



Scientist Professional Advisory Committee Meeting

Minutes for Tuesday, September 4, 2007

1100 – 1300

USA Toll Free Number: 866-723-8146

PASSCODE: 7713400

Leader: CDR (Sel.) Sara Newman

I. Call to Order and Welcome

CDR Sara Newman

Participants

SciPAC Executive Committee 2007 Voting Members

Rank	Name	Agency	Discipline	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
CAPT	Bill Burkhardt III	FDA	Microbiology	No	2005	2008	3	
CAPT	John Mosely Hayes	IHS	Epidemiology	Yes	2005	2008	6	
CDR	Christine Benally	OS	Epidemiology	Yes	2007	2010	4	X
CDR	Diana Bensyl	CDC	Epidemiology	No	2006	2009	2	X
CDR	Jon R. Daugherty	FDA	Microbiology	Yes	2005	2008	6	X
CDR	Tracy MacGill	FDA	Microbiology	No	2005	2008	3	
CDR	Mehran Massoudi	CDC	Epidemiology	No	2005	2008	3	X
CDR	David McIntyre	IHS	Clinical Psychology	Yes	2007	2010	4	
CDR	Mark Methner	CDC	Env. Science/ Indus. Hygiene	Yes	2006	2009	5	X
LCDR	Maleeka Glover	CDC	Env. Health/Tox	No	2007	2010	1	X
LCDR	Sara Newman	NPS	Epidemiology	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	Microbiology	Yes	2007	2010	4	
CDR	Mark Seaton	FDA	Pharmacology	No	2005	2008	3	
LCDR	D. Ross Spears	CDC	Chemistry	Yes	2006	2009	5	
LCDR	Rachel Avchen	CDC	Epidemiology	No	2006	2009	2	
LCDR	Marco Bennett	FDA	Medicinal Chemistry	No	2006	2009	2	X
LCDR	Wei Guo	FDA	Pharmacology/ Biochemistry	No	2005	2008	3	X
LCDR	Rona LeBlanc	FDA	Microbiology	No	2005	2008	3	X
LCDR	Matthew Newland	HRSA	Epidemiology	No	2006	2009	2	X
	Dr. Dalton Paxman	OS/ OPHS	Environmental Health/Tox	Yes	2005	2008	6	
RADM	CPO-Helena Mishoe	NIH	Microbiology					X

Non-voting Scientist Participants

Participant	Agency
LCDR Alicea Candido	NIH
LCDR Danice Eaton	CDC
LCDR Judy Facey	EPA
CAPT Michael McLaughlin	FDA
CDR Thomas Hendricks	FDA
CDR Michael Murry	BOP
CDR Doug Thoroughman	CDC
CDR Laura Draski	FDA
LCDR Chekesha Clingman	NIH
LCDR Maleeka Glover	CDC
CDR Daphne Moffett	CDC
LCDR Fei Xu	FDA
CDR Stacey Williams	DoD
CDR Timothy Nelle	FDA
LCDR Sally Hu	NIH
LCDR Joel Montgomery	CDC

II. Report from the PAC Chair

LCDR Sara Newman

- Announcement of new Executive Committee members: LCDR Avchen, Vice Chair; LCDR Newland, Treasurer; CDR Bensyl, Secretary.
 - Announcement of new PAC member: LCDR Maleeka Glover
 - Standard Operating Procedures (SOP) exist for SciPAC. CDR Newman will send these out for all to see. Please send any suggestions for changes to LCDR Avchen (ravchen@cdc.gov).
- a) Historian
- CDR Thoroughman indicated that he didn't think that SciPAC has a current historian. This is a good time to talk about the electronic archiving idea that John Mosely Hayes introduced and CDR Thoroughman developed but no one has taken advantage of.
 - Please let CDR Newman know if you are interested in the role of Historian for SciPAC.
- b) Minutes
- Please send short bullets on any updates given during the call to CDR Bensyl (dbensyl@cdc.gov).
 - Please say name clearly on call, we will check attendance periodically from phone roll call.

III. Report from the CPO

RADM Helena Mishoe

- There was no combined meeting for August. The September meeting is still planned.
- a) Surgeon General update
- RADM Moritsugu will have a farewell reception soon. You should attend if you are able.
 - Hopefully, an announcement will be made in the next two weeks about who will take over leadership.
- b) ASH update

- September 4, 2007 was Agwunobi's last day.
- c) Health Diplomacy Missions
 - Corps officers are continuing participation in the President's Advancing the Cause of Social Justice in the Western Hemisphere program aboard USNS Comfort and USS Peleliu. We are receiving good reports about these missions.
- d) Camp Bullis Training
 - RDFs and MHTs have completed their training at Camp Bullis with outstanding performance. RADM Mishoe is proud of officers who did the training and for demonstrating they are ready and prepared for deployment.
- e) Awards Policy
 - Final policy has been distributed with tremendous improvements.

IV. Treasurer's Report

LCDR Matthew Newland

- Current balance is the same as last month and is \$2127.51.
- Buy coins to increase our balance.
- How do other categories handle and promote coin sales? Do they market to other categories?

V. Functional Advisory Committee Reports (as needed)

- There were no FAC reports.

VI. Transformation Reports (as needed)

a) 3H (Isolated/Hardship, Hazardous Duty, and Hard-to-Fill positions) **CDR Doug Thoroughman**

- This workgroup ended activity several months ago but recently was reactivated to review a survey designed to be used with 3H officers to discern what their concerns and needs are so that these can be better addressed by the Corps.
- Survey is in development and should be used in the near future.

b) Discipline and Retention

CDR Doug Thoroughman

- The D & R WIPT is still meeting. Because of a recent *draft* disciplinary policy on creation of a Personnel Review Board in order to review cases of officers who are in the bottom promotion decile X 3, are "not recommended" for promotion, or did not meet readiness in the last promotion cycle, the D & R WIPT had concerns and addressed these with RADM Williams. An outcome of this was that he was unaware of the White Paper that the D & R WIPT had created at the request of RADM Canton concerning the whole discipline and retention process. He is meeting with the D & R WIPT this afternoon to be briefed on the White Paper.

- One of the WIPT's primary concerns is that the discipline policies are coming out piecemeal as needs arise to address issues before the next promotion cycle (for instance) rather than an overarching policy on the discipline process being developed for all issues. RADM Mishoe noted that coming at these policies from different venues is it was noted that informing RADM Williams of our goals and concerns will hopefully help also.
- CPO counseling of officers in bottom quartile discussion RADM Mishoe indicated that CPO counseling is in an earlier policy document that has been implemented. CDR Thoroughman mentioned that the counseling function may more appropriately reside with OCCO, not the CPO's. He raised concern that placing this responsibility with CPOs puts a burden on our Corps, when Congress should fund career counseling in the Corps as is done in the other military services. CAPT Bryan Jones mentioned the possibility of OCCO having a "Detailer" position and that this would be an ideal function for this position.

VII. Subcommittee Reports (As Needed)

LCDR Newman

- CDR Newman noted that with the start of the new year, subcommittee leadership and membership would be transitioning.
- All voting members are expected to hold a subcommittee leadership position.
- Some committees need new Chairs: Recruitment and Retention, Visibility, and Science Subcommittees. Non-voting members can serve as co-chair with a voting member.

a. Rules Subcommittee

LCDR Rachel Avchen

- No update.

b. Awards Subcommittee

LCDR Matt Newland

- Nominations for the Scientist Responder of the Year Award are still being accepted for 2007. This is a new award, established by the Chief Scientist Officer, U.S. Public Health Service, to recognize a scientist's impact on emergency preparedness, disaster response, and contributions to local, national or international public health threats, during the previous fiscal year (October 1st 2006 through September 30th 2007).
- View the nomination criteria on the Sci-PAC website: <http://usphs-scientist.org/>
- Email your nominations to LCDR Lauren Zapata dvq8@CDC.GOV and LCDR Matthew Newland mnewland@hrsa.gov no later than COB October 31st, 2007

c. Visibility Subcommittee

LCDR Wei Guo

- This year, we are planning to organize a few out-reach activities to increase the visibility of our scientist category. We are currently working on a project to make some merchandise available on the web with SciPAC logos for sale for fundraising and promoting our Category.
- Sally Hu will be the Co-chair for this term.
- We need more officers to work on this subcommittee.

- | | |
|--|-------------------------------------|
| <p>d. Science Subcommittee</p> <ul style="list-style-type: none"> • CDR Moffett willing to pass on materials to new Chair. | <p>Vacant</p> |
| <p>e. JOAG Report</p> <ul style="list-style-type: none"> • No update. | <p>LCDR Maleeka Glover</p> |
| <p>f. Career Development Subcommittee</p> <ul style="list-style-type: none"> • Posting of the Scientist Handbook on the website will occur soon. | <p>CDR Ross Spears</p> |
| <p>g. Emergency Preparedness Subcommittee</p> <ul style="list-style-type: none"> • No update. | <p>CDR Tracy MacGill</p> |
| <p>h. Mentoring Subcommittee</p> <ul style="list-style-type: none"> • The Mentoring Subcommittee is currently matching mentors with those officers who have recently requested a mentor. • Officers who are O-5 or O-6 may volunteer to become a mentor. • This group may also be able to provide assistance to officers falling in the lowest quartile for promotion. | <p>CDR Mark Methner</p> |
| <p>i. OFRD Subcommittee</p> <ul style="list-style-type: none"> • No update. | <p>CDR Mark Seaton</p> |
| <p>j. Policy Review Subcommittee</p> <ul style="list-style-type: none"> • No update. | <p>CDR Christine Benally</p> |
| <p>k. Recruitment and Retention Subcommittee</p> <ul style="list-style-type: none"> • The selection process for the Epidemic Intelligence Service (EIS) class of 2008 will begin shortly with interviews in Atlanta (9/13-11/7). US citizens generally join EIS using 1 of 2 career tracks: the EIS fellowship and the Commissioned Corps of the US Public Health Service, the latter which often leads to a USPHS career track after EIS. Former EIS Officers who are officers in the Commissioned Corps have voiced a need for the EIS Program to provide more information about the Corps than is currently provided, so that EIS candidates can make more informed decisions about career choices. • To improve the process, the R&R Subcommittee and Atlanta COA are providing an onsite staff person to provide materials and speak with candidates. If you are ATL-based and | <p>Vacant</p> |

would like to volunteer ~2 hours of your time for this, please contact CDR Bensyl (dbensyl@cdc.gov) and CDR Ulana Bodnar (ubodnar@cdc.gov).

I. Website Subcommittee

CAPT John Mosely Hayes

- No update.

VIII. Other Business

- Uniform policy released, callers expressed concern regarding how this policy will adversely impact visibility.
- CDR Newman will serve on uniform transition team and will bring SciPAC issues to the table. Please notify her (sara_newman@nps.gov) to inform her where you stand on this issue.
- Dental office closed. Additional concern raised but officers are eligible for full dental benefits at other DOD dental offices.

XI. Closing Remarks

- The next PAC call will be the first Tuesday in October.

October SciPAC Call

October 2, 2007, 1100-1300 (EST)

USA Toll Free Number: **866-723-8146**

PASSCODE: **7713400**

Leader: LCDR Sara Newman



Scientist Professional Advisory Committee Meeting

Minutes for Tuesday, October 2, 2007

1100 – 1300

USA Toll Free Number: 866-723-8146

PASSCODE: 7713400

Leader: CDR (Sel.) Sara Newman

I. Call to Order and Welcome

CDR Sara Newman

Participants

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					Start	End		
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CAPT	Mehran Massoudi	CDC	Epidemiology	No	2005	2008	3	X
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CDR	Martin Sanders	CDC	Microbiology	Yes	2007	2010	4	
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LCDR	Wei Guo	FDA	Pharmacology/ Biochemistry	No	2005	2008	3	
LCDR	Rona LeBlanc	FDA	Microbiology	No	2005	2008	3	X
LCDR	Matthew Newland	HRSA	Epidemiology	No	2006	2009	2	X
	Dr. Dalton Paxman	OS/ OPHS	Environmental Health/Tox	Yes	2005	2008	6	
RADM	CPO-Helena Mishoe	NIH	Microbiology					X

Non-voting Scientist Participants

Participant	Agency
LCDR Drew Voetsch	CDC
LCDR Danice Eaton	CDC
Henraya McGruder	CDC
CAPT Omar Hottenstein	
CDR Lisa Pealer	CDC
CDR Michael Murry	BOP
LCDR John Stansberry	NIH
CDR Laura Draski	FDA
Clement Welsh	ATSDR
LCDR Miriam Sabin	CDC
CDR Daphne Moffett	CDC
LCDR Fei Xu	FDA
LCDR Karon Abe	CDC
CDR Timothy Nelle	FDA
LCDR Sally Hu	NIH
LCDR Joel Montgomery	CDC
CAPT Kate Brett	CDC
Michael Murry	BOP
Adrienne Goodrich-Doctor	HHS
CAPT Joseph Despina	FDA
LT Paul Seo	FDA
CAPT Pam Ching	CDC
LCDR Lauren Zapata	CDC
CAPT Mark Paris	

II. Report from the PAC Chair

LCDR Sara Newman

a) Historian

- CDR Moffett has been nominated and approved as SciPAC Historian for a five year term.

b) Minutes

- Please send short bullets on any updates given during the call to CDR Bensyl (dbensyl@cdc.gov).
- Please state name clearly on call; we will check attendance periodically from phone roll call.
- Please state name when making comments during the call.
- August and September minutes were approved.
- COERS open 10/3.
- Thanks to LCDRs Eaton, Hu, Nelle, and Zheng for serving as non-voting co-chairs.
- At the PAC Chair meeting, there was discussion about standardizing all PAC websites and the pros/cons of doing so.

III. Report from the CPO

RADM Helena Mishoe

a) Surgeon General update

- RADM Moritsugu had a farewell reception on 10/4/07.

- The Acting Surgeon General is RADM Steven Galson.
- b) ASH update
 - September 4, 2007 was Agwunobi's last day. Anand K. Parekh, MD, MPH is the Acting Deputy Assistant Secretary for Health.
- c) Health Diplomacy Missions: Peleliu is complete. Comfort is wrapping up. Both went very well.
- d) Sizing: Want to grow the Corps to 9000 officers by December 2009. Please recruit for our category and others.
- e) Billet Officer Profile System
 - Beta Testing in progress. Please participate and provide comments to indicate how your score and billet assigned by the system corresponds to your actual billet and duties.
 - Granularity of your job occurs in the position description, not in the actual billet.

IV. Treasurer's Report

LCDR Matthew Newland

Update (October 2, 2007: \$2537.51 (\$410.00 Pending)*

- Treasurer now point of contact for Scientist Coins
 - a. Wish to thank CAPT Caviness for her hard work and dedication
- This year, the Executive Committee is interested in growing the Sci-PAC Treasury for the purpose of: supporting junior officers attending COA, especially those who have submitted presentations for Category Day.
 - a. Presently, the most that the Treasury can reasonably manage is covering registration fees. However, in the future, we would like to cover more expenses.
 - b. Executive Committee is considering different ways to raise funds for Sci-PAC:
 - i. Primary Mode: Coin Sales
 - ii. Discussed: Sci-PAC t-shirts, coffee cups, keychains
 - iii. Please forward any ideas to Lcdr Sara Newman or myself, Lcdr Matt Newland

V. Functional Advisory Committee Reports (as needed)

- DOD detail for approximately 20 PHS officers to DOD hospitals to bridge gap in mental provider capacity will be coming out soon.
- Surveys will be going out to officers in hazardous duty and isolated hardship assignments.

VI. Transformation Reports (as needed)

VII. Subcommittee Reports (As Needed)

LCDR Newman

a. Rules Subcommittee

LCDR Rachel Avchen

- Welcome to new CAD Officers: LT Highsmith Keisher - HRSA, Tranchita Anthony - IHS, LT Brooke Wenman-Heroux

b. Awards Subcommittee

LCDR Matt Newland

- **Scientist Responder of the Year Award**
 - a. Deadline for nominations: COB October 31st, 2007
 - b. Self-nominations allowed/encouraged
- **Junior and Senior Scientists of the Year**
 - c. Will announce a call for nominations in December
 - d. Last Year, Deadline March 15th
 - e. Self-nominations also encouraged
- Email your nominations to LCDR Lauren Zapata dvq8@CDC.GOV and LCDR Matthew Newland mnewland@hrsa.gov no later than COB October 31st, 2007

c. Visibility Subcommittee

LCDR Wei Guo, LT Sally Hu

- No update.

d. Science Subcommittee

CAPT Mehran Massoudi, LCDR Yi Zhang

- No update.

e. JOAG Report

LCDR Maleeka Glover

- No update.

f. Career Development Subcommittee

LCDR Ross Spears

- No update.

g. Category Day Subcommittee LCDR Marco Bennett, LCDR Maleeka Glover

- 2008 USPHS Scientific and Training Symposium, Tucson AZ

Subcommittee Members:

CAPT Robert Linkins

CDR Christine Benally

LCDR Boris Aponte

LCDR Marco Bennett, Co-Chair

LCDR Maleeka Glover, Co-Chair

LCDR Henraya McGruder

LCDR Matthew Newland

LT Paul Seo

- The 2008 Symposium will be held at the Tucson Convention Center during the week of June 8, 2008.
- Rooms are currently available at the Riverpark Inn Tucson (www.coausphsconference.org)
- The working theme, not finalized is "Back to Basics of Public Health"

- Reminder that abstract deadline for SciPAC Category Day is November 9, 2007. Please send abstracts (complete or incomplete) to LCDR Marco Bennett (marco.bennett@fda.hhs.gov)

h. Emergency Preparedness Subcommittee **CDR Tracy MacGill,**
CDR Dave McIntyre

- No update.

i. Mentoring Subcommittee **CDR Mark Methner**

- No update.

j. OFRD Subcommittee **CDR Mark Seaton**

- Disappointment/frustration about current Readiness numbers of the category and inability of SC to contact officers directly
- RADM Mishoe to contact Corps management in side-bar to discuss

k. Policy Review Subcommittee **CDR Christine Benally, LCDR Tim Nelle**

- This subcommittee needs more members. Please contact the co-chairs if you would like to help.

l. Recruitment and Retention Subcommittee **LCDR Rona Leblanc, CAPT Jon Daugherty**

- No update.

m. Website Subcommittee **CAPT John Mosely Hayes, LCDR Danice Eaton**

For FY2008, the SciPAC Website Subcommittee purpose and objective remain the same: The purpose of the SciPAC Website Subcommittee is to maintain the USPHS Commissioned Corps Scientist Category website, ensuring that useful and up to date information of interest to USPHS Scientists is readily available.

Just want to remind everyone that to keep the Website up-to-date and useful to PHS Scientists, all SciPAC members and other interested parties are responsible for continually reviewing the website to look for areas of improvement and letting the SciPAC Subcommittee members know when changes are needed. Further that normally, requests to change content on the SciPAC Website should be sent in writing (e-mail is preferred) to the SciPAC Website Contact. If the SciPAC Website Contact is not available, another member of the SciPAC Website Subcommittee should be contacted. Our contact information is available on the website. And lastly, a polite reminder that those that want to change and/or post new material need to submit documents in a ready for posting format – which means that its either in MS Word or PDF format and no editing required.

Concerning the push to establish a separate HQ's controlled site – we forwarded our concerns to RADM Mishoe and CDR Sanders earlier. We are ready to transition our site to the new site if this is required but are reluctant, based on all the important issues we outlined in those earlier correspondences.

Last want to thank LCDR Danice Eaton for taking on co-chairing the USPHS Commissioned Corps Scientist Category website. Not only does she have the necessary access for updating the website,

but also the necessary skills as do CDR Striley and CAPT Francois Lalonde. For me, I'll continue to do my best to help coordinate the maintaining of the website and assisting CDR Mike Murry hunt down content when needed. Since I will be out of the office quite a bit before the New Year, I am especially appreciative that Danice is able to co-chair and do so much of the updating work.

VIII. Other Business

- **None**

XI. Closing Remarks

- The next PAC call will be the first Tuesday in November. (November 6, 2007)

November SciPAC Call

November 6, 2007, 1100-1300 (EST)

USA Toll Free Number: **866-723-8146**

PASSCODE: **7713400**

Leader: LCDR Sara Newman



Scientist Professional Advisory Committee Meeting

Minutes for Tuesday, November 6, 2007

1100 – 1300

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Leader: CDR (Sel.) Sara Newman

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Non-voting Scientist Participants

Participant	Agency
LCDR Karon Abe	CDC
CDR Heidi Blanck	CDC
CAPT Kate Brett	CDC
CAPT Joseph Despins	FDA
LT Jennifer Dolan	CDC
LT Deborah Dee	CDC
LCDR Henraya McGruder	CDC
LCDR Brian Harcourt	CDC
LT Keisher Highsmith	HRSA
LCDR Michael King	CDC
CDR Leslie McDonald	CDC
CAPT Michael McLaughlin	FDA
CDR Daphne Moffett	CDC
LCDR Joel Montgomery	CDC
CDR Michael Murry	BOP
CDR Timothy Nelle	FDA
CDR Amy Park	
CDR Lisa Pealer	CDC
LCDR Margaret Riggs	CDC
LT Paul Seo	FDA
LCDR Andrea Sharma	CDC
CAPT Joyce Smith	IHS
LCDR John Stansberry	NIH
LCDR Richard Taylor	CDC
CDR Doug Thoroughman	CDC
Clement Welsh	ATSDR
LCDR Lauren Zapata	CDC
LCDR Yi Zhang	FDA

I. Oct notes approved

II. Report from the PAC Chair

LCDR Sara Newman

- a) Blurbs about Scientist activities – send your job description to CDR Newman
- b) Promotion notifications posted
- c) Review policy – readiness, uniform wear
- d) 7 scientists will graduate from new BOTC (Officer Basic Course) on November 16, 2007.
- e) Covers: Don't wear them inside, put them on a bar, or put them on the table where you will be eating. The first two listed may result in buying drinks for others and the last one is not good manners.
- f) Minutes
 - Please send short bullets on any updates given during the call to CDR Bensyl (dbensyl@cdc.gov).
 - Please state name clearly on call; we will check attendance periodically from phone roll call.
 - Please state name when making comments during the call.

- Send email to let CDR Bensyl know you are on the call. Include your rank and your agency in the email.

III. Report from the CPO

RADM Helena Mishoe

- a) Surgeon General update
 - The Acting Surgeon General is RADM Steven Galson.
- b) Readiness: Be vigilant and maintain readiness.
- c) Counseling: Counseling details for those not recommended for promotion will not be seen by the promotion board. Those not recommended should seek counseling.
- d) COER Rater: Make sure you assigned the correct rater. Check-in on the website to make sure COER is processing.
- e) Intraservice transfers.
- f) Thanks from CAPT Ching and RADM Mishoe for doing the billet testing.

IV. Treasurer's Report

LCDR Matthew Newland

V. Functional Advisory Committee Reports (as needed)

- No updates.

VI. Transformation Reports (as needed)

- Intensity has slowed considerably. There may be an award, such as a citation, for those who served. Stay tuned.

VII. Subcommittee Reports (As Needed)

LCDR Newman

a. Rules Subcommittee

LCDR Rachel Avchen

Welcome to new CAD Officers (JUN – OCT):

LT ABURTO 01-Jul-2007

LT ADJEMIAN 25-Jun-2007

LT BOORE 30-Jun-2007

LT CALANAN 01-Jul-2007

LT CHEN 01-Jul-2007

LT DAVIS 02-Jul-2007

LT DEE 30-Jun-2007

LT DOLAN 23-Oct-2007

LT DUTTON 02-Jun-2007

LT HEROUX 04-Sep-2007

LT HIGHSMITH 06-Aug-2007

LT MACNEIL 01-Jul-2007

LT MURPHY 29-Jun-2007

LT SIRCAR 02-Jul-2007

LT TOBLIN 01-Jul-2007

LT TONGREN 02-Jul-2007

LT TRANCHITA 20-Aug-2007

b. Awards Subcommittee

LCDR Matt Newland

- **Scientist Responder of the Year Award**
 - Documents received. CPO will choose who to put forward.
- **Junior and Senior Scientists of the Year:** Will announce a call for nominations in December

c. Visibility Subcommittee

LCDR Wei Guo, LT Sally Hu

- No update.

d. Science Subcommittee

CAPT Mehran Massoudi, Lcdr Yi Zhang

- Science Subcommittee currently has 17 members. We had our first meeting on 10/12/07. Our next subcommittee meeting will be on 11/15/07. The main goal of Science Subcommittee is to write a manuscript highlighting the PHS Officers' contribution in different fields. Currently, we are working on the article for COA frontline request by RADM Mishoe. This article includes some historical aspects along with PHS officers' accomplishments. The draft of the article will be due by Thursday 11/08/07.

e. JOAG Report

LCDR Maleeka Glover

- Last JOAG Meeting was October 7, 2007, 1300-1500
- Voted to change membership process - 1 category representative and 9 "at-large" members
- Development and Inter-Services workgroups were voted to transition to Committees
- 10 Committees all doing great work; many opportunities for Junior Scientists to participate
- I announced SciPAC's new leadership; encouraged Scientists to join the calls, take advantage of services to officers, join a subcommittee, and visit the website
- Friday Nov 9th, RADM Sam Shaker will be speaking to the voting members

- Next General Body Meeting is Dec 14th, 1300-1500

f. Career Development Subcommittee CDR Ross Spears

- We have assigned all CV reviews and most are done. We can still take CVs until December, but not advisable to wait past mid November. If you have submitted a CV, but not gotten any comments please let CDR Spears know by email.
- We have a full slate of volunteers for the handbook. Some have volunteered but not heard back. We will still use you, but bear with us. We were flooded. We have some sections ready for posting and should have more in December.

g. Category Day Subcommittee LCDR Marco Bennett, LCDR Maleeka Glover

- 2008 USPHS Scientific and Training Symposium, Tucson AZ
- The category day subcommittee had a meeting on October 30th. Thanks to LCDR Maleeka Glover for providing the conference number to facilitate our discussion.
- The Symposium Theme is "Public Health Strategies for the New Millennium"
- Scientist Category Day is June 10, 2008
- Call for abstracts deadline is Friday Nov 9th, 2007. If you would like to present a topic area for which you do not have completed study results or program impact at this time, but will have these results within the next several months, please submit your information to LCDR Marco Bennett at marco.bennett@fda.hhs.gov. If you have any questions you can reach him at 301-827-5744.
- The Surgeon General 5K run/walk tentatively scheduled for early morning of Wednesday June 11, 2008
- Symposium registration and information on available scholarships will be available online soon
- Hotel rooms for the Symposium are currently available at federal per diem rate at the Riverpark Inn Tucson. Call the hotel toll-free at (800) 551-1466 and ask for the "Commissioned Officers" rate.
- As the conference date approaches, additional information about the conference at the COA website at <http://www.coausphsconference.org/>
- The next category day subcommittee meeting is scheduled on November 27th.

h. Emergency Preparedness Subcommittee CDR Tracy MacGill, CDR Dave McIntyre

- No update.

i. Mentoring Subcommittee CDR Mark Methner

- No update.

j. OFRD Subcommittee

CDR Mark Seaton

- No update.

k. Policy Review Subcommittee CDR Christine Benally, LCDR Tim Nelle

- The Policy Review committee met on November 1, 2007 at 1:00 pm by teleconference. This was the first meeting of the year to get acquainted and to discuss the role of the Committee.
- In the past, the Policy Review Committee was given a draft policy to review. Each member reviewed is individually and provided comments back to the PAC Chair. The committee was not informed of what was forwarded and a feed back on the outcome. The Committee was not provided on what happened to the policy; whether it was shelved or implemented. If implemented, what was the final language that was forwarded and what was the language that was accepted. No update or acknowledgement was provided to the Committee.
- For any future policy reviews, the Policy Review Committee would like to:
 - 1) be provided with the draft policy,
 - 2) discuss it as a committee,
 - 3) a summary statement be prepared to forward to the Chair and CPO, and
 - 4) a feedback mechanism via email, meeting or conference, or reference to a policy be provided.
- The members of the Committee agreed the goal would be to receive and review policy updates, and forward to the agency and constituents (fellow officers).
- There were questions on the Billets Beta testing. CAPT Ching will be analyzing the data and drafting a summary. The Policy Review would like to be provided a copy of the summary.
- Members of the Committee: CDR Christine J. Benally, OCCFM, CDR Mark Seaton, FDA, LCDR James L. Osterhout, FDA, LCDR Tim Nelle, FDA

l. Recruitment and Retention Subcommittee LCDR Rona Leblanc, CAPT Jon Daugherty

- Met on 10/24/07.

The following issues were discussed during the meeting. We received related information from CAPT O'Neal Walker of the Division of Commissioned Corps Recruitment. This information is included below:

1. Reimbursement for Recruiting Activities:

Planning is in the works for funding to reimburse ARPs for travel expenses. One problem is that some locations do not have the ability to process credit card orders.

2. Category Sheets in Recruiting Brochures:

There will be both student sheets and category specific sheets placed in the brochures (phase 2 item for contractor). Category specific information will also be provided to OBC students (documentation and via category representatives). Points of Contact for Applicants

There is a toll-free number through which the applicant is routed to the appropriate category contact in the Division of Commissioned Corps Recruitment. A website and phone-based system is being implemented (next two weeks). In addition to the contacts in DCCR, hiring

is ongoing for Career Assignment Managers (7 of 12 positions have thus far been filled), one for each category. These managers will do some of the legwork for applicants in finding job opportunities. For example, if 4 jobs are offered and none are acceptable to the applicant, then that person will go to the back of the line. Applicants can still search on their own for agency positions.

Many of the items above are being considered by the recruitment wipdig. They then have to be approved and implemented.

3. Recruiting Activities – which to count towards ARP requirements?

The Division of Commissioned Corps Recruiting is working with associate recruiter leads, with input from category leads, to rewrite the specific requirements e.g., which activities will count (need documentation of activities, such as contact names, addresses, etc.)

m. Website Subcommittee CAPT John Mosely Hayes, LCDR Danice Eaton

- No update.

VIII. Other Business

PHS-2 RDF PIO/LNO position

Any scientist officers interested in this position should forward their CVs to Captain Michael McLaughlin with a short cover sheet describing their relevant qualifications by 15 Nov 2007. While the preferred officer will be an O-5 to O-6, exceptional candidates in other ranks will also be considered. Officers that live within 200 miles of DC, have approval to be assigned to a Tier 1 team, and meet the other specified requirements, should consider applying.

This RDF team also has openings for Logistics staff that have experience in communications, facilities management, and food and transport.

XI. Closing Remarks

- The next PAC call will be the first Tuesday in December. (December 4, 2007). Please note call in January will be on WEDNESDAY, January 2, 2008 due to New Year's Day holiday.

<p>December SciPAC Call</p> <p>December 4, 2007, 1100-1300 (EST)</p> <p>USA Toll Free Number: 866-723-8146</p> <p>PASSCODE: 7713400</p> <p>Leader: CDR Sara Newman</p>



Scientist Professional Advisory Committee Meeting

Minutes for Tuesday, December 4, 2007

1100 – 1300

USA Toll Free Number: 866-723-8146

PASSCODE: 7713400

Leader: CDR Sara Newman

I. Call to Order and Welcome

CDR Sara Newman

Participants

SciPAC Executive Committee 2007 Voting Members

Rank	Name	Agency	Discipline	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
CAPT	Bill Burkhardt III	FDA	Microbiology	No	2005	2008	3	
CAPT	John Mosely Hayes	IHS	Epidemiology	Yes	2005	2008	6	
CDR	Christine Benally	OS	Epidemiology	Yes	2007	2010	4	X
CDR	Diana Bensyl	CDC	Epidemiology	No	2006	2009	2	X
CDR	Jon R. Daugherty	FDA	Microbiology	Yes	2005	2008	6	X
CDR	Tracy MacGill	FDA	Microbiology	No	2005	2008	3	
CAPT	Mehran Massoudi	CDC	Epidemiology	No	2005	2008	3	X
CDR	David McIntyre	IHS	Clin. Psychology	Yes	2007	2010	4	
CDR	Mark Methner	CDC	Env. Sci/Ind. Hyg	Yes	2006	2009	5	X
LCDR	Maleeka Glover	CDC	Epidemiology	No	2007	2010	1	
CDR	Sara Newman	NPS	Epidemiology	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	Microbiology	Yes	2007	2010	4	X
CDR	Mark Seaton	FDA	Pharmacology	No	2005	2008	3	X
CDR	Rachel Avchen	CDC	Psychology	No	2006	2009	2	X
CDR	D. Ross Spears	CDC	Chemistry	Yes	2006	2009	5	X
LCDR	Marco Bennett	FDA	Med. Chemistry	No	2006	2009	2	X
LCDR	Wei Guo	FDA	Pharm/Biochem	No	2005	2008	3	X
LCDR	Rona LeBlanc	FDA	Microbiology	No	2005	2008	3	X
LCDR	Matthew Newland	HRSA	Epidemiology	No	2006	2009	2	X
	Dr. Dalton Paxman	OS	Envl Health/Tox	Yes	2005	2008	6	
RADM	CPO-Helena Mishoe	NIH	Microbiology					X

Non-voting Scientist Participants

Participant	Agency
CDR Nelson Adekoya	CDC
LCDR Karon Abe	CDC
CAPT Kate Brett	CDC
LCDR Chekesha Clingman	NIH
LT Jennifer Dolan	CDC
CDR Jon Daugherty	FDA
CDR Laura Draski	FDA
LT Adrienne Goodrich-Doctor	ASPR
LCDR Brian Harcourt	CDC
LCDR Michael King	CDC
LCDR Henraya McGruder	CDC
CDR Leslie McDonald	CDC
CAPT Michael McLaughlin	FDA
CDR Daphne Moffett	CDC
CDR Michael Murry	BOP
CDR Timothy Nelle	FDA
CAPT Ralph O'Connor	CDC
LCDR James Osterhout	FDA
CDR Lisa Pealer	CDC
CDR Danisha Robbins	DHS
LT Sukhminder Sandhu	FDA
LT Paul Seo	FDA
LCDR Andrea Sharma	CDC
CDR Cynthia Striley	CDC
LCDR John Stansberry	NIH
LCDR Richard Taylor	CDC
CDR Joseph Temenak	FDA
LCDR Beth Tohill	CDC
LCDR Fei Xu	NIH
LCDR Lauren Zapata	CDC
LCDR Yi Zhang	FDA

I) Call to Order and Welcome

EMAIL dbensyl@cdc.gov for roll call

CDR Sara Newman

II) Report from the CPO

RADM Helena Mishoe

DHHS priority focus obesity in children--#1 priority. RADM Galson lead in this area.

5 key agencies involved: NIH, CDC, FDA, HIS, ACDS

CPO Flag Retreat Jan 8-9 in ATL no agenda yet

Transformation: down by 68 officers (~5932); primary focus area for CC should be recruitment to achieve 6600 and up.

Appointment standards—changed in 2003. Detrimental to our category for T and E. Psychologist standards—must now have license when come on rather than allowed time to get license.

Nurses most severely affected by non-recommend for promotion. Scientists rarely have a non-recommend.

Question from CDR Daugherty about pay system changes and uniform issues. No additional info at this time. CDR Robbins is on the uniform WIPT—more work needs to be done, but due to death of Fulghum, work is on hold. Send questions regarding new uniform policy to CDR Danisha Robbins. danisha.robbins@dhs.gov

Thanks for participation on Scientist article for COA.

III) Report from the PAC Chair

CDR Sara Newman

7 recent OBC grads in our category.

Making effort to reach out to new members (welcome letter to each one; representation at OBC graduation)

Thanks CAPT Caviness for previous years' work on poster; transitioning now to Visibility subcommittee.

IV) Treasurer's Report

LCDR Matthew Newland

We have \$2577.51 in the account.

V) Subcommittee reports

a) Awards Subcommittee

LCDR Matthew Newland

Scientist Responder of the Year: LCDR David Thompson for the Colville mission.

b) Career Development

CDR Ross Spears

CV Review process has gone well. Can still get last minute help if send by Friday 12/7 at the latest.

Update of the handbook is ongoing. Several sections under committee review. New things are being included such as sample award write-ups. Sections will go up one at a time beginning in January. Those who are working on them, please submit your sections as soon as possible.

c) Category Day Glover

LCDR Marco Bennett and LCDR Maleeka

The subcommittee had its meeting on November 27, 2007

USPHS Scientific and Training Symposium is June 9 - 12, 2007 in Tucson, Arizona. Theme for symposium is "Public Health Strategies for the New Millennium"

Category Day is scheduled for June 10, 2007. SciPAC Category Day agenda is completed.
Thanks to all presenters and back-up speakers

We are planning an informal dinner/social for SciPAC members at the end of Category Day.
Details forthcoming

Online registration is now available (<http://www.coausphsconference.org/>)

Call for abstracts for the general and tracked sessions is out with deadline of December 31, 2007
(See website for details)

You may book your hotel room online

Junior officer scholarships are available online
(<http://www.coausphsconference.org/registration.cfm>). Applicants are urged to apply early.

d) Emergency Preparedness Subcommittee **CDR Tracy MacGill/CDR David McIntyre**

No update.

e) Mentoring Subcommittee **CDR Mark Methner**

Currently have 41 mentors and 52 mentees. Need formal announcement to recruit additional O-6 mentors. Mentees are expected to contact Mentor. If a Mentee no longer needs a Mentor, the Mentee should inform both the Mentor and the Mentoring Subcommittee Chairman so the roster can be updated.

f) OFRD Subcommittee **CDR Mark Seaton**

No update.

g) Policy Review **CDR Christine Benally and LCDR Tim Nelle**

No update.

h) Recruitment and Retention Subcommittee **CDR Jon Daugherty and LCDR Rona LeBlanc**

No update.

i) Rules and Membership Subcommittee **CDR Rachel Avchen**

No update.

j) Science Subcommittee **CAPT Mehran Massoudi and LCDR Yi Zhang**

Scientist article may be of interest to Public Health Reports. Peer-reviewed, cannot promote a particular agency. Should highlight role of Scientist officer in PHS mission.

k) Visibility Subcommittee **LCDR Wei Guo and LCDR Sally Hu**

Attending NBC IV Health Expo in Washington DC, Saturday and Sunday January 12-13. Not using it as a recruitment activity. Have 6 officers to staff. Need more volunteers from any category. Contact LCDRs Guo and Hu to volunteer.

Poster—looking forward to taking on this role.

Merchandise—working with Treasurer to have Scientist logos on items to sell for profit.

l) Website

CAPT John Mosely Hayes and LCDR

Danice Eaton

Transition to new HHS template:

1) All PACs have been asked to transition their websites to an HHS template so that they are all consistent in look and layout. Once transitioned, the site will temporarily reside on a Macro International, Inc server, but eventually will permanently reside on an HHS server. The site will bear the HHS logo and it appears we'll move toward a .gov url (though we can forward traffic to our existing url to avoid confusion).

2) We have met with LTJG Stacey McBryde about the process for transitioning our website to the newly approved HHS template. Our next step is to meet with the Macro contractor hired to assist PACs in transitioning their sites to lay out an implementation timeline and select our site format (we have a few options available to us). Our understanding is that we will maintain control of the content on our sites and will be able to make updates/changes as we wish.

m) JOAG Report

LCDR Maleeka Glover

Junior Officers: JOAG General Body Meetings are the second Friday of every other month. The next JOAG General Body Meeting is 14 December.

The JOAG Professional Development Committee has initiated a speaker series that will take place on the "off months". The speakers cover a variety of topics from transformation, the future of the Corps to even PHS historical perspectives. The first of the speaker series took place on November 9 following an ACOA Lunch and Learn. JOAG had the opportunity to meet with RADMs Galson, Williams, and Shekar. It was a great meeting and it was an honor to have these three flag officers available to JOAG to answer any questions. The future JOAG PD speaker series will continue to be as exciting and informative

The JOAG Executive Committee was approached by RADM Kending regarding the participation of JOAG in a "Forward Thinking" Initiative. The goal of the Forward Thinking concept is to develop scenarios for the future (20-30 years from now) and use those scenarios to determine the best way to position the Corps. The planning for this is still being worked out, but a number of the JOAG Voting Members will be attending a facilitator training in March of 2008. Following the training, the plan is for the trained facilitators to work with JOAG via workgroups to give everyone who is interested the opportunity to be part of this initiative. As details develop, I will be sure to share them.

Lastly, JOAG 2008 Call for Nominations has gone out. The three awards are Junior Officer of the Year, JOAG Excellence Award and the VADM Carmona Inspiration Award which will include retired PHS Officers as well this year. The Awards packages can be found on the JOAG website.

If there are any questions, please don't hesitate to ask. If there are specific comments, questions, or concerns that need to go to JOAG please let LCDR Glover know.

VI) Closing Remarks

CDR Sara Newman

Minutes for November approved.

Next meeting: Wednesday, January 2 at 11am (EST)



Scientist Professional Advisory Committee Meeting

Minutes for Wednesday, January 2, 2007

1100 – 1300

USA Toll Free Number: 866-723-8146

PASSCODE: 7713400

Leader: CDR Sara Newman

I. Call to Order and Welcome

CDR Sara Newman

Participants

SciPAC Executive Committee 2007/8 Voting Members

Rank	Name	Agency	Role	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
RADM	Helena Mishoe	NIH	CPO					X
CAPT	Bill Burkhardt III	FDA		No	2005	2008	3	X
CAPT	Jon R. Daugherty	FDA	Recruitment and Retention	Yes	2005	2008	6	X
CAPT	Mehran Massoudi	CDC	Science	No	2005	2008	3	X
CAPT	John Mosely Hayes	IHS	Website	Yes	2005	2008	6	X
CDR	Rachel Avchen	CDC	Vice-Chair Rules and Membership	No	2006	2009	2	X
CDR	Christine Benally	OS	Policy	Yes	2007	2010	4	
CDR	Diana Bensyl	CDC	Secretary	No	2006	2009	2	Travel
CDR	Tracy MacGill	FDA	Emergency Preparedness	No	2005	2008	3	
CDR	David McIntyre	IHS	Emergency Preparedness	Yes	2007	2010	4	
CDR	Mark Methner	CDC	Mentoring	Yes	2006	2009	5	X
CDR	Daphne Moffett	CDC	Historian	Yes	2004	2012	7	X
CDR	Sara Newman	NPS	Chair	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	ExOficio	Yes	2007	2010	4	X
CDR	Mark Seaton	FDA	OFRD	No	2005	2008	3	X

CDR	D. Ross Spears	CDC	Career Development	Yes	2006	2009	5	X
LCDR	Marco Bennett	FDA	Category Day	No	2006	2009	2	no phone
LCDR	Maleeka Glover	CDC	JOAG Category Day	No	2007	2010	1	X
LCDR	Wei Guo	FDA	Visibility	No	2005	2008	3	No power
LCDR	Rona LeBlanc	FDA	Recruitment and Retention	No	2005	2008	3	X
LCDR	Matthew Newland	HRSA	Treasurer Awards	No	2006	2009	2	X
Dr.	Dalton Paxman	OS		Yes	2005	2008	6	

Non-voting Scientist Participants

Participant	Agency
LCDR Karon Abe	CDC
CDR Bill Albrecht	EPA
LCDR Candido Alicea	NIH
CDR Heidi Blanck	CDC
CAPT Susanne Caviness	FDA
CAPT Lemyra DeBruyn	CDC
CAPT Joe Despina	
LT Jennifer M. Dolan	CDC
CDR Laura J Draski	FDA
LCDR Danice Eaton	CDC
LCDR Judy Facey	EPA
CDR Artensie Flowers	CDC
CAPT Bryan Jones	OS
CAPT O.D. Hottenstein	CBRN
LCDR Sally Hu	NIH
CAPT C. Dexter (Bo) Kimsey	CDC
CAPT Francois Lalonde	NIH
CAPT DeLoris L-James Hunter	NIH
CDR Laurence Libelo	EPA
CDR Kathleen McDuffie	CDC
LCDR Henraya McGruder	CDC
CAPT Kevin M. McGuinness	HRSA
CAPT Michael McLaughlin	FDA

CDR Michael Murry	BOP
CDR Timothy Nelle	FDA
LCDR Ryan Novak	CDC
CAPT Ralph O'Connor	CDC
LCDR James L. Osterhout	FDA
LCDR Margaret A. Riggs	CDC
LT Sukhminder Sandhu	FDA
CDR Diana Schneider	DHS
LT Kanta Sircar	CDC
LCDR Dave Skanchy	FDA
CAPT Joyce Smith	IHS
LCDR David Thompson	BOP
CDR Doug Thoroughman	CDC
LT Anthony Tranchita	IHS
CAPT Rick Troiano	NIH
CDR Clement Welsh	ASTDR
LCDR Lauren Zapata	CDC

I) Call to Order and Welcome

CDR Sara Newman

WELCOME AND HAPPY NEW YEAR!

II) Report from the CPO

RADM Helena Mishoe

Look forward to working with everyone and wish you all a blessed new year. Not a lot going on in December so we all got a bit of a break.

Dr. Don Wright started work on December 13, designated as Deputy ASH and as Acting ASH

Some key issues are that there are new policies in place. Navy sweater authorized as of January 1st. Army sweater will be phased out (date TBA). Full beards are no longer authorized. The other gold FMRBs are authorized to be worn. OCCFM and OCCO will be putting thank you letters in eOPF for those who served on transformation and functional working groups.

Lewin group presented and asked for comments regarding the revised COER. There were a number of questions and concerns by the SG/CPO combined meeting members about what had been generated. Mostly regarding limited focus on performance versus uniform wear/grooming. So Lewin will take this back to work on.

January 8-9 a Flag Retreat will take place in Atlanta, Georgia.

OCCO has reorganized- focusing on recruitment, assignment and career – they have established CAMS (Career and Assignment Managers) to focus on career, assignments and recruitment. OCCO has assigned color CAMS. Scientists are team blue, LCDR Rhondalyn Cox and CDR Robyn Scheper (LCDR

Rhondalyn Cox - 240.453.6006 or rhondalyn.cox@hhs.gov CDR Robin Scheper - 240.453.6048 or robin.scheper@hhs.gov) of OCCO will serve as the contacts for the Scientist Category and will provide assistant to us to enhance our recruitment and placement of officers. CDRs Newman and Avchen will join RADM Mishoe in the meeting as well as members of the Recruitment subcommittee.

HSO and Scientists psychologists expressed concerns about appointment standards currently do not allow psychologists that aren't licensed to be commissioned. (This is a change from the past). It was thought that this severely limited recruitment of individuals in the mental health arena. RADM Mishoe is currently working on a proposal to be submitted through the CPO Board to OCCFM/OCCO to request that the appointment standards be reconsidered. This was discussed at the December meeting and the CPO Board agreed to go forward with a request to change appointment standards to allow psychologists that are not licensed to be commissioned. Although this will give officers and hiring officials more flexibility to bring on potential mental health providers, some agencies that need licensed psychologists will be not willing to hire unlicensed psychologists and allow time for them to obtain licensure.

Scientist Category T and E issue – This issue was discussed with the CPO Board. RADM Mishoe will continue to work on the issue and identify strategies how to recognize educational and public health relevant work efforts of scientists prior to the commissioning degree so we can maintain our competitiveness.

OCCO asked that the CPO Board provide recommendations on the Promotion Board criteria. In PY 07, a number of officers were placed in the 'non-recommend category' for promotion for areas such as lack of updated documentation or any documentation (CV/officer's statement). The CPO Board recommended a middle category "recommend for abeyance" that would provide more flexibility to the Promotion Board. It is anticipated that the use of the 'recommend for abeyance and non-recommend' categories would be used sparingly. RADM thanked the CPO Board for their response and stated that the recommendation will be consider by the OCCO staff and will get back to the Board with questions.

CDR McDuffie- Reminded the PAC that psychologists, both licensed and those in professions that do not require licensure, make extremely important contribution to public health. The emphasis on commissioning of basic and applied science, and clinical psychologists is critically important to the Corps.

RADM Mishoe agreed that this is true- that we need to promote a broad range of skills to meet the public health needs. Individuals who wish to be licensed psychologists while serving as a commissioned officer should also have the opportunity to do so.

CAPT Bryan Jones: Candidates may realize they can get a higher grade by going into HSO category rather than Scientist. This puts the Scientist category at a disadvantage. Also, this affects the Corps competitiveness with the civil service recruitment of scientists.

CDR Sanders- HSO have a similar problem regarding recruiting. They feel that the Corps has an overly strict interpretation of what public health is. Also not counting some of activities closely related to public health.

CDR McDuffie: I attended the recent APHA conference and there were a number of individuals at the conference who visited the recruitment table, most of the student, young professionals, with masters degrees in science and public health who received a message at the booth that they were not sought out for positions in the Corps. Recruitment efforts seem to focus exclusively on doctors, nurses and PAs.

CAPT Ralph O'Conner: Civil service or commissioned officers who are CDC detailed to states or local governments or international settings are not counted toward an FTE ceiling. Does anyone know about this? [here is the legislations that address this: <http://www.govtrack.us/congress/billtext.xpd?bill=h110-2764>) and the language: "Provided further, That employees of the Centers for Disease Control and Prevention or the Public Health Service, both civilian and Commissioned Officers, detailed to States, municipalities, or other organizations under authority of section 214 of the Public Health Service Act, or in overseas assignments, shall be treated as non-Federal employees for reporting purposes only and shall not be included within any personnel ceiling applicable to the Agency, Service, or the Department of Health and Human Services during the period of detail or assignment."]

RADM Mishoe: There was a working group discussion on this issue a couple of years ago, but not sure where it stands.

CAPT McLaughlin: Will there be changes in the grading system (ranking system A-E)? Concerns about the current system. RADM Mishoe: Yes, it is likely to change, Likert scale will likely be implemented, but it has not come out yet.

Report from the PAC Chair

CDR Sara Newman

Minutes of December meeting approved.

The Visibility Subcommittee and treasurer LCDR Newland will be working on a fundraiser for our PAC to sell T-shirts. We hope you will buy a t-shirt to support the PAC and allow us to enhance our efforts to award our scientists and support our junior officers. More info forthcoming on this.

Daily wear of uniform has not yet been issued this is expected to be released in early 2008

Navy sweaters and label can be obtained online through Navy Exchange <https://www.navy-nex.com/>

Welcome to Anaiya Bennett! Marco Bennett's new baby girl who arrived on December 19th as our newest scientist officer!

III) Treasurer's Report

LCDR Matthew Newland

We have \$2577.51 in the account.

IV) Subcommittee reports

a) Awards Subcommittee

LCDR Matthew Newland

- Now accepting nomination for the Jr and Sr Scientists of the Year Award up to March 14. Welcome nominations that come in early. Self-nominations accepted. Award packet sent out on the listserve and is on the website.

b) Career Development

CDR Ross Spears

- Still working on sections on handbook updated. Have five subsections sent in and starting
- c) **Category Day** **LCDR Marco Bennett and LCDR Maleeka Glover**
- The scientists are honored to have Dr. Richard Carmona as our keynote speaker on category day! His office has not decided the topic of his keynote address.
 - Our category day agenda is completed and we are anticipating an exciting category day
 - The category day subcommittee is planning a social/dinner after category day at El Carro Cafe. Details forthcoming

Other USPHS Scientific and Training Symposium announcement:

- Deadline for the track session is extended to Jan 15, 2008
- Hotel rooms are going fast, please call 800-551-1466 to make your reservations, be sure to request "Commissioned Officer's Rate"
- Details are available at www.coausphsconference.org

d) **Emergency Preparedness Subcommittee** **CDR Tracy MacGill/CDR David McIntyre**
Not present

e) **Mentoring Subcommittee** **CDR Mark Methner**

- Thank you to RADM Mishoe for request for mentors. Had an unusually large response. 46 mentors 51 mentees.

f) **OFRD Subcommittee** **CDR Mark Seaton**
No update.

g) **Policy Review** **CDR Christine Benally and CDR Tim Nelle**
No update.

h) **Recruitment and Retention Subcommittee** **CAPT Jon Daugherty and LCDR Rona LeBlanc**
No update.

i) **Rules and Membership Subcommittee** **CDR Rachel Avchen**
No update.

j) **Science Subcommittee** **CAPT Mehran Massoudi and LCDR Yi Zhang**
No Update

k) Visibility Subcommittee

LCDR Wei Guo and LCDR Sally Hu

- DC based volunteers are needed for the NBC 4 Expo to take place January 12 and 13. Still need volunteers for Saturday slot 14:30 - 17:30 and all Sunday slots. January 12 and 13th. Sunday will be busy still need volunteers to man the booth. Contact Sally Hu to sign up. HuS@OD.NIH.GOV
- Scientist T-shirt: cost for each shirt will be \$12.00 including shipping (may be a bit more for XX-Large). More information forthcoming on this. Check out the website where shirts will be ordered:
http://www.healthimpressions.com/storefrontB2CWEB/browse.do?action=refresh_browse&ctg_id=690

Website

CAPT John Mosely Hayes and LCDR Danice Eaton

- Subcommittee still meeting with the contractor to move our website to move to HHS template

l) JOAG Report

LCDR Maleeka Glover

- Nothing new to report

Other:

- RADM Mishoe: had 11 billets that were tested. Thanks so much to everyone who helped on the Beta Test, in particular CAPT Ching and CAPT McGuinness
- CAPT McGuinness: new website will be launched soon on mental health and behavioral health.
- Thoroughman: now a draft policy out on Assignment Incentive Pay (3 Hs) that was sent out for review. Is fairly confused. Put in comments through the commissioned Corps. Hard to fill positions are much different that hazardous duty or hardship duty. Lumped hard to fill with hardship and hazardous duty. Pilot will unlikely serve to test reality and will exclude scientists who are currently in hardship or hazardous duty positions.

V) Closing Remarks

CDR Sara Newman

Next meeting: Tuesday, February 5 at 11am (EST)



Scientist Professional Advisory Committee Meeting
Minutes
Tuesday, February 5, 2008
1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 866-723-8146

Participant Passcode: 7713400 Leader: CDR Sara Newman

Participants

SciPAC Executive Committee 2007/8 Voting Members

Rank	Name	Agency	Role	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
RADM	Helena Mishoe	NIH	CPO					X
CAPT	Bill Burkhardt III	FDA		No	2005	2008	3	
CAPT	Jon R. Daugherty	FDA	Recruitment and Retention	Yes	2005	2008	6	
CAPT	Mehran Massoudi	CDC	Science	No	2005	2008	3	X
CAPT	John Mosely Hayes	IHS	Website	Yes	2005	2008	6	X
CDR	Rachel Avchen	CDC	Vice-Chair Rules and Membership	No	2006	2009	2	X
CDR	Christine Benally	OS	Policy	Yes	2007	2010	4	
CDR	Diana Bensyl	CDC	Secretary	No	2006	2009	2	X
CDR	Tracy MacGill	FDA	Emergency Preparedness	No	2005	2008	3	X
CDR	David McIntyre	IHS	Emergency Preparedness	Yes	2007	2010	4	
CDR	Mark Methner	CDC	Mentoring	Yes	2006	2009	5	
CDR	Daphne Moffett	CDC	Historian	Yes	2004	2012	7	X
CDR	Sara Newman	NPS	Chair	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	ExOficio	Yes	2007	2010	4	
CDR	Mark Seaton	FDA	OFRD	No	2005	2008	3	X
CDR	D. Ross Spears	CDC	Career Development	Yes	2006	2009	5	X
LCDR	Marco Bennett	FDA	Category Day	No	2006	2009	2	X
LCDR	Maleeka Glover	CDC	JOAG	No	2007	2010	1	X

			Category Day					
LCDR	Wei Guo	FDA	Visibility	No	2005	2008	3	X
LCDR	Rona LeBlanc	FDA	Recruitment and Retention	No	2005	2008	3	X
LCDR	Matthew Newland	HRSA	Treasurer Awards	No	2006	2009	2	X
Dr.	Dalton Paxman	OS		Yes	2005	2008	6	

Non-voting Scientist Participants

Participant	Agency
Nelson Adekoya	CDC
CDR Bill Albrecht	EPA
LT Tajah Blackburn	EPA
LCDR Chekesha Clingman	
CAPT Pam Ching	CDC
LCDR Judy Facey	EPA
LT Adrienne Goodrich-Doctor	ASPR
LCDR Wei Guo	FDA
CAPT Omar Hottenstein	CBRN
LCDR Sally Hu	NIH
CAPT Francois Lalonde	NIH
CDR Kathleen McDuffie	CDC
LCDR Henraya McGruder	CDC
CAPT Michael McLaughlin	FDA
CDR Timothy Nelle	FDA
LCDR James L. Osterhout	FDA
Amy Park	
CDR Lisa Pealer	CDC
LCDR Margaret A. Riggs	CDC
LT Kanta Sircar	CDC
LCDR Dave Skanchy	FDA
CDR Cynthia Striley	CDC
LCDR Richard Taylor	CDC
CDR Doug Thoroughman	CDC
LT Robin Toblin	CDC
LCDR Robert Williams	ATSDR
LCDR Fei XU	FDA

I) Call to Order and Welcome

CDR Sara Newman

EMAIL dbensyl@cdc.gov for roll call.

Put phone on mute when not talking.

When talking, please state who you are.

II) Report from the CPO

RADM Helena Mishoe

- a) CPO/SG combined meeting undergoing substantial changes. Normally this meeting is informational. Would like to make the meeting more useful and more policy discussion oriented. Reporting can be done on a conference call. ADM Galson attended the last CPO/SG combined meeting and plans to attend as often as he can.
- b) Thanks to those who have taken time to help ensure our category voice is heard by volunteering on various projects.
- c) Anchor and Caduceus dinner very nice and well attended. Dr. Gerberding gave an inspiring talk that was global health oriented. Dr. Koop attended and gave a speech although brief it was very inspiring. ADM Galson and RADM Moritsugu (retired) were also in attendance.
- d) Currently working on change in psychologist appointment standards to allow those who are license- eligible to be commissioned. This will be an asset to help meet the rising need of mental health professionals.
- e) CDR MacGill: MOU with DOD
- f) How is Corps policy made? RADM Canton CPO/SG Members requested an extensive discussion on how Corps policies are developed by OCCFM. RADM Canton noted that a workgroup has been established to address this issue. An update will be provided at an upcoming meeting.
- g) OCCO requested CPO Board to look at promotion criteria for promotion recommendation, especially concerning those who are “Not Recommended” for promotion. The goal is to ensure consistency across categories regarding the use of the “Not Recommend” category. The “Non Recommend” recommendation can have negative consequences for an officer. The recommendation is to create a third category to defer an officer for promotion. The deferral options should be used sparingly but would allow an alternative option to the “Non Recommend” for officers who cannot be recommended for promotion the specific promotion cycle. Deferral does not trigger sending an officer to a retention board.
- h) CDR Thoroughman: Can you get deferred for promotion, yet score higher than someone who was recommended?
Answer: It’s possible. A justification should be listed on materials as to why.

III) Report from the PAC Chair

CDR Sara Newman

- January minutes approved.
- 3 new active duty Scientists.
- Thanks for participating in NBC event especially Hu and Guo.
- Thanks ADM Mishoe for article in Frontline.
- RADM Carol Romano is acting chief of staff.
- Blue CAM team camblue@hhs.gov. Inform the CAM team about jobs or opportunities in our agency.
- Thanks CDR Seaton for chairing OFRD. Messages have helped identify gaps in readiness. Now up to 87% for our category

IV) Treasurer's Report

LCDR Matthew Newland

Balance: \$2559.51

Commissioned Officers Foundation will manage funds as it does for other categories.

Placed orders for SciPAC t-shirts. Will arrive in the next 2 weeks. 100% cotton with SciPAC logo on packet and PHS on back. \$12 each. Will bolster treasury to pay for junior officers travel to COA meetings.

V) Subcommittee reports

a) Career Development

CDR Ross Spears

Update of SciPAC website. Updated chapters going up soon. Sample award narratives also available.

b) Category Day Glover

LCDR Marco Bennett and LCDR Maleeka

USPHS Symposium 2008

Category Day June 10, 2008 in Tucson, Arizona

Just a few reminders:

- o Dr. Richard Carmona will be our keynote speaker. The title of his talk is "The Cornerstone of Public Health."
- o We also look forward to other interesting presentations from members of our category.
- o Hotel rooms at the Riverpark Inn are sold out! A second block of rooms is available at Hotel Arizona which approximately 1 block from the convention center.
- o Online registration is now available. Early bird registration is by April 21.
(<http://www.phscofevents.org/registration.cfm>)
- o Please remember to email LCDR Maleeka Glover (maleeka.glover@cdc.hhs.gov) if you plan on attending, even if you are sure about funding. We need the number of attendees to plan for our social after category day.

CAPT Massoudi: CDC ILA cannot pay registration fees if not on approved list.

c) OFRD Subcommittee

CDR Mark Seaton

d) Policy Review

CDR Christine Benally and LCDR Tim Nelle

e) Visibility Subcommittee

LCDR Wei Guo and LCDR Sally Hu

f) Website Eaton

CAPT John Mosely Hayes and LCDR Danice

- **SciPAC web team Comments on DRAFT Commissioned Corps Entity Web Sites Rules of Use January 31, 2008**
- 1. All PAC, JOAG, MOLC, and Ensemble Web sites must comply with government-wide and HHS Web guidance. For government-wide guidance on applicable laws, regulations, policies, and best practices, see www.webcontent.gov. For HHS-specific guidance and standards, see the HHS Web Communications and New Media Division site at www.hhs.gov/web/. *Yes, all PACs must comply. The team will review these links.*
- 2. HHS places special emphasis on full compliance with Section 508 regulations governing Web accessibility for users of assistive technology and content must be fully 508-compliant. (For detailed

guidance, see <http://www.hhs.gov/web/policies/index.html#508>.) *The guidance seems thorough and quite detailed, but given that the volunteers that maintain the SciPAC site are not professional full time web content managers, where can they go with they have a question. Also, how will adherence to 508 principals be monitored? Will 508 issues be addressed in the periodic website reviews? Some content decisions are not black and white with respects to their 508 compliance. We have some concerns that being required to justify content decisions may become a burden to the content managers and hinder the content upkeep and development.*

- 3. Each Web site will have a properly trained Content Manager(s) who updates their site. At a minimum, quarterly updates are required. *This requirement seems to state that the people who will manage the website should be competent but is more implied here? The DotNetNuke(tm) web based content management tool will be offered to the PACs at this time, and the contractor assigned to assist in the migration phase is in place to offer assistance. Will training and/or tutorials be available? When/if the contract with Macro International ends who will offer technical assistance. Will there be ongoing training available to address issues of PAC membership turnover. When people leave the group, sometimes there may be no one available train new volunteers. Will some type of documentation be required to demonstrate that the website has been updated at least quarterly? Number 6 (below) states that quarterly reports of major changes must be submitted. If updates made are not considered "major," how would compliance with this standard be evaluated?*
- 4. Each PAC/JOAG/MOLC/Ensemble Chair (or his/her designee) and the Content Manager(s) will be held accountable for appropriate content on their site. OSG will notify CPO/PAC Chair of content areas that are inappropriate and must be removed. *This seems to be PAC initiated, and it seems logical, but what does it mean to be "held accountable"*
- 5. Any material that mentions or quotes the Health and Human Services Secretary, the Assistant Secretary of Health (ASH) or the Surgeon General (SG) must be approved by OSG and Jennifer Koentop, OPHS Office of Public Affairs, before it is posted. (Jennifer.Koentop@hhs.gov) *I believe we need more guidance on this from Office of Public Affairs. Perhaps examples can be given? What does it mean to Mention something and then require clearance? If one of these officers were to attend a SciPAC event and pictures were taken, would it mean that all pictures of the officer in question would need to be cleared through the Office of Public Affairs? We are concerned that the need to get clearances may become a burden. We need more information on the scope of this rule.*
- 6. Content Managers will send a quarterly report of all major changes to content on their Web site to Jennifer Koentop, Office of Public Affairs, and LTJG Stacey McBryde, OCCFM, for review. (Jennifer.Koentop@hhs.gov and Stacey.McBryde@hhs.gov) *Since the web team members are volunteers fitting content management into their jobs, we need some guidance on what constitutes a major change. Quarterly reports could be a burden. Sometimes websites with updated with great frequency. Being required to keep some type of log of all little changes and updates would be a hindrance to maintaining and developing new content.*
- 7. Periodic reviews of Web sites will occur. *Who will be doing this and how will the information be released to the web team and SciPAC. How will the review be performed? What items will be looked for on the sites? Is there a protocol for these reviews?*

g) JOAG Report

LCDR Maleeka Glover

- I want to remind everyone about the JOAG awards. Please nominate yourself or another officer. Information is available on the JOAG website.

- USPHS Symposium – we will again this year the JOAG PD committee be having a Uniform Inspection station. We have requested a room this time so it will be a bit more private. Some of the focus will be on the new uniform changes in particular.
- JOAG Speaker Series – the Fridays every other month that we aren't holding the JOAG General Meeting. Previous speakers have included: CAPT Kathleen Downs and CAPT Craig Shepherd, the OICs on the USS Peleliu and USNS Comfort, respectively. Potential Future Speakers include: CAPT Jerry Farrell and RADM Rutstein. Some of the future sessions will also include some instructional topics as well.
- The Forward Thinking Training is finalized for the weekend of March 7-9, 2008 in Rockville, MD! Also, please note that there will be a Forward Thinking Retreat in Tucson, AZ prior to the start of the COF/PHS Symposium. This will be a 2 and 1/2 day retreat starting in the morning on Saturday, June 7 and ending around noon on Monday, June 9. (The symposium officially begins on Monday afternoon.) The JOAG VMs who participated in the training will help facilitate this retreat. This retreat is being led by RADM Kendig, and geared toward us planning for the future of the Corps.
- The JOAG Vice Chair is moving forward with collecting information from all of the PAC liaisons in order for PACs to try to find ways that we can work together and benefit both of our groups. So all of the Liaisons have given LCDR Rash a list of our committees, a description of each and the names and contact information of our committee chairs. This will give us the first step in trying to identify areas in which our goals coincide and we can work together, perhaps establishing umbrella groups or at least sharing experiences about what works, what doesn't, etc. So please look for communications in the future regarding project collaborations.

h) Awards Subcommittee

LCDR Matthew Newland

i) Science Subcommittee

CAPT Mehran Massoudi and LCDR Yi Zhang

No update.

j) Emergency Preparedness Subcommittee

CDR Tracy MacGill/CDR David McIntyre

The Scientist officer readiness and deployment survey that is being developed by the EP subcommittee is almost ready for distribution for comments. It will first be reviewed by the committee and then sent out to the SciPAC for further review and comment.

k) Mentoring Subcommittee

CDR Mark Methner

No update.

l) Recruitment and Retention Subcommittee

CAPT Jon Daugherty and LCDR Rona

LeBlanc

No update.

m) Rules and Membership Subcommittee

CDR Rachel Avchen

Welcome to new CAD's

LT KENNEY	JAMES	08-Jan-2008	Regulatory Management Officer	FDA
LCDR CUI	MINGLEI	07-Jan-2008	Regulatory Review Officer	FDA
CDR SPARENBERG	STEVEN	07-Jan-2008	Director Research Scientist Officer	NIH

VI) Closing Remarks

CDR Sara Newman

CDR Thoroughman: Benchmarks on SciPAC website—still says See Attachments, but they aren't there anymore.

Next meeting: MARCH 4, 2008; 1100-1300 EST



Sci-PAC Call Meeting Minutes

Agenda

**Tuesday, March 04, 2008
1100 – 1300 (Eastern Time)**

Toll Free Numbers: USA 866-723-8146

Participant Passcode:7713400 Leader: CDR Sara Newman

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Non-voting Scientist Participants

Participant	Agency
CDR Nelson Adekoya	CDC X
CDR Bill Albrecht	EPA X
LT Tajah Blackburn	EPA X
LCDR Chekesha Clingman	FDA X
LCDR Judy Facey	EPA X
CAPT Francois Lalonde	NIH X
CDR Kathleen McDuffie	CDC X
CAPT Michael McLaughlin	FDA X
CDR Timothy Nelle	FDA X
CDR Amy Park	X
CDR Cynthia Striley	CDC X
LCDR Richard Taylor	CDC X
CDR Doug Thoroughman	CDC X
LT Robin Toblin	CDC X
LCDR Robert Williams	ATSDR
LCDR Fei XU	HRSA X
CDR Laura Draski	FDA X
LCDR Lauren Zapata	CDC X
LCDR Danice Eaton	CDC X
CDR Danisha Robbins	X
CAPT Arnold C. Farley	CMS X
LCDR Karon Abe	CDC X

CAPT Ralph O'Connor	CDC X
LT Dianna Densmore	CDC X
CDR Michael D. Murry	X
LCDR Dominic R Frasca	X
CAPT Kevin M. McGuinness	X
LCDR Vincen Barnes	X
LCDR John Stansberry	NIH X
CAPT Joyce Smith	IHS X
LT Paul Seo	FDA X
LCDR Yi Zhang	FDA X
LCDR Candido Alicea	X
CAPT Bennett W. Fletcher	X

I) Call to Order and Welcome

CDR Sara Newman

EMAIL MNewland@hrsa.gov for roll call

Please state name before talking. Please put phones on mute.

II) Report from the CPO

RADM Helena Mishoe

- 1) Update on Transformation pertaining to Psychologists as part of the Scientist Category and to establish standards for T&E
- 2) Hoping to address this issue and prepare a document within the next 30 days. CPOs from other categories are also working on similar documents
- 3) CAPT Brian Jones mentioned this sounds like a return to the previous process for establishing benchmarks and what is happening now is a formalization of this. It is hoped that the benchmarks would apply only to those with terminal degrees in psychology.
- 4) RADM Mishoe agrees and standards cannot change without categories changing those standards. In other words, this is a revisiting of the T&E standards for psychologists.
- 5) Another issue: working on an electronic appointment board. 5 officers are needed immediately to pilot this board. RADM Mishoe is excited because most Scientists are not in the DC area. The Corps hopes to gain input from officers outside of the DC area through this mechanism. Hopefully, this will be piloted in the next 3-4 months. RADM Mishoe will be tapping officers outside of DC area to serve on the electronic appointment board.
- 6) Another item: Corps is struggling with revision of the COERS, especially the performance instrument (revised COER). Many issues regarding a revised COER. CPOs had a number of questions and process should be given more thought. At the last SG combined meeting, CDR Lou Ann Rector presented answers to questions raised previously. Best thing to do is have an extended meeting time dedicated to discussing a revised COER. Hoped to do pilot for 2008, not sure if it would encompass some or all officers. There are still many

questions about this and the issue requires much more discussion. There is concern about preventing rating inflation and it is hoped that there would be a differentiation between junior officers and senior officers. This is a mix of performance and conduct. SG members wish to separate these areas. They are also asking for narratives for each and every item and there is some concern about increased burden for raters. RADM Mishoe will keep us informed.

III) Report from the PAC Chair

CDR Sara Newman

- 1) OCCO preparing for upcoming promotion cycle: may lower the ceiling for assimilation due to many retirements. Assimilation results will be announced July 1.
- 2) PAC funds-timely to transfer to COF
- 3) Because we are a federal entity, PACs should not be keeping funds. Better to keep with COF
- 4) Sci-PAC Voting Members want to do what it can to support all officers with professional development and we are now working to update our SOP to clarify the procedure for supporting professional development opportunities for officers.

IV) Treasurer's Report

LCDR Matthew Newland

- 1) As of March 4, 2008, there are \$ 1601.01 in the Sci-PAC. Our transition to COF managing the treasury was timely as the issue was raised at a recent PAC meeting that is may be more appropriate for a non-federal agency to manage PAC funds.
- 2) The T-shirts will be available any day now at \$12.00 a piece. Please contact Lcdr Matthew Newland for T-Shirt orders and use the order form available on the Sci-PAC website.
- 3) The Executive Board is discussing clarification of the purpose of the Sci-PAC treasury and will prepare a document to be reviewed by the voting members soon to be included in the SOP.

V) Subcommittee reports

a) Awards Subcommittee

LCDR Matthew Newland

Nominations are being accepted for the Jr and Sr Scientists of the Year for 2008. Nominations may be submitted by March 14th. The winners will be announced on April 1st, 2008, during our next PAC meeting. Scientists may self-nominate or nominate others.

b) Career Development

CDR Ross Spears

- 1) First sections of scientist handbook are ready. He expressed appreciation to committee members for preparing this and the handbook should be up by April or May.
- 2) CDC RADM Tacker just retired. Having a career fair in Atlanta. Atlanta officers plan to have a booth there (looking for 15 officers to staff the booth). Theme is jobs at the CDC: Positions available to save the world.

**c) Category Day
LCDR Maleeka Glover**

LCDR Marco Bennett and

- 1) USPHS Scientific and Training Symposium is scheduled for June 9 - 12, 2008 in Tucson, Arizona
- 2) Category Day is Tuesday June 10, 2008: Former Surgeon General Dr. Richard Carmona is the keynote speaker. Our agenda is completed is full.
- 3) Early Bird registration is due by April 21, 2008 (www.coausphsconference.org)
- 4) Online registration is available as well as guidelines for Junior Officer Scholarship for registration
- 5) Please book your hotel room early at The Hotel Arizona (located ~1 block from Convention Center, \$75/night, 800-845-4596). The River Park Inn rooms are sold out
- 6) Please email LCDR Maleeka Glover (maleeka.glover@cdc.hhs.gov) if you are planning on attending the symposium
- 7) The category day subcommittee is planning a social outing after category day
- 8) Surgeon General's 5K run/walk tentatively scheduled for early morning of Wednesday June 11, 2008. Details forthcoming
- 9) Jr. Officers (COA members) encouraged to apply for scholarships.
- 10) 2nd hotel available (Arizona) expected to be sold out too.

d) OFRD Subcommittee

CDR Mark Seaton

Update about BLS course. Heart saver course is not appropriate and does not fulfill need for OFRD. www.cdc.gov/od/occp

e) Mentoring Subcommittee

CDR Mark Methner

If in need of a mentor or would like to be a mentor, please contact CDR Methner at mmm5@cdc.gov. The burden of the mentor-mentee relationship falls on the mentee to be in touch with his/her mentee and seek input. All Junior officers are encouraged to reach out to mentor.

**f) Policy Review
LCDR Tim Nelle**

CDR Christine Benally and

The Policy committee was asked to review a proposed policy to institute several changes to current retirement policies. The highlights of these changes are:

- (1) Eliminating the need for mandatory retirement boards for officers requesting voluntary retirement who have between 20 to 30 yrs of service (at least 10 of which

was served in the corps), (2) Adding a 3-yr retirement rule for flag grade officers, and (3) Deleting disability hearing provisions which are now included in the current CCD for medical review and appeals boards.

Timothy.nelle@hhs.fda.gov

**g) Visibility Subcommittee
Sally Hu**

LCDR Wei Guo and LCDR

Preparing Poster for COA send photos to them. HuS@od.nih.gov

**h) Website
and LCDR Danice Eaton**

CAPT John Mosely Hayes

- 1) CDR Striley: working on transition to new server.
- 2) One content issue: an FAQ on website requested (will take time and labor)
- 3) Idea for each subcommittee to prepare their FAQ, send to Sara for review. We may save time and effort by linking to other sites.
- 4) This is related to the Handbook (easy to access and wouldn't want to duplicate).
- 5) Hoping to include top questions asked by Scientist officers. Sci-PAC to prepare these and responses.
- 6) Issues with 508 compliance: prefer most actual content is in html rather than Word docs. PDF docs need to be tagged a certain way for 508 compliance too.
- 7) RADM Mishoe was asked about a login for the Sci-PAC website. Her response was not at this time. This is a document clearinghouse for the website and cannot link to the USPHS official website
- 8) CDR Sara Newman mentioned that we may need to clarify the SOP so that subcommittee Chairs are clear about their critical role in updating information in the handbook .
- 9) Please send photos of scientists to LCDR Danice Eaton as well for website:

dhe0@CDC.GOV

i) JOAG Report

LCDR Maleeka Glover

Will receive a training/retreat this weekend in DC to conduct training before symposium in June.

**j) Science Subcommittee
and LCDR Yi Zhang**

CAPT Mehran Massoudi

No update

**k) Emergency Preparedness Subcommittee
David McIntyre**

CDR Tracy MacGill/CDR

Talking with OFRD to identify niche deployment roles for Scientist officers. Will have a better sense by the end of this month (March)

**l) Recruitment and Retention Subcommittee
and LCDR Rona LeBlanc**

CAPT Jon Daugherty

Scientist (non-EIS) applicants from January 2007 to date

1) 6/47 applicants have been cleared by both the appointment board and medical affairs

2) 14/47 applicants have been cleared by the appointment board but are awaiting clearance by medical affairs

3) 27/47 applicants are pending clearance by both the appointment board and medical affairs.

4) Approximately 15-18 EIS Officers are also going through review.

m) Rules and Membership Subcommittee

CDR Rachel Avchen

Nothing to report.

VI) Closing Remarks

CDR Sara Newman

Nothing to report

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Scientist Professional Advisory Committee Meeting

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LCDR Danice Eaton	CDC
LT James Kenney	FDA
CAPT Francois Lalonde	NIH
CDR Laurence Libelo	EPA
LCDR Henraya McGruder	CDC
CAPT Michael McLaughlin	FDA
CDR Michael Murry	BOP
CAPT Ralph O'Connor	CDC
CDR Amy Park	HRSA
CDR Danisha Robbins	DHS

CDR Joseph Temenak	FDA
LT Paul Seo	FDA
LT Kanta Sircar	CDC
CDR Doug Thoroughman	CDC
LT Robin Toblin	CDC
LCDR Fei Xu	FDA
LCDR Lauren Zapata	CDC
LCDR Yi Zhang	FDA

I) Call to Order and Welcome

CDR Sara Newman

EMAIL dbensyl@cdc.gov for roll call.

Put phone on mute when not talking.

When talking, please state who you are.

March minutes approved.

Please try to call in on time. It's very disruptive and difficult to hear the speaker with the constant beeping once the meeting has started.

DO NOT PUT YOUR PHONE ON HOLD WHILE ON THE CALL. HANG UP AND CALL BACK IF YOU FEEL THE NEED TO HOLD THE CALL.

II) Report from the CPO

RADM Helena Mishoe

- a) New ASH ADM Garcia sworn in.
- b) OFRD back up and running. Officers have until 4/15 to document readiness issues. Appreciative of ADM Rutstein's flexibility.
- c) Humanitarian missions. Missions are sponsored by Navy and so they make the request for staffing needs.
- d) Policy subcommittee grappling with policy issues. Extend appreciation to those who comment and contribute. Need integration in the various policies because they often depend on each other. Short turnaround for input.
- e) New COER is in development. Lewin Group brought in to assist in developing new COER. Number of issues were raised and comments were provided by CPOs and PACs. Issues brought up: Jr vs Sr officer differences not clearly delineated, billet proposal may be too cumbersome for supervisor, conduct and performance are mixed in the current billet version.
- f) WIPT: Discipline and Retention. Force management issues.
- g) Appointment standards. Can call in to participate in meeting. RADM Mishoe has details.
- h) Promotion Boards are on schedule and are going well. Only half of boards have met.
- i) A number of CPOs terms will expire, including Scientist, in 2009. CPOs would like to have overlap in term with CPO-elect.. Not always possible. Need to start thinking about who will take over as the next Scientist CPO. The Scientist CPO is not a flag billet. There are only 4 statutory CPO Flag billets: nurse, engineer, pharmacy, and dentist. The Scientist CPO is not a flag billet. RADM Mishoe commented, "It is hard work but work worth doing."
- j) FIT document. Numerous comments were provided on the PHS Fit document. RADM Canton commented that the document that was distributed was not the correct one. She stated that the comments would be included and the document will be redistributed.

III) Report from the PAC Chair

CDR Sara Newman

IV) Treasurer's Report

LCDR Matthew Newland

Balance: \$1601.01

SciPAC t-shirts have arrived and will be sent this week. 100% cotton with SciPAC logo on packet and PHS on back. \$12 each. Please buy to help generate funds. Can order on PAC website. Checks should be made to COF. Wear t-shirt for fun run at COA meeting.

V) Subcommittee reports

a) Rules and Membership Subcommittee

CDR Rachel Avchen

No new CAD

Mentioned revision of SciPAC Standard Operating Procedure document

- Particular attention to changes regarding Treasurer and expenditures
- Will add modification about need for a ¾ majority board vote if treasury falls to \$500.00 and additional expenditure request is received (regardless of amount)
- Voting members submit by April 4, 2008 to Chair, CDR Sara Newman

Call for new members next month; consider self-nominations

- Details on how to apply to follow
- Anticipate ~9 vacancies including Civil Servant position
- Email ravchen@cdc.gov if interested in serving on the subcommittee or if you know of CS person who might be interested in serving on SciPAC.

b) Career Development

CDR Ross Spears

- i) Sample award narratives posted on website under career development.

c) Category Day

LCDR Marco Bennett and LCDR Maleeka Glover

Reminders:

- USPHS Scientific and Training Symposium is June 9 - 12, 2008 in Tucson, Arizona
- Category Day is June 10, 2008
- Draft SciPAC Category Day agenda is posted on symposium website
- Our category day keynote speaker is VADM Richard Carmona (Ret., USPHS)
- Early Bird deadline for registration is Monday 21st, 2008
(<http://www.coausphsconference.org/registration.cfm>)
- Applications for Junior Officer Scholarship deadline is May 7, 2008
(<http://www.coausphsconference.org/documents/2008JOCSSApp.pdf>)
- Second and third hotels are nearly sold out. Please book lodging early
- Uniform attire for symposium will be posted soon. Service Dress Blue uniform is acceptable. Please check website for updates (www.coausphsconference.org)
- SciPAC Category Social is planned at the restaurant El Carro Cafe restaurant. Details forthcoming

Other planned activities include:

- Transformation update on Monday morning June 9th by RADM Shekar
- Deployment readiness review by RADM Williams, RADM Babb, and RADM Rutstein, also on Monday morning June 9th

- Basic Life Support Course offered Monday morning June 9th
- The Surgeon General's 5K Run/Walk and Physical Fitness Test on Wednesday morning June 11th
- Retirement Seminar planned for Friday June 13th. Details to be announced

d) OFRD Subcommittee

CDR Mark Seaton

No update.

e) Policy Review

CDR Christine Benally and LCDR Tim Nelle

During the last month, the Policy Subcommittee was asked to review two proposed CCIs and one POM.

(1) CCI titled Retirement (30 years)

The first CCI establishes the policies and procedures for mandatory retirement of officers with 30 years of active service. This policy includes provisions for officers to receive a waiver of mandatory retirement which can be up to, but no more than, two 3-year periods. Based on recommendation of the Retirement WIPT, this CCI also codifies the 1.5 percent limitation on the number of officers who are allowed to receive such a waiver.

Comments: For officers who are granted a waiver for retention beyond 30 years of service, it is clear that these waivers cannot be for periods greater than 3 years unless there is a subsequent approval for up to another 3 years. However, as Section 7-2 is written, it appears that each waiver is reviewed and approved on a yearly basis. So there appears to be some discrepancy for how these waivers are handled.

Perhaps the easiest solution would be to change the wording in **section 7-2** to something like this:

OSG will notify the ASH and OPDIV/STAFFDIV/non-HHS organization Heads of the officers attaining 30 years of active service or whose waiver of mandatory retirement will expire during the next calendar year.

(2) CCI Involuntary Retirement (20 years)

The other CCI covered involuntary retirement for officers with 20 or more years of service. It continues the practice of conducting the initial review of all officers reaching 19 years of service for possible referral to an IRB, but changes the time interval between subsequent reviews from every three years to every four years. It also includes changes to allow officers to be involuntarily retired if he/she is in a billet two or more grades below his/her grade for a period in excess of '1 year' (rather than more than 2 years, as it stands currently).

(3) The POM establishes the Regional Uniform Authorities. It compliments the PPM that was approved March 5, 2008 which establishes the SG as the National Uniform.

1. Involuntary Retirement (20 years)

POM 08-00X All Regular and Reserve Corps Officers on Extended Active Duty

There was a comment is that if at all possible the use of individuals' names should be avoided in

policies. With people changing jobs often, the contact information is likely to be inaccurate almost as soon as the policy is published.

Is this in line with other services? Wasn't there just a move in the other services to codify a plan for 40 years of service across the board? I suggest as much transparency as possible in the selection of extensions so as to avoid the appearance of favoritism or discrimination in the selections. I personally feel that we have so many O-6s (by proportion to other services) we actually have little need for extensions. Open up opportunities for more junior officers. But that is just me.

1. An officer may be involuntarily retired for one or more of the following reasons:

6 1. The officer's performance of duty is marginal and/or at a level below that expected of an officer of similar grade and category as reflected by the Commissioned Officers' Effectiveness Report (C O,1E-FA) other appropriate documentation, or when the officer has failed to meet and maintain force readiness standards established by the ASH;

2. The officer has not been recommended for a permanent or temporary promotion by a regular annual promotion board;

Comment: This policy references CC23.4.5 Failure of Permanent Promotion but does not make specific mention of the "twice in succession" wording of CC23.4.5 (see below). Is this an oversight, or change in policy?

A regular corps officer who has less than 20 years of retirement eligibility credit when he/she twice in succession fails to be recommended for permanent promotion to the restricted Senior grade or to the Director grade will be referred to an Involuntary Separation Board pursuant to Subchapter CC23.7, INSTRUCTION 4, of this manual, or to an Involuntary Retirement Board pursuant to Subchapter CC23.8, INSTRUCTION 4, when he/she completes 20 years of service as determined by the Director, CPOD.

c. An officer who is not recommended for involuntary retirement, or whose recommendation for retirement is disapproved, shall be retained on active duty with or without reassignment. However, the officer may be retired or separated under other provisions of law, or as a result of a subsequent referral of the record to an IRB.

Comment: It seems to me there should be a set amount of time that must pass before the officer could be sent before another IRB. What is to stop a supervisor from initiating these proceedings every year?

(3) Regional Uniform Authorities (RUA).

There were hardly any comments on the Uniform Authorities POM. It looked very straight forward.

(4) PhyFit

Comment: One member comments were: I was a member of the Readiness WIPT, and we were presented with a Body Weight/Body Fat% issuance to deliberate on. The end result was a policy that included BW/BF criteria as part of force readiness standards. Because this involuntary retirement policy is dependent on the force readiness criteria, and we are aware that substantial (I see BW/BF criteria as substantial) revisions to the force readiness criteria have been proposed, I would like to see the

finalization of the BW/BF policy (according to the CCMIS website, scheduled for mid-February) before this retirement policy is finalized.

f) Visibility Subcommittee

LCDR Wei Guo and LCDR Sally Hu

g) Website

CAPT John Mosely Hayes and LCDR Danice Eaton

The Website Subcommittee has been working on the migration of our site to become part of the usphs.gov site. There are lots of technical issues involved in this migration. The usphs site requires everything to be Section 508 compliant and there are a number of other requirements. Making our pages and linked documents comply with all the requirements is an overwhelming task. We have explored ways to simplify the transition, but there is no way to avoid the transition. By law all government agencies must make their web sites Section 508 compliant and our content must comply when it becomes part of the usphs site.

In March LCDR Danice Eaton took the lead in drafting our response to a needs survey sent to all the PAC's. In the needs survey we identified the key issues and obstacles in making the migration. We addressed issues about having a secure login section for members, tracking civilian employees who might need to login to a secure area, and our need for technical assistance to make this migration.

In our survey response we made several suggestions on how to facilitate the migration, including ways to simplify the process for all the PAC's. One strong suggestion was to have the main site maintain information of value to all officers and then limit the Scientist Category section, and other category sections, to those issues strictly of interest to that category. For example we currently have information on many career development, readiness, associate recruiter, and other information that is of general interest, not specific to Scientists. There is no need to duplicate that information in every categories' section.

We made another suggestion for usphs.gov to provide templates for documents that have all of the 508 compliance issues addressed. It would be easier to copy our material into compliant templates, rather than edit our existing documents to make them 508 compliant.

Our completed survey response was sent on March 26 and we are now awaiting the next guidance.

h) JOAG Report

LCDR Maleeka Glover

i) Awards Subcommittee

LCDR Matthew Newland

i) Reviewing nominations for Jr and Sr Scientist of the year.

j) Science Subcommittee

CAPT Mehran Massoudi and LCDR Yi Zhang

Paper for PHS health report. Trying to get started.

k) Emergency Preparedness Subcommittee

CDR Tracy MacGill/CDR David McIntyre

l) Mentoring Subcommittee

CDR Mark Methner

No update.

m) Recruitment and Retention Subcommittee

CAPT Jon Daugherty and LCDR Rona LeBlanc

No update.

VI) Closing Remarks

CDR Sara Newman

The call is at 11 AM EST. Daylight savings may have changed this on your Outlook calendar to another time, but 11 AM EST is the correct time for the PAC call.

Next meeting: MAY 6, 2008; 1100-1300 EST



Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, May 6, 2008

1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 866-723-8146

Participant Passcode: 7713400 Leader: CDR Sara Newman

Participants

SciPAC Executive Committee 2007/8 Voting Members

Rank	Name	Agency	Role	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
RADM	Helena Mishoe	NIH	CPO					X
CAPT	Bill Burkhardt III	FDA		No	2005	2008	3	
CAPT	Jon R. Daugherty	FDA	Recruitment and Retention	Yes	2005	2008	6	
CAPT	Mehran Massoudi	CDC	Science	No	2005	2008	3	
CAPT	John Mosely Hayes	IHS	Website	Yes	2005	2008	6	
CDR	Rachel Avchen	CDC	Vice-Chair Rules and Membership	No	2006	2009	2	X
CDR	Christine Benally	OS	Policy	Yes	2007	2010	4	X
CDR	Diana Bensyl	CDC	Secretary	No	2006	2009	2	X
CDR	Tracy MacGill	FDA	Emergency Preparedness	No	2005	2008	3	
CDR	David McIntyre	IHS	Emergency Preparedness	Yes	2007	2010	4	
CDR	Mark Methner	CDC	Mentoring	Yes	2006	2009	5	X
CDR	Daphne Moffett	CDC	Historian	Yes	2004	2012	7	X
CDR	Sara Newman	NPS	Chair	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	ExOficio	Yes	2007	2010	4	X
CDR	Mark Seaton	FDA	OFRD	No	2005	2008	3	X
CDR	D. Ross Spears	CDC	Career Development	Yes	2006	2009	5	

LCDR	Marco Bennett	FDA	Category Day	No	2006	2009	2	X
LCDR	Maleeka Glover	CDC	JOAG Category Day	No	2007	2010	1	X
LCDR	Wei Guo	FDA	Visibility	No	2005	2008	3	
LCDR	Rona LeBlanc	FDA	Recruitment and Retention	No	2005	2008	3	X
LCDR	Matthew Newland	HRSA	Treasurer Awards	No	2006	2009	2	X
Dr.	Dalton Paxman	OS		Yes	2005	2008	6	

Non-voting Scientist Participants

Participant	Agency
Nelson Adekoya	CDC
LT Tajah Blackburn	EPA
CDR Heidi Blanck	CDC
LT Rene Calanan	CDC
CAPT Susanne Caviness	FDA
LCDR Chekesha Clingman	FDA
LT Dianna Densmore	CDC
LCDR Judy Facey	EPA
LCDR Danice Eaton	CDC
LCDR Christine Hunter	NIH
CAPT Francois Lalonde	NIH
LTC Paul Levin	Army
CDR Kathleen McDuffie	CDC
LCDR Henraya McGruder	CDC
LT Matthew Murphy	CDC
CDR Michael Murry	BOP
CDR Timothy Nelle	FDA
CAPT Ralph O'Connor	CDC
LCDR James Osterhout	FDA
LT Paul Seo	FDA
David Skanchy	FDA
CDR Steven Sparenborg	NIH
LCDR John Stansberry	NIH
LT Robin Toblin	CDC
LCDR Fei Xu	FDA

I) Call to Order and Welcome

CDR Sara Newman

EMAIL dbensyl@cdc.gov for roll call

Please state name before talking. Please put phones on mute.

II) Report from the CPO

RADM Helena Mishoe

- a) Looking forward to seeing all those who are able to attend in person at COF.
- b) OCCFAM Redesigned COER. Inflated COER from grade inflation.
- c) Health Diplomacy Missions. Need volunteers. Scientists could do Executive Assistant/Public Information Officer (EA/PIO) or Psychologist.
- d) Four proposals 1) T & E issues, psychologist standards, change in appt standards. Proposing applicable pre-doctoral credit be given. 2) TED credit –length of time given for doctoral degree. 3) Non-competitive auto promote to O-4 as for Medical category. 4) ?
- e) Long discussion on different uniforms for COF. In general, the uniform for COF is khaki.

III) Report from the PAC Chair

CDR Sara Newman

- a) See information provided via the listserv on the Health Officer Program, which is an initiative spearheaded by the PharmPAC to provide age-appropriate public health information to elementary aged children nationwide. The SciPAC voting members voted to support this effort and would like to participate, but because there were many questions about it, we have asked LCDR Birch-Smith from the PharmPAC to answer those during the meeting today.
- b) Our next SciPAC meeting will not be until the first Tuesday in July because of the upcoming COF meeting in Tucson

IV) PharmPAC Officer Health Program

LCDR Postelle Birch-Smith, PharmD

- a) LCDR Birch-Smith described the program and how they would like to see it work with all categories involved. SciPAC would like to have a representative work with this group to see it get off the ground

V) Treasurer's Report

LCDR Matthew Newland

- a) ~\$1600
- b) Will bring t-shirts and coins to sell at conference.

VI) Subcommittee reports

a) Category Day

LCDR Marco Bennett and LCDR Maleeka Glover

i) Category Day Update/Reminders

- (1) Category Day is June 10, 2008 in Tucson, Arizona (www.coausphsconference.org)
- (2) All arrangements with speakers are finalized including our keynote VADM (Ret.) Richard H. Carmona (17th Surgeon General of the United States, 2002-2006)
- (3) Our Acting Surgeon General RADM Galson will visit of category during the lunch period. We have requested that RADM Galson make presentations to our scientist awardees as well as a category group picture with RADM Galson
- (4) Scientist Category group social event after category day at 7:30 pm at El Charro Cafe (www.elcharrocafe.com)

- (5) Service Khaki is the prescribed uniform of the day for Symposium attendees. The uniform for the closing dinner is Dinner Dress White Jacket (0-5 and above). Service Dress Blue with miniature medals is an appropriate alternative for the closing dinner for 0-4 and below
- ii) Please visit the website for other symposium related events:
- (1) Sign up for pre-conference workshops
 - (2) Sign up for Basic Life Skills Renewal
 - (3) Pre-register for Surgeon General Run/Walk (June 11, 6:30 am) and APFT (June 11, 5:30 am)
 - (4) Sign up for Retiree Breakfast
 - (5) Sign up for Retirement Seminary of Friday June 13

b) JOAG Liaison Report

LCDR Maleeka Glover

- i) **COA Call for Volunteers at the 2008 Symposium:** COA is in need of JOs to assist during the 2008 USPHS Symposium in Tucson, AZ. Volunteers are needed in assisting with "room moderation," and "registration" (see duties and shift below). Throughout the years COA has always been very supportive of JOAG and has repeatedly provided us with booth space and scholarships. Not only would this be a great way to show COA our appreciation, this would also represent a great opportunity for JOs to gain valuable experience and a great way to meet and connect with your fellow officers. If interested, please email LT Carlos Bell (izz3@cdc.gov <<mailto:izz3@cdc.gov>>).
- ii) **JOAG Journeyman Series on Friday, May 9 at 1300 ET:** Fellow Junior Officers, Please plan on attending the JOAG Journeyman Series presentation on Friday, May 9. Our speaker will be RADM (Ret.) Jerry Michaels. RADM Michaels will be speaking about "The Proud History of the Public Health Service Commissioned Corps." The presentation will be available on the JOAG website soon. When: Friday, May 9, 1300 to 1400 ET Call in: 1-605-475-4333 (note that this is a toll line and long distance charges apply) Passcode: 122211
- iii) **JOAG membership call for nominations:** Fellow JOs -- It's that time of the year -- JOAG is soliciting self-nominations for voting members to serve October 1, 2008 to September 30, 2010. JOAG Voting Membership 2008 Call for Nominations, as well as the Nomination and Supervisor Approval Forms can be found on the JOAG website. Please review the Call for Nominations form for more information about the required eligibility criteria and the open category and at-large slots. If you have any questions or need additional information, please contact LCDR Rich Henry, JOAG Membership Committee Chair. REMINDER -- the deadline is May 15, 2008
- iv) **LAST CALL: Forward Thinking Retreat at USPHS Symposium:** You may recall that over the past several months we have been discussing the development of a Forward Thinking Retreat for junior officers. Flag officers participated in a retreat last summer, and JOAG was approached by senior leadership to participate in a similar event. We are excited to announce that we have finalized details for the retreat! LAST CALL to sign up for the Forward Thinking Retreat. Please contact LCDR Aimee Treffeletti at alt5@cdc.gov by COB on Wednesday, May 7 if interested.

v) **JOAG Social Event, Wednesday June 11th**: The COF Planning Committee has organized a JOAG Social at the PHS Symposium on Wednesday, June 11. Please see the attached flyer for more details. We hope you'll join us!

c) **Recruitment and Retention Subcommittee** **CAPT Jon Daugherty and LCDR Rona LeBlanc**

i) CAPT Daugherty continued to call some of the Scientist Category applicants to see what their status is, and to answer any questions about the Corps and the category.

d) **Visibility Subcommittee** **LCDR Wei Guo and LCDR Sally Hu**

i) SciPAC poster is ready and will be posted at COF and will be used for other activities to increase the visibility and understanding of our category

e) **Awards Subcommittee** **LCDR Matthew Newland**

i) No update.

f) **Rules and Membership Subcommittee** **CDR Rachel Avchen**

i) Welcome April CAD: LT Richard Schobitz, DOD/Tricare Management Activity

ii) Call for SciPAC membership, due May 30

iii) Incoming EIS Class : 32 PhD (not all CC, but large number)

g) **Website** **CAPT John Mosely Hayes and LCDR Danice Eaton**

i) Holding pattern in moving forward on HHS template.

h) **Career Development** **CDR Ross Spears**

i) No update.

i) **OFRD Subcommittee** **CDR Mark Seaton**

j) **Mentoring Subcommittee** **CDR Mark Methner**

i) 46 mentors and 52 protégés

k) **Policy Review** **CDR Christine Benally and LCDR Tim Nelle**

l) **Science Subcommittee** **CAPT Mehran Massoudi and LCDR Yi Zhang**

i) No update.

m) **Emergency Preparedness Subcommittee** **CDR Tracy MacGill/CDR David McIntyre**

i) No update.

VII) Closing Remarks **CDR Sara Newman**

Next meeting: JULY 1, 2008; 1100-1300 EST

NO June Meeting PLEASE JOIN US IN TUCSON FOR CATEGORY DAY on JUNE 10th

(See agenda:

http://www.coausphsconference.org/agenda/documents/2008_ScientistAgenda%20_2_.pdf)



Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, July 1, 2008

1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 866-723-8146

Participant Passcode: 7713400 Leader: CDR Sara Newman

Participants

SciPAC Executive Committee 2007/8 Voting Members

Rank	Name	Agency	Role	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
RADM	Helena Mishoe	NIH	CPO					X
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CAPT	Jon R. Daugherty	FDA	Recruitment and Retention	Yes	2005	2008	6	X
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CDR	Daphne Moffett	CDC	Historian	Yes	2004	2012	7	X
CDR	Sara Newman	NPS	Chair	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	ExOficio	Yes	2007	2010	4	X
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LCDR	Matthew Newland	HRSA	Treasurer Awards	No	2006	2009	2
Dr.	Dalton Paxman	OS		Yes	2005	2008	6

Non-voting Scientist Participants

Participant	Agency
LCDR Karon Abe	CDC
Nelson Adekoya	CDC
CDR Bill Albrecht	EPA
CAPT Kate Brett	CDC
LT Rene Calanan	CDC
LCDR Chekesha Clingman	FDA
LT Dianna Densmore	CDC
LCDR Judy Facey	EPA
LCDR Dominic Frasca	CDC
CAPT Omar Hottenstein	OASD
Sally Hu	NIH
CAPT Mehran Massoudi	CDC
CAPT Kathleen McDuffie	CDC
LCDR Henraya McGruder	CDC
CDR Timothy Nelle	FDA
CAPT Ralph O'Connor	CDC
CDR Lisa Pealer	CDC
LCDR Sukhminder Sandhu	FDA
LT Kenneth Sekulic	DHS
LCDR Mike Smith	FDA
LT Kanta Sircar	CDC
LCDR Jacqueline Sram	FDA
LCDR John Stansberry	NIH
CDR Cynthia Striley	CDC
CAPT Doug Thoroughman	CDC
LT Robin Toblin	CDC
LCDR David Thompson	BOP
LT Anthony Tranchita	IHS
LCDR Fei Xu	FDA
LCDR Yi Zhang	FDA

I) Call to Order and Welcome

CDR Sara Newman

EMAIL dbensyl@cdc.gov for roll call

Minutes approved for May. No June minutes as meeting cancelled due to COF.

II) Report from the CPO

RADM Helena Mishoe

- a) No CPO meeting in June.
- b) Flag call at COF. Met with ADM Galson. Included all CPOs. ADM Galson emphasized to do our job to the best of our ability and don't let the tumultuous election year and politics get in the way of work.
- c) Transformation areas still need to be dealt with. Corps needs to be proactive.

- d) ADM Garcia, ASH, met with OSG. He's happy to be part of corps and will be meeting with flag officers and CPOs. Transition went well. Health diplomacy and global health are his interest areas.
- e) Move toward succession planning. Large percentage of officers who can retire at any time. High ranking officers at some agencies dwindling. Plan for CPO succession needed and should occur a year in advance.
- f) COER workshop. Too much variability in raters. Perhaps overinflated scoring.

III) Report from the PAC Chair

CDR Sara Newman

- a) No PAC Chair meeting.
- b) We are still waiting to hear from the OSB regarding the website survey we responded to.
- c) Officer Health Program. Leads for Planning: LT Robin Toblin and LCDR Boris Aponte. CDR Ross Spears will provide guidance as needed.
- d) Training and experience date (TED). New officers very concerned that degrees and work not being counted towards T and E. We are providing support/advice to these potential and incoming officers.
- e) Proposal on TED submitted and moved to OCCFM. Not hopeful for retroactive changes, but hope at least new officers can receive appropriate T and E. Officers will need to consider appeal if changes do go through and they want their time reevaluated.

IV) Treasurer's Report

LCDR Matthew Newland

- a) Additional funds (coin and t-shirt sales) are on their way to COF to be included in the Sci-PAC account. Once those are included, the account should be at: \$2165.01
- b) T-shirts and coins still available.

V) Subcommittee reports

a) Category Day

LCDR Marco Bennett and LCDR Maleeka Glover

- i) Category Day was a success and well attended. The presentations were first rate and inspired very informative discussions.
- ii) The keynote address delivered by Dr. Carmona was well received and mixed with warm emotions and encouraging words to our category at large.
- iii) Pictures of the awardees, PowerPoint presentations and other group pictures will be posted to our website by our website committee.

b) JOAG Liaison Report

LCDR Maleeka Glover

- i) Stadium blanket and t-shirt sold out. LCDR Trefeletti can take orders.
- ii) Dr. Carmona sent thank you letters to JOAG.

c) Rules and Membership Subcommittee

CDR Rachel Avchen

- i) Welcome new CAD LCDR Michael Smith
 - (1) Assigned to FDA as a senior regulatory review officer in the Office of Vaccine Research and Review out of Rockville
- ii) SciPAC membership
 - (1) Committee is reviewing 19 applications for 10 vacancies
 - (2) Committee will forward to CPO recommendations by weeks end
 - (3) CPO reviews and forwards to SG for confirmation

d) Website

CAPT John Mosely Hayes and LCDR Danice Eaton

i) No response re survey on centralization. Subcommittee is holding off on transforming site until we hear from OSG regarding our outstanding questions/concerns.

e) Recruitment and Retention Subcommittee **CAPT Jon Daugherty and LCDR Rona LeBlanc**

i) Calls to potential officers to check status on application process.

f) Awards Subcommittee **LCDR Matthew Newland**

i) No update.

g) OFRD Subcommittee **CDR Mark Seaton**

i) No update.

h) Mentoring Subcommittee **CDR Mark Methner**

i) No update.

i) Science Subcommittee **CAPT Mehran Massoudi and LCDR Yi Zhang**

i) No update.

j) Emergency Preparedness Subcommittee **CDR Tracy MacGill/CDR David McIntyre**

i) No update.

k) Policy Review **CDR Christine Benally and LCDR Tim Nelle**

i) No update.

l) Career Development **CDR Ross Spears**

i) No update.

m) Visibility Subcommittee **LCDR Wei Guo and LCDR Sally Hu**

i) Thank you to those who participated in the Asian Fair.

VI) Closing Remarks **CDR Sara Newman**

a) 2008 EIS numbers: 21 new Corps Scientists.

Next meeting: August 5, 2008; 1100-1300 EST



Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, August 5th, 2008

1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 1- 866-724-8991

Participant Passcode: 1081160 Leader: CDR Sara Newman

Participants

SciPAC Executive Committee 2007/8 Voting Members

Rank	Name	Agency	Role	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
RADM	Helena Mishoe	NIH	CPO					X
CAPT	Bill Burkhardt III	FDA		No	2005	2008	3	
CAPT	Jon R. Daugherty	FDA	Recruitment and Retention	Yes	2005	2008	6	X
CAPT	Mehran Massoudi	CDC	Science	No	2005	2008	3	X
CAPT	John Mosely Hayes	IHS	Website	Yes	2005	2008	6	
CDR	Rachel Avchen	CDC	Vice-Chair Rules and Membership	No	2006	2009	2	
CDR	Christine Benally	OS	Policy	Yes	2007	2010	4	
CDR	Diana Bensyl	CDC	Secretary	No	2006	2009	2	
CDR	Tracy MacGill	FDA	Emergency Preparedness	No	2005	2008	3	
CDR	David McIntyre	IHS	Emergency Preparedness	Yes	2007	2010	4	
CDR	Mark Methner	CDC	Mentoring	Yes	2006	2009	5	
CDR	Daphne Moffett	CDC	Historian	Yes	2004	2012	7	
CDR	Sara Newman	NPS	Chair	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	ExOficio	Yes	2007	2010	4	
CDR	Mark Seaton	FDA	OFRD	No	2005	2008	3	
CDR	D. Ross Spears	CDC	Career Development	Yes	2006	2009	5	
LCDR	Marco Bennett	FDA	Category Day	No	2006	2009	2	X
LCDR	Maleeka Glover	CDC	JOAG Category Day	No	2007	2010	1	
LCDR	Wei Guo	FDA	Visibility	Yes	2005	2011	3	X
LCDR	Rona LeBlanc	FDA	Recruitment and Retention	No	2005	2008	3	
LCDR	Matthew Newland	HRSA	Treasurer	No	2006	2009	2	X

			Awards				
Dr.	Dalton Paxman	OS		Yes	2005	2008	6

Non-voting Scientist Participants

Participant	Agency
LCDR Karon Abe	CDC
Nelson Adekoya	CDC
LT Ashleigh L. May	CDC
CAPT Kate Brett	CDC
CAPT Pamela Ching	CDC
LT Deborah L. Dee	CDC
CDR Laura Draski	FDA
CAPT Bennett W. Fletcher	NIH
CDR Artensie Flowers	CDC
LCDR Sally Hu	NIH
Lieutenant Colonel Paul E. Levin	DoD
CAPT Mehran Massoudi	CDC
LCDR Henraya McGruder	CDC
CDR Michael D. Murry	BOP
CDR Timothy Nelle	FDA
LCDR Ryan Novak	CDC
LCDR James L. Osterhout	FDA
CDR Amy Park	Valley View Health Center
CDR Lisa Pealer	CDC
CDR Nisha Robbins	DOH Florida
LCDR Mike Smith	FDA
LCDR John Stansberry	NIH
LCDR Fei Xu	FDA
LCDR Yi Zhang	FDA
Laurence Libelo (Inactive Reserve Corps)	EPA

I) Call to Order and Welcome **CDR Sara Newman**
EMAIL LCDR Matthew Newland mnewland@hrsa.gov for roll call
 Minutes approved for July.

II) Report from the CPO **RADM Helena Mishoe**

- a) RADM Mishoe welcomed new Scientist officers
- b) Updated call participants on the revision of the COERs. The consensus among CPOs is that the COERs are inflated. Most raters are civilians and inflated COERs lack variation. A possibility to amend this is to create a new composite document or synthesis report. There are currently 3 different groups reviewing these new draft documents. Ideally, the new documents and reviews (when completed) should look like a bell curve and should evaluate job performance, not conduct. All officers are strongly encouraged to initiate mid-term meetings with their raters to report progress. Although there is the potential for rating inflation on the new forms, there is no consensus if it is or is not an issue yet.
 - i) The next step is to formally generate a prototype COER. The process will be as follows:
 - (1) Run an informal test

(2) Select a focus group for input

(3) Then run a formal test

ii) Information Technology personnel will help to generate the new documents electronically and they should be ready by January or February of 2009.

c) Another board is also being formed for the issue of involuntary retirement

d) The new Billet Review is also in the process of launching. The goal is to have a thorough explanation of what the officer(s) is doing. There will be many different levels of billet review including a) Supervisor, b) Agency Liaison and c) PAC Review. RADM Mishoe asked for an open discussion on this issue. She also mentioned that through this process, there is the potential for all billets to be rated either 10% lower or higher.

e) The last item RADM Mishoe discussed was Promotion and Assimilation. She congratulated all Scientist officers who were promoted or promoted to their permanent grade and assimilated. For those who were not, she encouraged everyone to please keep up the good work and to seek mentors. She also wanted to recruit 0-5s and 0-6s within the Scientist category to serve as mentors.

f) RADM Mishoe discussed providing counseling to officers who are not promoted and fall in the lowest quartile. She is seeking O5 and O6 officers to volunteer to assist in counseling.

III) Report from the PAC Chair

CDR Sara Newman

a) Sara thanked RADM Mishoe for the update, especially the update on the COERs. The Associate Recruiter program is temporarily on hold as they are developing a new ARP

b) PAC Chairs are reviewing promotion benchmarks for 2010 for all categories, and CDR Newman will seek input from the PAC, especially on Scientist specific benchmarks

IV) Treasurer's Report

LCDR Matthew Newland

a) The Sci-PAC account as administrated by COF is currently: \$2320.01

b) T-shirts and coins are still available and LCDR Newland encourages the next administration to purchase additional coins. The mold is already created so it will be economical to make additional coins from now on. The account is up to nearly the amount at the beginning of this administration. This administration has been very successful in terms of managing finances and transitioning the account over to COF. We've accomplished much throughout the year and can still benefit from t-shirt and coin sales. There are many t-shirts in all sizes still available. LCDR Wei Guo recommended that the next administration purchase additional t-shirts in blue for increased visibility of Sci-PAC.

V) Subcommittee reports

a) **Category Day**

LCDR Marco Bennett and LCDR Maleeka Glover

i) No update

b) **JOAG Liaison Report**

LCDR Maleeka Glover

i) No update

c) **Rules and Membership Subcommittee**

CDR Rachel Avchen

• Welcome new CAD (June):

LCDR INGRAM	MARY
LT FRANCE	ANNE
LT GARDNER	TRACIE
LT GROENEWOLD	MATTHEW
LT IULIANO	ANGELA
LT JENTES	EMILY

LT PARKS	SHARYN
LT JARQUIN	VANESSA
LT KIM	CLARA
LT MAY	ASHLEIGH
LT NJAI	RASHID
LT VAGI	SARA
LT LOWTHER	SARA
LT NIELSEN	CARRIE
LT WISE	MATTHEW
LT JACKSON	MICHAEL

CAD (July)

LCDR HUNTER	CHRISTOPHER
LT BELDE	ROBERT
LT BARRADAS	DANIELLE
LT GREGORY	CRIA
LT REDWOOD	YANIQUE
LT SILK	BENJAMIN
LT WALLY	JEREMY

- Membership
 - Committee recommended 10 applicants to the CPO
- RADM Mishoe reviewed and has forwarded recommendations to SG for confirmation
- Sci-PAC will soon have elections for its leadership and all committees to serve on
- CDR Rachel Avchen will be the next Chair and our category is now up to 266 officers which is the highest it has been ever. In addition, many new officers are on the call today!

d) Website **CAPT John Mosely Hayes and LCDR Danice Eaton**

e) Sara explained that the website is still under transition to the HHS website and our committee is actively participating in training to make the transition go smoothly.

f) Recruitment and Retention Subcommittee **CAPT Jon Daugherty and LCDR Rona LeBlanc**

- i) CAPT Daugherty wanted to get an idea of the status of applicants to the PHS. He explained that getting a job when applying to PHS is a challenge. He also mentioned that the military facilities would be good for the medical clearance process of the application.

g) Awards Subcommittee **LCDR Matthew Newland**

- i) No update.

h) OFRD Subcommittee **CDR Mark Seaton**

- i) No update.

i) Mentoring Subcommittee **CDR Mark Methner**

- i) No update.

j) Science Subcommittee **CAPT Mehran Massoudi and LCDR Yi Zhang**

- i) No update.

k) Emergency Preparedness Subcommittee **CDR Tracy MacGill/CDR David McIntyre**

- i) No update.

l) Policy Review **CDR Christine Benally and LCDR Tim Nelle**

- i) LCDR Tim Nelle mentioned that the committee reviewed last month the issue of deployment readiness and submitted comments to OSG.

m) Career Development **CDR Ross Spears**

- i) No update.

n) Visibility Subcommittee **LCDR Wei Guo and LCDR Sally Hu**

- i) No update.

VI) Closing Remarks **CDR Sara Newman**

- a) 2008 EIS numbers: 21 new Corps Scientists. Welcome!
- b) Since this is her last meeting as Chair, CDR Newman also wanted to thank all of the scientists for the honor to serve them during the past fiscal year.

PLEASE NOTE Next meeting: **September 9, 2008; 1100-1300 EST New Call in number is
The call in number is 1- 866-724-8991 The passcode for the participants is 1081160**