



**Scientist Professional Advisory Committee
Meeting Minutes**

**Tuesday, 01 September 2015
1200–1300 (EDT)**

Toll-Free Number: 1-866-782-0573
Pass code: 2214354

Chief Scientist Officer and 2015/2016 SciPAC Voting Members and Liaisons

Rank	Name	Role	Present
Voting Members, Executive Board			
CAPT	Sanders, Martin	Chief Scientist Officer	Yes
CAPT	Murphy, Matthew	Chair	Yes
CDR	Adjemian, Jennifer	Vice Chair; Rules & Membership Chair	Yes
LCDR	Bobo, Qiao	Executive Secretary	Yes
CDR	Breiding, Matthew	COF Liaison	Yes
Voting Members			
CDR	Bodart, Jennifer	Career Development Subcommittee Co-Chair	Yes
LCDR	Cole, Jessica	Mentoring Subcommittee Chair	Excused
CDR	Frasca, Dominic	Policy Review Subcommittee Chair	Yes
CDR	Goodie, Jeffrey	Science Subcommittee Chair	Yes
LCDR	Green, Seth	Category Day Subcommittee Co-Chair	Yes
CAPT	Novak, Ryan	Science Subcommittee Co-Chair	Yes
LCDR	Purfield, Anne	Recruitment, Retention & Readiness Subcommittee Chair	Excused
CAPT	Robbins, Nisha		Yes
CDR	Rodgers, Loren	Visibility Subcommittee Chair	Yes
CDR	Satterfield, William	Awards Subcommittee Co-Chair	Yes
CDR	Smith, Michael	Career Development Subcommittee Chair	Yes
CDR	Sram, Jacqueline	Website Subcommittee Chair	Excused
CDR	Thomas, Jennifer	Mentoring Subcommittee Co-Chair	Yes
CDR	Toblin, Robin	Category Day Subcommittee Chair	Yes
Dr.	Ulin, Brigette	Civilian Representative	No
CDR	Wally, Jeremy	Awards Subcommittee Chair	Yes
Non-voting Liaisons			
CDR	Satterfield, William	PSYPAG Liaison	Yes
CAPT	Moffett, Daphne	SciPAC Historian	No
CAPT	Elson, Diana	COA Liaison	Yes
LCDR	Bobo, Qiao	JOAG Liaison	Yes
LCDR	Zhou, Eric	MOLC Liaison	Yes

Participation by Nonvoting Scientist Officers

Rank	Participant	Agency	Present
CAPT	Adekoya, Nelson	CDC	Yes
CAPT	Barrett, Drue	CDC	Yes
CAPT	Blanck, Heidi	CDC	Yes
CAPT	Crago, David	BOP	Yes
CAPT	Daugherty, Jon	FDA	Yes
CAPT	Elson, Diana	ICE	Yes
CAPT	Hu, Sally	NIH	Yes
CAPT	Murry, Michael	BOP	Yes
CAPT	Thoroughman, Doug	CDC	Yes
CDR	Bennett, Marco	FDA	Yes
CDR	Bhagwat, Aditya	DoD	Yes
CDR	Boehmer, Tegan	CDC	Yes
CDR	Calanan, Renee	CDC	Yes
CDR	Carroll, Dianna D.	CDC	Yes
CDR	Davidson, Bryan	DoD	Yes
CDR	Dee, Deborah	CDC	Yes
CDR	Dobmeyer, Anne C.	DoD	Yes
CDR	Dutton, Samuel S.	DHS	Yes
CDR	Goodrich-Doctor, Adrienne J.	NIH	Yes
CDR	Guo, Wei	DoD	Yes
CDR	Highsmith, Keisher	HRSA	Yes
CDR	Jentes, Emily	CDC	Yes
CDR	Kenney, James	FDA	Yes
CDR	Powell, Tracy	HHS	Yes
CDR	Stansberry, John	NIH	Yes
CDR	Streeter, Emily	DoD	Yes
CDR	Yip, Fuyuen	CDC	Yes
LCDR	Barbour, Kamil	CDC	Yes
LCDR	Blessington, Tyann	FDA	Yes
LCDR	Cunningham, Timothy	CDC	Yes
LCDR	Demissie, Zewditu	CDC	Yes
LCDR	Edwards, Elizabeth	FDA	Yes
LCDR	Facey, Judy	EPA	Yes
LCDR	Freeland, Amy L.	CDC	Yes
LCDR	Garnett, Theodore	FDA	Yes
LCDR	Garrett, Tiana	DHS	Yes
LCDR	Hollis, NaTasha	CDC	Yes
LCDR	Houston, Keisha	CDC	Yes
LCDR	Irvin-Barnwell, Elizabeth	ATSDR	Yes
LCDR	Irving, Shalon	CDC	Yes
LCDR	Kebker, Eric	DoD	Yes
LCDR	Ko, Jean	CDC	Yes
LCDR	Lozier, Mattew	CDC	Yes

LCDR	Lu, Xiaowu	FDA	Yes
LCDR	Miller, Leigh Ann	CDC	Yes
LCDR	Miller, Mark	EPA	Yes
LCDR	Myers, Todd	DoD	Yes
LCDR	Nielsen, Carrie	CDC	Yes
LCDR	Odom, Erika	CDC	Yes
LCDR	Pamboukian, Ruiqing	FDA	Yes
LCDR	Parks Brown, Sharyn	CDC	Yes
LCDR	Perrine, Cria Gregory	CDC	Yes
LCDR	Phillips, Kenneth	FDA	Yes
LCDR	Rossiter, Lana	FDA	Yes
LCDR	Slayton, Rachel B.	CDC	Yes
LCDR	Steffen, Scott	FDA	Yes
LCDR	Tate, Jacqueline	CDC	Yes
LCDR	Toussaint, Esra	CDC	Yes
LCDR	Tyus, Nadra	HRSA	Yes
LCDR	Wilken, Jason	CDC	Yes
LCDR	Zhou, Eric	NIH	Yes
LCDR	Zucco, Julia	CMS	Yes
LT	Hickey, Andrew	OHA	Yes
LT	Hoots, Brooke	CDC	Yes
LT	Hudson, Gwendolyn	FDA	Yes
LT	Jamoom, Eric	CDC	Yes
LT	Jeisy Scott, Victoria	NCIRD	Yes
LT	Leshin, Jonathan	EPA	Yes
LT	Mathew, Shiny	FDA	Yes
LT	Mells, Jamie	CDC	Yes
LT	Ou, Oliver	USDA	Yes
LT	Rivera Rosado, Leslie	FDA	Yes
LT	Scott, Colleen	CDC	Yes
LT	Soeters, Heidi	CDC	Yes
LT	Thompson-Paul, Angela	CDC	Yes
LT	Wright, Marcienne	ASPR	Yes
LT	Wu, K. Geoffrey	FDA	Yes

1) Call to Order and Welcome: CDR Matthew Murphy

- Email LCDR Qiao Bobo (Qiao.Bobo@fda.hhs.gov) for roll call on the day of the call.
- Mute your phones when not speaking (press *6 if you do not have a mute button).
- Do not place the conference call line on hold.

2) Report from the CPO: CAPT Martin Sanders

- CAPT Sanders congratulated new voting members and is looking forward to working with them.
- Commissioned Corps' Direct Access (DA) system will be offline from 18 December 2015 through 4 January 2016, please plan accordingly.
- To prepare for migration of personnel functions to the U.S. Coast Guard's (USCG) Direct Access (DA) system, each officer needs to verify in COLTS completeness and accuracy no later than Wednesday, 30 September 2015.
- Starting January 2015, the Commissioned Corps' pay system will be changed from once per

month to twice per month.

- The revised Scientist Officer CV Summary Sheet Guidance is available online now. These are suggested guidelines and there is no obligation to change your current CV.
- Surgeon General is coming up with the next big thing related to walking and healthy life style. More details will be provided.

3) Report from the Chair: CDR Matthew Murphy

- CDR Murphy would like to extend his thanks to CAPT Robbins for her efforts as SciPAC Chair. CDR Murphy would also like to welcome the new SciPAC Executive Board Members, new voting members, and all scientist officers joining the SCIPAC call as we start a new SciPAC year.
- As a reminder from the Office of the Surgeon General, government computers, supplies, or other resources can not be used for PAC fund raising activities. The PAC chairs are working to resolve concerns around the PAC fundraising process.
- Any officers planning to retire are advised to not cancel their SGI until after retirement. Cancellation of SGI prior to retirement may result in loss of benefits.
- CDR Murphy would like to acknowledge CDR Jacqueline Sram for volunteering to represent SciPAC on the newly established Information Technology Chartered Advisory Committee (ICAT) created by the Office of the Surgeon General (OSG). The ICAC is intended to support the IT needs of the Office and the PACs/CAGs through the Director of Division of Systems Integration, OSG. The ICAC will focus on migration and continued support of the PAC/CAG web sites and other IT technical assistance to benefit the Corps.

4) Report from Vice Chair: CDR Jennifer Adjemian

- Welcome everyone to the next SciPAC operational year! I look forward to working closely with CAPT Sanders, CDR Murphy and the rest of the Executive Board to make this a great year. Prior to becoming Vice Chair, I served as the SciPAC Secretary for two years and was very active in the Category Day Subcommittee, where I was Senior Advisor, Chair, Co-Chair and also led several workgroups. I have been in the Commissioned Corps since 2007, entering through the Epidemic Intelligence Service (EIS) at the Centers for Disease Control and Prevention (CDC). Following EIS, I served as an Epidemiologist for the Federal Bureau of Prisons (BOP) for a year and have since been at the National Institute of Allergy and Infectious Diseases (NIAID), National Institutes of Health (NIH), where I lead a team of epidemiologic researchers focused on rare infectious diseases. Please feel free to reach out to me regarding any questions or issues that come up (jennifer.adjemian@nih.gov).

5) Executive Secretary Report: LCDR Qiao Bobo

- For today's call, please remember to email me your attendance and your subcommittee/liaison report at qiao.bobo@fda.hhs.gov.
- If you have any information on events or relevant messages that you wish to distribute to the SciPAC listserv, please email it to me along with any important details to include in the body of the email (qiao.bobo@fda.hhs.gov).
- For the new operational year, we will have the meetings at the same time with the same call in information as for the last year. I will send a meeting invitation out so you can have the information in your calendar for the new operational year. The next meeting will be on 6 October 2015.

6) COF Liaison Report: CDR Matt Breiding

- Our SciPAC balance is \$1349.66.

7) Subcommittee Reports

a) **Awards:** CDR Jeremy Wally; Co-Chair: CDR Tony Satterfield

- The Awards Subcommittee is finalizing its Standard Operating Procedures (SOPs) and will be coordinating all of the changes with the outgoing Chair and Co-Chair.
- A call for nominations for the Scientist Responder of the Year Award will be sent out via email in September with nomination packages due in October. Please consider submitting a package for any Scientist Officers who have had an impact on emergency preparedness, disaster response, or have contributed to local, national, or international public health threats during the previous fiscal year. It is a great way to recognize the hard work these officers are doing.

b) **Career Development:** CDR Michael Smith; Co-Chairs: CDR Jennifer Bodart, LCDR Zewditu Demissie

- OBC:
 - OBC is scheduled to occur in September, October and December at the new location, the William F. Bolger Center. The address for this facility is 9600 Newbridge Drive, Potomac, MD 20854. The link to the training academy website is located on the CCMIS website between the “Login” and the “About CCHQ” icons.
- Scientist Officer Handbook:
 - Updated Scientist Officer Handbook sections were posted on the SciPAC website. Officers can now refer to new COER, Awards Overview, and Basic Readiness sections. The Subcommittee is happy to announce that LT Jessica Cleck-Derenick will be serving as the SciPAC Handbook Lead for the 2015–2016 operational year.
- The SciPAC CV review service
 - CV’s for review: This CV review service will occur in the next couple of months, get your CV ready if you wish to participate. The new CV Summary Sheet Guidance has been posted to the SciPAC website. Officers are encouraged to submit their CVs for review using this new format.
 - SR. officers to review CV’s: We need a lot (over 40) CV reviewers for this service; please consider volunteering for this service if you can.

c) **Category Day:** CDR Robin Toblin; Co-Chair: LCDR Seth Green

- Category Day will be 18 May 2016 in Oklahoma City. The agenda will be substantially different than previous years based on feedback from the evaluations with more of a focus on networking, mentoring and category-specific information. Team lead and participant assignments will be made shortly.

d) **Mentoring:** LCDR Jessica Cole; Co-Chair: CDR Jennie Thomas

- The mentorship subcommittee wanted to determine the needs of mentees in order to enhance programs and services in the mentorship matching program. A survey was sent twice during July to current mentee officers; this survey included open-ended questions about what mentees liked about their mentor relationship, what issues are being addressed, and what topics are of interest in the future. The response rate was about 35% of the 50 survey emails that were sent out. The survey found that:
 - Mentees appreciated the value of a mentor, and believed the program should be expanded
 - Generally mentees are happy with their experiences
 - Mentees prefer when they can be matched with mentors they can meet with in person

- That mentee/mentor matches be made in as close to the same field as possible
 - Additional guidance on career progression, promotion, awards, deployment, networking, and leadership is desired
 - This was developed by the group to enhance mentor-mentee relationships, led by LCDR Lana Rossiter and including LCDR Cara Halldin, LCDR Tyann Blessington, LT Leslie Rivera-Rosado, and LT Jorge Muniz-Ortiz.
- e) Policy Review:** CDR Dominic Frasca; Co-Chair: CDR Adrienne Goodrich-Doctor
- No updates to report.
- f) Recruitment, Retention & Readiness (RRR):** LCDR Anne Purfield; Co-Chair: LCDR Anne Marie France
- Recruitment: There is nothing to report at this time.
 - Retention: Survey workgroup completed its data analysis and presented it's work to the SciPAC chair
 - Readiness: There is nothing to report at this time.
- g) Rules and Membership:** CDR Jennifer Adjemian; Co-Chair: TBD
- We are currently seeking out a Co-Chair for the Rules and Membership Subcommittee. If you are an experienced officer looking to serve in this capacity, please send me an email indicating your interest (jennifer.adjemian@nih.gov). Within the next month we will initiate the process of reviewing the SciPAC Standard Operating Procedures (SOP), and will be reaching out to new Subcommittee leads to discuss reviewing their SOPs as well. I will also soon contact all current members of this Subcommittee to determine if they are still interested in serving during this next operational year.
- h) Science:** CDR Jeffrey Goodie; Co-Chair: CAPT Ryan Novak
- Journal Club Team (CDR Glover & LCDR Tyus)
 - Thanks to LT Michael Lowe, and all those who attended the call for their participation and engaging discussion on 18 August 2015 about “Healthy Eating” and “Active Living” Priorities of the National Prevention Strategy
 - The next call will occur on Tuesday, 27 October 2015 from 1200-1300 EDT.
 - Subject Matter Expert will be LT Jonathan Leshin from the U.S. Environmental Protection Agency
 - Article to be discussed will be: Characterization of silver nanoparticles in selected consumer products and its relevance for predicting children’s potential exposures
 - Science and Practice Team (LCDRs Cunningham & CDR Powell)
 - Planning presentations for Sept 15th and Nov 17th
 - The Science and Practice Series focuses on skills that scientists are often asked to perform but in which they have not necessarily received specific training. This year, our speakers have focused on officership (January), public speaking (March), and the Ebola response (July). Please propose any other topics you think might be applicable to scientists. Send all requests to LCDR Timothy Cunningham (tsc2@cdc.gov)
 - Biography and Publications Team (CDR Sharma)
 - Working to enter information for the 2014 bibliography
 - 2010-2013 bibliographies at <http://usphs-scientist.org/bibliography/>
 - Review the 2010-2013 SciPAC bibliographies for corrections.
 - Email: scipac.bibliography@gmail.com with “Bibliography edit requested” in the subject

line.

- NPS team (LCDR Ko)
 - Primary and secondary authors are meeting each week to finalize the draft commentary for the American Journal of Public Health.

i) Visibility: CDR Loren Rodgers; Co-Chairs: LCDR Kamil Barbour and LCDR John Pesce

- About to have a leadership planning call and then will have full subcommittee kickoff call.
- New Co-chairs: LCDR John Pesce and LCDR Kamil Barbour. CDR Deborah Dee remains Newsletter Editor in Chief and LCDR Erin Nichols is AMSUS representative.
- Newsletter
 - Some recent submissions are under review and the issue will soon be sent to Chair and CPO for approval.
 - Looking for a layout editor with design experience. If interested, please email CDR Deborah Dee (DDee@cdc.gov) by COB September 8.
 - Next newsletter is planned for this month. Personal photos and family updates are also requested for the newsletter. Ideas for articles can be submitted to scipacnewsletter@gmail.com.
- Worked with Website SC to get creed posted to website. They will provide more info. Big thanks to LCDR Seth Green for all his leadership in crafting the Creed.
- AMSUS update
 - Annual AMSUS meeting is scheduled for December 1-4 in San Antonio, TX. For those that don't know about AMSUS, we wanted to provide a little background information about the meeting. AMSUS is the Society of Federal Health Professionals, including international health professionals. There are nearly 8,000 members that represent all healthcare disciplines and serve in the Active and Reserve Components of all the uniformed services as well as the Department of Veterans Affairs and other Federal Agencies. Among other purposes, AMSUS is dedicated to improving effectiveness, cohesiveness and esprit de corps of the federal healthcare services, and in providing a forum for discussion at local, national, and international levels and providing continuing education for its members.
 - On this last point, the annual AMSUS meeting is the primary forum for providing continuing education. While most scientists may not need formal CE credits, the annual meeting provides specific CE activities for psychologists and an otherwise interesting and robust program and networking opportunities. Confirmed speakers for this year's meeting include: MG (Major General) Nadja West, Joint Staff Medical Officer, and ADM Bill McRaven, former Navy Seal, now Chancellor of University of Texas. VADM Murthy has also been invited for a plenary session (pending confirmation). Also of note to Scientists is a focus in this year's program on the Ebola response, including a demonstration of the MMU. This will be an interesting opportunity to learn about the response from the perspectives of the various services involved. The schedule for this year's meeting can be found online at amsusce.org (<http://amsusce.org/2015-meeting-week-at-a-glance-2/>).
 - If anyone is planning to attend the meeting this year, there are a few roles on the planning committee that still need to be filled. If you're interested, please contact LCDR Erin Nichols (igd1@cdc.gov). Also, there are opportunities for PACs or other groups to host side meetings during the meeting—please let LCDR Nichols know if you are interested, so the planning committee can highlight the meeting. Finally, the planning committee is seeking input on the CE credits that are offered—aiming to encourage a broader range of professions to attend. If you have any suggestions on CE credits, please contact LCDR Nichols.
- Individual activities such as poster judge at a conference.

j) Website: CDR Jacqueline Sram; Co-Chair: LCDR Jason Wilken

- CDR Jackie Sram will be the new Chair of the Website Subcommittee and we welcome LCDR Jason Wilken as the new Co-chair.
- In August 2015, there were 769 visitors and almost 14,000 visits to the Scientist Category website. These numbers are back in line with the expected averages after the unexplained spike in visits and visitors observed in July.
- The following updates were made to the website since the last call: posted biographies and photographs of the 2015 Senior Scientist Officer and Scientist Mentor of the Year award recipients; uploaded August SciPAC meeting minutes, five new chapters of the Scientist Officer Handbook, new Mentoring Guidebook, and 2015 CV Summary Sheet Guidelines; provided a hyperlink to the 2016 Promotion Year Benchmarks; and created a new page to display the Scientist Creed. Links to many of these documents and the creed are available in the Announcements section on the home page: www.usphs-scientist.org.
- The Subcommittee members will be working hard over the next month to update the website to reflect the new voting membership and subcommittee roles.
- If you have an update to the website, please submit the Website Change Request form (available at: <http://usphs-scientist.org/subcommittees/website/>) to CDR Jackie Sram (jacqueline.sram@fda.hhs.gov).

8) Liaison Reports

- COA: CAPT Diana Elson
 - The COA Board will meet on 11-12 September 2015.
- JOAG: LCDR Qiao Bobo
 - The next Journeyman Speaker Series Seminar will be presented by Col. James Currie, Ph.D, Executive Director of COA and COF. The title of his seminar will be “The Commissioned Corps Officer and the U.S. Political System: A Primer”. The seminar is scheduled for next Friday 11 September 2015 at 1300 EST. I will send the slides and call in numbers will be sent through the SciPAC list serve within a week before the seminar.
 - The next JOAG general meeting will take place next Friday, 9 October 2015. Call in: (626) 677-3000; Passcode: *210076. All junior officers are welcome to participate.
 - This will be my last meeting as the JOAG Scientist liaison as the JOAG will be starting their Operational year 1 October 2015. It has been a pleasure and a privilege to serve in this capacity. I would like to introduce you the new JOAG liaison, LCDR Alice Shumate. LCDR Shumate was selected as the new JOAG scientist liaison by the current JOAG voting members through a very competitive process and I am sure she will do a great job.
- PSYPAG: CDR William Satterfield
 - The August 2015 PsyPAG call focused on mid-year report of accomplishments from the PsyPAG subcommittees. This information has been included in the SciPAC End-of-Year report from the PsyPAG Liaison.
 - The next PsyPAG call is scheduled for Wednesday, 7 October 2015 from 1200-1300 EDT. The dial-in number for that call is 1-866-782-0573, Pass code 2214354#.

9) Other Business, Questions, Comments

- Minority Officers Liaison Council (MOLC): LCDR Eric Zhou
 - The Minority Officers Liaison Council (MOLC) held its monthly meeting on 25 August 2015.
 - Demographic Report: Since the establishment of the MOLC in 1990, two PHS demographic reports were released in 2006 and 2011 respectively. Based on the demographic data in

- 2014, the third demographic report is currently under the review and approval process by the MOLC Voting members, and it will be posted on the MOLC website after approval by the Office of Surgeon General. At the same time, to distribute the demographic data among PHS community, an article on the report will be submitted to the COA Frontline Newsletter.
- MOLC Awards. For all the MOLC award nomination packages, the deadline for submission to the MOLC leadership through their own Core Minority Advisory Groups (CMAG) is 15 October 2015.
 - MOLC Vice Chair: CDR Adrienne Goodrich-Doctor is the Vice Chair of the MOLC this year, and she provided extraordinary leadership for the MOLC this year including the annual MOLC Award Ceremony in Georgia, Atlanta.

10) Closing Remarks: CDR Matthew Murphy

- No updates to report.

NOTE: Next meeting **Tuesday, 06 October 2015 @ 1200–1300 EDT**