Physicians category and is now being reviewed.

i. Recruitment and Retention Subcommittee

CAPT Carlton Pyant

A letter was sent to BOPs about CO opportunities, training, and benefits of joining PHS. Second, USPHS information are being set up at the EIS conference, FDA Centennial forum, and Blackwell Sciday forum.

j. Rules Subcommittee

LCDR Leslie MacDonald

Subcommittee is working on the Standard Operating Procedures. The Career Development and Recruitment and Retention subcommittees need to notify LCDR MacDonald if there or any or no changes. The Policy Review and Science need to submit their SOPs. SOPs should be to LCDR MacDonald at lmacdonald@cdc.gov, 513-841-4529. Hope to have the complete set for the April meeting.

k. Science

CDR Thoroughman

Met on February 16. Will look into OFRD deployment role. 2) develop a document with a scientific accomplishments to share with others.

l. Visibility Subcommittee

LCDR Wei Guo

There is discussion on making some SCIPAC / PHS coins. Quotes are being collected. Susanne Caviness would like pictures and paragraphs for the COA meeting. A point of contact is needed for the Military Almanac that NOAA and PHS on its cover but not in the rest of the catalog. www.militaryalmanac.com, 703-532-1631.

VI. Closing Remarks

LCDR Spears

CAPT Jones, Psychology of the year award call for nomination.

Next meeting: April 4, 2006; 1000-1300 ET. Same number and code.



Scientist Professional Advisory Committee Meeting

Meeting Minutes

Tuesday, April 4, 2006

1000 – 1300

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

PASSCODE: 9374222

Leader: Ross Spears

I. Call to Order and Welcome

LCDR Spears

- Send an email to christine.benally@ihs.gov of your attendance.

Participants

PAC Members	Agency	Discipline	X, if Present
CDR Christine J. Benally	IHS	Epidemiology	X
CAPT Bill Burkhardt III	FDA	Microbiology	X
CDR Jon R. Daugherty	FDA	Microbiology	X
LCDR Wei Guo	FDA	Pharmacology/Biochemistry	-
CDR John Mosely Hayes	CDC	Epidemiology	-
LCDR Rhonda Koch	HRSA	Clinical Psychology	-
LCDR Rona Leblanc	FDA	Microbiology	X
CDR Robin Lyerla	CDC	Biostatistics	-
LCDR Leslie MacDonald	CDC/NIOSH	Ergonomics	X
LCDR Tracy Macgill	FDA	Microbiology	X
CDR Mehran Massoudi	CDC	Epidemiology	X
CDR David McIntyre	HRSA	Clinical Psychology	X
LCDR Mark Methner	CDC/NIOSH	Env. Science/Indus. Hygiene	X
CDR Daphne B. Moffett	ATSDR	Env. Health/Tox	X
LCDR Sara Newman	DIHS/DHS	Epidemiology	X
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	-
CDR Carlton Pyant	BOP	Forensic Psychology	X
LCDR Martin Sanders	NIH	Microbiology	X
CDR Mark Seaton	EPA	Pharmacology	X
LCDR D. Ross Spears	CDC	Chemistry	X
CAPT Helena O. Mishoe	NIH	Microbiology	X

Non-voting Scientists Participants:

LCDR Rachel Nonkin Avchen

LT Marco Bennett

CAPT Kate Brett

CAPT William Cibulas
CAPT Pamela Ching
LT Chekesha S. Clingman
CDR Joseph L. Despina
LCDR Laura Draski
CAPT Bennett Fletcher
LCDR Artensie Flowers
LCDR Maleeka Glover

CAPT Angela M. Gonzalez
Willis
CDR M. Thomas Hendricks
CDR Francois M. Lalonde
CDR Peter D. MeElroy
CDR Michael D. Murry
LCDR Timothy Nelle
LCDR Lisa Pealer

LT Paul Seo
LT John Stansberry
CDR Doug Thoroughman
CDR Richard P. Troiano
LT Drew Voetsch
CDR O'Neal Walker

II. Report from the CPO

CAPT Mishoe

- Highlighted a couple of items 1) the three and freeze and 2) transformation.

III. Forum with RADM Babb (OFRD)

RADM Babb

The forum was at the end of the meeting.

IV. Report from the PAC Chair

LCDR Spears

- Meet and Greet**
- Readiness Discussion**
- Upcoming COA**
- PAC Chair Meeting Report**

Policy Subcommittee is working on the beach mark for promotion.

Psy PAC had elections for 2007.

V. Treasure's Report

- CDR Daugherty reported that the balance was \$1879.36. The plaques for the awards were ordered. Fund raising options as coin sells was discussed. CDR Daugherty will explore additional fund raising opportunities.**

VI. Subcommittee Reports

LCDR Spears

i. Recruitment and Retention

CDR Pyant

He will be attending a Career fair on May 12, 2006 at University of North Carolina, Chapel Hill to promote career opportunity in USPHS. He contacted the BOP Training Director and has received two calls as a result. There are 82 EIS officers, 72 US citizens, 21 are Ph.D. and 12 chose PHS and are applying to the Corps. Officers were remained to document all recruiting activities in the CV and officer's statement; also request a letter of acknowledgement for the OPF. His also been invited to speak to a High school class, a Pharmacy class at a university.

a. JOAG Report

LCDR Rona LeBlanc

Met March 10, 2006. The selected LCDR Spears for the T-shirt slogan award. The next meeting is April 30 at the COA. For the June 14 call, RADM Vanderwagen will be on the call, 1 pm est. 866-772-5230 password 4413222.

b. Awards Subcommittee

CDR Clem Welsh

There were five nominations for the Derrick Dunn Award and six Junior Officer Award. They will be forwarded to the judges next week. Awardees will be notified to attend the COA conference.

c. Category Day Subcommittee

LCDR Newman

A speaker couldn't get travel so CAPT Kevin McGuinness accepted to provide a presentation. Agenda is set with Arnold Farley and Marco Bennett facilitating. There is no Scientist Social; officers are invited to join the intercategory activities planned at the Colorado History Museum for \$40.00 per person for dinner, May 2, 2006 from 7 to 11 pm.

d. CCRF Subcommittee

CDR Mark Seaton

35/79 O-6 officers are not qualified and 15/79 O-5 are not qualified that's 51 of 79 not qualified at basic ready are senior officers. These officers need to be contacted to be basic ready. The subcommittee will send out reminders of BLS, PPD, and immunization update. The President's Challenge might be going away. CAPT Mishoe will contact the senior officers to get the necessary requirements done for basic readiness.

e. Career Development

CAPT Bill Burkhardt

Met 3/30/06. They are working on updating the handbook. Chapter 1 didn't describe scientist role and had done to increase public health. Chapter 2, specialty pay. Chapter 3, check for accuracy. Chapter 4, billeting and career tracking in clinical, research, mental health, and public health. Need timeline and integration. Draft of the specific billets will be ready for review August 1, 2006.

f. Emergency Preparedness Subcommittee

LCDR Tracy Macgill

RADM Babb will be on line. The subcommittee is working on a guidance document for scientist role from all categories. They will describe and identify role based on experience. Ross will get some information to David. david.mcintyre@dhs.gov

g. Mentoring Subcommittee

LCDR Mark Methner

There are 34 mentors and 30 mentees. Contact LCDR Methner at mmm5@cdc.gov if you wish to be a mentor or mentee. They will have a teleconference and request a list of O-6 officers for general reference. Again officers were remained to document mentoring activities into OPF officer's statement because it is a bench mark and keep track on an Excel or word file.

h. Policy Review

LCDR Martin Sanders

The committee is reviewing policy for the promotion board.

i. Recruitment and Retention Subcommittee

CAPT Carlton Pyant

Presented first.

**j. Rules Subcommittee
MacDonald**

LCDR Leslie

The SOPs are updated. Thanks to the chair for the update. Subcommittee description will be all over next week. New SOP on how to invite guests to conference calls will be next. Joe Despina and Ross Spears are writing up the document and will be available for comment. Contact Leblanc for all JOAG liaison activities.

k. Science

CDR Moffett

Met on March 16. Shared links to CDC Intranet Human Research and will be writing a paper of importance of science research. CDR Thoroughman states the subcommittee is looking into a Scientific Achievement Award for all categories like the CAO Responder award or the Shepherd Award. The subcommittee will continue to pursue it for next year. CAPT Mishoe will consult RADM Barror who is the AMSUS representative.

Will look into OFRD deployment role. 2) develop a document with a scientific accomplishment to share with others.

l. Visibility Subcommittee

LCDR Spear

The subcommittee previously discussed a SCIPAC PHS coin. Questions arose on the use of the PHS seal. CDR Benally will forward the coin making experience with the AIANCOAC coin to CDR Daugherty. It cost \$770 for 320 coins in China and hopes to have it ready before COA. The subcommittee will check with Susan Caviness.

m. Website Subcommittee

CDR Lalonde

The website that the subcommittee's been working on will be ready at the end of the month. They will email to a few people to test.

VII. Closing Remarks

LCDR Spears

Next meeting: May 2, 2006; 1000-1300 ET. Same number and code.

Questions for RADM Babb

1. The Scientist Category has some professional disciplines (such as toxicologists, chemists, microbiologists, and many others) that do not fit into the most frequently called-upon deployment roles. With the Corps Transformation upon us and the importance of participating in deployments how can Officers in non-clinical, highly specialized positions be deployed? If so, would it be

helpful to OFRD staff if the Scientist Category provided them with a listing of scientist names, specialties, and the unique deployment roles Scientist Officers could respond to?

Update on where we are headed. There will be a tiered response teams. 5 rapid team, 10 SERT teams, 2 public health teams to act and replace state or local public health department, 2 mental health teams, and 3 everybody else. The teams will be on call every 5 months. Primary team on call and secondary team on call on any given month. The Katrina Report mandates a dedicated team and got 2007 funding. Now and up to 6/1/06 go to website and ID training. Get skills and experience to as multiple response teams. 3-5 different response roles. For rapid deployment in tier 1, revise application and plug in from local area.

2. What would you suggest to Scientist Officers who have volunteered for deployments but have not been selected for a deployment yet?

Volunteers not called. We need to continue to seek officers to deploy. Of the 30 roles on website and 18 deployed. Need as increased number of Liaison officer to deploy, and not in research.

3. What is the selection/notification process OFRD utilizes to select Officers for deployments? What role (if any) does the agencies play in whether an officer is deployed or not?

Breakdown in Ops, planning, logistics and leadership only generic SERT training on how to best fit into deployment.

4. What is the status of the FMRB and NEPA ribbons?

They will disappear. This group of people specially qualified for response now, all officers should qualify to respond. They can still wear their badge. New awards will be defined and is waiting for ASH signature. Many deployed outside job expertise. Many plugged in and needed to get those jobs done. Need people in LA and New Orleans now.

5. Is OFRD developing any type of process which could cue Officers by direct email of changes to their readiness status?

Process to give information to officers of change. 1 year ago a plan was developed by due to staff shortage it is on hold.

6. When will OFRD website allow selection of multiple deployment roles, since we can qualify for multiple roles?

Officers will select multiple roles, up to five.

7. Aside from promotions, what does Readiness mean to us as officers and to the Corps as a whole?

Promotion department as a hold. The committees meeting department to address Katrina after action. This secretary made the Department aware of and buys into the readiness responsibility. He'd reinvent if we, CO, went away. Seen hundreds of insurances when COs deployed and were praised.

Questions??

The President's Challenge modified or removal?

It's been discussed many times. Six weeks of PA is hard to justify and use it as a fitness check box. At least a silver award must be earned. It is not final.

Will officers be given time for PA, like the army give 30 minutes per day? It is up to people above.

CAPT Mishoe: Thank you. Question on visibility. Did Katrina or did it not, get the visibility of the COs? The Report to the White House mentioned PHS efforts and the need for more of it. The LA and FL governors spoke positive of the CO to the press. They testified the state, federal and local governments worked will together. MS governor welcomed us back.



Scientist Professional Advisory Committee Meeting

Meeting Minutes

Tuesday, May 9, 2006

1000 – 1300

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

PASSCODE: 9374222

Leader: Ross Spears

I. Call to Order and Welcome

LCDR Spears

- Send an email to christine.benally@ihs.gov of your attendance.

Participants

PAC Members	Agency	Discipline	X, if Present
CDR Christine J. Benally	IHS	Epidemiology	X
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LCDR Rona Leblanc	FDA	Microbiology	X
CDR Robin Lyerla	CDC	Biostatistics	
LCDR Leslie MacDonald	CDC/NIOSH	Ergonomics	X
LCDR Tracy Macgill	FDA	Microbiology	X
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LCDR Sara Newman	DIHS/DHS	Epidemiology	-
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	-
CDR Carlton Pyant	BOP	Forensic Psychology	X
LCDR Martin Sanders	NIH	Microbiology	-
CDR Mark Seaton	EPA	Pharmacology	-
LCDR D. Ross Spears	CDC	Chemistry	X
CAPT Helena O. Mishoe	NIH	Microbiology	X

Non-voting Scientists Participants:

LCDR Rachel Nonkin Avchen
LT Marco Bennett
LCDR Diane Bensyl
CDR Joseph L. Despina
LCDR Laura Draski
LCDR Danice Eaton
CDR John Eckert
LCDR Artensie Flowers

LCDR Dominic R. Frasca
LCDR Maleeka Glover
CAPT Angela M. Gonzalez Willis
CDR M. Thomas Hendricks
CDR Omar D. Hottenstein
CAPT Charles Dexter Kimsey
CDR Francois M. Lalonde
CDR Lemyra Debruyne

CDR Michael D. Murry
LCDR Timothy Nelle
LCDR Leigh Ramsey
CDR Donna Schuyler
LT Paul Seo
LCDR Beth C. Tohill
LT Drew Voetsch
CDR O'Neal Walker

II. Report from the CPO

CAPT Mishoe

- Highlighted a few items at the end of the meeting, but presented here in the minutes.
- Congratulated everyone for the Category Day. Scientist T-shirts were distributed. Officer who didn't get one need to contact her mishoeh@nhlbi.nih.gov .
- An officer handbook will be given to each officer.
- Three and freeze: The SG sent the recommendation to the ASH and is still on his desk.
- Transformation:
 - A proposal was forwarded to request 350 FTE dedicated to the Corps.
 - \$10 million was requested for IT infrastructure development to implement transformation.
- Readiness: RADM Babb asks all officers to fill in the application by May 12, 2006 to build teams. He wants to move forward and get the teams together and in place to respond. Officers need to select a role, tier, and work experience for placement to best serve the Corps.
- Commissioned Corps Marketing: Contact Virginia White at 240-747-4972 or vwhite@shs.net or go to www.myccestory.org to share your story on being on active duty and high light experiences. They are getting COs from across the country and building a database.
- All officers need to take the IS 100, 200, 700, and 800 online courses.
- The ASH extended to each category to submit a summary of category values, diversity, uniqueness, contribution, history, and future; and a statement how it's evolved over the years and where they see them selves in the next decade.

III. Report from the PAC Chair

LCDR Spears

- Meet and Greet**
- Readiness Discussion.** If any officer needs help with getting their ready status, contact Mark Seaton, the OFRD Subcommittee Chair.
- Deployment.** Our deployment system will change. Four Tier teams will be established. Tier One will depart within 12 hours. Officer should carefully read the OFRD Director's letter dated April 28, 2006.

IV. Treasure's Report

b. LCDR Spears mentioned the awards committee presented nice plaques and certificates to the recipients at the COA during Category Day. These plaques cost about \$200.00 and we need to replenish our account. The PAC Treasurer and the Visibility Subcommittee are looking into coin sells.

V. LCDR Ali Danner with OCCP at CDC spoke on assimilation. Officers usually come in as reserved officers. The assimilation is a process to be a regular officer. Officers are eligible at two years of continuous service and should forward an assimilation packet to the coordinator. They will be considered after 3 years of continuous service. The packet should include educational achievements, medical status, five year medical history, medical disclosure, profession, and Ds and Es on most recent COERs. Officer should submit PHS 7034 (found on CCMIS) and officer's statement. The agency will forward recommendation for signature to OCCO to SG to Senate to President of the United States. Each Officer should be familiar with the process. He will share his power point presentation. OPF will have board outcome rated on mobility, COER and key areas. There are three scenarios. 1) Lower board. 90 % of the officers are from this group with at least three and half years and usually O-3 or lower. 2) Higher board. 10% of the officers are from this group with more than three and half years, permanent O-4. 3) O-6 with continuous service that applies. Managers and Flag officers need to keep applying. If a person comes in as PO-4, technically is a higher board, but will be considered lower. It would take one year to 18 months from the time it appears on the federal register to seeing it in the eOPF or PIR.

VI. Subcommittee Reports

a. JOAG Report

LCDR Spears

LCDR Rona LeBlanc

The subcommittee met April 30, 2006 at the COA but not for business. Awards were presented and discussed year events. The next call is this Friday, est. 866-772-5230 password 4413222, and RADM Babb will be on the call to discuss deployment.

b. Awards Subcommittee

CDR Mehran Massoudi

LCDR Spears reported that CDR Mehran Massoudi deported to Afghanistan but had done lots of work on the awards.

c. Category Day Subcommittee

LCDR Newman

LCDR Spears reported that the Category Day subcommittee put a good program together.

d. CCRF Subcommittee

CDR Mark Seaton

LCDR Spears reported that over 70% of the scientist officers were ready. The next target is 95%.

e. Career Development

CAPT Bill Burkhardt

There has been no recent development on the handbook due to other deadlines. The committee will regroup in a couple of weeks.

f. Emergency Preparedness Subcommittee

LCDR Tracy Macgill

The subcommittee broke into two groups: Identify role based on experience lead by David McIntyre and the deployment SOP lead by Lcdr Macgill.

g. Mentoring Subcommittee

LCDR Mark Methner

There are no change in the number of mentors (34) and mentees (30). The Career Counseling session at COA was successful. Thanks to CAPT Ching, and CDRs McDuffie, Benally, and Methner. Contact Lcdr Methner if you have any questions, mmm5@cdc.gov .

h. Policy Review

Lcdr Spears reported that proposed changes and concerns of promotion benchmarks are discussed at the board meetings. Lcdr Methner is representing SciPAC.

i. Recruitment and Retention Subcommittee

CAPT Carlton Pyant

CAPT Pyant provided a presentation to Psychology students and the Naval Sea Cadet Corp (13-18 year olds). There are changes in the Associate Recruiter program. SciPAC provided a luncheon for the 12 new EIS officers, and hope to make it a regular part for each class.

j. Rules Subcommittee

LCDR Leslie MacDonald

The SOPs are updated, completed, and distributed. Positive comments were returned with no suggested changes. There is no JOAG role description. There was a question on time of membership nomination and need information on rotation off and on.

k. Science

CDR Daphne Moffett

Lcdr Spears reported that the committee is drafting language and establishing criteria for a CC wide award for contributions to Science in Public Health. Committee is also identifying potential paper topics to develop and submit to a journal (i.e. Public Health Reports).

l. Visibility Subcommittee

LCDR Guo

The subcommittee continues discussion of a SCIPAC PHS coin. AN outlay of funds is needed ~\$700.00. We need ideas to raise funds.

m. Website Subcommittee

CDR Lalonde

The committee was congratulated for the new website. The site is a work in progress. Lcdr Bennett took lots of pictures and will use them on the website.

VII. Closing Remarks

LCDR Spears

The category will be submitting a unit award for its members. Each chair is asked to send names and PHS numbers to eyo0@cdc.gov right away

A comment was made that the scientist category didn't have a booth at the COA conference.

Next meeting: June 6, 2006; 1000-1300 ET.

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

Passcode: 9374222



Scientist Professional Advisory Committee Meeting

Meeting Minutes

Tuesday, June 6, 2006

1000 – 1300

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

PASSCODE: 9374222

Leader: Ross Spears

I. Call to Order and Welcome

LCDR Spears

- Send an email to christine.benally@ihs.gov of your attendance.

Participants

PAC Members	Agency	Discipline	X, if Present
CDR Christine J. Benally	IHS	Epidemiology	X
CAPT Bill Burkhardt III	FDA	Microbiology	X
CDR Jon R. Daugherty	FDA	Microbiology	X
LCDR Wei Guo	FDA	Pharmacology/Biochemistry	X
CDR John Mosely Hayes	CDC	Epidemiology	
LCDR Rhonda Koch	HRSA	Clinical Psychology	
LCDR Rona Leblanc	FDA	Microbiology	
CDR Robin Lyerla	CDC	Biostatistics	
LCDR Leslie MacDonald	CDC/NIOSH	Ergonomics	X
LCDR Tracy Macgill	FDA	Microbiology	
CDR Mehran Massoudi	CDC	Epidemiology	X
CDR David McIntyre	HRSA	Clinical Psychology	
LCDR Mark Methner	CDC/NIOSH	Env. Science/Indus. Hygiene	X
CDR Daphne B. Moffett	ATSDR	Env. Health/Tox	X
LCDR Sara Newman	DIHS/DHS	Epidemiology	X
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	
CDR Carlton Pyant	BOP	Forensic Psychology	X
LCDR Martin Sanders	NIH	Microbiology	
CDR Mark Seaton	EPA	Pharmacology	X
LCDR D. Ross Spears	CDC	Chemistry	X
CAPT Helena O. Mishoe	NIH	Microbiology	X

Non-voting Scientists Participants:

LCDR Bill Albrecht	LCDR Artensie Flowers	LT Matthew Newland
LCDR Rachel Nonkin Avchen	CDR Karen Hennessey	LCDR Lisa Pealer
LT Marco Bennett	CDR Omar D. Hottenstein	LT Paul Seo
CAPT Kate Brett	CAPT Charles Dexter Kimsey	CDR Cynthia Striley
CAPT Pamela Ching	CDR David T. Laird	LT John Stansberry
CDR Lemyra Debruyne	CDR Theresa Lawrence	CDR Doug Thoroughman
LCDR Danice Eaton	CDR Michael D. Murry	CDR Clement Welsh
CAPT Bennett Fletcher	LCDR Timothy Nelle	

II. Report from the CPO

CAPT Mishoe

- Three and Freeze recommendation sent to SG. SG recommended to the ASH that policy be revisited. The ASH has put together a work group to review. The work group consists of Flag officers and a decision will be made in the next couple of weeks.
- A recap on the COA meeting CPOs met with the ASH who gave them more authority to be more active in the transformation. The CPO Board Chair would meet with Knouss to provide input on transformation. Not all CPOs were involved in the transformation work groups, so the new arrangement would make this more efficient. Knouss will attend the CPO Board meeting every month. The ASH wants to start meeting with the CPOs regularly depending on the CPO plan.
- CPOs will be asked to lead the career development and review of billets. CPOs also are reviewing the transformation work groups and coming up with a unified approach. CPOs and PACs will have a lot of work to develop the systems.
- During the CPO May meeting, they met with David Kelley from OCCFM who provided a presentation on the electronic Commissioned Corps Issuance System which will replace the current CCPM with a format that uses a web based format with search capabilities, and a 3 year review period for CC issuances. The goal is transparency. The policy approval will be in 90 to 150 days under new system.
- Summary from the combined meeting was that the designation of Corps-only positions is a sticky issue with OPDIVs. Dan Beck gave a brief report on readiness. He also talked about tiers and teams. The Readiness Status of the corps is at 75%, and is not bad. The teams are currently being formed, with a main focus on Tier one.
- There was no information on promotions. The CPO Board asked to comment on promotion rates. The ASH is really interested in keeping promotion rates for senior officers reasonable but no decisions has been made yet.
- The list for the RDF's and Tier 2 teams are still being put together. The lists are being reviewed to see who is qualified. Section chiefs are picking their teams as much as possible. There is not much depth, so it is hard to fill the teams.

- The challenge is getting supervisor approval. There has been supervisor pushback. HHS has made a commitment to make PH the tip of the spear, but we need to educate civilians as well as the Corps. The CPO board needs to address this. However, the top management is indeed supportive despite FTE shortages.
- Officers who want to be on a Tier 1 team should arrange backup. That will help ensure management support.
- Not all of the supervisor emails are accurate. The officers should verify that the current supervisor email is correct.
- Mental health providers needed.

III. Report from the PAC Chair

LCDR Spears

IV. Treasure's Report

b. CDR Daugherty mentioned the balance was \$1,695.36. \$184 was spent on the plaques for the awards. Lcdr Spears mentioned that funds needed to be raised to cover future awards and other donations as contributions to funerals. There was interest in getting SCIPAC coins. LT Guo is working on the design. CDR Daugherty made the motion, seconded by CDR Benally to survey the PAC regarding possible expenditure for a SciPAC coin. Lcdr Spears will send out an email to vote. Comments were supportive for moving forward on this. The plan would be to purchase 250 coins at a cost of about \$700. These will be sold for \$10 to Scientist Officers. We will need to sell 75 coins at \$10 each to break even.

V. PSY PAC. The committee met one week ago on prescribing issues, public service in rural areas. Masters to get psychopharm are offered only in two states.

VI. Subcommittee Reports

LCDR Spears

a. JOAG Report

LT Marco Bennett

They had two guest speakers. Ret. Marshall Henson who spoke on ROA and benefits. More information is available at www.roa.org. The second speaker was RADM John Babb who spoke on the Tier system. Lcdr Methner was selected as the Junior Officer of the Year.

b. Awards Subcommittee

CDR Mehran Massoudi

No report.

c. Category Day Subcommittee

LCDR Newman

No report.

d. CCRF Subcommittee

CDR Mark Seaton

LCDR Spears reported readiness strength was now greater than 81%. The target is 90-95%.. He thanked the subcommittee's work, and requested to get one more list out. LCDR Spears will make the request. The goal is 95% by September.

e. Career Development

CAPT Bill Burkhardt

The committee requests need for volunteers to review the handbook.

f. Emergency Preparedness Subcommittee

LCDR Tracy Macgill

The subcommittee is meeting next week planned to work on creating more opportunities for officers.

g. Mentoring Subcommittee

LCDR Mark Methner

We hit 80 officers for mentors and mentees. Thanks for all that helped. We just need to match two officers.. Contact LCDR Methner if you have any questions, mmm5@cdc.gov .

h. Policy Review

No report.

i. Recruitment and Retention Subcommittee

CAPT Carlton Pyant

LCDR Lisa Pealer is working hard to recruit people by establishing relationship with and get to the EIS class earlier, to recruit boarder for PHS, not just SCI PAC. CAPT Pyant communicated with Internship directors who expressed interest in doctoral candidates.

j. Rules Subcommittee

LCDR Leslie MacDonald

SOP file reformatting are completed. They will be forwarded soon to LCDR Spears for PAC distribution for review and or posting to the PAC website. The new PAC membership selection is coming up. There are eight applicants of whom two are reapplying for a second term for six slots.

k. Science

CDR Daphne Moffett

No report.

l. Visibility Subcommittee

LCDR Wei Guo

The subcommittee continues to work with the Treasurer to make the SCIPAC PHS coin. They are preparing for next year's COA standing panel for display and working on it with other PACs.

**m. Website Subcommittee
Hayes**

CDR John Mosley

The new website is up and running. The report was submitted by email: 1) The Subcommittee is continually improving the webpage based on suggestions from webpage users that are being sent to us; 2) They want all SciPAC members/SciPAC Subcommittee members to monitor their own particular content (and/or need for content) on the webpage and send us the necessary information or documents for updating; and, 3) are developing a standard operating procedures document to guide the maintenance of the page which we aim to have ready sometime within the next year. Send suggestions to LCDR Spears who will forward them to CDR Hayes.

VII. Closing Remarks

LCDR Ross Spears

Send an email to christine.benally@ihs.gov of your attendance.

Next meeting: August 8 , 2006; 1000-1300 ET.
USA Toll Free Number: 866-632-2864
USA Toll Number: +1-517-623-2000
Passcode: 9374222



Scientist Professional Advisory Committee Meeting

Meeting Minutes

Tuesday, August 8, 2006

1000 – 1300

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

PASSCODE: 9374222

Leader: Ross Spears

I. Call to Order and Welcome

LCDR Spears

- Send an email to christine.benally@ihs.gov of your attendance.

Participants

PAC Members	Agency	Discipline	X, if Present
CDR Christine J. Benally	IHS	Epidemiology	X
CAPT Bill Burkhardt III	FDA	Microbiology	
CDR Jon R. Daugherty	FDA	Microbiology	X
LCDR Wei Guo	FDA	Pharmacology/Biochemistry	X
CDR John Mosely Hayes	IHS	Epidemiology	X
LCDR Rhonda Koch	HRSA	Clinical Psychology	
LCDR Rona Leblanc	FDA	Microbiology	
CDR Robin Lyerla	CDC	Biostatistics	
LCDR Leslie MacDonald	CDC/NIOSH	Ergonomics	X
LCDR Tracy Macgill	FDA	Microbiology	
CDR Mehran Massoudi	CDC	Epidemiology	X
CDR David McIntyre	HRSA	Clinical Psychology	X
LCDR Mark Methner	CDC/NIOSH	Env. Science/Indus. Hygiene	
CDR Daphne B. Moffett	ATSDR	Env. Health/Tox	
LCDR Sara Newman	DIHS/DHS	Epidemiology	
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	
CDR Carlton Pyant	BOP	Forensic Psychology	
LCDR Martin Sanders	NIH	Microbiology	
CDR Mark Seaton	EPA	Pharmacology	X
LCDR D. Ross Spears	CDC	Chemistry	X
CAPT Helena O. Mishoe	NIH	Microbiology	X

Non-voting Scientists Participants:

LT Marco Bennett	LCDR Artensie Flowers	CDR Theresa Lawrence
LCDR Diane M. Bensyl	LCDR Maleeka Glover	CDR Michael D. Murry
CDR Heidi Michels Blanck	LCDR Althea M. Grant	LCDR Timothy Nelle
CAPT Kate Brett	CDR M. Thomas Hendricks	David Skanchy
LCDR Danice Eaton	CDR Omar D. Hottenstein	CAPT Richard P. Troiano
CDR John J. Eckert	CAPT Charles Dexter Kimsey	

II. Report from the CPO

CAPT Mishoe

- ADM Carmona resigned and his reception was last Tuesday at the Marriott. A certificate and red, white, and blue roses were presented to him. RADM Moritsugu will be acting. We are all disappointed we didn't get much notice.
- Those promoted were congratulated. The promotion rates this year was higher: 40% to O-6, 45% to O-5 and 80% to O-4. 32-40% were based on date, current rank 15% , and billet 20%. This cycle was critical in having a COER, being ready, and having license updated. Contact liaison and supervisor to insure COER is updated. Make sure license is current. Being ready is a critical issue. Have everything up to date, as vaccines
- Don't know when the permanent promotions will be out
- The retreat addressed transformation recommendations. ADM Knowtz need on the agenda actual involvement the career development, billet, recruitment and retention. Spent time on how CPO could play a role. Need pre-involvement by discipline, expertise. Respond to change.
- Transformation will have IT funds to support it.
- Read about the 3 and freeze in the bulletin.
- Transformation recommendation document: There is a meeting with the Secretary and OPDIVs on August 15, 2006 to consider the Transformation Work Group Reports and seek agency concurrence. After the meeting, the comments and recommendations will be finalized and it will be released.

III. Report from the PAC Chair

LCDR Spears

- New PAC members. The name went to the OSG.
- The chair will be Martin Sanders as of September 1, 2006.
- Benchmark was not intended to change annually, but has become a moving target. The changes for 1 and 4 for the Corp will be published in September. They will be tighter on height and weight in 2008. Officers were encouraged to heck with their doctors on a weight lost program. The presidential challenge with moderate to vigorous activity will be considered, not household chores.

- Out going members LCDR Leslie MacDonald, CDR Mark Methner, LCDR Rhonda Koch, CDR Carlton Pyant, and LCDR Rona Leblanc.
- Incoming Chair Martin Sanders will take over 9/31/06. his email is eyo0@cdc.gov 404-639-3147. Will contact the new and current members

IV. Treasure's Report

CDR Daugherty

CDR Daugherty mentioned the balance was \$1,695.37 as of 7/31/06 . Some of this will be obligated to the coin

V. PSY PAC. The committee met one week ago on prescribing issues, public service in rural areas. Masters to get psychopharm are offered only in two states.

VI. Subcommittee Reports

LCDR Spears

a. JOAG Report

LCDR Rona LeBlanc

LCDR Rona LeBlanc RADM Williams presented during the July 7 meeting. He talked about ethics, Corp values, work in progress, code of conduct. The committee will have a new committee, is updating SOP. The senior advisor CAPT Ching resigned. They need an O-6 advisor.

b. Awards Subcommittee

CDR Mehran Massoudi

COA meeting program book will contain information on the Scientist Category Award and the awardees.

Propose Scientist responder of the year. Submit 3 nomination to OFRD. Motion by Mehran, 2 by Lablanc.

Unit awards for 69 people were submitted to CPO.

c. Category Day Subcommittee

LCDR Newman

No report.

d. CCRF Subcommittee

CDR Mark Seaton

Readiness: Ready Scientist Officer constituted 80%, but we disappointedly fell to 78%. Things are quiet because there is no current list. We'll request a list in September. Contact OFRD if you need help. Richmond region IRCT 3 need two LNOs: one for logistic and one for IT.

e. Career Development

CAPT Bill Burkhardt

CAPT Burkhardt was not on call. LCDR Spears reported that the scientist handbook is about done. They are reviewing the last few chapters. It should be on the website by the end of the month.

f. Emergency Preparedness Subcommittee

LCDR Tracy Macgill

No report.

g. Mentoring Subcommittee

LCDR Mark Methner

No report.

h. Policy Review

CDR Martin Sanders

No report.

i. Recruitment and Retention Subcommittee

CDR Carlton Pyant

CDR Pyant was not on the call.

j. Rules Subcommittee

LCDR Leslie MacDonald

Rules new members were selected and forwarded to the Chair. Thanked the members. Lcdr MacDonald will rotate off. CDR Hayes mentioned the SOPs have not been posted in years. He needs to locate latest SOP and charter versions to post on the web. Lcdr Spears will email to Lcdr Martin Sanders. And need current versions available to members. We need to appoint a person to the historian position. CDRs Thoroughman and Hayes will talk about this.

k. Science

CDR Thoroughman

CDR Thoroughman reported the Subcommittee met last month. They are working on a paper to increase awareness for science to post in the COA Frontline to include history, disciplines, and benchmarks. They are also proposing a RADM Lireka Joseph Award for a Senior Scientist for scientific achievement and will be open to all officers. The nomination will require a CV and letter of recommendations.

l. Visibility Subcommittee

LCDR Wei Guo

The subcommittee continues to work on the coin design. They will select three and put it out to the members to vote on in a week.

m. Website Subcommittee

CDR John Mosley Hayes

CV should reflect precept. We need updated material. If correction is needed, please send the URL link. The site of the information is needed to update. The meeting is tomorrow. P&P to maintain the webpage. Two goals for this year: 1) enhance the webpage. 2) develop the P&P to monitor the

page. 2) will be the goal for the upcoming year. Post historical documents. There is complexity. Thanks to the subcommittee. Submit bio and update photos.

VII. Closing Remarks

LCDR Ross Spears

The current chair will stay in as Co-Chair. We need a clean hand off for continuity, and needs to be formalize and documented. This would strength the PAC, especially during this time of transition. It needs to be more than a hand shake.

Next meeting is September 5, 2006 10:00-13:00 ET
A different bridge line will be sent.