



# Scientist Professional Advisory Subcommittee Meeting

Minutes

Tuesday, September 9<sup>th</sup>, 2008

1100 – 1300 (Eastern Time)

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

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

## Participants

### SciPAC Executive Subcommittee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary/ Officer Health Program	X
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	Dplyd.
CDR	Daphne Moffett	Historian	X
CDR	Martin Sanders	Awards	X
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	X
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	
CDR	Timothy Nelle	Policy Review	X
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	X
LCDR	Sally Hu	Visibility	Excused
LCDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	X
CAPT	Christine Benally		X
Dr.	Monique Mansoura	Civil Service Liaison	

## Non-voting Scientist Participants

Participant	Agency
CDR James L. Osterhout	FDA
LT Deborah Dee	CDC
LT Ashleigh L. May	CDC
CDR Albrecht William	EPA
LT Jeremy Wally	FDA
LCDR Fei Xu	FDA
CAPT David Crago	BOP
LT Robert Belde	DHS
LT Trajah Blackburn	EPA
CDR Mark Seaton	FDA
CDR Lisa Pealer	CDC
LT Kenney James	FDA
CAPT Susanne Caviness	FDA
CAPT Mehran Massoudi	CDC
LT Robin Toblin	CDC
CAPT Francois Lalonde	NIH
CAPT Bennett W. Fletcher	NIH
LCDR Chekesha Clingman	FDA
LCDR Dianna Densmore	CDC
LCDR Jacqueline Sram	FDA
CAPT Jon Daugherty	FDA
LCDR John Stansberry	NIH
LT Kanta Sircar	CDC

### I) Call to Order and Welcome

CDR Rachel Avchen

EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call

### II) Report from the CPO

RADM Helena Mishoe

- a) RADM Mishoe welcomed new Scientist officers
- b) Our CPO updated call participants on the revision of the COERs. She informed that a contractor has been tasked with finding a way to incorporate a tally of points at the end of the document, however, this effort is facing some funding challenges at the present time. She also informed that the Nurse Category will be conducting a pilot test of the new COER in the upcoming year.
- c) The CPOs had a meeting with the SG, at his request, on September 2<sup>nd</sup>. The SG discussed his vision of priorities and responsibilities of the CPOs. The SG and the CPOs also discussed ways to better market the Corps and how to strengthen the relationships with the OPDIVs.
- d) The CPOs will be meeting with the ASH on September 17<sup>th</sup> to hear his priorities.
- e) RADM Mishoe informed that the recommendations for modification of the appointment standards have been submitted to the OSG for approval.
- f) On the issue of Transformation, RADM Mishoe informed that she had a discussion with RADM Shekar and he informed her that improving the recruitment process continues to be a top priority. RADM Shekar acknowledged great improvements in the reduction of the time needed to bring an officer onboard, which has been reduced by 50%. RADM Mishoe also reported that the strength of the Corps has been increased to over 6,200 officers, the highest in recent years.

- g) RADM Mishoe reported a recent discussion with RADM Furman regarding the formation of the Retention Boards. OCCO is moving forward with the formation of the boards which will include representation of CPOs. A meeting with RADM Furman on this regard will take place in the near future.
- h) Finally, RADM Mishoe reported on the development of a standard system by OCCO for handling the career counseling of officers in the lower quartile. Per suggestion of the CPOs, OCCO is considering making available on its website a letter which will instruct officers how to seek assistance. At this time guidance from OCCO is expected on how to utilize officers interested in providing career counseling, and what the procedures will be.

**III) Report from the PAC Chair**

**CDR Rachel Avchen**

- a) CDR Rachel Avchen, the new SciPAC Chair, made the announcement of the new members of the Executive Board and Subcommittee Chairs. The names of these officers are included at the top section of this document.
- b) CDR Avchen requested from the subcommittee Chairs to submit their working objectives for their respective subcommittees to CDR Diana Bensyl and to indicate if they have any specific membership needs in their call for members.
- c) CDR Avchen also requested from officers interested in serving in subcommittees to contact the respective Chairs by e-mail.
- d) CDR Avchen welcomed the new CAD:
  - LCDR Eduardo Gómez-Saladín.
  - LCDR Nicole Frazier.

**IV) Subcommittee reports**

Due to the current transition in the subcommittee leadership and members, a limited number of subcommittees provided a report.

**a) COA Report**

**CDR Daphne Moffett**

- i) CDR Moffet reported that the next COA Annual Meeting will have as theme: “Workforce in Public Health: Leadership & Development”. The meeting will be held next June 2009 in Atlanta.
- ii) She acknowledged the work of CDR Ross Spears and LCDR Danice Eaton in helping to develop the agenda for the Annual Meeting.
- iii) CDR Moffet shared the concern that an anonymous “PHS chat e-mail” is currently circulating and misrepresenting COA. She clarified that this is not a legitimate COA activity.
- iv) She also mentioned that the next COA Board meeting will take place in the DC metro area on the weekend of September 13<sup>th</sup>, and that the agenda includes making financial decisions in their investments and the discussion of how to increase membership and how to improve the services to members.

**b) JOAG Liaison Report**

**LCDR Maleeka Glover**

- i) JOAG is wrapping up business for the 2007-08 fiscal year. The new fiscal year starts October 1st.
- ii) JOAG is welcoming the new members to their Executive Subcommittee and New 2008-2010 Voting Members.
- iii) The regular meetings of JOAG are scheduled for every other 2nd Friday of the month, from 1300-1500

c) **Website**

**LCDR Danice Eaton**

In regards to the transition of old website to HHS-template, as mandated by the OSG, LCDR Eaton reported that:

- i) The website subcommittee met with the Macro contractor hired by OSG to assist PACs with transition back in February, 2008. At that time, several concerns were identified mainly related to 508 compliance and who would have control of content. The subcommittee made a decision to voice concerns and hold up on moving forward with transition until concerns had been addressed.
- ii) In March 2008 OSG requested each PAC complete a "needs assessment" survey to identify PAC needs for support to transition websites. The website subcommittee completed the survey, and included their concerns with the website transition as well as some suggestions.
- iii) In July 2008, the website subcommittee was told that OSG planned to implement several of the suggestions. The website subcommittee was told that they could expect to receive a formal response to their concerns within a few weeks, but a response was never received.
- iv) LCDR Eaton has had conversations with officers responsible for the JOAG and Nursing PAC website transitions to get feedback from them on how the process has worked. Feedback from these officers highlighted some concerns related to not knowing when the new site will go live, and having to maintain two sites (the old and the new) in the mean time.
- v) On August 9, 2008 LCDR Eaton received an e-mail from the Macro contractor indicating they had copied the content from the old site to the new template on a staging server. The website subcommittee was asked to review the content on the staging server. LCDR Eaton has asked for more information about when to expect the new site to go live and how 508 compliance will be handled and what type of support will be available for creating 508 compliant templates. A response has not been received yet.
- vi) CDR Moffett stated that Macro's contract to assist with the website transition will expire eminently. The website subcommittee should hold off on maintaining the content on the new site in the mean time since it is not clear who will be awarded the new contract.
- vii) The website subcommittee will continue to maintain and update the old website until it becomes clearer how/when the transition will occur.

d) **Officer Health Program**

**LT Robin Toblin**

- i) The Officer Health working group met most recently to discuss the mission statement and objectives for a proposal regarding the creation of the Officer Health program to be submitted to the CPOs, and ultimately, the SG.
- ii) A basic survey to administer to principals or other administrators at a school following a presentation was also discussed. A survey was discussed to evaluate the effectiveness for children (i.e., a pre-post type design), but concerns of OMB were brought up, and the chair of the group did not want to delay the project to wait for OMB. A small group of members offered to put together a draft curriculum focusing on childhood obesity to mirror the SGs priority topic area. At the present time, we are awaiting further information about the proposal, the curriculum and/or a future meeting.

e) **Career Development**

**LCDR Karon Abe**

- i) LCDR Abe reminded officers who are up for promotion for 2009 that if they would like their CVs reviewed (by O-5, O-6 Officers), to start preparing their CVs to submit no later than Oct 1, 2009. An email will be sent out regarding CV reviews.
- ii) She also requested the participation of SciPAC O-5 and O-6 Officers to serve as CV reviewers and will be sending out an email asking for their assistance in helping/mentoring fellow officers.
- iii) LCDR Abe also stated her interest in updating the Career Development Subcommittee roster. She requested from officers who are already on the subcommittee or officers who would like to join the subcommittee to send her an email.

#### **V) Open Discussion.**

- a) CAPT Jon Daugherty expressed concerns on the lack of clarity from a recent disseminated policy on Awards. Particularly, he mentioned that the new order or precedence of award ribbons seemed to have some inconsistencies. He contacted OCCO on this regard and was told to wait until this policy is clarified to make any changes to the order of his ribbons. RADM Mishoe confirmed that this is the status of this issue.

#### **VI) Closing Remarks**

##### **CDR Rachel Avchen**

- a) CDR Rachel Avchen summarized the meeting by welcoming again the new SciPAC voting members and Subcommittee Chairs and by requesting the participation on those subcommittees.
- b) She noted that information regarding the request for new subcommittee members will be made available via the SciPAC Listserve, and to contact any voting member on information on how to register to the Listserve.
- c) Finally, CDR Avchen set the upcoming SciPAC conference calls for the first Tuesday of each month, from 11:00-13:00, EST.

**PLEASE NOTE Next meeting: October 7, 2008; 1100-1300 EST  
Call in number is: 1- 866-724-8991. Passcode for participants is: 1081160.**



# Scientist Professional Advisory Subcommittee Meeting

Minutes

Tuesday, October 7<sup>th</sup>, 2008

1100 – 1300 (Eastern Time)

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

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

## Participants

### SciPAC Executive Subcommittee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary/ Officer Health Program	X
LCDR	Wei Guo	COF Liaison	excused
CDR	Sara Newman	Ex-Officio	excused
CDR	Daphne Moffett	Historian COA Board	excused
CDR	Martin Sanders	Awards	
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	X
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	
CDR	Timothy Nelle	Policy Review	X
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	X
LCDR	Yi Zhang	Science	X
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	
CAPT	Christine Benally	Policy Review	X

**Non-voting Scientist Participants**

Participant	Agency
CAPT Bryan Jones	OSG
CDR Laura J Draski	FDA
LT Ashleigh L. May	CDC
LCDR Eduardo Gomez	CDC
LT Jeremy Wally	FDA
CAPT David J. McIntyre	IHS
LCDR Tegan K Boehmer	CDC
LCDR Adrienne J. Goodrich-Doctor	HHS
LT Trajah Blackburn	EPA
CDR Mark Seaton	FDA
LCDR Rona LeBlanc	FDA
CAPT Nelson Adekoya	CDC
LCDR Mike Smith	FDA
CAPT Doug Thoroughman	CDC
CDR Danisha Robbins	DIHS
CAPT Francois Lalonde	NIH
CAPT C. Dexter Kimsey	CDC
LCDR Dianna Densmore	CDC
LCDR Jacqueline Sram	FDA
LCDR John Stansberry	NIH
LCDR Henraya McGruder	CDC

**I. Call to Order and Welcome**

**CDR Rachel Avchen**

EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call

**II. Report from the CPO**

**RADM Helena Mishoe**

- a) RADM Mishoe made a request to all Scientist officers for feedback regarding the qualifications to be used as criteria for the selection of the next Scientist Category CPO. A formal request is being made via the SciPAC Listserve. Six CPOs are ending their terms this year including her. She expressed that it is their desire to have some overlap with the new CPOs.
- b) RADM Mishoe also stated the interest of the CPOs in having a billet created to reflect their responsibilities.
- c) Status of the formation of Retention Boards: A first conference call will take place in mid-October to discuss the process to be used by the Boards and to decide in which criteria the decisions of the Retention Boards will be based. These developments are moving forward.
- d) RADM Mishoe acknowledged and expressed concern with the current situation of the assimilation process. The current ceiling set at 2,800 Regular Corps officers represents a challenge. There is a current proposal in Congress to increase this ceiling to 4,000 officers. Since OCCO has a disproportionate number of applications for assimilation compared to the open slots, RADM Furman is at the present time considering the possibility of suspending the assimilation process for 2008. This situation affects the kind of job opportunities available to officers.

CAPT Bryan Jones also expressed his concern stating that this situation may impact scientist officers disproportionately. He described that since our Category tends to bring onboard officers at a later point

in their careers, and since assimilation is directly related to job security, this situation has the potential to affect recruitments and retention. CAPT Jones acknowledged that this issue will be difficult to resolve without raising the ceiling number of Regular Corps officers. CAPT Doug Thoroughman concurred with this notion and suggested that raising the ceiling of assimilated officers could be used as a recruitment incentive for clinical officers.

To questions raised on whether an application for assimilation will be considered for more than one year, CAPT Jones recommended that since administrative changes have been taking place, officers should be familiar with the assimilation policies and follow-up their applications.

- e) RADM Mishoe stated that additional changes will be made to the COER which will be pilot- tested by 2009. The desire of the CPOs is to have a high quality COER system.
- f) RADM Mishoe stated that a design is being developed for a CPO badge to be issued.

### **III. Report from the PAC Chair**

**CDR Rachel Avchen**

- a) The minutes for the months of August and September were approved.
- b) CDR Avchen announced that the nominations of candidates for CPO are due Nov 14.
- c) Latest Corps census showing more than 6,200 officers.
- d) CDR Avchen thanked those officers who have been deployed during this hurricane season. The Corps deployed over 1,000 officers in response to hurricanes Gustav, Hannah and Ike.
- e) The work of the Assimilation Board for 2009 is under review at the present time in order to determine whether to proceed given limited vacancies and anticipation of large number of applications. CDR Avchen recommended to officers to continue to apply to the Regular Corps, and to follow-up their applications.
  - i) There is a ceiling of 2,800 for the Regular Corps.
  - ii) There are 2,641 Regular Corps officers currently on active duty.
  - iii) There are 96 officers on the 2008 presidential nomination list.
  - iv) There are 730 applications in pool for the next assimilation cycle.

### **IV. COA Report**

**CDR Daphne Moffet**

No report.

### **V. Subcommittee reports**

#### **a) Awards**

**CDR Martin Sanders**

No report.

#### **b) Career Development**

**LCDR Karon Abe**

- i) There has been a great response from senior officers as CV review volunteers.
- ii) The annual CV review deadline extended until Friday, Oct 17, 2008 for officers up for promotion in 2009.
- iii) The Career Development subcommittee conference call is planned for Oct 31, 2008, from 3:00 - 3:30 pm. An email with the agenda will be sent shortly.
- iv) The Reviewing Official Statement (ROS) is included as part of the COER activities this year. LCDR Abe clarified that the ROS is due at the time that the Reviewing Official (RO) signs-off on the COER.

#### **c) Category Day**

**LCDR Maleeka Glover**

- i) There has been a great response to the request for volunteers for this sub-committee.

- ii) LCDR Glover will be representing SciPAC at the next conference call for the COA workgroup planning the Annual Meeting. This conference call is scheduled for October 8<sup>th</sup>.
- iii) LCDR Glover solicited recommendations for speakers for the Category Day event. A call for abstract will be sent out via the Listserve within a week.

**d) Mentoring**

**CDR Mark Methner**

No report

**e) Policy Review**

**LCDR Tim Nelle**

- i) The Policy Subcommittee had a great response to the call for volunteers and currently has 15 members.
- ii) During the past month, the subcommittee was asked to review three proposed Commissioned Corps Instructions, which were entitled “Substance Abuse”, “Absence Without Leave”, and “Alternative Workplace”.

**f) Readiness and Response**

**CDR Rachel Avchen**

- i) SciPAC is merging the Emergency Preparedness and the OFRD Sub-committees.
- ii) An invitation has been sent for the first conference call.

**g) Recruitment and Retention**

**CDR Michael Murry**

- i) The subcommittee co-chairs met to consider priority issues for the coming year. A key on-going issue is the DOD Mental Health Initiative. The agreement set a target to provide the DOD with 200 mental health professionals to meet the needs of personnel returning from combat area deployments. This initiative poses a recruitment challenge for the Corps. The primary impact for the Scientist Category is recruitment of psychologists.
- ii) A related issue is the proposal to change the appointment standards for psychologists. The current appointment standards require psychologists to be state licensed. The license requirement is a recruitment obstacle and has not always been a requirement. The committee plans to follow-up on the progress of that proposal.

**h) Rules and Membership**

**CDR Diana Bensyl**

- i) There is a new CAD: LCDR Ann Dubmeyer.
- ii) The Scientist Category is 266 strong.

**i) Science**

**LCDR Yi Zhang**

- i) Completed the recruitment of eleven new members
- ii) Interested officers can e-mail LCDR Zhang.

**j) Visibility**

**LCDR Sally Hu**

- i) The visibility subcommittee has ten members and plans to organize three visibility activities for SciPAC in this term.
- ii) In the process of collecting ideas and suggestions among subcommittee members on any subcommittee related activities such as any upcoming events
- iii) The sub-committee also welcomes ideas and suggestions from all SciPAC members now and any time in the future.

**k) Website**

**CDR Danice Eaton**

- i) The subcommittee 1<sup>st</sup> call will be on Oct 15.
- ii) No report on website transition.

## VI. Liaison Reports

### a) Billet Transformation Review

No report.

**LCDR Mathew Newland**

### b) COF Liaison

i) The actual SciPAC balance is \$2,500.

ii) Purchasing of Category tee-shirts and coins, which are still available, was encouraged. Contact LCDR Guo if interested

iii) Ideas to raise SciPAC funds are welcomed.

**LCDR Wei Guo**

### c) JOAG

i) Operational year has just started.

ii) The new members will be announced soon.

**LCDR Maleeka Glover**

### d) PSYPAG

No report.

**CDR Michael Murry**

### e) Officer Health Program

No report.

**LT Robin Toblin**

### f) Civilian Service

No report.

**Dr. Monique Mansoura**

## VII. Other Business

### a) Disaster Data Tools Workgroup

**CAPT Thoroughman**

i) CAPT Thoroughman formed this workgroup across federal agencies and response teams in order to attempt to come to consensus about what data collection tools are used across all federal response teams for specific purposes (like surveillance of medical needs in a shelter, or assessing environmental conditions in a disaster setting).

ii) Subcommittees have been formed to look at data collection tools for these purposes: Clinical Management, Shelter Surveillance (including Special Medical Needs Shelters), Community Surveillance, Syndromic Surveillance, Hospital Surveillance, Epi Investigation, Environmental Health Community Assessment, Environmental Health Shelter Assessment, Mental Health, Community Needs Assessment, Pharmacy, Veterinary, and Data Transfer/Technology Tools.

iii) CAPT Thoroughman invited anyone who wants to participate in one of the workgroups to email him. Time commitment will be no more than 1-2 hours weekly for 6 months or less. He is especially interested in officers who recently deployed for Gustav or Ike and did data collection activities as they will have fresh insights in mind

## VIII. Closing Remarks

**CDR Rachel Avchen**

a) The SciPAC Chair welcomed back CAPT Bryan Jones.

b) The next SciPAC meeting was announced.

**NOTE Next meeting: Tuesday, November 4<sup>th</sup>, 2008; 1100-1300 EST**  
**Call in number is: 1- 866-724-8991. Passcode for participants is: 1081160.**



# Scientist Professional Advisory Subcommittee Meeting

Minutes

Tuesday, November 4th, 2008

1100 – 1300 (Eastern Time)

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

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

## Participants

### SciPAC Executive Subcommittee 2008/9 Voting Members

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LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	excused
CDR	Daphne Moffett	Historian COA Board	
CDR	Martin Sanders	Awards	
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	X
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CDR	Mark Methner	Mentoring	
CDR	Timothy Nelle	Policy Review	X
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CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
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LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	X
CAPT	Christine Benally	Policy Review	

**Non-voting Scientist Participants**

<b>Participant</b>	<b>Agency</b>
CAPT Bryan Jones	OSG
CAPT C. Dexter Kimsey	CDC
CAPT Michael McLaughlin	FDA
CAPT Jon Daugherty	FDA
CAPT Kate Brett	CDC
CDR Laura J Draski	FDA
CDR Danisha Robbins	DIHS
CDR Heidi Black	CDC
CDR James Osterhout	FDA
CDR Lisa Pealer	CDC
LCDR Tegan K Boehmer	CDC
LCDR Judy Facey	EPA
LCDR Rona LeBlanc	FDA
LCDR Mike Smith	FDA
LCDR Chekesha Clingman	FDA
LCDR David Thompson	DOD
LT Jennifer Myers	BOP
LCDR Dianna Densmore	CDC
LCDR Jacqueline Sram	FDA
LCDR Renee Calanan	CDC
LCDR Henraya McGruder	CDC
LT Jeremy Wally	FDA
LT Brooke W. Heroux	BOP
LT Vanessa G. Jarquin	CDC
LT Loren Rodgers	FDA
LT Robert Belde	DIHS
LT Deborah L. Dee	CDC

**I. Call to Order and Welcome**

**CDR Rachel Avchen**

EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call.

**II. Report from the CPO**

**RADM Helena Mishoe**

a) Due to extenuating circumstances RADM Mishoe could not be present at the meeting.

**III. Report from the PAC Chair**

**CDR Rachel Avchen**

- a) Purpose and intent of SciPAC Lstserve. CDR Avchen discussed the reasons for not posting vacancies on the Listserve, among those, the lack of resources to do this reliably, accurately, and on a timely fashion. Discussion:  
 CDR Diana Bensyl mentioned that there are other Listserves already posting job vacancies and that we do not need to overburden officers with duplicate messages.  
 CAPT Bryan Jones expressed that some jobs are not posted in some of the existing Listserves and that continuing with this service will be important to those looking for specialty/high level jobs. He suggested to have further discussion on this subject.

CDR Avchen assigned LCDR Karon Abe from the Career Development sub-committee to follow-up on this by assessing the opinion of officers from our Category. The sub-committee will also discuss and forward recommendations on how SciPAC Listserve should function on this regard. There will be a report of the recommendations at the December call. Anyone interested in contributing to this topic should email LCDR Abe ([kabe@cdc.gov](mailto:kabe@cdc.gov))

- b) CDR Avchen shared the following websites for vacancies:
  - i) [CCVACANCIES-L@LIST.NIH.GOV](mailto:CCVACANCIES-L@LIST.NIH.GOV)
  - ii) Epidemiology Listserve: [CCEPI\\_LIST@LIST.NIH.GOV](mailto:CCEPI_LIST@LIST.NIH.GOV)
- c) CPO characteristics: Recommendations forwarded up the chain along with recommendations from RADM Mishoe. Thanks to all who offered their input.
- d) CDR Avchen mentioned that at this time it is not clear when a transition to a new CPO might happen.
- e) She welcomed to LT Brooke W. Heroux from the BOP, as recent member of our Category.

#### **IV. COA Report**

No report.

**CDR Daphne Moffet**

#### **V. Subcommittee reports**

##### **a) Awards**

No report.

**CDR Martin Sanders**

##### **b) Career Development**

No report.

**LCDR Karon Abe**

##### **c) Category Day**

**LCDR Maleeka Glover**

- i) There was a first meeting on October 8<sup>th</sup>.
- ii) Some abstract have been received. The deadline for the submission of abstract has been extended until Nov. 14<sup>th</sup>.
- iii) A few possible speakers have been suggested and the committee is assessing their availability.
- iv) LCDR Paul Seo asked from those considering submitting an abstract to send him an e-mail stating their intention.

Discussion: At a question from CDR Avchen regarding the theme for the abstracts, LCDR Glover stated that abstract representing the different assignments of scientist officers will be accepted.

##### **d) Mentoring**

No report

**CDR Mark Methner**

##### **e) Policy Review**

**LCDR Tim Nelle**

- i) Last month, the Policy sub-committee received three new items to review:
  - (1) Office of Commissioned Corps Force Management's memo recommending the Corps should retain its policy of not requiring or accepting officer photographs for inclusion in the eOPF and prohibit their use in matters pertaining to personnel actions and/or deployments.
  - (2) A proposed Personnel Policy Memorandum (PPM) authorizing the creation of the Global Health Campaign Medal set. The eligibility requirements set forth in this PPM include any Regular Corps or Reserve Corps officer who, in a Global Health Initiative Assignment, has served outside of the United States for at least 21 consecutive days or 60 non-consecutive days in foreign posts while on temporary or permanent assignment.
  - (3) Updated Commissioned Corps Instruction for Inter-Service Transfers.

Discussion:

CAPT Jon Daugherty asked how this new policy (item 1) will be in line with the existing policies of the military which include the use officer photographs for inclusion in the eOPF to which LCDR

Nelle stated that the reasons for not including photos on the OPF are related to legal and ethical issues. CAPT Bryan Jones added that in addition there are logistic reasons why this is not a good option for the PHS whereas it is for the military.

**f) Readiness and Response**

**LCDR Marco Bennett**

- i) Thirteen officers have volunteered to serve on the Readiness and Response sub-committee.
- ii) The subcommittee is in the process of drafting an appropriate protocol to remind and assist scientist officers who are not basic ready per OFRD.

**g) Recruitment and Retention**

**CDR Michael Murry**

- i) The overall strength of the Corps is growing to 6,600 by 2012 and providing 200 mental health clinicians to the DOD highlight the current prominence of recruitment needs.
- ii) The Associate Recruiter Program has recently suspended taking new applications as the program is being revamped. A major revision of the ARP is in the works. The ARP anticipates bringing out the revised program by the end of the calendar year.

**h) Rules and Membership**

**CDR Diana Bensyl**

- i) There are no new CAD this month.
- ii) SciPAC will need subcommittee members in the spring to help choose the new voting PAC members. CDR Bensyl invited officers to consider volunteering if not intending to self-nominate for next year's PAC.

**i) Science**

**LCDR Yi Zhang**

No report. LCDR Zhang is on maternity leave. She will be substituted temporally as Chair of the sub-committee.

**j) Visibility**

**LCDR Sally Hu**

- i) SciPAC has applied for a free booth at the 16th annual NBC4 Health and Fitness Expo on Saturday and Sunday January 10th & 11th 2009 at the Washington Convention Center. SciPAC successfully participated at the 15th NBC event in Jan 2008, which gathers more than 230 organizations. The advantage of this free event is the volume of the people who will attend the event. Thus, it will be a great opportunity for SciPAC to promote USPHS and increase the awareness of the Scientist Category. Once a free booth is secured, the sub-committee will call for volunteers and send out detailed information related to the event.

**k) Website**

**CDR Danice Eaton**

- i) CDR Cindy Striley will be co-chairing the website subcommittee.
- ii) CDR Eaton reminded all PAC sub-committee chairs to review your content on the SciPAC website and let her or CDR Striley know if you have any updates or corrections.
- iii) OCCFM will be managing the PAC website transition to the hhs.gov template. Transition is in a holding pattern while OCCFM finalizes the usphs.gov website.

**VI. Liaison Reports**

**a) Billet Transformation Review**

**LCDR Mathew Newland**

No report.

**b) COF Liaison**

**LCDR Wei Guo**

- i) The actual SciPAC balance is \$2,500.

- ii) LCDR Guo encouraged officers to purchase the Scientist Category tee-shirts and coins, which are still available. If interested contact LCDR Guo ([Wei.Guo@fda.hhs.gov](mailto:Wei.Guo@fda.hhs.gov) )
- iii) It was reported also that tax-deductible contributions to SciPAC are possible by sending a check to the Commissioned Officers Foundation (COF) and writing “SciPAC” on the memo line. The entire amount will then be transferred to the SciPAC account.
- iv) Other ideas to raise SciPAC funds are welcomed.

**c) JOAG**

**LCDR Maleeka Glover**

- i) The first meeting of the year took place on Oct. 10<sup>th</sup>.
- ii) There are several new officers and projects for this year.
- iii) LCDR Glover invited officers to sign-up for the JOAG Listserve (<http://www.joag.org/>) and to visit their website at <https://list.nih.gov/cgi-bin/wa?SUBED1=joag&A=1>

**d) PSYPAG**

**CDR Michael Murry**

- i) The Psychology Professional Advisory Group (PSYPAG) has historically had more HSO officers than Scientist officers. The PsyPAG Chair this year, CDR Dennis Slate, invites all Scientist Category psychologists to participate in PsyPAG. Any psychologist who would like to learn more about PsyPAG, is encouraged to send an email to CDR Mike Murry ([mmurry@bop.gov](mailto:mmurry@bop.gov)) and he will ensure their inclusion on the mailing list that will provide information about issues of interest to psychologists.

**e) Officer Health Program**

**LT Robin Toblin**

No report.

**f) Civilian Service**

**Dr. Monique Mansoura**

No report.

**VII. Closing Remarks**

**CDR Rachel Avchen**

**NOTE Next meeting:**

**Tuesday, December 2nd, 2008; 1100-1300 EST**

**Call in number is: 1- 866-724-8991. Passcode for participants is: 1081160.**



# Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, December 2<sup>nd</sup>, 2008.

1100 – 1300 (Eastern Time)

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

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

## Participants

### SciPAC Executive Sub-committee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	excused
LCDR	Boris Aponte	Secretary/ Officer Health Program	X
LCDR	Wei Guo	COF Liaison	excused
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	X
CDR	Martin Sanders	Awards	X
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	excused
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	X
CDR	Timothy Nelle	Policy Review	excused
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	excused
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	
CAPT	Christine Benally	Policy Review	excused

### Non-voting Scientist Participants

Participant	Agency
CAPT Kathleen McDuffie	CDC
CAPT Nelson Adekoya	CDC
CAPT Arnold Farley	CMS
CAPT Doug Thoroughman	CDC
CAPT Kate Brett	CDC
CDR Danisha Robbins	DIHS
CDR Bill Albrecht	EPA
LCDR Tegan Boehmer	CDC
LCDR Judy Facey	EPA
LCDR Rona LeBlanc	FDA
LCDR Anne Dobmeyer	USAF
LCDR Chekesha Clingman	FDA
LCDR David Thompson	DOD
LCDR Margaret A. Riggs	CDC
LCDR Dianna Densmore	CDC
LCDR Fei Xu	FDA
LCDR Renee Calanan	CDC
LCDR Henraya McGruder	CDC
LCDR John Stansberry	NIH
LT Robin Toblin	CDC
LT Vanessa Jarquin	CDC
LT Ashleigh May	CDC
LT Jennifer Adjemian	CDC

#### I. Call to Order and Welcome

**CDR Rachel Avchen**

EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call.

#### II. Report from the CPO

**RADM Helena Mishoe**

- a) RADM Mishoe joined the call from Africa, where she is currently serving under the CDC's International Experience and Technical Assistance Program. She wished all Scientist Officers have had a Happy Thanksgiving holiday. She shared that she will be returning home in one week, and will stop in Atlanta, and will be contacting Scientist Officers in the Atlanta region for a possible dinner while in town. She also mentioned her interest in sharing with Officers the details of her work while in Africa.
- b) RADM Mishoe discussed the response of the CPO Board to a request from the ASH regarding the present policy of not including full length photos for eOPF for deployments and promotion purposes. The CPO Board recommended further discussion on this issue. A final determination has not been made at this time. There has been an interest from OFRD in the past for the inclusion of photos in the e-OPF for deployment purposes. CDR Avchen reported that the SciPAC Policy Sub-committee recommended that no photos be included on the OPF.
- c) Discussion on the recent changes to the COER:
  - i) CDR Sara Newman shared her concerns that the new COER template has been problematic due to the word-count feature for each item of the narrative section.
  - ii) CDR Martin Sanders also expressed concerns with the word-count feature, and added that a better definition of new terms included in the COER is needed in the instructions section.
  - iii) RADM Mishoe shared her expectation that these issues will be rectified during 2009.

- iv) CDR Avchen shared that JOAG has been collecting data on Officers concerns with the new COER.
- v) CAPT Kathleen McDuffie asked whether the COER is moving away from the inclusion of narrative and about the reasons for the question in the COER regarding the existence of a performance plan for Officers.
- vi) CDR Sanders clarified that OCCO is only asking this question as a data collection issue.
- vii) RADM Mishoe concluded that at this point the data is being collected, but a Performance Plan is not a requirement for Officers yet. She added that a performance plan should show the roles and responsibilities that a Commissioned Corps Officer has and that three COER working groups have agreed on this. Currently, there are officers who are on a Performance Plan at their agency in addition to completing the COER. The movement of officers to a performance plan was not supported by the COER working groups.
- viii) CAPT Nelson Adekoya asked how this issue is going to be addressed if the data collected may not be consistent.
- ix) RADM Mishoe clarified that the data collected will identify trends regarding whether more officers are being placed on Performance Plans. Also, regarding the new COER, she indicated that it is anticipated that data to provide insight as to whether COER inflation still exists after the new COER will likely be collected and analyzed.
- d) RADM Mishoe commented that the Corps solicited nominations for individuals to serve on the Appointment Standards Working Integrated Team (WIPT). The OSG selected CAPT Betty Tai, and CAPT Kate Brett (alternate) for this working group. Each CPO will be able to address the WIPT. RADM Mishoe is scheduled to present her recommendations on December 15, 2008. Recommendations are due by Feb 15 with draft recommendations by the end of January.
- e) The request for nominations for the Scientist Category CPO have been extended to Dec 5. This is the third extension. RADM Mishoe encouraged Officers to apply. She will serve as CPO until the next appointment is in place.
- f) Functional Groups for transformation. Four workgroups have been established to work on the transformation of the PHS. Each workgroup has a Chair, charged with reviewing roles and responsibilities of the workgroups. CDR Kevin McGuinness is the Chair for the group on mental health, and CDR Moffett is the Chair for the research group. The groups have a number of roles and responsibilities proposed including strategic planning and developing assessment methods for deployments. RADM Mishoe indicated that a Functional Group presentation by RADM's Kendig and Kweder took place at the last CPO Board meeting. The CPOs felt that there is a role for the Functional Groups but expressed concern about duplicating efforts, adding another formal governance structure, and additional burden to agencies.
- g) Questions:  
 LCDR Marco Bennett asked if the temporary suspension of assimilations mean that there will be changes in the promotion board interpretation of the benchmarks as these are used as criteria for promotion. RADM Mishoe clarified that there have not been changes in how assimilation is being interpreted by the boards

### **III. Report from the PAC Chair**

**CDR Rachel Avchen**

- a) An Appointment Board WIPT was formed. Representing SciPAC are Dr. Betty Tai and CAPT Kate Brett (alternate)
- b) No new CAD, holding at 267.

### **IV. COA Report**

**CDR Daphne Moffet**

- a) CDR Moffet announced a call for nominations, already posted at the COA website, for the Health Leader of the Year Award.
- b) Officers are invited to look for the October issue of JAMA which includes an article on the Surgeon General at: <http://jama.ama-assn.org/cgi/reprint/300/16/1869.pdf?ijkey=dzuMR5dOIRVGZze&keytype=finite> .

COA's Executive Director was one of many people interviewed by the author while researching the subject.

- c) CDR Moffett's term as Scientist representative on the COA Board is expiring in 2009. She invited Officers to consider nominating themselves. The official call will be coming out this next spring.

## V. Sub-committee reports

### a) Awards

**CDR Martin Sanders**

- i) Unit commendations for service to the WPDGs have been entered into officer's eOPFs. If Officers think that they were assigned to one of the WPDGs and did not receive recognition, they need to forward questions to their leadership of the specific WPDG.

### b) Career Development

**LCDR Karon Abe**

- i) The request for opinions regarding the continuation of vacancy announcements on the SciPAC Listserv showed that a majority of Officers preferred to continue with this practice.
- ii) Vacancy announcements will be posted weekly, and those with a short turnaround time will be posted immediately. Announcements should be sent to LCDR Abe at ([kabe@cdc.gov](mailto:kabe@cdc.gov)).
- iii) Officers can also contact LCDR Abe for questions regarding their CV revision.

### c) Category Day

**LCDR Paul Seo**

- i) The Next planning meeting with COF is Wednesday, 12/3/2008.
- ii) The agenda for the Category Day will be finalized by December 12<sup>th</sup>. Currently there are 10 abstract submissions. The speakers and possible alternates will be selected by end of the week and notified the week of December 8<sup>th</sup>.
- iii) CAPT Doug Thoroughman shared his concern that only ten abstracts have been submitted and the possibility that some scientist Officers could have submitted their abstract directly to COA instead of to the Category Day Planning Sub-committee. LCDR Paul Seo clarified that he understands that the COA meeting coordinators will forward to the Category Day Sub-committee those abstracts mistakenly sent to them. CAPT Thoroughman suggested sending a message via the Listserv to make officers aware that they need to follow-up on their submitted abstracts. He also suggested making this abstract submission process a single one.

### d) Mentoring

**CDR Mark Methner**

- e) Currently there are 49 Mentors and 63 mentees enrolled in the mentoring program. Those interested in the program can contact CDR Methner at [mm5@CDC.GOV](mailto:mm5@CDC.GOV).

### f) Policy Review

**CDR Avchen**

- i) Last month, the sub-committee received one new item to review: a proposed revision of Commissioned Corps Directive (CCD) CC46.3.1, "Uniform Regulations". The impetus for this revision came for the ASH's July 2007 memo requiring OCCFM (Office of Commissioned Corps Force Management) to amend and align the uniform, personal appearance and grooming standards of the Corps to that of the Navy.

Changes in this CCD include enhanced descriptions of current uniform components and new specifications that insignia must meet and follow the military specifications (MilSpec) as specified by OCCO and the Institute of Heraldry. However, it still retains language that uniforms "shall be comprised of basic clothing articles that are prescribed for wear by U.S. Navy Officers" and will include insignia to differentiate us as Corps Officers. It also still allows for "specific special-uniform or special purpose uniforms" that are not covered in Navy uniform regulations.

### g) Readiness and Response

**LCDR Marco Bennett**

- i) As of Nov. 1<sup>st</sup> our Category readiness (basic qualified) level stands at 85%.
- ii) Based on feedback from our sub-committee a general reminder will be sent to all members via the Listserv to check on their readiness status. It appears that OFRD is contacting Officers prior to the date of expired documents in their files.
- iii) LCDR Judy Facey suggested sending a regular flyer, as a reminder, containing information on how to maintain readiness.
- iv) LCDR Matthew Newland commented on the practice of HRSA of directly sending gentle reminders to its Officers.
- v) LT Robin Toblin shared the problem she faced while responding to the OFRD request for volunteers to deploy during for the President's Inauguration in January. It appears that the link to respond to this request is no longer active. LCDR Newland mentioned that no additional information on this request has been received from OFRD.

**h) Recruitment and Retention**

**CDR Michael Murry**

- i) The Division of Commissioned Corps Recruitment plans to introduce the revised Associate Recruiter Program in early 2009. They plan to have quarterly meetings with representatives of the PACs and to work closely with the PACs implementing the program.
- ii) Progress on the DOD initiative. Only a small number of mental health providers have filled the vacancies as part of the DOD initiative. For the Scientist Category that translates mostly to a need to recruit more Scientist psychologists.

**i) Rules and Membership**

**CDR Avchen**

- i) No new CAD.

**j) Science**

**LCDR Brian Harcourt**

No report.

**k) Visibility**

**LCDR Sally Hu**

- i) The sub-committee has secured a free booth at the 16th annual NBC4 Health and Fitness Expo on January 10th & 11<sup>th</sup>, 2009, at the Washington Convention Center, from 9:00 AM to 5:00 PM. The event will be a great opportunity to promote our mission and also provide lots fun activities for families. Over 200 businesses and organizations will be conducting activities and exhibits for more than 85,000 participants.
- ii) The sub-committee will call for volunteers and send out detailed information related to the event in the near future.

**l) Website**

**CDR Danice Eaton**

- i) OCCFM announced the PACs website transition has been delayed due to other year end activities.
- ii) The website sub-committee received preliminary instructions from OCCFM regarding the needs for the website transition. OCCFM will provide some "support" to help PACs transition to the new website, but the nature of the support has not been detailed yet. The PACs are only expected to maintain content on their sites that are specific to the category (e.g., minutes)). OCCFM stated they would be providing 508 compliant templates for documents such as the minutes.

**VI. Liaison Reports**

**a) Billet Transformation Review**

**LCDR Mathew Newland**

- i) No significant changes until early 2009.

**b) COF Liaison**

**CDR Avchen**

- i) Current balance is \$2,500.
- ii) Sub-committees are asked to submit spending request for 2009, if they have any.

**c) JOAG**

**CDR Avchen**

- i) JOAG next meeting is December 12<sup>th</sup>.

**d) PSYPAG**

**CDR Michael Murry**

No report.

**e) Officer Health Program**

**LT Robin Toblin**

No report.

**f) Civilian Service**

**Dr. Monique Mansoura**

No report.

**VII. Other Business**

- a) CAPT McDuffie asked for clarification on the document titled “Guidance and Sample Curriculum Vitae for Scientist Officers”, available on the SciPAC website, regarding whether to include conferences attended by every Officer as part of the continuing education list. LCDR Abe offered to discuss this with CAPT McDuffie directly.

**VIII. Closing Remarks**

**CDR Rachel Avchen**

- a) SciPAC Voting Member LCDR Yi Zhang delivered her daughter, Isabella, on November 9, 2008. Congratulations to Yi and her family!

**NOTE Next meeting:**

**Tuesday, January 6<sup>th</sup>, 2009; 1100-1300 EST**

**Call in number is: 1-866-724-8991. Passcode for participants is: 1081160.**



# Scientist Professional Advisory Subcommittee Meeting

Minutes

Tuesday, January 6, 2009

1100 – 1300 (Eastern Time)

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

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

## Participants

### SciPAC Executive Subcommittee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary/ Officer Health Program	excused
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	X
CDR	Martin Sanders	Awards	
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	X
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	X
CDR	Timothy Nelle	Policy Review	X
LCDR	Marco Bennett	Readiness and Response	excused
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	excused
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	X
CAPT	Christine Benally	Policy Review	excused

**Non-voting Scientist Participants**

<b>Participant</b>	<b>Agency</b>
Nelson Adekoya	CDC
LT Jennifer Adjemian	CDC
LT Robert Belde	DIHS
LCDR Tegan Boehmer	CDC
LCDR Renee Calanan	CDC
LCDR Chekesha Clingman	FDA
LCDR Anne Dobmeyer	WPAFB
LCDR Judy Facey	EPA
CAPT Arnold Farley	CMS
CAPT Tom Hendricks	FDA
LCDR Keisher Highsmith	HRSA
LT James Kenney	FDA
CAPT C. Dexter Kimsey	CDC
LT Michael Jackson	CDC
LT Ashleigh May	CDC
LCDR Henraya McGruder	CDC
CAPT Michael McLaughlin	FDA
CDR Amy Park	HRSA
CDR Lisa Pealer	CDC
LCDR Jorge Ruano-Rossil	FDA
LCDR Margaret Riggs	CDC
Mark Seaton	FDA
LT Kanta Sircar	CDC
David Skanchy	FDA
LCDR Mike Smith	FDA
LCDR Jacqueline Sram	FDA
LCDR John Stansberry	NIH
LCDR Jackie Tate	CDC
LCDR David Thompson	DOD
CAPT Doug Thoroughman	CDC
LT Robin Toblin	CDC
LT Jeremy Wally	FDA
LT Matthew Wise	CDC
LCDR Fei Xu	FDA
LCDR Lauren Zapata	CDC

**I. Call to Order and Welcome**

**CDR Rachel Avchen**

**EMAIL CDR Diana Bensyl for roll call.**

**II. Report from the CPO**

**RADM Helena Mishoe**

- a) No CPO Board Meeting for December. Back on schedule in January.
- b) 2010 Benchmarks sent forward. Only changes were in assimilation. Should apply for assimilation as soon as possible as a junior officer. Benchmarks are only guidelines so few people should be affected by issues with assimilation.

- c) Met with Appointment Standards Board on 15 Dec 08. Provided documentation on appointments and psychologist recommendations for Scientists.
- d) Leadership says not to worry about transition.

### III. Report from the PAC Chair

**CDR Rachel Avchen**

- a) Welcome to any new members. LT Theodore Garnett and LCDR Jorge Ruano-Rossil with FDA and LCDR Anne Dobemyer with DOD.
- b) Inauguration deployment. Selected officers in DC area. RDF-2 required and RDF-1 has been asked to volunteer. There are 5 or 6 Scientists represented on RDF.
- c) Epidemiology Interest Group Call for Abstracts
  - i) We are pleased to inform you that we have secured a slot during the COF Symposium in Atlanta this year to hold an Epidemiology Interest Group luncheon session. The session will take place on Monday, June 1st from 12:00-1:15. We are planning to hold a panel session with up to four panelists who will each give a 10 minute presentation on the epidemiologic work they are doing in the PHS. In addition to the panel session, we will have a poster display.
  - ii) If you are interested in serving as a panelist, please send us an abstract, and a description of the epidemiologic project/program you are engaged in to include: 1) a brief background/description of your position; 2) a description of your project/program/activity, and; 3) the impact of the work project/program on public health. Please include your name, rank, title and contact information with your submission.
  - iii) If you have a poster you would like to share that describes your epidemiologic work, please send us an abstract. The poster can be something you have already presented elsewhere, and is not restricted to research findings.
  - iv) PLEASE SUBMIT ABSTRACTS BY FEBRUARY 16th.
  - v) Finally, please let us know if you would like to attend the luncheon session. There is no additional cost for the lunch, but we do have a limit of 75 seats for the session and need an estimate of attendees for the conference organizers.
  - vi) Contact CDR Sara Newman (Sara\_Newman@nps.gov) or LCDR Claudine Samanic (samanicc@mail.nih.gov) if you have questions/concerns.

### IV. Subcommittee reports

#### a) Awards

**CDR Martin Sanders**

No report.

#### b) Career Development

**LCDR Karon Abe**

- i) Will post 2010 benchmarks on SciPAC website when available.
- ii) Job postings on SciPAC listserv on Wed. Send jobs to [kabe@cdc.gov](mailto:kabe@cdc.gov)
- iii) LCDR Abe sent out an email earlier today to let subcommittee members know there will be a meeting on Friday, Jan 30<sup>th</sup>. If you haven't received an outlook email asking you to reserve that time, please send LCDR Abe an email to be put you on her list.
- iv) Overall CV review went well.

#### c) Category Day

**LCDR Maleeka Glover**

- i) Our final agenda is set; we will be sending out the agenda this week to the group and Category Day agendas will be posted to the Symposium website in a few weeks
- ii) We have both of our speakers confirmed - Dr. Patricia Mail and Dr. Monique Mansoura
- iii) Reminder - speakers please go to the symposium website and enter your speaker information; Deadline is 7 Jan 2009, so that we will be eligible for CEU credits for our presentations
- iv) RADM Mishoe and the new CPO will have time at the end of the Day to talk with the group
- v) Next CATDAY planning call is Wednesday 7 January 2009

**d) Mentoring**

**CDR Mark Methner**

- i) Seeking new volunteers.

**e) Policy Review**

**LCDR Tim Nelle**

- i) Last month, we received two revised CCIs to review: CC26.3.1, "Uniforms and Appearance" and 26.3.6, "Insignia and Devices". The impetus for these revisions came for the ASH's July 2007 memo requiring OCCFM (Office of Commissioned Corps Force Management) to amend and align the uniform, personal appearance and grooming standards of the Corps to that of the Navy. Notable changes in CC26.3.1 include (1) prohibition of beards unless officer obtains a medical waiver for shaving and (2) uniform selection guidance for officers assigned to other services and when it is appropriate to wear a non-PHS uniform.
- ii) Reminder of the sweater phase out.

**f) Readiness and Response**

**LCDR Marco Bennett**

No report.

**g) Recruitment and Retention**

**CDR Michael Murry**

- i) We are working with PsyPAG on ways to support the DOD initiative to recruit and retain mental health professionals for DOD positions. CAPT Jones has pointed out one of the important ways we can support the DOD initiative is through mentoring those PHS officers who will be working in a military environment. Plans are being developed to contact newly appointed PHS officers in those DOD billets and offer mentoring. If any Scientist mental health professionals would like to participate, send me a message, mmurry@bop.gov, so you can be added to the PsyPAG listserv.
- ii) The announcement on the revision of the Associate Recruiter Program is expected soon. We'll keep you advised on that once the revised program is announced. The new recruiting materials are beginning to be posted on the usphs.gov website. Click on "Active Duty PHS Officers" on the main page, then click on "Recruitment Materials."

**h) Rules and Membership**

**CDR Diana Bensyl**

- i) One new CAD: LT Silvio.

**i) Science**

**LCDR Yi Zhang**

No report.

**j) Visibility**

**LCDR Sally Hu, LT James Kenney**

- i) SciPAC will have a booth at NBC4 event in the coming weekend.
- ii) Eighteen officers have signed up to man our booth. Thanks to them.
- iii) LT Kenney, the co-chair of the subcommittee, will email CDR Avchen the detailed information of this event for distributing through our list-serve.

**k) Website**

**CDR Danice Eaton**

- i) Anything that needs to be updated or fixed, please email CDR Eaton (dhe0@cdc.gov).

**V. Liaison Reports**

**a) Billet Transformation Review**

**LCDR Mathew Newland**

- (1) CAPT Byron Bailey is overseeing billets and profiles through a Technical Working Group with the goal of revamping the whole billet system. Specifically, looking into licensure and credentials for each category.
- (2) For Scientists, CAPT Ching and RADM Mishoe ran a beta test in July, 2007 among a few members of our category, developed 13-14 billets, included them in a spreadsheet and were very pleased with them
  - (a) Includes some who do have licensure or certifications.
    - (i) Psychologists, Sanitarians and other Public Health professionals
    - (b) Some do not need licensure or certification because they don't practice. Others have it, but don't use it and still others have it so they can be hired by other agencies.
  - (3) Licensure or Certification is more of a practical item rather than a legal requirement
- ii) This is still being looked into by other categories, but aside from that, it is basically on hold for the time being
- iii) With regard to Assignment Incentive Pay (AIP), there is a pilot study going on now.
  - (1) Some billets already have this written into them, others do not. Typically, BoP and IHS have this in the form of a Hazardous Duty or Isolated Hardship Ribbon. It is not clear if this is also reflected directly in pay with the exception of additional pay for some travel.
  - (2) The Billets reviewed by Pam and Helena have the option to include Hazardous duty or Hard to fill language, but in terms of that translating to additional pay is unclear.
  - (3) RADM Mishoe: AIP—Some agencies are moving forward on this: especially CDC, NIH as well
    - (a) Any AIP funding comes from the agencies. Unclear how agencies will apply this. For senior officers? To address income disparities? To recruit more junior officers? Billets must be written to include in AIP and then approved by OCCA. Unsure how to move forward at present.

**b) COF Liaison**

**LCDR Wei Guo**

- i) \$2500 balance
- ii) Coins and tee-shirts in stock and available

**c) COA Board**

**CDR Daphne Moffett**

- i) NIOSH dedicated a conference room to CAPT Derrick Dunn
- ii) Check COA website
  - (1) Link to IOM article on greater role of SG
  - (2) GI bill – PHS officers left off (suggested letters for contacting Congressman)
- iii) Dec Frontline issue – final year for Moffett on board of Directors (6 years, 2 complete years); deadline for Position Statement March 1, guidance for what to do in article
- iv) Next SG names floating (Gail Rousseau; Eric Whitaker; Sanjay Gupta)
  - (1) COA – sent letter to PETT that SG should be named from ranks of PHS Officers
- v) COF Conference for 2010 week of May 24 in San Diego, CA

**d) JOAG**

**LCDR Maleeka Glover**

- i) Call for awards has been announced and deadline for submission is Friday 27 February 2009
- ii) Development committee will be soon sending out a announcement for the COF T-shirt slogan contest
- iii) Communication and Publication committee is working on enhancing the format of the newsletter to send to a wider audience
- iv) Professional development committee will continue the Journeyman series next Friday 16 Jan 2009 and will offer the Uniform inspection booth again at the 2009 COF symposium
- v) Recruitment and retention committee is reaching out to Atlanta universities to promote the 2009 symposium
- vi) Policy and procedures committee is surveying Jr and Sr officers to determine if they would be interested in a "Take a Junior Officer to Work" program

vii) Welcoming committee has a schedule of 2 Jr officers that go to each Officer Basic Course to promote JOAG

viii) I will be updating the OSG today on JOAG activities

ix) We will be sponsoring a Forward Thinking Retreat again at the Symposium this year and working with the BOP to move forward on outcomes from the previous retreat

x) Next general meeting 13 Feb @1300

e) **PSYPAG**

See Recruitment and Retention.

**CDR Michael Murry**

f) **Officer Health Program**

No report.

**LT Robin Toblin**

**VI. Closing Remarks**

**CDR Rachel Avchen**

**NOTE Next meeting:**

**Tuesday, February 3rd, 2008; 1100-1300 EST**

**Call in number is: 1- 866-724-8991. Passcode for participants is: 1081160.**



# Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, February 3<sup>rd</sup>, 2009.

1100 – 1300 (Eastern Time)

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

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

## Participants

### SciPAC Executive Sub-committee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary/ Officer Health Program	X
LCDR	Wei Guo	COF Liaison	excused
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	X
CDR	Martin Sanders	Awards	X
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	excused
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	X
CDR	Timothy Nelle	Policy Review	excused
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	X
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	excused
CAPT	Christine Benally	Policy Review	excused

**Non-voting Scientist Participants**

<b>Participant</b>	<b>Agency</b>
CAPT Bryan Jones	OSG
CAPT Jon Daugherty	FDA
CAPT David A. Crago	BOP
CDR Lisa Pealer	CDC
CDR Stacey Williams	DOD
CDR James Osterhout	FDA
CDR Donna Schuyler	BOP
CDR Diana Schneider	DHS
CDR John Golden	DOD
LCDR Tegan Boehmer	CDC
LCDR Judy Facey	EPA
LCDR Tajah L. Blackburn	EPA
LCDR Nicole Frazer	DOD
LCDR Michael Smith	FDA
LCDR Lauren Zapata	CDC
LCDR John Stansberry	NIH
LCDR Chekesha Clingman	FDA
LCDR David Thompson	DOD
LCDR Keisher Highsmith	HRSA
LCDR Jacqueline Tate	CDC
LCDR Dianna Densmore	CDC
LCDR Fei Xu	FDA
LCDR Mathew Murphy	CDC
LCDR Jacqueline Sram	FDA
LCDR Henraya McGruder	CDC
LCDR John Stansberry	NIH
LT Robin Toblin	CDC
LT Vanessa Jarquin	CDC
LT Ashleigh May	CDC
LT Heather Silvio	DOD
LT Jennifer Adjemian	CDC
LT Loren Rodgers	FDA
LT James Kenney	FDA
LT Charlene Sydnor	NIH
LT Sara Vagi	CDC
LT Deborah Dee	CDC
LT Kanta Sircar	CDC

1) **Call to Order and Welcome** **CDR Rachel Avchen**  
 EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call.

2) **Report from the CPO** **RADM Helena Mishoe**  
 a) RADM Mishoe stated that many changes are taking place as a new administration settles in.

- i) RADM Galson is serving as acting ASH in addition to acting SG.
- ii) RADM Furman will be serving as Health Attaché from six months to a year, in Iraq.
- b) RADM Mishoe encouraged the submission of nominations for both, the Derek Dunn Memorial Senior Scientist Officer of the Year Award and the Junior Scientist Officer of the Year Award.

### **3) Report from the PAC Chair                      CDR Rachel Avchen**

- a) CDR Avchen introduced LCDR Thomas Pryor, Associate Recruiter Program (ARP) Coordinator, who provided an update on the reorganization of the current program by the Division of Commissioned Corps Recruitment (DCCR). LCDR Pryor made the following remarks:
  - i) The objective of this re-organization has been to improve its operational goals/objectives and overall effectiveness as a national program.
  - ii) Effective April/May 2009, any officer wishing to participate in the ARP will need to reapply.
  - iii) Participation in the revised program will be limited to a defined number of positions per professional category as outlined in a personal operations memorandum (POM) which will be forthcoming from DCCR.
  - iv) There will be 20 ARP positions available per Category, organized per HHS regions, with 2 lead positions overall.
  - v) The PACs, thru their recruiting and retention sub-committees, will be responsible for appointing officers as Associate Recruiters and for developing specific requirements for making appointments. The ARP category lead (CAPT Nelson Adekoya, [nba7@cdc.gov](mailto:nba7@cdc.gov)) will be the official contact with the SciPAC recruitment and retention subcommittee (CAPT McIntyre & CDR Murry).
  - vi) Previous requirements of the ARP will still be in effect and guidance will be given to the PACs on how to facilitate the selection of officers to the program. Those members who have participated in the ARP since the policy was initiated in April 2006 will receive recognition commensurate with their level and years of participation. Those ARP participant's who have met eligibility criteria for the recruitment service ribbon (RSR), as outlined in the current ARP Policy, will be processed by OCCO/DCCR.
  - vii) LCDR Pryor cited that these changes will make the ARP more manageable and with more measurable outcomes. This new version of the ARP will not be category specific but will have a focus across all categories.
  - viii) LCDR Pryor concluded by stating that information as to how to apply will be made available to each PAC through DCCR in the next two months, and asked ant further question to be addressed to him at [thomas.pryor@hhs.gov](mailto:thomas.pryor@hhs.gov); 240-453-6057, or to CAPT Adekoya.

#### **Q&A:**

LCDR Bennett asked if category benchmarks will be altered as a result of these changes to which LCDR Pryor responded that this is an issue probably being discussed by CPOs and that revisions to the benchmark may follow.

CAPT Bryan Jones asked if the ARP will have any kind of coordination with the HHS regional offices and expressed his concern that the Scientist Category, different from other categories, has a density of officers in Atlanta and the National Capital Region, where much of its recruitment takes place, and asked if that would be taken into consideration by the ARP. LCDR Pryor responded that the program will count with the activities taking place in the regions, working with the regional health agencies. He added that the ARP may be able to have some flexibility in the appointment of officers to the HHS regions, as guided by the needs.

- b) Chair Updates:
  - i) HHS Transition
    - (1) Acting HHS Secretary, Charlie Johnson (former Assistant Secretary)

- (2) Acting Assistant Secretary for Health (OPHS), and Acting Surgeon General, RADM Galson.
- ii) Officer Basic Course (OBC). A call has been sent to scientist officers in the DC area requesting the representation of SciPAC at this year's monthly OBC closing ceremonies.
- iii) Flag Officer promotions announced, 55 Flag now (cap of 62).
  - From O-7 to O-8:
    - RADM Deborah Parham-Hopson, HIV/AIDS Bureau, HRSA
    - RADM Thomas McGinnis, DoD
    - RADM Sam Shekar, OS
  - From O-6 to O-7
    - CAPT Theresa Cullen, IHS
    - CAPT Scott Deitchman, CDC
    - CAPT Peter Delany, SAMHSA
    - CAPT Stephen Redd, CDC
    - CAPT Ann Knebel, ASPR/OS
    - CAPT Isabel Garcia, NIH
- iv) New Pay BAH is out starting January 09. Some officers may have errors in payroll, but per the Manager of Compensation Branch, this problem should be corrected in next month's pay.
- v) Readiness/Presidential Inauguration 2009
- vi) Less than 10% of PHS officers are listed as not qualified for readiness. More details to be provided by LCDR Bennett.
- vii) Inauguration Deployment. Over 266 PHS officers deployed in various roles. More than 750 patients were seen and 697 treated (mostly cold related, 2 cardiac arrests; 64 patients transferred for alternate care).

#### 4) Sub-committee reports.

##### a) Awards

**CDR Avchen**

- i) Call for applicants sent out for the Derek Dunn Memorial Senior Scientist Officer of the Year Award and the Junior Scientist Officer of the Year Award. Deadline: Monday, March 16, 2009. Applications can be submitted to CDR Sanders, eyo0@cdc.gov

##### b) Career Development

**LCDR Karon Abe**

- i) The Formation of a new group Officer Basic Training Course (OBC), integrated by DC-based scientist officers who are willing to attend the graduation ceremony to greet & welcome graduating scientist officers.
- ii) Career Development sessions (30 mins. each) are being implemented to take place after the SciPAC calls. The first session in March will be on the subject of OFRD Deployment Teams.

##### c) Category Day

**LCDR Paul Seo**

- i) The agenda for Category Day is almost completed. The sub-committee is currently working to finalize the speaker titles.
- ii) Reminder for Late Breaker speaker opportunities. For those officers that were not selected or have changed their mind for the opportunity to present, a Late Breaker Presentation section has been announced.
  - (1) If selected, officers would be expected to deliver a 15-minute Late Breaker presentation, delivered on the opening day of the conference.
  - (2) Abstracts should be submitted to the symposium organizers by 5:00 PM, ET, February 25, 2009.
  - (3) Officers can refer to the email that was sent out to the SCIPAC listserv for further details.

**d) Mentoring**

**CDR Mark Methner**

- i) The Mentoring sub-committee is looking for senior officers to serve as mentors, and junior officers who wish to receive guidance from a mentor. Those interested in the program can contact CDR Methner (mm5@CDC.GOV).

**e) Policy Review**

**LCDR Tim Nelle**

No new information to report.

**f) Readiness and Response**

**LCDR Marco Bennett**

- i) As of Feb 2, 2009 we have a total of 267 officers in our Category. Nineteen officers were listed as exempt of readiness requirements, 23 officers were listed as not qualified (13 CAPTs, 5 CDRs, 5 LCDRs), and 225 officers were listed as qualified, which represents a 91% of the category (not including the 19 exempt officers).
- ii) The sub-committee is encouraging all officers who are listed as not qualified to check their profiles and act accordingly to improve their status. Lcdr Bennett ([marco.bennett@fda.hhs.gov](mailto:marco.bennett@fda.hhs.gov)) encouraged officers to contact him if they have any question.

**g) Recruitment and Retention**

**CDR Michael Murry**

- i) CDR Michael Murry made reference to the ARP changes described by Lcdr Pryor on his presentation and concurred that the recruitment and retention subcommittee needs to emphasize the disproportionate numbers of scientist officers per HHS regions.

**h) Rules and Membership**

**CDR Bensyl**

- i) The sub-committee is discussing the question of how are inactive officers handled regarding whether they can be voting members or subcommittee participants only.
- ii) Four new CAD:
  - (1) LTCDR William Satterfield
  - (2) LT Theodore Garnett
  - (3) LT Arlin Hatch
  - (4) LT Charlene Sydnor

**i) Science**

**LCDR Yi Zhang**

No report.

**j) Visibility**

**LCDR Sally Hu**

- i) The NBC4 event during the second weekend of January was very successful. This event allowed SciPAC to reach out to the public and raise awareness of the critical role of science in public health and the mission of USPHS in general. SciPAC was the only uniform exhibitor at this two-day event.
- ii) Lcdr Sally Hu thanked the 25 volunteers who participated in the booth.
- iii) Based on the result of the After Action Review completed by 80% volunteers, the SciPAC boots received over 400 visitors while handing out over 500 brochures and flyers.
- iv) The visibility sub-committee received an overwhelming positive feedback on this event including a complimentary email from the OSG.
- v) The subcommittee is in the process of writing an article about SciPAC's participation on this event, to be published at the COA Frontline newsletter possibly in March. In addition, the subcommittee is preparing a SciPAC poster for the COF annual meeting in June. LT Deborah L Dee is heading this task. A request for action pictures will be sent out through out listserve in the near future.

**k) Website**

**CDR Danice Eaton**

- i) OCCFM has inherited the PAC Web sites migration project. Unfortunately, OCCFM has not been able to push the migration forward due to a lack of available qualified technical resources. OCCFM needs assistance to bring the PAC sites into production and would like to solicit help from a highly qualified individual with the following skills:
  - (1) IIS setup and administration experience;
  - (2) NET programming experience;
  - (3) DotNetNuke installation and administration experience.
- ii) Officers with these skills and interested in volunteering, please contact CDR Danice Eaton ([DEaton@cdc.gov](mailto:DEaton@cdc.gov)).

## 5) Liaison Reports

### a) Billet Transformation Review

No report.

**LCDR Mathew Newland**

### b) COF Liaison

No report.

**LCDR Wei Guo**

### c) COA

No report.

**CDR Daphne Moffett**

### d) JOAG

No report.

**LCDR Maleeka Glover**

### e) PSYPAG

- i) The subcommittee is working with the PSYPAG to support the DOD initiative. A written plan for such support has been submitted for approval.
- ii) The sub-committee is waiting for approval to get started.

**CDR Michael Murry**

### e) Civilian Service

No report.

**Dr. Monique Mansoura**

## 6) Closing Remarks

CDR Avchen concluded by reminding the participants of the next meeting to take place:

**Tuesday, March 3<sup>rd</sup>, 2009; 1100-1300 EST**

**Call in number is: 1-866-724-8991. Passcode for participants is: 1081160.**



# Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, March 3<sup>rd</sup>, 2009.

1100 – 1300 (Eastern Time)

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

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

## Participants

### SciPAC Executive Sub-committee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary	X
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	X
CDR	Martin Sanders	Awards	
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	X
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	X
CDR	Timothy Nelle	Policy Review	X
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	X
CAPT	Christine Benally	Policy Review	excused
Dr.	Monique Mansoura	Civil Service Liaison	

## Non-voting Scientist Participants

Participant	Agency
CAPT Bryan Jones	OSG
CAPT Kate Brett	CDC
CAPT Ralph O'Connor	CDC
CAPT Mehran Massoudi	CDC
CAPT Nelson Adekoya	CDC
CAPT François Lalonde	NIH
CDR Stacey Williams	DOD
CDR Danisha Robbins	DIHS
CDR James Osterhout	FDA
CDR Amy Park	HRSA
CDR Bill Albrecht	EPA
CDR John Golden	DOD
LCDR Tegan Boehmer	CDC
LCDR Judy Facey	EPA
CDR Laura J Draski	FDA
LCDR Renee Calanan	CDC
LCDR Lauren Zapata	CDC
LCDR John Stansberry	NIH
LCDR Chekesha Clingman	FDA
LCDR Anne C. Dobmeyer	DOD
LCDR Jorge Ruano-Rossil	FDA
LCDR Adrienne Goodrich-Doctor	HHS
LCDR Dianna Densmore	CDC
LCDR Fei Xu	FDA
LCDR Chekesha Clingman	FDA
LCDR Jacqueline Sram	FDA
LCDR Henraya McGruder	CDC
LCDR Rona LeBlanc	FDA
LT Robin Toblin	CDC
LT Ashleigh May	CDC
LT Heather Silvio	DOD
LT James Kenney	FDA
LT Jennifer Adjemian	CDC
LT Charlene Sydnor	NIH
LT Matthew Wise	CDC
LT Kanta Sircar	CDC

### 1) Call to Order and Welcome

**CDR Rachel Avchen**

EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call.

### 2) Report from the CPO

**RADM Helena Mishoe**

- a) RADM Mishoe stated that RADM Galston is not only serving as Acting SG but as acting ASH. He is continuing the work on the two priorities of RADM Moritzugu: Childhood Obesity and Alcohol Abuse Prevention.

- b) The American Recovery and Reinvestment Act (ARRA) will be providing funds through some of the HHS agencies in order to aid the development of the health professions.
- c) A request for a waiver on the DHHS cap for the travel to the COF Symposium in Atlanta was submitted by RADM Williams. The waiver request to move the total number of officers allowed to represent their agencies at a single event, up to 600 participants. A response from the Departments is expected very soon.
- d) Appointment Standards Working Integrated Project Team (WIPT)
  - i) The CPO Board has had an opportunity to review the recommendations from the WIPT and is sending recommendations to the Overarching Integrated Product Team (OIPT).
  - ii) The WIPT has also being asked to consider the possibility of expanding the professions represented in the PHS professions (such as business administration, law, and chiropractics).
  - iii) Two internal issues being considered by the WIPT Policy Process Group are the request to members for confidentiality statements, and the question of whether they are representing their agencies as well as their categories.
- e) Officer Profiles.
  - i) The Assignment Transformation Workgroup is moving from a focus on the billets to the officers' profiles.
  - ii) The workgroup had a presentation by CAPT Dean Coppola, from the Transformation Team at OCCO, about the development of an electronic officer profile. The CPOs questioned if this system will be integrated with the civilian system in order to be able to recruit officers and about who would be using the system. The CPOs have asked for a full presentation at their March meeting, on the direction of the officer profile system in order to make sure that a number of issues are addressed.
- f) Discussion/Questions.
  - i) CDR Mark Methner shared his concern that some officers may be having their billet civil service equivalency on the PIR, incorrectly classified. He shared that his PIR recently reflected changes which happened without notification and that were apparently an error from OCCO's systems. CDR Methner has not been able to get the issue resolved, despite multiple e-mail inquiries with OCCO and his agency Liaison.
  - ii) Several officers expressed concerns that these changes may be happening to a large number of officers and the implications of correcting this. It was also noted that these changes may have taken place without the officer concurrence.
  - iii) RADM Mishoe stated that she will bring this concern to the CPO Board in order to assess the extent of these PIR errors and determine ways to correct it. She expressed that in order to address the situation the PHS agency liaisons may need to get involved. She asked all officers to check their Civil Service Series description and code at the top of the PIR document, at the officer's OPF.
  - iv) CDR Avchen asked officers with similar problems on their PIR to send an e-mail to LCDR Mathew Newland ([mnewland@hrsa.gov](mailto:mnewland@hrsa.gov)), SciPAC Billet Transformation Review Liaison. She also offered officers the following link <http://www.opm.gov/fedclass/html/gsseries.asp> , as a place to see civil service series descriptions.

### 3) Report from the PAC Chair

**CDR Rachel Avchen**

- a) CDR Avchen reminded officers of the call for Junior and Senior Scientist of the Year Awards. The deadline for receipt of nomination packages is Monday, March 16, 2009. Nominations can be sent to CDR Martin Sanders, [eyo0@cdc.gov](mailto:eyo0@cdc.gov) (404-639-3147).
- b) Officer Basic Course (OBC).
  - i) PAC Chairs formed a subcommittee to make recommendations about cross-category representation at the OBC.
  - ii) A CDC subgroup is seeking input from all Officers who attended OBC in 2008.

#### 4) **Sub-committee reports.**

- a) Awards  
No report.

**CDR Martin Sanders**

#### b) **Career Development**

**LCDR Karon Abe**

- i) The new Officer Basic Training Course sub-group pictures can be viewed on the USPHS Scientist website.
- ii) First Career Development Training Session today (after this SciPAC call) on the topic of “OFRD Transformation Teams”. The following is the agenda for this session:

#### OFRD TRANSFORMATION TEAMS

- I. Overview OFRD Teams - CDR Sara Newman
- II. Tier 1 Teams
- a. Rapid Deployment Force (RDF) – CDR Sara Newman
- b. Incident Response Coordination Team (IRCT) – CAPT Kate Brett
- III. Tier 2 Teams
- a. Applied Public Health Team (APHT) – CAPT Douglas Thoroughman
- b. Mental Health Team (MHT) – CDR John Golden
- IV. Questions

#### c) **Category Day**

**LCDR Maleeka Glover**

- i) The Category Agendas are posted on the Symposium Website
- ii) Registration and hotel information is also located on the website
- iii) The sub-committee will be working with our speakers to finalized travel and the budget
- iv) The sub-committee will need to determine what to request the SG to address when he comes around for his visit.

#### d) **Mentoring**

**CDR Mark Methner**

The Mentoring Subcommittee is always looking for senior officers (O-5 and above) to serve as mentors. Contact CDR Methner [mmm5@cdc.gov](mailto:mmm5@cdc.gov)

#### e) **Policy Review**

**CDR Tim Nelle**

- i) The policy subcommittee is reviewing revisions to the Commissioned Corps Instruction (CCI) for Voluntary Retirement. Currently, requests for retirement for officers with more than 20 years of service are referred to a retirement board for review. Based on recommendations from the retirement board WIPT, this revised CCI makes provisions for the administrative approval of voluntary retirement without a board, in certain cases. The retirement Coordinator, OCCSS, will continue to administratively review 20-year retirement requests and forward supporting documents to OCCO. In the revised CCI, the Director of OCCO will either grant the request for retirement or, in rare cases when there is a reason to deny the request, will refer the request to a specially convened retirement board.

#### f) **Readiness and Response**

**LCDR Marco Bennett**

- i) Category Status:
- (1) 267 officers
- (2) 91% basic qualified
- (3) 23 not basic qualified
- (4) 13 Captain
- (5) 5 CDR

- (6) 5 LCDR
- (7) 20 exempt

ii) LCDR Bennett will start sending reminders via the listserv on the maintenance of the readiness status. He asked to be contacted for any related question ([Marco.Bennett@fda.hhs.gov](mailto:Marco.Bennett@fda.hhs.gov)).

**g) Recruitment and Retention**

**CDR Michael Murry**

- i) In coordination with PsyPAG, the sub-committee has initiated contact with the new PHS psychologists assigned to DOD billets to offer mentoring. Psychologists include both Scientist and HSO's. The first group of new psychologists included six Scientists and three HSO's. This activity will be coordinated with the Mentoring subcommittee in the future.
- ii) A summary of information about the revised Associate Recruiter Program was distributed via the SciPAC listserv this month. The timeline calls for information about the program to be disseminated in March. The PACs will solicit nominations for Associate Recruiters (ARs) in April, and selections of the new ARs will be made in May. There will be a training session at the COF Symposium in June. Now is the time to be considering applying for an AR position.
- iii) The AR program will require a greater time commitment with monthly conference calls, more training, and more participation in recruitment activities and events. AR's will have greater involvement in recruiting for all categories, not just Scientists.

**h) Rules and Membership**

**CDR Bensyl**

- i) One new CAD: LCDR Denby

**i) Science**

**LCDR Yi Zhang**

No report.

**j) Visibility**

**LCDR Sally Hu**

- i) The subcommittee has submitted an article to the COA Frontline regarding the NBC4 Fair event titled: "SciPAC & DC-COA Collaborate for a Successful USPHS Visibility Event" This article will be published on this month issue of COA Frontline.
- ii) In addition, the subcommittee submitted the abstract of a poster for the COF Annual Meeting in June. The title of the abstract is "Scientist Officers Helping the USPHS Ensure a Healthy Nation and World".

**k) Website**

**CDR Danice Eaton**

- i) No Report

**5) Liaison Reports**

**a) Billet Transformation Review**

**LCDR Mathew Newland**

- No report.
- CAPT Pam Chang thanked for the response to her listserv request.

**b) COF Liaison**

**LCDR Wei Guo**

- i) The SiPAC balance is \$2634
- ii) Sixty six tee-shirts and 33 coins still available for sale.

**c) COA**

**CDR Daphne Moffett**

- i) Conference rooms are being booked quickly for this year's Annual COF Meeting.

**d) JOAG**

**LCDR Maleeka Glover**

- i) The Request for Applications for JOAG awards is now closed.
- ii) The Request for Applications for JOAG voting membership has gone out and the group is looking for motivated Junior Officers; The Scientist position will be vacant next operational year. LCDR Glover encouraged officers to apply
- iii) The Forward Thinking Retreat has been postponed.
- iv) JOAG has a new opportunity to be involved in the development of an intermediate training program for career development for Junior Officers. Information has been disseminated via the JOAG listserv.

e) **PSYPAG**

**CDR Michael Murry**

- i) See item one under the recruitment and retention subcommittee report.

e) **Civilian Service**

**Dr. Monique Mansoura**

No report.

6) **Other Business**

- a) CDR Sara Newman stated that the Epidemiology Interest Group will hold an Epidemiology Luncheon Session on Thursday, June 4<sup>th</sup>, from 12:00-1:15 PM, at the COF Symposium in Atlanta. Abstracts are being accepted to serve as a panelist for this session. Those interested in serving as a panelist, can send an abstract to [sara\\_newman@nsp.gov](mailto:sara_newman@nsp.gov). The abstract should include a description of the epidemiologic project/program of the officer, and should include: 1) a brief background/description of the officer; 2) a description of the project/program/activity, and; 3) the impact of the work/project/program on public health. Abstracts are accepted through March 16. Those not interested in presenting but would like to join the lunch please RSVP by sending an e-mail to CDR Newman. The cost of the luncheon is included in the registration.

7) **Closing Remarks**

**CDR Rachel Avchen**

- a) CDR Avchen announced the Career Development Session to take place after this regular meeting, on the topic of "OFRD Transformation Teams".
- b) CDR Avchen concluded by reminding the participants of the next meeting to take place:

**Tuesday, April 7<sup>th</sup>, 2009; 1100-1300 EST**

**Call in number is: 1-866-724-8991. Passcode for participants is: 1081160.**



# Scientist Professional Advisory Committee Meeting

**Minutes**  
**Tuesday, April 7<sup>th</sup>, 2009.**  
**1100 – 1300 (Eastern Time)**

**Toll Free Numbers: USA 1- 866-724-8991**  
**Participant Passcode: 1081160 Leader: CDR Rachel Avchen**

## Participants

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RADM	Helena Mishoe	CPO	excused
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary	X
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	
CDR	Martin Sanders	Awards	
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	X
CDR	Timothy Nelle	Policy Review	excused
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	X
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	excused
CAPT	Christine Benally	Policy Review	excused
Dr.	Monique Mansoura	Civil Service Liaison	

## Non-voting Scientist Participants

Participant	Agency
CAPT Pamela Ching	CDC
CAPT Richard Troiano	NIH
CAPT Nelson Adekoya	CDC
CDR Stacey Williams	DOD
CDR James Osterhout	FDA
CDR Lisa Pealer	CDC
CDR William Albrecht	EPA
LCDR Tegan Boehmer	CDC
LCDR Judy Facey	EPA
LCDR Mike Smith	FDA
LCDR Chekesha Clingman	FDA
LCDR Anne C. Dobmeyer	DOD
LCDR Tajah L. Blackburn	EPA
LCDR David Thompson	DOD
LCDR Jacqueline Sram	FDA
LCDR Jacqueline Tate	CDC
LCDR Mathew Murphy	CDC
LT Robin Toblin	CDC
LT Heather Silvio	DOD
LT James Kenney	FDA
LT Jeremy L. Wally	FDA
LT Deborah Dee	CDC

### 1) Call to Order and Welcome

CDR Rachel Avchen

EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call.

### 2) Report from the CPO

RADM Helena Mishoe

- a) CDR Avchen stated that there is no news on the CPO selection.

### 3) Report from the PAC Chair

CDR Rachel Avchen

- a) The Officer Profile Database is up and running. CDR Avchen asked officers to contact CAPT Dean Coppola, Transformation Team Leader, at 240-453-6086 or [dean.coppola@hhs.gov](mailto:dean.coppola@hhs.gov) for questions.
- b) The PAC Chairs group has developed a proposal to have representation of all categories at the Officers Basic Course (OBC). The proposal is pending approval at next PAC chair meeting.
- c) CDR Avchen requested feedback on the question of whether to use the SciPAC listserv to disseminate announcements.

Discussion:

CAPT Rick Troiano stated that if the meetings are of interest to most scientist officers then it would be appropriate to include those on the listserv.

CAPT Adekoya stated that with so many different areas of specialty in the Scientist Category it is very difficult to address the interest needs of most officers.

CDR Sara Newman stated that it would be possible to include a meeting notice on a calendar on our website. CDR Avchen will consult with the website committee before a decision is made.

- d) CDR Avchen asked if officers have received instructions from their respective OPDIVS regarding their participation at the USPHS Training Symposium. The responses indicated that most agencies have not

addressed this issue yet. Officers stationed at CDC shared the instructions that they have received which were communicated by the following message:

*This email will serve to clarify the current state of the upcoming **2009 Commissioned Officer Association USPHS Scientific & Training Symposium, June 1-4, 2009**. This conference and the approving mechanism is somewhat different from other public health conferences requiring the multiple traveler approval memo. To date, the Acting Assistant Secretary for Health (ASH) has submitted a memo requesting an allotment of 600 attendees be approved to attend this conference, to the Assistant Secretary for Administration and Management. The 600 attendees requested represents Commissioned Corps wide, if approved, CDC/ATSDR will be granted a proportional number of people to attend.*

*The Commissioned Corps Personnel Office, CDC, will coordinate soliciting attendees and will grant authorization based on the officers role at the conference. Any travel solicitations received outside of this office should be ignored! Officers are advised, use of government resources (i.e. Individual Learning Accounts, travel orders, etc.) should not be obligated without prior approval by this office, granting your attendance. We will work closely with FMO, to ensure strict adherence to the attendee list is acknowledged. Approval to attend includes officers stationed in metro Atlanta and out.*

*Any questions should be forwarded to your local management first and then via email to OD/Office of Commissioned Corps Personnel (CDC)*

*Commissioned Corps Personnel Office*

#### **4) Sub-committee reports.**

##### a) Awards

No report.

**CDR Martin Sanders**

##### b) Career Development

**LCDR Karon Abe**

i) The link to the 2010 Scientist Benchmarks with attachments are posted on the USPHS Scientist website. There were two revisions in the 2010 Benchmarks that are different from the 2009 Benchmarks.

(1) Under Benchmark 3, Career Progression and Potential (bullet point 4 on “Assimilation”):

(a) There was no change for T-04/P-03.

(b) For T-O5/P-04, the 2009 Benchmarks read “Applied and/or Assimilated (if eligible)” and currently in the 2010 Benchmarks it reads “Assimilation or awaiting Congressional confirmation”.

(c) For T-O-6/P-O5/P-O6, the 2009 Benchmarks read “Assimilated or applied at earliest possible date (if eligible)” and currently in the 2010 Benchmarks it reads “Regular Corps”

(2) Under Benchmark 5, Readiness:

a. The intent has not changed, but the language has been reduced to “Officer meets and maintains OFRD Basic Readiness Standards”.

##### c) Category Day

**LCDR Paul Seo**

i) Meeting details with regards to Category Day are nearly finalized. Plans are moving forward.

ii) The uniform of the day will be service khaki; however deviations from this are being considered for the participants of category day (i.e. SDB). Please refer to

<http://www.phscofevents.org/related/Uniform.cfm>.

iii) The Epidemiology interest group session is reviewing abstracts now. Acceptance will be announced the week of April 13<sup>th</sup>. The poster presentation is open to all. For further details contact: CDR Sara Newman (Sara\_Newman@nps.gov).

**d) Mentoring**

**CDR Mark Methner**

- i) No report

**e) Policy Review**

**CDR Tim Nelle**

During the previous month, the Policy Subcommittee was asked to review the following documents:

- i) Personnel Policy Memorandum (PPM) for “Flag Officer Selection and Assignment”. The current policy states that officers serve 3 years in an 0-7 flag grade billet before he/she can be considered for promotion to the 0-8 flag grade. It also requires them to serve for 3 years following promotion to the 0-8 flag grade. The revised PPM requires only 1 year of service as an 0-7 prior to promotion to 0-8 and that flag officers must agree to serve on active duty a cumulative total of 3 years at either the 0-7 or 0-8 flag grade.
- ii) A revised "Background Investigation Requirement" CCI. There are three major changes in this document:
  - (1) Interim background-checks will no longer be issued by OCCO. Instead, the revised policy states “Effectively immediately, all candidates being appointed in the Corps must fully complete and submit all required investigative documents, have a favorable fingerprint check, and scheduled investigation with OPM prior to being appointed to the Corps. All officers must obtain a favorably adjudicated investigation to be retained on active duty.”
  - (2) Second is that Background reevaluations will be conducted every FIVE years instead of 10 (as currently required). It is questionable whether or not OCCO can actually support such a requirement given their difficulty in keeping up with current demands for BI checks.
  - (3) Third, the starting date for requiring completed background investigations for assimilation has been delayed from 2008 to 2012.
- iii) Proposed Commissioned Corps Directive (CCD) for implementing special bonus and incentive pay for officers in health professions, as directed under Section 661 of the Fiscal Year 2008 National Defense Authorization Act. Four categories of special pay created/modified are:
  - (1) An accession bonus of up to \$30,000 for each 12-month period of obligated service, or up to \$100,000 for each 12-month period of obligated service if designated as a critically short wartime specialty;
  - (2) Retention pay of up to \$75,000 for each 12-month period of obligated service;
  - (3) Incentive pay of up to \$100,000 for medical officers and dental surgeons or \$15,000 for officers in other health professions; and
  - (4) Board certification pay of up to \$6,000.(No additional details about these bonus pays were provided)

**f) Readiness and Response**

**LCDR Marco Bennett**

- i) As of end of March 2009, there are a total of 267 officers in our category, and 224 were listed by OFRD as “basic qualified” which represents a 91% (not including 21 exempt officers). Twenty two (22) officers were listed as “not qualified” (12 CAPTs, 5 CDRs, and 5 LCDRs), and 21 were listed as “exempt”.
- ii) The readiness sub-committee is encouraging all officers who are listed as “not qualified” to check their profiles and act accordingly to improve their status.

Discussion:

The issue of a potential breach of privacy while notifying officers of their “readiness status” was discussed. No opinions were shared regarding this action as a breach of the privacy of officers. LCDR Bennett will continue to send reminder flyers via the listserv in an effort to encourage “not qualified” officers to check their readiness status. CDR Avchen requested ideas on how to best motivate officers to maintain their readiness be sent to her or to LCDR Bennett.

- iii) Officers who need to submit a waiver for a readiness exemption to the Medical affairs Branch can contact: Sally Bentsi- Enchill 301-594-6746 and Shaina Bradish (Assistant Service Point of Contact) 301-594-6743.
- iv) For officers completing the President' Challenge that have questions please contact: 800-258-8146.
- v) For faxing immunization records: 301-594-3299 or 800-535-7691.

**g) Recruitment and Retention**

**CDR Michael Murry**

- i) The revision on the Associate Recruiter Program is progressing. Any officer interested in serving as Associate Recruiter should review the information handout, "The Associate Recruiter Program (ARP): A New Vision for 2009 and Beyond". CDR Murry can forward a copy to anyone who needs one.
- ii) CAPT Nelson Adekoya, Scientist Category liaison to the Associate Recruiter Program, stated that the reorganization of the program continues and that it is expected that the new program will be in place by the beginning of June.

**h) Rules and Membership**

**CDR Bensyl**

- i) One new call to active duty (CAD): LCDR Mark Clayton from EPA.

**i) Science**

**LCDR Yi Zhang**

- i) The Science Subcommittee is currently working on an article on PHS Scientist Officers to be submitted to CDC's Public Health Reports.

**j) Visibility**

**LCDR Sally Hu**

- i) The article regarding the NBC4 event was published on the March COA Frontline. In addition, appreciation letters were sent, signed by RADM Mishoe and CDR Avchen, to all volunteers.
- ii) The abstract of SciPAC poster for the COF annual meeting in June has been accepted.
- iii) A table at the NIH Asian food fair has been secured.
  - (1) This event is a good opportunity for SciPAC to increase the visibility of USPHS. It provides a good chance to network with fellow USPHS officers and enjoy Asian foods. The date is May 20<sup>th</sup>, Wednesday; from 11:30 am to 1:30 pm, at the NIH campus. A call for volunteers to work at the table for this activity will be disseminated via the listserv.

**k) Website**

**CDR Danice Eaton**

- i) No Report

**5) Liaison Reports**

**a) Billet Transformation Review**

**LCDR Mathew Newland**

- i) The committee is communicating with the PHS agency liaisons to determine if there is variation from agency to agency regarding the implementation of the Corps Officer Billet System revision.
- ii) The committee is following the implementation of the new system and will provide more details on the next SciPAC call.

**b) COF Liaison**

**LCDR Wei Guo**

- c) There is a balance of \$2,634 and a large number of coins and tee-shirts available at \$10 and \$12 respectively.

**d) COA**

**CDR Daphne Moffett**

- No report

**e) JOAG**

**LCDR Maleeka Glover**

No report

f) **PSYPAG**

**CDR Michael Murry**

- i) A welcome letter for new Psychologists from SciPAC will be sent by the Chair and will include paragraph introducing PsyPAG.

6) **Closing Remarks**

**CDR Rachel Avchen**

**Tuesday, May 5<sup>th</sup>, 2009; 1100-1300 EST**

**Call in number is: 1-866-724-8991. Passcode for participants is: 1081160.**



# Scientist Professional Advisory Committee Meeting

**Minutes**  
**Tuesday, May 5<sup>th</sup>, 2009.**  
**1100 – 1300 (Eastern Time)**

**Toll Free Numbers: USA 1- 866-724-8991**  
**Participant Passcode: 1081160 Leader: CDR Rachel Avchen**

## Participants

### SciPAC Executive Sub-committee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	excused
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary	X
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	X
CDR	Martin Sanders	Awards	
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	
CDR	Timothy Nelle	Policy Review	X
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	X
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	X
CAPT	Christine Benally	Policy Review	X
Dr.	Monique Mansoura	Civil Service Liaison	

## Non-voting Scientist Participants

<b>Participant</b>	<b>Agency</b>
CAPT Kevin McGuinness	HRSA
CAPT Richard Troiano	NIH
CAPT Nelson Adekoya	CDC
CAPT Omar. Hottenstein	DOD
CAPT Joseph Despins	FDA
CAPT Jon Daugherty	FDA
CDR James Osterhout	FDA
CDR Amy H. Park	HRSA
CDR Laura J Draski	FDA
CDR Steven Sparenborg	NIH
LCDR Tegan Boehmer	CDC
LCDR Judy Facey	EPA
LCDR Mike Smith	FDA
LCDR Chekesha Clingman	FDA
LCDR Jorge Ruano-Rossil	FDA
LCDR Christine Hunter	NIH
LCDR John Stansberry	NIH
LCDR David Skanchy	FDA
LCDR Rashida Dorsey	HHS
LCDR Mathew Murphy	CDC
LT Robin Toblin	CDC
LT Charlene Sydnor	NIH
LT James Kenney	FDA
LT Jeremy L. Wally	FDA
LT Loren Rodgers	FDA

### 1) Call to Order and Welcome

**CDR Diana Bensyl**

EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call.

### 2) Report from the CPO

**RADM Helena Mishoe**

- a) RADM Mishoe announced the recent confirmation of Kathleen Sebelius as the new HHS Secretary. She also shared the news of the nomination of Dr. Howard Koh as the next Assistant Secretary of Health (ASH), as a Commissioned Officer.
- b) At this point there is no update on the nomination of a new Surgeon General.
- c) Promotion Boards are coming to a completion of their work and will have a recommendation list to the ASH by mid-May.
- d) The DOD mental health initiative project is going well. There are 42 recently called for active duty (CAD) officers working in the project in addition to other officers transferred from other services.
- e) There has been a call for volunteers for a Working Integrated Project Team (WIPT) on the topic of leave. This WIPT will be looking at the present cap of 60 days of total accumulated leave in light of other services raising the cap to 75 days. Also, other types of leave such as “adoption leave” and “paternal leave” will be considered.
- f) There will be the announcement of two new CPOs (for the Medical and Dietician categories) in time for the end of the term of the present CPOs in July 31.

- g) There is no update at this time on the appointment of a CPO for the Scientist Category. RADM Mishoe reminded officers that her term ends on July 31. The OSG wants to make the announcement of the new Scientist CPO soon.
- h) The first CPO insignia badge has been created.
- i) RADM Mishoe invited officers to attend the upcoming COF meeting in Atlanta which will be her last as the Scientist CPO, and invited officers to listen to her experiences while detailed in Angola.

Questions/Comments:

CAPT Rick Troiano stated that he would have expected to see the entire PHS activated in response to the H1N1 flu crisis. RADM Mishoe agreed and stated that a TV interview with RADM Galson would air in the next few days. CDR Sara Newman added that the RDFs have been put on alert to possibly respond to this crisis.

CAPT Adekoya asked whether the new HHS Secretary has met with the PHS leaders. RADM Mishoe answered that since Secretary Sebelius has been giving priority to the H1N1 flu crisis, this has not happened yet.

**3) Report from the PAC Vice Chair**

**CDR Diana Bensyl**

CDR Bensyl provided the Chair report for CDR Avchen who is on maternity leave.

- a) Clarification on Leave policy questions: At some agencies, station leave and sick leave do not require a leave slip upon return to the office. All officers should keep track of sick leave for their own records, regardless of whether the agency requires submission. For extended sick leave, documents should be submitted to your leave granting authority and Medical Affairs Branch.
- b) The uniform of the day for the COF meeting is the service khaki. For the Scientist dinner at the COF meeting (Tuesday night): civilian attire. All are invited even if not attending COF.

**4) Sub-committee reports.**

- a) Awards  
No report.

**CDR Martin Sanders**

- b) **Career Development**

**LCDR Karon Abe**

- i) Officers who want to announce job vacancies on the Scientist listserv, please send them to LCDR Abe at [kabe@cdc.gov](mailto:kabe@cdc.gov).

- c) **Category Day**

**LCDR Paul Seo**

- i) LCDR Seo reminded officers that the registration deadline for the COF Meeting has been extended, and that the SG 5K run/walk will take place on Thursday June 4<sup>th</sup>.

- d) **Mentoring**  
No report

**CDR Mark Methner**

- e) **Policy Review**  
No report

**CDR Tim Nelle**

- f) **Readiness and Response**

**LCDR Marco Bennett**

- i) As of end of April 2009, there are 226 officers from the scientist category listed by OFRD as “basic qualified” which represents ~~a~~91% ~~from of~~ our category (not including exempt officers). Twenty three (23) officers were listed as “not qualified” (15 CAPTs, 3 CDRs, and 5 LCDRs), and 17 were listed as “exempt”.

**g) Recruitment and Retention**

**CDR Michael Murry**

- i) The main task of the committee has been the follow-up to the newly revised Associate Recruiter Program. The broad outline of the new ARP was announced a couple of months ago, but the specifics of implementation have not been announced. CAPT Adekoya will brief us when the details of the new program implementation are announced.
- ii) The DOD Mental Health Initiative is going well and progress is being made in recruiting to fill the DOD positions.

**h) Rules and Membership**

**CDR Bensyl**

- i) One new CAD, LCDR Alfredo Sancho.
- ii) The call for new SciPAC members will come out soon. Volunteers are needed to help choose new members for 2009-2010. Please email [dbensyl@cdc.gov](mailto:dbensyl@cdc.gov) if interested in volunteering to help. Please do not volunteer if you are planning to submit your name for PAC membership. [Update: Volunteers are no longer needed.](#)

**i) Science**

**LCDR Yi Zhang**

- i) The Science Subcommittee is currently working on an article on PHS Scientist Officers to be submitted to CDC's Public Health Reports.

**j) Visibility**

**LCDR Sally Hu**

- i) LCDR Hu invited officers who will attend the COF annual meeting next month, to visit the SciPAC poster at the meeting.
- ii) For the DC area officers, volunteers are needed to man our table at the NIH food fair. The date is May 20<sup>th</sup>, Wednesday; the time is from 11:30 am to 1:30 pm (it is a two hour event), at the NIH campus in Bethesda.

**k) Website**

**CDR Danice Eaton**

- i) No Report

**5) Liaison Reports**

**a) Billet Transformation Review**

**LCDR Mathew Newland**

- i) The Officer Profile System (OP) is a searchable database containing records of individual officer's accomplishments, knowledge and capabilities. Its purpose is to place data into Direct Access to create a searchable database that matches officer attributes to Corps opportunities. This information will be captured in Direct Access (DA), the Corps's new human resources information system. DA will allow OP to match to the newly collected billets, as they share similar data fields. Officers may update their profile at any time.

Correction: The new Officer Profile System is not up and running yet. It should be by June 1<sup>st</sup>, 2009. However, at present, when officers log onto CCMIS, under the "Officer" menu, they may click on "Profile Data Entry." This will allow them to update Training and Licensure/Certification. If officers do this now, this will help to front load the Officer Profile System when it is live on June 1st. It is not clear yet where the new system will be placed: on CCMIS or a new direct access platform.

**ii) Billets.**

The Issue: Contrary to other uniformed services, USPHS current billets tend to reflect officer capabilities rather than position responsibilities. Therefore, USPHS can not effectively monitor

vacancies by position (identify the best officers for the best positions), monitor skills shortages, recruit to meet our mission, etc.

For officers: Clarity and specificity of responsibilities is crucial as well as objectively graded billets, real-time vacancy monitoring and enhanced career development (transparency to the officers for positions within the Corps)

For agencies: They would have real-time identification of officers for positions and receive electronic referrals for qualified candidates

Categories have already collected and beta tested category specific billets since 2007. It is projected that 85% of the billets will remain unchanged. However, there remain many billets that are not category specific that will be reviewed by agencies, their liaisons and assigned CS descriptors.

- iii) Civil Service Descriptors are applied to each officer's billet. CS descriptors are typically provided by an officer's OP/DIV and approved by the agency liaison. In cases when CS Descriptors are not provided, OCCO selects CS descriptors from a drop-down menu. OCCO generally chooses the best descriptor available from the ones available.

Some officers have expressed concern that their current billets and CS descriptors do not adequately describe their positions and would have a negative impact on their Promotion Information Report (PIR). However, Officers' CVs are usually better descriptors of actual duties and given significantly more attention during Promotion Boards.

Forthcoming: OCCO wants to have all systems: Officer Profile System, eOPF and the Billet & Civil Service Descriptors connected.

**b) COF Liaison**

**LCDR Wei Guo**

- i) There is a balance of \$2994.44 as of May 31, 2009.
- ii) There is a large number tee-shirts available, at \$12.
- iii) The SciPAC coins have been sold out and more are being ordered.

**c) COA**

**CDR Daphne Moffett**

- i) The registration deadline for the COF Meeting has been extended.
- ii) The Atlanta Aquarium activity was initiated by the VetPAC and open for all Categories.
- iii) The voting process for the selection of COA Board members is still open.

**d) JOAG**

**LCDR Maleeka Glover**

No report

**e) PSYPAG**

**CDR Michael Murry**

No report

**6) Closing Remarks**

**CDR Rachel Avchen**

The regular SciPAC meeting for June has been canceled since it coincides with the Category Day meeting.

Next Meeting: **Tuesday, July 7<sup>th</sup>, 2009; 1100-1300 EST**

**Call in number is: 1-866-724-8991. Passcode for participants is: 1081160.**



# Scientist Professional Advisory Committee Meeting

**Minutes**  
**Tuesday, July 7<sup>th</sup>, 2009.**  
**1100 – 1300 (Eastern Time)**

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

**Participant Passcode: 1081160 Leader: CDR Rachel Avchen**

## Participants

### SciPAC Executive Sub-committee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary	excused
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	
CDR	Martin Sanders	Awards	X
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	X
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	X
CDR	Timothy Nelle	Policy Review	excused
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	X
LCDR	Yi Zhang	Science	X
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	X
CAPT	Christine Benally	Policy Review	X
Dr.	Monique Mansoura	Civil Service Liaison	excused

## Non-voting Scientist Participants

Participant	Agency
CAPT David McIntyre	IHS
CAPT Richard Troiano	NIH
CAPT Nelson Adekoya	CDC
CAPT Kate Brett	CDC
CAPT Mehran S. Massoudi	CDC
CAPT Kevin McGuinness	HRSA
CAPT Bryan Jones	OSG
CDR Danisha Robbins	CDC
CDR William Albrecht	EPA
CDR John Golden	DOD
CDR Steven Sparenborg	NIH
LCDR Tegan Boehmer	CDC
LCDR Judy Facey	EPA
LCDR Anne Dobmeyer	DOD
LCR Mark Clayton	EPA
LCDR Jennifer Dolan	CDC
LCDR Jacqueline Sram	FDA
LCDR David Skanchy	FDA
LCDR John Stansberry	NIH
LCDR Henraya McGruder	CDC
LCDR Fei Xu	FDA
LCDR Matthew Murphy	CDC
LCDR Lauren Zapata	CDC
LCDR Mathew Murphy	CDC
LT Heather Silvio	DOD
LT James Kenney	FDA
LT Jeremy Wally	FDA
LT Deborah Dee	CDC
LT Loren Rodgers	FDA
LT Sara Lowther	CDC
LT Charlene Sydnor	NIH
LT Theodore Garnett	FDA

- 1) **Call to Order and Welcome** CDR Rachel Avchen  
 EMAIL: [boris.aponte@ahrq.hhs.gov](mailto:boris.aponte@ahrq.hhs.gov) for roll call  
 Please state name before talking. Please put phones on mute.
  
- 2) **Report from the CPO** RADM Helena Mishoe
  - a) CAPT Sharon Williams-Fleetwood has been named the next CPO of the Scientist category.
  - b) There will be no SG/CPO combined meeting for a while due to COF and scheduling issues.
  - c) There has been no feedback on appointment standards yet.
  - d) OSG should consider letter of appreciation to agency heads and supervisors of CPOs.
  - e) There will be six new CPOs and there will be a CPO Board Retreat sometime in Sept/Oct. Please let CAPT Williams-Fleetwood know if you have things you want to have discussed.
  - f) May get request for info to discuss with new ASH.
  - g) The Assimilation Board will meet this summer.

- h) Regarding how are policies generated for the Corps, RADM Canton assigned CDR Elvira Hall-Robinson from OCCFM to work with our category. Would like to involve her on SciPAC calls.
- i) Assignment Incentive Pay. There will be a pilot to determine whether certain billets should qualify for incentive pay. Med, Den, Nurse received most billets.
- j) Special Pay question: requests for all categories to put forth requests for special pay. We did put forth a request. It must go through DOD. Requests go to board and DOD moves requests forward. Psychologists were put forward from our category and no one else because it was suggested we should not deviate from how DOD compensates.
- k) Long discussion on special pay and loan repayment.

**3) Report from the Chair** CDR Rachel Avchen

- a) CDR Avchen thanked CDR Bensyl for covering her duties as Chair during her recent leave.
- b) CDR Avchen also thanked all of the Scientist officers involved with the Category Day organization.
- c) The motion to buy more coins approved.
- d) Coins and t-shirts to be given to invited speakers as thank you.
- e) There will be a Meet and Greet activity with the new CPO on August 13, 11:30 AM at CDC Atlanta.
- f) At the SG run/walk event during the COF meeting the scientist category female team came in 1<sup>st</sup>; the men's team came in 2<sup>nd</sup>.

**4) Report from Vice Chair** CDR Diana Bensyl

- i) No update.

**5) Subcommittee reports**

- a) Awards CAPT Martin Sanders
  - i) No update.

- b) Career Development CDR Karon Abe

- i) CDR Abe made the following announcement:

There will be another career development session on September 1 from 12-1. The topic will be on retirement in the USPHS. The guest speaker will be Mr. Tom Berry, the PHS retirement coordinator. He will discuss eligibility for retirement, the different retirement plans, and how to maximize your retirement. There will be time for questions at the end of the session.

- c) Category Day CDR Maleeka Glover, Co-Chair LCDR Paul Seo

- i) No update.

- d) Mentoring CDR Mark Methner

- i) No update.

- e) Policy Review CDR Tim Nelle

- i) No update.

- f) Readiness and Response LCDR Marco Bennett

- i) As of July 01, 2009 our category has a total of 281 scientist officers on board.

Thirty-three (33) officers are listed as "exempt," 16 officers (O-6: 10 officers; O-5: 2 officers; O-4: 4 officers) listed as "not qualified" leaving a total of 232 "basic qualified."

- ii) Not including exempt officers our category is 93.55% basic qualified!!

- g) Recruitment and Retention CAPT Michael Murry, Co-Chair CAPT David McIntyre

- i) The newly re-designed Associate Recruiter Program is undergoing review before presentation to the OSG. The review process will delay implementation. There is no projected date for implementation.
- ii) The R&R Subcommittee has been receiving inquiries from persons considering PHS careers. Since mid-May we have had inquiries from 2 psychologists, a microbiologist, a toxicologist, and a biochemist. When the prospective applicants have questions that are discipline specific, we have been referring them to Scientist officers in that scientific discipline. So far all of the officers we have contacted have been very responsive and helpful regarding these inquiries. We appreciate your support and want to encourage you to help if called upon.

h) Rules and Membership CDR Diana Bensyl

i) Initial decisions have been made for new PAC members. Once the SG approves, announcements will be made.

ii) New CADs:

LT LAURA BETTENCOURT	CDC
LT NEIL BONZAGNI	FDA
LT JAMES COLBORN	CDC
LT AIMEE GEISLER	CDC
LT WADE IVY	CDC
LT WILLIAM JEFFRIES	CDC
LT ERIN KOERS	CDC
LT ANDREA MCCOLLUM	CDC
LT LARA MISEGADES	CDC
CAPT MARY NEWMAN	OS
LT BOBBY RASULNIA	CDC
LCDR ALFREDO SANCHO	DOD TMA
LT ERIN SAUBER-SCHATZ	CDC
LCDR SCOTT STEFFEN	FDA
LT ESRA TOUSSAINT	FDA
LT ELLEN YARD	CDC

i) Science LCDR LCDR Yi Zhang

i) Subcommittee members are working on the paper on PHS Scientist Officers for Public Health Report.

j) Visibility LCDR Sally Hu

i) We presented our SciPAC poster at the COF annual meeting in June and have received lots positive feedbacks on our poster.

ii) We sold seven SciPAC T-shirts at the meeting and thanks for these seven officers for your contributions to SciPAC.

iii) We appreciated six SciPAC members who promoted SciPAC and USPHS by representing SciPAC poster, distributed SciPAC/USPHS related materials, and answered the questions from the visitors at the NIH food fair on May 20<sup>th</sup>. The event was very successful because of the hard work of our volunteers.

k) Website CDR Danice Eaton

i) No update.

**6) Liaison Reports**

- a) Billet Transformation Review                      LCDR Matthew Newland
- b) COF Liaison    LCDR Wei Guo
  - i) The current balance is \$2,799.83.
- c) COA    CDR Daphne Moffet
  - i) No update.
- d) JOAG    LCDR Maleeka Glover
  - i) No update.
- e) PSYPAG    CAPT Michael Murry
  - i) There was a PsyPAG conference call on May 13. The re-organization of Tier 2 Mental Health Teams was discussed.
  - ii) The selection of the Psychologist of the Year was discussed and was announced at the COF Symposium. It was HSO officer LCDR Michael Tilus. As one of the national leaders on psychologist prescription authority LCDR Tilus was extraordinarily well qualified for the honor.

- 7) Civilian Service    Dr. Monique Mansoura
  - i) No update.

**8) Other Business**

- a) Newsletter Subcommittee is desired by CAPT Christine Bennally. Some of the other USPHS PACs publish 2-3 times annually, and is distributed electronically through their website, opdivs distribution lists, and the Directory. Anyone interested in participating in this new, cross-cutting effort, please contact CAPT Bennally: **Christine.Benally@hhs.gov**

- 9) Closing Remarks    CDR Rachel Avchen

**NOTE Next meeting: August 4<sup>th</sup>, 2009; 1100-13**



# Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, August 4, 2009.

1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 1-877-691-9937

Participant Passcode: 4549026

## Participants

### SciPAC Executive Sub-committee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
CDR	Boris Aponte	Secretary	excused
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	excused
CDR	Daphne Moffett	Historian COA Board	excused
CAPT	Martin Sanders	Awards	
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	excused
LCDR	Paul Seo	Category Day	excused
CDR	Mark Methner	Mentoring	X
CDR	Timothy Nelle	Policy Review	X
LCDR	Marco Bennett	Readiness and Response	X
CAPT	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	X
LCDR	Yi Zhang	Science	Excused
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	
CAPT	Christine Benally	Policy Review	Excused
Dr.	Monique Mansoura	Civil Service Liaison	

## Non-voting Scientist Participants

Participant	Agency
CAPT Richard Troiano	NIH
CAPT Nelson Adekoya	CDC
CDR John Golden	DOD
CDR Laura Draski	FDA
CDR Robert Williams	ATSDR
LCDR Chekeshia Clingman	FDA
LCDR Mark Clayton	EPA
LCDR Renee Calanan	CDC
LCDR Judy Facey	EPA
LCDR Emily Jentes	CDC
LCDR Rona LeBlanc	FDA
LCDR Jacqueline Tate	CDC
LCDR Rashida Dorsey	HHS
LCDR Henraya McGruder	CDC
LCDR Fei Xu	FDA
LCDR Ryan Novak	CDC
LCDR Brian Harcourt	CDC
LCDR Sharon Saydah	CDC
LCDR Eric Tongren	CDC
LCDR Jeremy Wally	FDA
LT Kanta Sircar	CDC
LT Esra Toussaint	FDA
LT Sara Lowther	CDC
LT Charlene Sydnor	NIH

- 1) **Call to Order and Welcome** CDR Rachel Avchen  
EMAIL: [boris.aponte@ahrq.hhs.gov](mailto:boris.aponte@ahrq.hhs.gov) for roll call  
Please state name before talking. Please put phones on mute.
- 2) **Report from the CPO** CAPT Williams-Fleetwood
  - a) CAPT Sharon Williams-Fleetwood introduced as CPO of the Scientist category.
  - b) Assimilation board—application deadline is close. Don't wait for deadline.
  - c) CPO Board Retreat in October.
  - d) Looking forward to meeting and talking with Scientists and getting to know the issues. Meet and greet.
- 3) **Report from the Chair** CDR Rachel Avchen
  - a) CDR Avchen thanked the PAC for their support.
  - b) Appointment standards should be approved soon.
  - c) Nomination of new SG, Dr. Regina Benjamin
  - d) Reminder to review retired uniform components on CCIS site; goodbye salt and pepper
  - e) 6500 officers strong as of last SG/PAC meeting in July
  - f) AP Hill training under weigh for Tier 1 teams (Aug/Sept)
  - g) Meet the new CPO, CAPT Sharon Williams-Fleetwood  
Aug 13, CDC - Chamblee 106, Room 1C 11:30; email to listserve following meeting
  - h)
- 4) **Report from Vice Chair** CDR Diana Bensyl

a) Looking forward to role as Chair. Please contact if you need assistance.

**5) Subcommittee reports**

- a) Awards CAPT Martin Sanders  
i) CDR Eaton will put the Awardees' details on the SciPAC website.
- b) Career Development CDR Karon Abe  
i) Reminder that there will be a retirement seminar following the next monthly meeting
- c) Category Day CDR Maleeka Glover, Co-Chair LCDR Paul Seo
- d) Mentoring CDR Mark Methner  
i) 75 Officers matched to date  
ii) 6 new matches made this month
- e) Policy Review CDR Tim Nelle
- f) Readiness and Response LCDR Marco Bennett  
i) As of the end July 2009 our category has a total of 280 scientist officers on board.  
ii) Twenty-one (21) officers are listed as "exempt,"  
iii) Nineteen (19) officers (O-6: 7 officers; O-5: 1 officers; O-4: 6 officers; O-3: 5 officers) listed as "not qualified" leaving a total of 240 "basic qualified."  
iv) Not including exempt officers our category is 92.6% basic qualified!
- g) Recruitment and Retention CAPT Michael Murry, Co-Chair CAPT David McIntyre  
i) There have been no announcements about the Associate Recruiter Program. The newly re-designed Associate Recruiter Program is undergoing review before presentation to the OSG. There is no projected date for implementation.  
ii) It has been a quiet time for R&R in terms of recruiting inquiries. We have received no inquiries from prospective officers in the past month.
- h) Rules and Membership CDR Diana Bensyl  
i) Nominations for upcoming PAC sent to OSG and under review  
ii) Calls to Active Duty (CAD) 16 last month, 4 this month  
MCCOLLUM      ANDREA      LT  
GEYER          RORY          LT  
LOREAUX        ELIZABETH    LT  
LANGE          STEPHEN      CDR
- i) Science LCDR LCDR Yi Zhang
- j) Visibility LCDR Sally Hu  
i) We presented our SciPAC poster at the COF annual meeting in June and have received lots positive feedbacks on our poster.

- ii) We sold seven SciPAC T-shirts at the meeting and thanks for these seven officers for your contributions to SciPAC.
- iii) We appreciated six SciPAC members who promoted SciPAC and USPHS by representing SciPAC poster, distributed SciPAC/USPHS related materials, and answered the questions from the visitors at the NIH food fair on May 20<sup>th</sup>. The event was very successful because of the hard work of our volunteers.

- k) Website CDR Danice Eaton
  - i) Please send any corrections or updates to the website to CDR Danice Eaton. ([dhe0@cdc.gov](mailto:dhe0@cdc.gov))
  - ii) RADM Mishoe's office has been covering the cost of the web hosting fee. Since her CPO term has ended, we'll need to find another source to cover that expense.

**6) Liaison Reports**

- a) Billet Transformation Review LCDR Matthew Newland
  - i) Officers need to keep checking their OPF and should add information to Direct Access.

- b) COF Liaison LCDR Wei Guo
  - i) Current balance is \$2927.83  
Reordered 300 coins, will be shipped in a week  
T-shirt still on sale for \$10 each  
Ask volunteer to set up coin distribution station in Atlanta.

- c) COA CDR Daphne Moffet
  - i) New liaison is CDR Sara Newman.

- d) JOAG LCDR Maleeka Glover

- e) PSYPAG CAPT Michael Murry
  - i) There was a PsyPAG conference call July 16.
  - ii) The PsyPAG is compiling a list of all active duty Commissioned Corps psychologists.
  - iii) Efforts are underway at Brooke Army Medical Center and possibly other sites to sponsor a PHS officer for a psychology residency training position. Such an advanced training position would aid recruiting. There are also discussions about sponsoring PHS psychology interns.
  - iv) There is a shortage of pre-doctoral internships nationally, so providing such training would be a strong support for PHS recruiting.

- 7) Civilian Service Dr. Monique Mansoura
  - a) No update.

**8) Other Business**

- a) The newsletter team met, made assignments, and aims to have its first release in 2-3 months. We are always welcoming ideas and volunteers, please contact CAPT Benally: [Christine.Benally@hhs.gov](mailto:Christine.Benally@hhs.gov).
- b) OCCFM Representative (to SciPAC): CDR Elvira Hall-Robinson

- 9) Closing Remarks CDR Rachel Avchen

**NOTE Next meeting: September 1, 2009; 1100-1300**