Standard Operating Procedures  
SciPAC Events of Interest Tracking Tool

These Standard Operating Procedures provide guidance for completing the SciPAC Events of Interest Tracking Tool. The Tracking Tool can be assessed [here](#).

Scientist Officers do more than their day job and we want to capture all of the amazing things you do. We are interested in capturing three types of events: 1) Science-related, 2) Non-Science related, and 3) Other.

This SOP provides guidance on how to properly complete the online SciPAC Events of Interest Tracking Tool. We would like for you to keep your responses less than 140 characters. We will review all the submissions and selected accomplishments will be shared in an upcoming issue of The Scientist Newsletter or disseminated via SciPAC social media outlets. If selected, we may ask for a picture to include with the write up.

**Question 1: What is your rank?**  
Using the drop-down options, select your current rank.

**Question 2: What is your name (First and Last)?**  
Type your first and last name.

**Question 3: What is your PHS number?**  
Type your PHS number.

**Question 4: What is your work/personal email and phone number?**  
List your work/personal email and phone number. In case additional information is needed, we are requesting your contact information.

**Question 5: What is the name of your event/activity?**  
Type the name of the event or activity that you’re reporting on (e.g. Marine Corps Marathon, American College of Epidemiology Annual Conference, etc).

**Question 6: What type of event are you reporting on?**  
We are tracking three types of events: 1) Science-related, 2) Non-Science related, and 3) Other.

- **Science-related events include:**
  - High visibility work or community event
  - Invited presentations (not posters)
  - Professional events where a Scientist Officer was chosen/highlighted because of their expertise. Examples include:
    - Subject matter expert invited to present at the White House
    - Serving as a keynote speaker at a national conference
  - Serving in a key role (beyond being a member) on a professional society. Examples include:
    - President of APHA Member Section
    - Executive Board member for a national or international science/public health organization (e.g. American College of Epidemiology, American Society of Microbiology, American Chemical Society)
    - Elected to serve on a National Academies Committee
- **Non-Science related events include:**
• Wearing PHS gear while performing an athletic, visibility, community, or faith-based activity that is not covered by PACE or PHS Athletics.
  ▪ For example, Scientist Officer completes an ironman wearing PHS gear. This is not a PHS Athletics event because it doesn’t meet the participation requirement.

• **Other events include:**
  o Activities or events that don’t meet the criteria for science/professional or non-science event.
  ▪ For example, earning a badge or award from other services such as an Expert Field Medical Badge (EFMB)

**Question 7: What is the date of the event?**
Type the 2-digit month, 2-digit date, and use the drop-down menu to select the year

**Question 8: Why is this event/activity important?**
Using 140 characters or less, explain why the selected event/activity is important