

USPHS VetPAC Minutes January 28, 2010 to October 25, 2012

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## **Veterinary Professional Advisory Committee Meeting**

Thursday Dec 6, 2012  
3:00–5:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

### **I. Welcome and Roll Call: CDR Bair-Brake/LCDR Knust**

For those who are not PAC voting members: please send an email to LCDR Knust at [bkk0@cdc.gov](mailto:bkk0@cdc.gov) regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

#### **Voting Members in Attendance:**

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
X	CAPT	Sean Altekruise	NIH	
X	CAPT	Kris Carter	CDC	
X	CAPT	John Gibbins	CDC	
X	CAPT	Victoria Hampshire	FDA	
	CDR	Bryan Buss	CDC	
X	CDR	Casey Barton-Behravesh	CDC	
X	CDR	Julie Sinclair	CDC	
X	CDR	Heather Bair-Brake	CDC	Vet PAC Chair
X	CDR	Stacy Bosch	CDC	
X	CDR	Lauren Davidson	NIH	
	CDR	Mary Anne Duncan	ATSDR	
X	LCDR	Christa Hale	CDC	
X	Dr.	Sarah Babcock	DHS	Civil Service Representative
X	Dr.	Adam Langer	CDC	Civil Service Representative
X	LCDR	Barbara Knust	CDC	Executive Secretary

#### **Non-voting Members in Attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Skinner	Brianna	CDC
CAPT	Spires	Charlotte	HHS
CAPT	Thomas	Tom	NIH
CAPT	Wright	Jennifer	CDC
CDR	Montgomery	Susan	CDC
CDR	Williams	SanYvette	EPA
LCDR	Capewell	Linda	CDC
LCDR	McCollum	Jeff	DOD
LCDR	Pride	Kerry	CDC
LCDR	Schmitz	Ann	CDC
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Shukan	Evan	NIH

LCDR	Taylor	Ethel	CDC
LCDR	Wilder-Kofie	Temeri	NIH
LT	Durand	Lizette	CDC
LT	Pinizzotto	Samantha	FDA
LT	Schafer	Ilana	CDC

**I. Approve minutes**

- a. October 2012—No additions or corrections; CDR Barton Behravesh motioned to approve, seconded by CDR Bosch

**II. CPO Comments** CAPT Clark

Best wishes for a fun time in the holiday season.

**III. VetPAC Chair Comments:** CDR Bair-Brake

This is my last call as VetPAC Chair for 2012. Thank you all for the time we have spent together working in the past year—special thanks to CAPT Gibbins and CAPT Hampshire for their assistance.

Best wishes to those who have deployed to assist with the Hurricane Sandy response. We are looking forward to a special presentation that they will be giving about their experiences in January.

Special course administered by Commissioned Officers Training Academy pilot to be offered for mid-career officers leadership & management skills, LCDR Christa Hale & LCDR Temeri Wilder-Kofie have been selected from the Category to participate. Congratulations to them!

RADM Stokes' retirement ceremony will be taking place on December 19 in Triangle Research Park, North Carolina. CAPT Clark is accepting donations toward a retirement gift for him.

CAPT Gale Galland will also be retiring at the end of this year as well after 21.5 years in PHS and more than 26 years in federal service. Send her a note of congratulations if you get a chance.

Consider putting in your nomination for the 2014 PAC Chair—CAPT Hampshire will begin that process in January.

**IV. Subcommittee Business**

- a. **Awards:** CDR Bosch (new head of the Awards Subcommittee)

Awards committee is soliciting for three different awards presently—Junior Officer of the Year, Veterinary Responder of the Year, and Daniel E. Salmon Award. The deadline for all three was on December 7, but has been extended to Monday, December 17. If you are interested in submitting an award, please let the committee know. We encourage everyone to send in a nomination for a person who is a fitting candidate.

CDR Barton Behravesh will be stepping down as the committee chair but will continue participation as a non-voting member. Thanks to her for her leadership.

- b. **Career Development:** CAPT Altekruise

A few officers preparing for promotion have requested review of their cvs—would appreciate assistance from other officers to help in this effort  
The 2013 AVMA Meeting in Chicago will have a full day session on uniformed services veterinary activities. If you are attending the conference, please make sure to attend this session.

This will be CAPT Altekruise's last call as Career Development subcommittee chair.

**c. Meetings:** CDR SanYvette Williams

Looking for 2 or more speakers to present in the morning session for Veterinary Category Day at the COF Symposium—please contact the subcommittee if you are interested.

CVC Meetings—there are 3 each year that take place. LCDR Joseph will be moderating at the West Coast meeting this week. The 2013 East Coast Meeting will be taking place in May—still looking for 2 speakers. Please contact CAPT Gibbins for more information.

**d. Public Information:** LCDR Hale

LCDR Renee Shibukawa Kent mentioned that officers can submit articles to the COA Frontlines newsletter. As a reminder, authors and co-authors must be current on their membership in order to be published.

**e. Readiness:** CDR Sinclair

No updates

**f. Recruitment/Retention:** CDR Davidson

Call to Active Duty advisory group is currently working with two individuals who are in search of positions and have already been boarded. If you are aware of any positions, especially at CDC, please consider these individuals and inform CDR Davidson.

“Commissioned Corps Best Kept Secrets” document was prepared for use on the veterinary professions website. DCCPR has asked for this document to be added to the website following some updates.

**g. Website:** Dr. Langer

CDR Jarman has been maintaining the website and adding new content—thanks to all members of the committee for their assistance in the past year. CDR Buss and Dr. Langer will be rotating off this committee.

**V. COA Update:** CAPT Spires

Please see slide presentation for highlights. COA continues to advocate for Officers' rights and protections on Capitol Hill; your continued membership and support of this group is encouraged. Coming up next month will be a COF-funded program on PBS about the Commissioned Corps.

**VI. JOAG Update:** LCDR Lanier

No updates

**VII. NAFV Update:** CDR Montgomery

**VIII. Special Presentation:** Dr. Richard Smilie – AVMA congressional fellow

For any questions about the AVMA fellowship, contact Dr. Smilie at richard.smilie@gmail.com

**IX. Old Business:**

X. **New Business:**

XI. **XII. Adjourn**

**Advisory Committee Minutes—October 25, 2012**

Thursday Oct 25, 2012  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

**I. Welcome and Roll Call:** CDR Bair-Brake/LCDR Knust

For those who are not PAC voting members: please send an email to LCDR Knust at [bkk0@cdc.gov](mailto:bkk0@cdc.gov) regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

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X	CAPT	John Gibbins	CDC	
X	CAPT	Victoria Hampshire	FDA	
X	CDR	Bryan Buss	CDC	
X	CDR	Casey Barton-Behravesh	CDC	
X	CDR	Julie Sinclair	CDC	
X	CDR	Heather Bair-Brake	CDC	Vet PAC Chair
	CDR	Stacy Bosch	CDC	
X	CDR	Lauren Davidson	NIH	
X	CDR	Mary Anne Duncan	ATSDR	
	LCDR	Christa Hale	CDC	
X	Dr.	Sarah Babcock	DHS	Civil Service Representative
X	Dr.	Adam Langer	CDC	Civil Service Representative
X	LCDR	Barbara Knust	CDC	Executive Secretary

**Non-voting Members in Attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Campbell	Princess	EPA
CAPT	Galland	Gale	CDC
CAPT	Skinner	Brianna	CDC
CAPT	Thomas	Tom	NIH
LCDR	Burrer	Sherry	CDC

LCDR	Capewell	Linda	CDC
LCDR	Freedman	Mark	CDC
LCDR	Pride	Kerry	CDC
LCDR	Taylor	Ethel	CDC
LCDR	Wilder-Kofie	Temeri	NIH
LT	Pinizzotto	Samantha	FDA

## II. Approve minutes

September 2012 minutes were approved with a motion from CDR Barton-Behravesh, seconded by Dr. Langer.

## III. CPO Comments CAPT Clark

- Would like to encourage diligence in preparation of promotion materials; please seek out help from Senior Officers in assistance as you go through this process. Please also pay attention to readiness, as Basic Readiness qualifications are required when you are up for promotion
- Update on our efforts regarding the Time & Experience POM: we have had a subcommittee working on a decision memo for my signature, took a final draft to RADM Luschniak on October 17. It was a very positive meeting, and he asked for additional information. We are working on the response, and will submit it. We are anticipating that changes will not likely occur until the election is over. Would like to thank CAPT Hollinger for her leadership and help.
- Thanks to CDR Buss for his hard work on the website, and to all the Veterinary Officers who were involved in the deployments to Indian Reservations & Alaska this summer.

## IV. VetPAC Chair Comments: CDR Bair-Brake

- CAPT Gale Galland will be our special speaker today. She has been in the Commissioned Corps for 21 years and would like to talk with you about some tips for getting your promotion materials in order.
- Just before the meeting, I sent out a list of 8 officers who were nominated to be voting VetPAC members. Additional information about these officers & a survey monkey tool will be sent out tomorrow. The PAC will have 2 weeks to vote on the incoming PAC members. Remember, there are only 4 spaces available.
- The next & last call for the operational year will be Thursday December 6—combining November & December meetings. Please mark your calendars appropriately.
- A subcommittee of PAC Chairs group is looking for ways to offer senior officers training in leadership and management—similarly modeled to JOAG. If you have ideas for training or delivering training, please contact me.
- Yesterday we received the emails about Billet transformation in our PIRs—many questions remain; if you are not up for promotion it is less critical for your understanding. If you are up for promotion, check to see what your Billet is in your PIR. This should be the same as the Billet you were assigned last year during the reassignment process, or should be the higher of the two if your Billet went down. Please contact CDR Bair-Brake if you have any questions.
- Even more confusing is the way that Permanent Promotion eligibility is calculated. A cheat sheet and some links will be forwarded to the listserv shortly to help you.

Take a look at these guidance documents when you receive them, and we are seeking more clarity from the Commissioned Corps office.

## V. Subcommittee Business

### **Awards:** CDR Barton Behravesh

- Several awards nominations went out, including Junior Veterinarian of the Year, Veterinary Responder of the Year, and the Daniel E. Salmon award. If you have any questions about them, please contact myself or CDR Stacy Bosch.

### **Career Development:** CAPT Altekruse

- Officers have contacted CAPT Altekruse about preparing the CV and CV cover sheet for promotion.
- Next Brown Bag conference call series will be November 8 on Vet Public Health & Vectorborne Diseases, from a California Department of Public Health veterinarian.
- A group is meeting to address a strategy for dealing with applications of officers who were cleared & boarded, and are now looking for positions—currently 7 listed, 3 looking for a position. CDR Davidson is reaching out to provide assistance where possible. Many are new graduates and may need assistance in tailoring their cvs.
- It looks likely that there will be a day-long session at AVMA next year dedicated to Uniformed Services Veterinary Officers, and we are looking forward to that. CAPT Clark mentioned that the recent cancellation of the AMSUS meeting due to Army & Navy officers being pulled out—may need to be aware of this potentially happening for other meetings.

### **Meetings:** CDR Duncan

- The PHS Scientific Training Symposium will be in May in Glendale, AZ. A call for abstracts is currently out, submission deadline is November 28. Veterinary Category Day will be Thursday, we are lining up an interesting day of activities and presentations, including the head veterinarian from PetCo. Afternoon wet lab will cover decontamination & handling of animals in an emergency setting.
- CAPT Gibbins added that the CVC will be May 8-13, with the public health session scheduled tentatively for May 10 at the Gaylord resort complex. In the coming months, look out for a call for abstracts & volunteers to moderate.

### **Public Information:** LCDR Burrer

- Calling for officers to volunteer to be featured in the monthly profiles—please send an email to LCDR Burrer if you would like to be featured

### **Readiness:** CDR Sinclair

- No further updates

### **Recruitment/Retention:** CDR Davidson

- Please look out for cvs of the 3 veterinarians who are looking for a position and pass their cvs along. They have a deadline to have a position finalized by May.
- We will be meeting tomorrow to discuss further.

### **Website:** CDR Buss

- According to CAPT Clark's request on last month's call, proposed procedures for use of the Veterinary Category Website "Members Only" Section were provided to the Category. No negative feedback was provided. Most feedback was

supportive and a few questions for further clarifying information were asked and answered.

- As proposed, all members of the USPHS Vet. Category will have “read” access to this section using the single “Member” UserID and Password provided.
- Uploading and posting of documents on the members only section will be restricted to only the members of the VetPAC Website Sub-committee, who will have “manager” access.
- Last week I shared the access information for the “Members Only” section on the website. The password is a random password that will be replaced with some frequency.
- Please contact CDR Buss at feu7@cdc.gov if you should have any questions or experience difficulties with access, or if you have “Members Only” documents to upload.
- The PHS Veterinary Category Website is at the following URL:  
<http://www.usphs.gov/corpslinks/Veterinarian/>
- From this page, the “Veterinary PAC Members Only” link is available at the bottom of the vertical menu on the left hand side of the page.  
**PLEASE DO NOT SHARE OR FORWARD THE MEMBERS ONLY PASSWORD BEYOND THE VETERINARIAN MEMBERS!**
- Direct URL for the Member’s Only Section:  
(<http://www.usphs.gov/corpslinks/veterinarian/login.aspx>) website.

#### **VI. COA Update:** CAPT Spires

#### **VII. JOAG Update:** LCDR Lanier

- LCDR Willy Lanier is the JOAG-VetPAC liaison. Contact [william.lanier@fda.hhs.gov](mailto:william.lanier@fda.hhs.gov) if you’d like to find out how to volunteer with JOAG, or with any other questions. JOAG is a great resource. Junior Veterinary Officers (O-3 and O-4) are encouraged to join JOAG and volunteer on a committee.
- One way to get connected is to join the JOAG listserv by clicking the link at the bottom of the JOAG home page: <http://www.usphs.gov/corpslinks/joag/index.htm>
- We started last year with 68% of vet JOs on the JOAG listserve, and ended at about 90%. The goal is to get everyone signed up to make sure they are aware of JOAG activities. If currently signed up with their personal email address, officers could consider signing up with their work email address.
- Another great way to get involved in JOAG is to attend the JOAG General Meetings. Next JOAG General Meeting: December 14, 2012 (2nd Fridays EOM, 1300–1500 ET; (218) 936-4700, Passcode: 7919605)

#### **VIII. NAFV Update:** CDR Montgomery

#### **IX. Old Business:**

#### **X. New Business:**

- CDR Davidson wanted to mention her recent deployment to Nevada in the last week in September to perform rabies vaccinations at Indian reservations. We vaccinated approximately 500 animals in a 4-day period, along with distemper

combination vaccinations as well. We also have some after-action points to discuss with the CPO and for eventual discussion with the PAC in an upcoming meeting.

**XI. Special Presentation:** Tips for Preparing Promotion Materials- CAPT Gale Galland, CDC

- Make sure you have all documents in place—the most important thing
- Check your OPF to make sure everything is there—don't just check on the menu but actually open up all the documents & ensure every page is properly uploaded
- CV summary sheets are very important—promotion boards don't have time to read the whole cv, so make sure the summary reflects everything you want to tell the board. Special emphasis should be made on demonstrating what makes you stand out as an officer among all the others who are also up for promotion at the same time.
- Don't give up—it is often for officers to have to try more than once in each promotion cycle, and very slight differences in scores can mean the difference in being promoted.

**XII. Adjourn**

**Advisory Committee Minutes—September 27, 2012**

Thursday Sept 27, 2012  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

**I. Welcome and Roll Call:** CDR Bair-Brake/LCDR Knust

For those who are not PAC voting members: please send an email to LCDR Knust at [bkk0@cdc.gov](mailto:bkk0@cdc.gov) regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

**Voting Members in Attendance:**

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
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	CAPT	Kris Carter	CDC	
X	CAPT	John Gibbins	CDC	
X	CAPT	Victoria Hampshire	FDA	
X	CDR	Bryan Buss	CDC	
	CDR	Casey Barton-Behravesh	CDC	
X	CDR	Julie Sinclair	CDC	
X	CDR	Heather Bair-Brake	CDC	Vet PAC Chair

X	CDR	Stacy Bosch	CDC	
	CDR	Lauren Davidson	NIH	
	CDR	Mary Anne Duncan	ATSDR	
	LCDR	Christa Hale	CDC	
X	Dr.	Sarah Babcock	DHS	Civil Service Representative
X	Dr.	Adam Langer	CDC	Civil Service Representative
X	LCDR	Barbara Knust	CDC	Executive Secretary

**Non-voting Members in Attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Ross	Marianne	FDA
CAPT	Skinner	Brianna	CDC
CAPT	Thomas	Tom	NIH
CDR	Anderson	Alicia	CDC
CDR	Montgomery	Sue	CDC
CDR	Campbell	Princess	EPA
LCDR	Bryant	Nelva	CDC
LCDR	Burrer	Sherry	CDC
LCDR	Capewell	Linda	CDC
LCDR	Lanier	Willy	FDA
LCDR	Pride	Kerry	CDC
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Shukan	Evan	NIH
LCDR	Taylor	Ethel	CDC
LCDR	Wilder-Kofie	Temeri	NIH
LT	Adams	Laura	CDC
LT	Anderson	Tara	CDC
LT	Canon	Abbey	CDC
LT	Durand	Lizette	CDC
LT	Edison	Laura	CDC
LT	Yendell	Stephanie	CDC

**II. Approve minutes**

August 2012 minutes: CDR Sinclair moved to approve, seconded by CAPT Gibbins

**III. CPO Comments CAPT Clark**

- The CPO monthly meetings have been quiet through the summer. Recent updates include further materials regarding the implementation of the Surgeon General’s National Prevention Strategy. I will send the materials along that I have, and when you read them please keep in mind how our Category can support the strategy.
- We are continuing to work on credits to officers joining PHS POM. A subcommittee has been working on a MO to be presented to the Surgeon General regarding the training and experience requirements for veterinarians and requesting to remove the cap of 9 years Training & Experience for veterinarians when called to active duty. We are in the process of arranging a meeting with RADM Luschniak to discuss.

- VetPAC Subcommittee has been working on assisting with backfilling rosters for National Veterinary Response Team—these teams are usually made up of civilians, but making new teams that would include PHS veterinarians that could roster against their public health teams. It would have a similar set up to Rapid Deployment Teams—ability to deploy within 24 hours.
- During this time of year, COERS will need to be completed. Urge Officers to be proactive in preparing these materials & engaging supervisors in getting this done. Also this is the time of year to get your promotion materials ready. In the secure area of the CCMIS website, you can check to see your status for PY2013. Remember that fulfilling the requirements for Basic Readiness by December 31 is required for promotion. Officers who are not Basic Ready at the time of promotion review will automatically have their profiles forwarded to a Retention Review Board, and this is something to avoid at all costs.
- If you need assistance as you are preparing for promotions, look to Senior Officers as a resource. Feel free to contact either myself, a previous or current PAC chair, or another Officer in the Category who you know.

#### **IV. VetPAC Chair Comments: CDR Bair-Brake**

- Welcome to the new veterinary officers on the line today who have joined PHS through the EIS program. I want to take a moment to say “thank you” on behalf of myself and the PAC for joining us today and that I hope you will continue to join in on our calls. As mentioned earlier, please let myself or LCDR Knust know if you have not been receiving emails from the PAC and we will be sure to put you on our listserv.
- We have invited LT Stephanie Yendell, who is an EIS officer with Vectorborne Diseases here at CDC to give a presentation at the end of our meeting today. LT Yendell has been heavily involved in the West Nile Outbreak that has been occurring in Texas. I look forward to getting a first hand update from her about the situation in Texas.
- The ODU has been released! All of you should have received a few messages from me and others about the Operational Dress Uniform we are now required to have. As a reminder this is the blue uniform from the Coast Guard. Like our BDUs, the jacket is untucked. Uniform components are available both at Navy-Nex and at the Coast Guard’s uniform shop online and that the total uniform cost has been around \$100. ODU can be worn the same as the BDU. Order name tapes from Navy website. We are supposed to have yellow. The new ball cap is available at both the coast guard and Navy website. Cheaper on Navy website (though). Cost for entire uniform including name tapes sewed on ~ \$100. CDR Web believes that we will have to use both websites for now. But name tapes and cap (because of price) from NavyNex. These seems a bit low to me but I haven’t started the process yet. You will have 1 year to purchase this uniform.
- Please remember that COERS will be coming out in October and that we are expected to get our flu shots over the next few months. If you need help with your

Officer Statement or other components of your COERS please let myself or CAPT Altekruese know. He has placed examples of a CV and OS online. Just google PHS Veterinary Category to find our webpage. From there, look on the left Navigation and click Career Development and it will take you to the benchmarks and examples of promotion materials. We hope to have a speaker for our October meeting to give us tips on beefing up promotion materials.

- Readiness: There will be another Readiness run on October 1<sup>st</sup>. I know that CDR Sinclair and others on the Readiness Sub-committee have contacted officers who appeared to not be ready. Please keep on top of this. It is very important that we maintain our Readiness – even those who are not up for promotion.
- Speaking of Readiness, please don't forget to get your flu vaccine. There is a Commissioned Corps specific form we will need to have the vaccine administrator fill out. Then we simply fax in the form to MAB. There are instructions on the bottom of the form with the fax number. For CDC employees, an email went out with a fax cover sheet. For Officers at other Agencies, the sheet provided at the point of vaccination is all that is needed to be faxed to the MAB.
- I wanted to talk about Special Assignment Awards. There are 6 officers rotating off of the PAC this year including myself. Traditionally we award a Special Assignment award to those officers who are coming off their commitment to us. I will talk individually with those six to make sure I get all of the information I need from them. For others who are in their first or second year, please start recording the amount of time you spend on PAC Activities. We need to demonstrate that an officer has spent 30 “days” of work on PAC Activities. Now, taking this from JOAG, we are saying that a “day” counts as sitting on a PAC call, or holding a Subcommittee meeting. We will need to see at least 30 activities listed...12 VetPAC calls, 10 Subcommittee meetings, one day setting up a booth.. and etc..
- Call for nominations for new PAC members. We are calling for 4 veterinary officers to apply for and join the PAC OR to apply to serve again. If you are interested in serving on the PAC, it is a 3-year term. We expect PAC Members to be active and take a leadership role as either as a Subcommittee lead or co-lead. In order to apply, I will need a letter of intent and your CV to CDR Bair-Brake by October 19<sup>th</sup>. That is a little over 3 –weeks from today. Please, if you are thinking about serving, send your CV and letter of intent to me by October 19<sup>th</sup>. You will also need to seek supervisory approval for this activity.
- Regular Corps Orders and Permanent Promotion orders: We have been notified that Officers should be receiving their Regular Corps orders into their OPF's. Officers who received permanent promotions over the last few years should also be receiving notification of those promotions. One thing I want to highlight to you is that your permanent promotion orders may say “pending Senate Confirmation.” We don't know exactly what that means yet in terms of time. But we are looking into it. We have put a request in to CDC's CC office and to CDR Mtungwa in the OSG and are waiting for further guidance on this.

- This also brings me to the question of permanent promotion eligibility, because the calculations in order to determine eligibility are no longer very clear. We don't know the answers and so I have asked CDR Mtungwa if she or her appointee can come and speak at our October meeting.

## **V. Subcommittee Business**

### **Awards:** CDR Bosch

Call for Nominations for Veterinary Responder of the Year and Junior Veterinary Officer of the Year will go out next month.

### **Career Development:** CDR Bair-Brake for CAPT Altekruise

Upcoming is a webinar about vectorborne diseases on October 11. Watch your email for further information.

### **Meetings:** CDR Bair-Brake for CDR Duncan

2013 Scientific Training Symposium will be held in Glendale Arizona, May 21-23. Theme is the Surgeon General's National Prevention Strategy. Veterinary Category Day will be on May 23, and the Meetings Subcommittee is putting together the agenda. Keynote speaker during lunch will be Dr. Thomas Edling from PetCo, chief veterinarian for the company.

### **Public Information:** LCDR Burrer

VetBites is calling for additional Veterinary Officers willing to be featured in the Profiles section of the newsletter, and any other materials for inclusion should be sent to either LCDR Burrer or Hale.

### **Readiness:** CDR Sinclair

Please make sure to note your projected status in Direct Access. Please check and if you see any problems, there is a form that you can fill out and send to OFRD. If there are problems that arise when the Readiness check is going on, having had this form submitted helps to document that you are seeking resolution of any problems.

There have been discussion of implementation of the ODUs, in determining when the different deployment groups

### **Recruitment/Retention:**

LCDR Sherry Burrer is involved in recruitment of veterinary officers who have applied to PHS but do not yet have positions in the government. They are working to get contact information for these persons, and will get in touch to see how they may assist.

### **Website:** CDR Buss

Discussions are ongoing about developing a Members-Only section of the website that is password protected. Would like to propose to the PAC about having all people who are involved in PAC activities be able to have login access, with manager access (with editorial privileges) restricted to a few individuals. Managers would be the only people authorized to post or remove materials from the site. CAPT Clark suggested that CDR Buss send an email to the VetPAC voting members so they are all aware and can make a final decision.

## **VI. COA Update:** CAPT Spires

## **VII. JOAG Update:** LCDR Lanier

I will be continuing as a VetPAC Liason, and as a voting member in the upcoming operational year. I would like to recommend to fellow Junior Officers to join and participate in a subcommittee.

**VIII. NAFV Update:** no update

**IX. Old Business:**

**X. New Business:**

**XI. Special Presentation:** WNV Update—LT Stephanie Yendell, CDC

**XII. Adjourn**

## Advisory Committee Minutes—August 23, 2012

Thursday August 23, 2012  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

### **I. Welcome and Roll Call: CDR Bair-Brake/LCDR Knust**

For those who are not PAC voting members: please send an email to LCDR Knust at bkk0@cdc.gov regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
X	CAPT	Sean Altekruse	NIH	
	CAPT	Kris Carter	CDC	
X	CAPT	John Gibbins	CDC	
X	CAPT	Victoria Hampshire	FDA	
	CDR	Bryan Buss	CDC	
X	CDR	Casey Barton-Behravesh	CDC	
	CDR	Julie Sinclair	CDC	
X	CDR	Heather Bair-Brake	CDC	Vet PAC Chair
X	CDR	Stacy Bosch	CDC	
	CDR	Lauren Davidson	NIH	
X	CDR	Mary Anne Duncan	ATSDR	
	LCDR	Christa Hale	CDC	
X	Dr.	Sarah Babcock	DHS	Civil Service Representative
	Dr.	Adam Langer	CDC	Civil Service Representative
X	LCDR	Barbara Knust	CDC	Executive Secretary

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Galland	Gale	CDC
CAPT	Wright	Jennifer	CDC
CDR	Montgomery	Sue	CDC
CDR	Campbell	Princess	EPA
LCDR	Burrer	Sherry	CDC
LCDR	Pride	Kerry	CDC
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Shukan	Evan	NIH
LCDR	Taylor	Ethel	CDC
LCDR	Wilson	Wanda	USDA

### **II. Approve minutes**

July 2012 CAPT Gibbins moved to approve, seconded by CAPT Altekruse

### **III. CPO Comments CAPT Clark**

- The most recent CPO board meeting was fairly low-key, there is a high likelihood that the new ODU will be released on Sept 1 now that all components of the uniform will be available. There were some issues with the supply of caps which have now been resolved.
- A subcommittee has been working on a MO to be presented to the Surgeon General regarding the training and experience requirements for veterinarians and requesting to remove the cap of 9 years training & experience for veterinarians when called to active duty. Many thanks to the individuals who have come together to create this document. CAPT Clark plans to have a meeting with RADM Luschniak soon to discuss with him.

#### **IV. VetPAC Chair Comments: CDR Bair-Brake**

- In the upcoming version of VetBites, there will be a feature and a link of the ABC News piece where LCDR Knust was featured in an Ebola outbreak investigation in Uganda.
- Please let CDR Bair-Brake know of any ideas for speakers in the upcoming months. We are planning on having someone come in October to give tips for polishing up promotion materials. If you are in need of any help with preparing for promotion, please contact myself or CAPT Altekruise.
- The first emails about our COERS have gone out. The annual COER will be available Oct 3<sup>rd</sup> and is due to the Rater October 17<sup>th</sup>. Please keep a look out for more information.
- Time to start thinking about applying for VET PAC. We will have 4 openings. A formal call for nominations will be made in September.
- Be aware that this is the hurricane season, and officers who are on call for deployment should be prepared to respond—several potential storms are on the horizon.

#### **V. Subcommittee Business**

##### **Awards:** CDR Barton Behravesh

No updates

##### **Career Development:** CAPT Altekruise

- Dr. Marie DePerio from NIOSH will be discussing an investigation of Campylobacter infections at a poultry plant in the upcoming PHS epidemiology subgroup conference call on suggestion of CAPT Gibbins, also a doctor from Sacramento will discuss the role of veterinarians in One Health. We would like to encourage all veterinarians in the category to consider contributing to this conference call series—an excellent opportunity
- LCDR Bair-Brake added that in the upcoming October PPAC conference call, Dr. Smiley will be discussing a recent congressional fellowship that he participated in as a veterinarian.

##### **Meetings:** CDR Duncan

No updates

##### **Public Information:** LCDR Burrer

No updates

##### **Readiness:** CDR Sinclair

- OFRD expecting deployment this weekend/next week for “Tropical Storm Isaac”—be ready if you are on call for deployments this month
- OFRD planning to run readiness data this next week – mentioned that might run into noncompliance problems due to difficulties with the President’s Challenge data. You may wish to consider doing an APFT to avoid any problems

**Recruitment/Retention:** CDR Davidson

No updates

**Website:** CDR Buss

No updates

**VI. COA Update:** CAPT Spires

**VII. JOAG Update:** LCDR Lanier

No updates

**VIII. NAFV Update:** CDR Montgomery

CAPT Altekruise reported there is no new business to share.

**IX. Old Business:**

**X. New Business:** Arctic Crossroads LCDR Renee Shibukawa-Kent

**XI. Adjourn**

**Advisory Committee Minutes—July 26, 2012**

Thursday July 26, 2012  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

**I. Welcome and Roll Call:** CDR Bair-Brake/LCDR Capewell

For those who are not PAC voting members: please send an email to LCDR Knust at bknust@cdc.gov regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
	CAPT	Sean Altekruise	NIH	
X	CAPT	Kris Carter	CDC	
	CAPT	Victoria Hampshire	FDA	
X	CDR	Bryan Buss	CDC	
X	CDR	Casey Barton-Behravesh	CDC	
X	CAPT	John Gibbins	CDC	
X	CDR	Julie Sinclair	CDC	
X	CDR	Heather Bair-Brake	CDC	Vet PAC Chair
X	CDR	Stacy Bosch	CDC	
	CDR	Lauren Davidson	NIH	
X	CDR	Mary Anne Duncan	ATSDR	
	LCDR	Christa Hale	CDC	
X	Dr.	Sarah Babcock	DHS	Civil Service Representative
	Dr.	Adam Langer	CDC	Civil Service Representative
*	LCDR	*Linda Capewell present on behalf of Barbara Knust	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Skinner	Brianna	CDC
CDR	Holzbauer	Stacy	CDC
CDR	Montgomery	Sue	CDC
CDR	Montgomery	Alfred	FDA
CDR	Williams	SanYvette	EPA
CDR	Campbell	Princess	EPA

LCDR	Capewell	Linda	CDC
LCDR	Burrer	Sherry	CDC
LCDR	Bryant	Nelva	CDC
LCDR	Lanier	Willy	FDA
LCDR	Shukan	Evan	NIH
LCDR	Taylor	Ethel	CDC

## II. Approve minutes

June 2012—

CDR Duncan motioned to approve minutes and CDR Barton-Behravesh seconded. Minutes were approved with a few minor corrections sent out earlier in the week.

## III. CPO Comments/ VetPAC Chair Comments

- CDR Bair-Brake spoke on behalf of CAPT Clark. CAPT Clark wanted to thank all officers for going on deployment this year and doing an excellent job.
- CAPT Clark was also very proud of Mary Anne Duncan whose work was highlighted during a recent SG PAC Call. RADM Giberson, who leads DCCPR, spoke very highly of Mary Anne's response to an injured foal during the Rosebud CHASM Mission. The Surgeon General, CPOs and many other high ranking PHS officers were in attendance.
- CDR Bair-Brake then discussed the issue with our veterinary T&E. Last year the maximum amount of T &E a veterinarian could enter PHS with decreased from 17 years to 9 years. A memo was sent to the CPO board last week to begin the process of reversing this change. CAPT Clark is expecting comments back from the CPOs and then will send the memo forward to RADM Lushniak.
- DCCPR expects to release the new Operational Dress Uniform on August 1<sup>st</sup>. It is very similar to the Coast Guard ODUs and consists of blue trousers and an untucked blue jacket. Officers will have one year to transition out of the BDU into the ODU.
- During CDR Duncan's recent deployment, she was asked to respond to an equine emergency, which was beyond the scope of her mission. As a result, she did not have the proper supplies and had to obtain what was needed from the Rural Area Medical dental supplies, the local hospital, and two veterinary clinics in Nebraska. The following issues came to light from CDR Duncan's experiences:
  - Officers may be asked to perform tasks beyond the scope of the deployment
  - Officers may be asked to perform tasks beyond the scope of the officers' skills
  - Officers may be asked and expected to perform tasks without the proper cache of supplies
  - The need for a contact list of veterinarians in the area of deployment
  - Whether or not choosing "clinical" as your deployment role has any bearing on whether you can deploy into a clinical role

- Filling the requirements of a clinical role
  - 80 hours of clinical work/year
  - Licensure in the state of practice and medical malpractice insurance if not practicing in a federal institution or DoD installation

These issues have prompted the decision to form a committee and address the problem. **The VetPAC is looking for a senior officer to form and head this committee, outlining the cache of supplies needed and expectations for veterinary officers deployed in the field.** If interested in heading this committee, please let CAPT Gibbons or CDR Bair-Brake know. The VetPAC would like the committee to be formed within the next couple months.

- In addition, Heather Bair-Brake plans to ask the CC office at CDC if veterinary officers could copy FDA's professional agreement and complete their clinical hours during the officer's normal tour of duty.

#### IV. Subcommittee Business

**Awards:** CDR Barton Behravesh

- No updates this month

**Career Development:** CAPT Altekruse

- Not present.

**Meetings:** LCDR Duncan

- No updates

**Public Information:** LCDR Hale

- No updates

**Readiness:** CDR Sinclair

- CDR Sinclair was on a recent OFRD call, which discussed team members' roles on deployment teams. Team leads should review current list of team members and their roles and decide who they need to keep on and who they don't as well as what type of officers need to be added to the team.
- OFRD still working on awards that are pending
- Possible deployment team to Africa?

**Recruitment/Retention:** LCDR Davidson

- Not present.

**Website:** CDR Buss

- Working on awards page for website. Want to display bios for veterinarians recently awarded Veterinarian of the year, Veterinary responder of the year, etc.
- Updates to web page have been delayed due to short staff in office
- Want to display updated list of new subcommittee members
- Question was asked about having a 'members only' section on the webpage. There will be a 'members only' section on website. It is not ready to go to the category yet but it will be used as a place to post documents and be available to the whole category on a password protected site. Will have access through a single user id and password

**VI. COA Update:** no update

**VII. JOAG Update:** LCDR Willy Lanier

- No updates

**VIII. NAFV Update:** no update

**IX. Old Business:** None discussed.

**X. New Business:**

- Proposed Amendments to the VetPAC Charter  
Johnny Braddy and his committee have been working hard on updating the model charter. There were several suggested changes they put forth based on the model charter. Upon review of the charter, Terri Clark exercised her right as CPO to approve the document and did so with a few minor tweaks. She has approved all changes made by the committee except the following:

- In the Nomination Section, number 4:  
This nomination process shall be conducted so that the final nomination package is available for the Surgeon General's consideration no less than 30 calendar days prior to the start of the operational year.

The committee had changed it to no less than 60 calendar days as per the model charter. Terri changed it back to 30.

- And in Term of Appointment, Number 2.  
Once a member has accumulated a lifetime total of no more than 6 years of service on the Vet PAC, the individual is are not eligible for reappointment. Terms of office may be served consecutively at the discretion of the Vet PAC. Appointments for a second or third term will be determined in the same manner as initial appointments.

The committee had changed it to no more than 8 years of service. Terri moved it back to 6. The charter will be attached to the minutes.

- Dr. Rich Smiley will be talking about his year-long congressional fellowship during the next combined call with the physician PAC in October.
- Call for applications for VetPac in Sept/Oct. Should be around 4 spots open.

**XI. Special Presentation: Sherry Burrer**

- LCDR Burrer went on an IHS deployment for 1 week to do a rabies vaccine clinic. In addition to the rabies clinic, she was also asked to assist with a canine serosurvey on the Hopi Indian reservation while she was there. A member of the Hopi nation had passed away from RMSF in the spring so CDC Rickettsia was doing an epi-aid to characterize this disease on the Hopi Indian reservation.
- She spent the first three days she was there doing the rabies clinic and traveled to all villages in the area.
- Other tasks of the epi-aid in addition to the canine serosurvey included human chart review and tick trapping

- LCDR Burrer then assisted with the canine serosurvey and collected blood samples. Survey questions included where they lived, if the dog was allowed in the home, etc. She also administered Zodiac Propoxur flea and tick collars on the dogs, which is expected to last for 3-5 months.
- A highlight was the assistance of the Health representatives. They are primarily responsible for assisting people with chronic diseases, but they also joined in the epi-aid and were a great asset as they are well-respected in the community and fluent in the Hopi language.
- LCDR Burrer had a great experience and highly recommends this to veterinary officers.
- If go on this deployment, please refer to her last three slides for a recommended list of supplies to bring
- Results of the survey
  - 516 rabies vaccines were administered; 423 dogs and 93 cats.
  - Owners received rabies certificate and tag
  - 15 stray dogs were also vaccinated
  - 98 blood samples were taken
  - 555 flea and tick collars were distributed
- IHS supplied rabies vaccines and syringes; CDC supplied tick collars because part of Epi-Aid
- Gave DHLPP, FVRCP, and/or FeLV for \$10/vaccination upon owners' request; supplied by Hopi Vet Services

**XII. Meeting Adjourned.**

## Advisory Committee Minutes—June 28, 2012

Thursday June 28, 2012  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

### **I. Welcome and Roll Call: LCDR Bair-Brake/LCDR Knust**

For those who are not PAC voting members: please send an email to LCDR Knust at [bknuist@cdc.gov](mailto:bknuist@cdc.gov) regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
X	CAPT	Sean Altekruise	NIH	
X	CAPT	Kris Carter	CDC	
	CAPT	Victoria Hampshire	FDA	
X	CDR	Bryan Buss	CDC	
X	CDR	Casey Barton-Behravesh	CDC	
X	CDR	John Gibbins	CDC	
	CDR	Julie Sinclair	CDC	
X	LCDR	Heather Bair-Brake	CDC	Vet PAC Chair
X	LCDR	Stacy Bosch	CDC	
X	LCDR	Lauren Davidson	NIH	
X	LCDR	Mary Anne Duncan	ATSDR	
X	LCDR	Christa Hale	CDC	
X	Dr.	Sarah Babcock	DHS	Civil Service Representative
	Dr.	Adam Langer	CDC	Civil Service Representative
X	LCDR	Barbara Knust	CDC	Executive Secretary

### **Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Braddy	Johnny	FDA
CAPT	Daley	Randolph	CDC
CDR	Montgomery	Susan	CDC
CDR	Williams	SanYvette	EPA
LCDR	Burrer	Sherry	CDC
LCDR	Greene	Kevin	USDA
LCDR	Lanier	Willy	FDA
LCDR	Pride	Kerry	CDC
LCDR	Wilder-Kofie	Temeri	NIH
LCDR	Wilson	Wanda	USDA

### **II. Approve minutes**

May 2012—LCDR Davidson made motion seconded by CDR Gibbins

### III. CPO Comments CAPT Clark

- We had a successful COF meeting last week. Thanks to LCDR Duncan, LCDR Bair Brake, and CDR Williams for their efforts organizing the category day, which had about 12 participants. We had a great wet lab at the University of Maryland animal facilities, and it was good to visit with CAPT (ret) Doug Powell who assisted with instruction.
- Attended the PHS Women's conference—was very good and would encourage female Officers to attend future events. It was a great environment for building esprit de corps.
- Also wanted to bring attention to the newly posted information about daily uniform wear—discussion on Tuesday afternoon panel. The uniform represents much more than the individual—it is the “cloth of the country”. CAPT Clark is happy that we are moving in the direction of taking pride in uniform wear, and it should be perceived as not a burden but an honor and privilege to be representing PHS and the country in this way.
- Congratulations to our Officers who were successfully promoted this year. Please do not be discouraged if you were not promoted—the field is always very competitive. Feel free to contact CAPT Clark directly to discuss strategies to have a successful promotion in the next round.
- Thanks to officers who participated in the Arctic Shield mission this year. They reported it was a great experience. We also currently have officers assisting in rabies deployments at Indian Reservations this summer, and have heard positive things about the work.

### VetPAC Chair Comments: LCDR Bair-Brake

- OFRD Awards: still working on Global Health Awards for all officers who participated in international deployments.
- Rosebud Indian Reservation Deployment: LCDR Duncan will be going to South Dakota to evaluate equine health and assist, July 1-10.
- Still awaiting further information about ODU's.
- Please be sure to login and complete the Veterinarian Workforce Assessment, and send the information about the assessment to all veterinarians you know who are working in the US Government.

### IV. Subcommittee Business

#### **Awards:** CDR Barton Behravesch

- Award notices will be appearing in July 1 JAVMA News and a few other places.

#### **Career Development:** CAPT Altekruse

- There is a formal process for counseling for officers who were not promoted, but would also encourage officers to seek guidance from more senior officers by contacting someone who they are comfortable with as a mentor. If you need assistance in finding a mentor, please contact CAPT Altekruse or CDR Skinner.

#### **Meetings:** LCDR Duncan

- Next meeting of interest is AVMA Annual Convention in San Diego. We will not be having a PHS booth but several Officers will be giving presentations.

#### **Public Information:** LCDR Hale

- Please send any updates to LCDR Crista Hale or LCDR Sherry Burrer.

#### **Readiness:** CDR Sinclair

- Readiness updates will be coming out shortly. Please make sure yours is accurate.

#### **Recruitment/Retention:** LCDR Davidson

- Call to Active Duty Advisory Group has been newly put together to deal with the roughly 1200 applicants awaiting placement and bring more structure to the PHS recruitment process. The goal is to have a more targeted component to recruitment and to change how recruitment the information that is brought to those in the general public who may be interested in a career with the USPHS. Under the new system, a 1-year deadline has been put into place in order to complete the active applications or find a position. If a position is not identified, the application will be closed and a new one will need to be submitted if the applicant still intends to pursue commissioning.

**Website:** CDR Buss

- No update

**VI. COA Update:** no update

**VII. JOAG Update:** LCDR Willy Lanier

- The new JOAG website is now up and running, as part of the overall usphs.gov site. It can be accessed at <http://www.usphs.gov/corpslinks/joag/>

**VIII. NAFV Update:** no update

**IX. Old Business:**

**X. New Business:** Proposed Amendments to the VetPAC Charter

- VetPAC Charter review group: CAPT Braddy, CAPT Carter, CDR Skinner, LCDR Holzbauer.
- Reviewed the VetPAC Charter—last revision was in 2008. Discussed proposed revisions made, which were done using the PHS Category Model Charter as an example. Major additions to the Charter included verbage reflecting professional standards, and encouragement of professional development in the functions. Also added were requirement that voting members should maintain basic readiness standards, and allowing staff from the Office of the Secretary and Office of the Assistant Secretary for Health to serve on the PAC. The maximum number of voting members was maintained at 20. The presence of a Junior Officer voting member on the PAC was maintained. Term appointments are limited to 8 years as a voting member.
- Final revisions will be made, and the Charter will be sent out to VetPAC voting members for approval.

**XI. Special Presentation:** CDR Brianna Skinner, Indian Health Service Deployment to Elko, Nevada

**Advisory Committee Minutes- May 24, 2012**

Veterinary Professional Advisory Committee Meeting  
Thursday May 24, 2012  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

**I. Welcome and Roll Call: LCDR Bair-Brake/LCDR Knust**

For those who are not PAC voting members: please send an email to LCDR Knust at [bknust@cdc.gov](mailto:bknust@cdc.gov) regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
X	CAPT	Sean Altekruise	NIH	
X	CAPT	Kris Carter	CDC	
X	CAPT	Victoria Hampshire	FDA	
X	CDR	Bryan Buss	CDC	
	CDR	Casey Barton-Behravesh	CDC	
X	CDR	John Gibbins	CDC	
X	CDR	Julie Sinclair	CDC	
X	LCDR	Heather Bair-Brake	CDC	Vet PAC Chair
	LCDR	Stacy Bosch	CDC	
X	LCDR	Lauren Davidson	NIH	
X	LCDR	Mary Anne Duncan	ATSDR	
X	LCDR	Christa Hale	CDC	
X	Dr.	Sarah Babcock	DHS	Civil Service Representative
X	Dr.	Adam Langer	CDC	Civil Service Representative
X	LCDR	Barbara Knust	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Braddy	Johnny	FDA
CAPT	Galland	Gale	CDC
CAPT	Thomas	Tom	NIH
CDR	Campbell	Princess	EPA
CDR	Montgomery	Alfred	FDA
CDR	Montgomery	Susan	CDC
LCDR	Burrer	Sherry	CDC
LCDR	Greene	Kevin	USDA
LCDR	Lanier	Willy	FDA
LCDR	Pride	Kerry	CDC
LT	Capewell	Linda	CDC

## II. Approve minutes

April 2012—CDR Gibbins moved to approve seconded by LCDR Davidson

## III. VetPAC Chair Comments: CDR Bair-Brake

Good Afternoon: I am going to get everyone off of this call early today because Terri is not available and we do not have a special speaker. I do have a few things that I want to go over with everyone though.

- Readiness: Approximately 85% of our category was ready at the last count. Several of the individuals who were not ready have already received phone calls or emails from Terri, Julie Sinclair or myself, and the others will soon. Historically the veterinary category has had one of the highest rates of readiness but at this last run we were not even in the top three. Some changes have happened in the way OFRD is handling things though. The CPO used to receive readiness numbers before the readiness “run” and would make an effort to contact officers before the run. But now, we are having trouble even getting the names and numbers after the fact. Instead OFRD is contacting the officers directly. Please be sure that you check your message from OFRD or from any Commissioned Corps mail box. As we are calling the officers, we are finding the most people are not ready just because they forgot to send in some form or didn’t realize that their BLS was due. Please be as conscious of this as possible. CAPT Altekruse remarked that he personally received several emails in this regard but was never actually lapsed in his readiness. CDR Campbell also had heard that there could be a delay of a few weeks from items being updated in Direct Access and officially being counted during the readiness count.
- Uniform: In terms of the Coast Guard ODU, the announcement was supposed to go out about the transition to the ODU but during the trial run, it was found that some of the required uniform components were difficult to get. For this reason, the announcement has been delayed until at least June. If this is the first time you have heard about this... I am talking about the transition from the BDU to the blue coast guard Operational Dress Uniform with the untucked jacket. Our boots will still work with this uniform and as I understand it, there will be several different covers to choose from.
- USPHS Scientific and Training Symposium: the memo authorizing attendance is still not finalized; it appears that there will be a dollar amount allocated to the OPDIVs for this meeting versus specifying a set number of people; I’m still confused how that will be distributed, perhaps will be explained in the memo. The GSA conference issue has really slowed this process down. There will not be an on-site registration available, and so if you are planning on attending be prepared to quickly register as soon as the memo is released.
- Ready reserve – process is moving forward to establish a Ready Reserve but need OPDIV principal directors sending concerns forward to the HHS Deputy Secretary to push for finalizing. It has not yet been announced who would make up the Reserve.
- Federal register notice officially establishing the DCCPR office was released on May 18<sup>th</sup> for public comment and will be published on May 21<sup>st</sup>; however, DCCPR has been working under this proposed structure since last summer. The email that we have received was just the official announcement but effectively there aren’t any more changes that we will see to the current structure.
- DCCPR still working way through list of existing applicants; also developing more streamlined processes so when get past backlog the process will be more efficient. It is likely that a cap will be put on how long they will hold a file open before they get back to more routine application reviews. Our category has had 5 persons be senate confirmed and

there are only 8 pending. This is pretty small compared to the nursing category that has 250 pending.

- POM for ‘enforcement’ of uniform wear is likely to be published soon; does address exceptions; encourage officers to take pride in their uniform wear –focus on positive instead of punitive; there will be an FAQ that comes out along with the POM. RADM Giberson stresses that this is not supposed to be a nitpicky issue (forgetting a cover or other small infractions) but rather is meant to target those individuals who simply choose not to wear their uniforms. There will be actions taken against the officers who do not comply though. From what I heard it is a warning, reprimand and then possible separation from the corps. DCCPR is working through the process and will be developing a strategy for how the officer would go under board review before any disciplinary action happened. It was suggested by several officers that supervisors should be made aware that daily uniform wear is expected of officers and will be enforced.
- Next award cycle is due 6/13 (not sure if this is only for CDC though)

We still need an Aide de Camp for RADM Bill Stokes at the COF meeting. Please let LCDR Bair-Brake or Duncan know if you are attending and available to serve.

#### **IV. Subcommittee Business**

##### **Awards:** CDR Barton Behravesh

- The committed is currently writing up descriptions of the award winners for publication in JAVMA.

##### **Career Development:** CAPT Altekruse

- No update

##### **Meetings:** LCDR Duncan

- We have 7 hours of CE available for veterinarians this year at the USPHS Scientific and Training Symposium, including the category specific day and the closing session.
- CDR Gibbins: Central Veterinary Conference was held in late April. There were 6 presentations given in the public health session, 2 by PHS officers. The session was well-attended. Also included was CPR training and USDA Accreditation sessions. Thanks are extended to the speakers and moderators who participated.

##### **Public Information:** LCDR Hale

- VetBites will be coming out tomorrow. There will be a few new features, including more photos and a section called “Meet your fellow Veterinary Officer”. Would like to encourage those attending USPHS Symposium or other such events to take a picture and submit for inclusion in the newsletter.

##### **Readiness:** CDR Sinclair

- Have been listening to the weekly OFRD calls. In discussion is the Arctic Shield deployment, and some accreditation and licensure issues—want to make sure professionals deploying are fully licensed. Piloting the ODU in a deployment setting.

##### **Recruitment/Retention:** LCDR Davidson no update

##### **Website:** CDR Buss

- The site conversion of the Veterinarian PAC site that had been completed is now live: <http://www.usphs.gov/corpslinks/veterinarian>
- To navigate to the VetPAC site or other PAC sites from the PHS homepage, <http://www.usphs.gov/>, click on the “Active Duty” Link in the top right corner of the page. From there the PAC sites are accessible by clicking the appropriate link.

- From the bottom of the vertical menu on the left hand side of the VetPAC page, the *Members Only USPHS Veterinarian Professional Advisory Committee - Log In* is available. We have collected many of the documents from the Portal and these are now available in the Members Only section. Access will require a Username and Password which we will provide in the near future.
- The “building” Minutes document will be posted on the web each month as the Minutes are approved <http://usphs.gov/corpslinks/veterinarian/minutes.aspx>; individual, monthly Minutes documents will also be posted and available behind the Members Only section.
- Please take a minute to review the new site and if any issues are identified, please report them to CDR Buss.

#### **VI. COA Update: CAPT Spires**

#### **VII. JOAG Update: LCDR Lanier**

- For the COF Symposium, on Wednesday June 20 JOAG will have a general meeting from 8-9am. This will be an in-person meeting, and no teleconference will be available. There will also be a 10-year anniversary celebration for JOAG on that evening at 7:30. More details will become available for people interested in attending.

#### **VIII. NAFV Update: CDR Montgomery**

#### **IX. Old Business:**

#### **X. New Business:**

- CAPT Hampshire brought up the need for counting clinical hours worked for Veterinary Officers. For those volunteering to do clinical work, credentials should be checked and there is a need for evaluating experience and knowledge. At this point, there is not a process of credentialing for those volunteering for deployments. Suggest developing a working group or subcommittee to look into this issue.

#### **XI. Adjourn**

**Advisory Committee Minutes—April 26, 2012**

**Veterinary Professional Advisory Committee Meeting**

Thursday April 26, 2012  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

**I. Welcome and Roll Call: LCDR Bair-Brake/LCDR Knust**

For those who are not PAC voting members: please send an email to LCDR Knust at [bknust@cdc.gov](mailto:bknust@cdc.gov) regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
X	CAPT	Sean Altekruise	NIH	
X	CAPT	Kris Carter	CDC	
X	CAPT	Victoria Hampshire	FDA	
X	CDR	Bryan Buss	CDC	
X	CDR	Casey Barton-Behravesh	CDC	
	CDR	John Gibbins	CDC	
X	CDR	Julie Sinclair	CDC	
X	LCDR	Heather Bair-Brake	CDC	Vet PAC Chair
	LCDR	Stacy Bosch	CDC	
X	LCDR	Lauren Davidson	NIH	
	LCDR	Mary Anne Duncan	ATSDR	
	LCDR	Christa Hale	CDC	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
	Dr.	Adam Langer	CDC	Civil Service Representative
X	LCDR	Barbara Knust	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Braddy	Johnny	FDA
CAPT	Galland	Gale	CDC
CAPT	Thomas	Tom	NIH
CDR	Campbell	Princess	EPA
CDR	Jarman	Dwayne	FDA
CDR	Montgomery	Alfred	FDA
CDR	Montgomery	Susan	CDC
LCDR	Bryant	Nelva	LCDR
LCDR	Burrer	Sherry	CDC
LCDR	Greene	Kevin	USDA
LCDR	Lanier	Willy	FDA
LT	Capewell	Linda	CDC

## II. Approve minutes

March 2012—CDR Barton-Behravesh moved to approve seconded by CAPT Altekruise

## III. CPO Comments: CAPT Clark

- Had a wonderful visit at CDC last week for the EIS conference, it was a good opportunity to meet many of the officers that I have been in touch with over the phone and email.
- I also presented the following awards at the EIS Conference. Congratulations to CAPT Hugh Mainzer for receiving Veterinarian of the Year, LCDR Bair-Brake was Junior Veterinarian of the Year, and CDR Funk was Veterinary Responder of the Year. These three are wonderful examples of the exceptional officers we have in our category.
- Thank you to all who responded for the two deployments that are coming up this summer to serve in Rabies clinics for the Indian Health Service and in Alaska Native communities—we had more volunteers than spaces available. This speaks to the quality and willingness of our Officers to step up, be visible, and help populations within our country that need our assistance. This is an exciting time for the Category to establish a relationship with IHS in providing rabies clinics, which were previously staffed by USDA veterinarians. We hope this will continue to occur every year, and it could eventually develop to veterinary services provided beyond provision of rabies vaccines. Thank you so much for your enthusiasm, and we will be interested to hear from the officers when they return as to future opportunities.
- Last year, a Program Objective Memorandum was released that revised the training and experience limits—now veterinarians are limited to 9 years of previous training and experience, whereas previously there was a limit of 17 years. This caps individuals entering Category at an O-3 level. CAPT Clark is working on a memo explaining why we should not be limited and our previous experience beyond the veterinary training should be counted as T&E.
- We were asked in December if our category could be available to National Veterinary Response Team back-up rosters—these teams are usually made up of civilians, but making new teams that would include PHS veterinarians that could roster against their public health teams. It would have a similar set up to Rapid Deployment Teams—ability to deploy within 24 hours.
- Uniform wear issues have been discussed recently—daily uniform wear has been required for many years now, and incoming Officers are educated about this from the beginning. DCCPR is working on a POM for enforcement of daily uniform wear. Be aware of this and make a point of wearing your uniform regularly.
- A small group of PHS officers attended the Uniformed Veterinarians Ball a few weeks ago. It was a nice event, great opportunity to represent the category and visit with other Veterinary Officers from our sister services.
- DCCPR was discussing standing up a new ready reserve that would replace the old reserve, however there is no budget to maintain one provided under the Healthcare Act. The idea is to do this through time-limited commissions (ex: EIS officers, other short-term training), and officers that would be used as surge capacity for special activities who are already trained although not currently in active duty. This is a mechanism for officers to remain on reserve who are not in a current PHS position.

#### **IV. VetPAC Chair Comments: CDR Bair-Brake**

- We are expecting the announcement for the authorization of the Blue ODUs to be coming out soon—sometime around May 1. Officers will have a year to transfer from the BDUs to the ODU. Black boots will still be acceptable.
- CDR Sinclair has been sending several emails out about signing up for the Veterinary Stability Operations course coming up this summer. Everyone who took it last summer really enjoyed it, and you are encouraged to take it if possible. Later in the call, Maj. Paul Hollier, the course coordinator, will be speaking more about the courses.
- Early bird deadline has been extended for the PHS conference in College Park. There will not be a 5K this year, but officers are encouraged to do the APFT which will be held during the conference. Be aware that OFRD is recommending Officers to switch from President's Challenge and this is an opportunity to switch and get in the habit of the APFT for your fitness requirement.
- For those officers who were in the active reserve when the Healthcare Act was passed 2 years ago, we should be expecting our Regular Corps orders will be going out in the first part of May, along with orders for Permanent Promotion.

#### **V. Subcommittee Business**

##### **Awards: CDR Barton Behravesch**

- We presented our category's awards at the EIS Conference last week. Congratulations to CAPT Mainzer, CDR Funk, and LCDR Bair-Brake. Also congratulations to LCDR Knust in winning the James H. Steele Veterinary Public Health award at the conference. Thanks to the awards committee for their work, and we are currently writing up pieces for JAVMA and Vet Bites to announce the winners.

##### **Career Development: CAPT Altekruise**

- We submitted a proposed session for the 2013 AVMA conference that covers veterinary medicine in the Uniformed Services. We are hopeful it will be accepted for next year's meeting.
- Encourage all JOs to participate in the mentorship program. Contact CDR Brianna Skinner—she has been the point of contact to connect mentors with mentees. This program is valuable both for mentors and mentees.

##### **Meetings: LCDR Duncan**

- No updates.

##### **Public Information: LCDR Burrer**

- Check out the new look of the Vet Bites Newsletter when the April edition is distributed. We have attempted to make it look more professional while ensuring that monthly distribution is sustainable given our small subcommittee
- In the coming months, we will be introducing new segments such as Vet PAC Officer profiles to the Vet Bites Newsletter.
- If you have any comments on the new look, please feel free to share them with LCDR Christa Hale and LCDR Sherry Burrer at the email addresses listed below.

- Also, if you have any items for inclusion in the May edition of the Vet Bites, please email them to LCDR Christa Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)) and LCDR Sherry Burrer ([SBurrer@cdc.gov](mailto:SBurrer@cdc.gov)).

**Readiness:** CDR Sinclair

- No updates.

**Recruitment/Retention:** LCDR Davidson

- Please forward any cvs of interested potential veterinary officers to LCDR Davidson.

**Website:** CDR Buss

- The site conversion of the Veterinarian PAC site is completed and ready in staging for the content to go live. We are still waiting for that.
- During our last subcommittee meeting, our group decided to continue creation of a “building” Minutes document for posting on the web each month as the Minutes are approved. LCDR Knust will generate this document after approval. This will provide a single searchable pdf document that spans the months and years as opposed to posting individual documents. Individual, monthly Minutes documents will still be posted and available behind a Member’s Only section on the new site when it is live.
- We also discussed site management going forward and our group will work to help CDR Jarman with site content management.

**VI. COA Update:** CAPT Spires

- No update

**VII. JOAG Update:** LCDR Lanier

- No update

**VIII. NAFV Update:** CDR Montgomery

- Recently the ASV and AVMA made rounds on Capitol Hill to advocate for APHIS due to their recent budget cuts and how it will affect animal health programs. Also want to advocate to continue funding for vet loan student repayment program, NAHLN, FARAD, ARS, and other important initiatives.

**IX. Special Presentation:** Maj. Paul Hollier, US Army, Veterinary Stability Operations Course

- Veterinary Stability Operations historically were more clinically based—provision of primary care. Recently, the focus has shifted to more sustainable animal health programs and also the need to work with non-military groups, such as USAID and non-governmental organizations to provide long-term oversight. We are still early in the transition phase, and part of this is the two course series on Veterinary Stability Operations that has been provided for the past few years. The first course, Assessment of Production Systems, covers various assessment methods to evaluate the condition of animal health in a population and identify potential vulnerabilities in the local agriculture systems. These will provide a basis for planning animal health programs. Epidemiology is also covered. The second course, Global Veterinary Medicine, we focus on international organizations and

how they interact in providing global animal health programs and disease eradication programs. We also teach basic diagnostic techniques from a train-the-trainer perspective: necropsy, sampling, and packaging of specimens. This is taught in order to build the capacity so that more animal health workers in the field can become proficient in collecting samples to contribute to disease surveillance. There is also a process taught by USAID to develop an overview of an animal health project that defines goals, inputs, and outputs.

- We really encourage veterinarians from our sister services to participate—the PHS Officers provide a lot to the course and bring a different skill set that benefits all participants. We are opening the course to non-veterinarians as well, and non-PHS veterinarians.
- Also working on a course at NC State for the more junior veterinarians to give them perspective about different animal systems around the world. It will take place this August, and be fee-based.
- All classes offer 20 hours of continuing education credit.
- The Global Veterinary Medicine course is coming up, it will be held from June 25-29 in Athens, GA. Please contact CDR Sinclair if you are interested in attending.

#### **XI. Old Business:**

#### **XI. New Business:**

#### **XII. Adjourn**

**Advisory Committee Minutes—March 22, 2012**

**Veterinary Professional Advisory Committee Meeting**

Thursday March 22, 2012

2:00–4:00 pm Eastern time

Call-in Information:

Phone number: 877-420-7930

Participant Passcode: 9961560

**I. Welcome and Roll Call: LCDR Bair-Brake/LCDR Knust**

For those who are not PAC voting members: please send an email to LCDR Knust at bknust@cdc.gov regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
X	CAPT	Sean Altekruise	NIH	
X	CAPT	Kris Carter	CDC	
X	CAPT	Victoria Hampshire	FDA	
X	CDR	Bryan Buss	CDC	
X	CDR	Casey Barton-Behravesh	CDC	
X	CDR	John Gibbins	CDC	
X	CDR	Julie Sinclair	CDC	
X	LCDR	Heather Bair-Brake	CDC	Vet PAC Chair
X	LCDR	Stacy Bosch	CDC	
X	LCDR	Lauren Davidson	NIH	
X	LCDR	Mary Anne Duncan	ATSDR	
X	LCDR	Christa Hale	CDC	
X	Dr.	Sarah Babcock	DHS	Civil Service Representative
	Dr.	Adam Langer	CDC	Civil Service Representative
X	LCDR	Barbara Knust	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Thomas	Tom	NIH
CAPT	Wright	Jennifer	CDC
CDR	Skinner	Brianna	CDC
LCDR	Lanier	Willy	FDA
LT	Capewell	Linda	CDC
LT	Joseph	Rachael	CDC
LT	Yendell	Stephanie	CDC

**II. Approve minutes**

February 2012—CDR Sinclair moved to approve seconded by LCDR Duncan

**III. CPO Comments: CAPT Clark**

- I am very excited about our opportunity to support IHS with the upcoming rabies clinics—please see the email that was sent out on the listserv for more information. It is a nice opportunity to work for underserved communities. CAPT Hoogstraten-Miller has signed up to work in Death Valley, & LCDR Davidson in Reno, & CDR Skinner has also volunteered. That leaves 3 locations still needing a veterinarian to provide support. You are encouraged to step up and volunteer and support these communities and our category. Please let CAPT Clark know if you are interested or if you have already volunteered.
- CAPT Estella Jones has volunteered to represent the USPHS on the Subcommittee for Disaster Reduction—previously served by RADM Rodenbeck. We extend our appreciation to her serving on this important subcommittee.
- On the Surgeon General’s National Prevention Strategy—Analysis of all the Categories’ responses was done by VADM Benjamin’s office. They will be sending a document to the Category seeking input as to what our role & contribution would be to promote this strategy as veterinarians. Examples include integrating prevention and health criteria into decision making—ex: promoting healthy living by walking pets, and promoting healthy lifestyles incorporating pets. Have not seen matrix yet, so more details coming. Excited that veterinarians have preventive medicine opportunity—see what Surgeon General’s office perceives as vet’s role.

#### **IV. VetPAC Chair Comments: CDR Bair-Brake**

- A reminder to make sure that their information is correct in Direct Access for both promotions and Basic Readiness—March 31 call is very important to meet those standards, particularly for those who are up for promotion. Medical history has to be on file with MAB and current in time for the promotion.
- Discussions continue about usefulness of President’s Challenge as a means of tracking fitness requirements. Be aware that OFRD has had problems with downloading information from the PC site and it may not be an option for meeting physical fitness standards in the future.
- All PHS officers were assimilated into Regular Corps as of March 23, 2010—still working on supporting documents. There is a 3-year probationary period for those of us who were not yet assimilated at that time—one year now remains. DCCPR still working on the documentation, but when that is completed we will be allowed to wear our Regular Corps pin.
- There have been some proposed changes for the Model Charter for all PACs to adapt if they choose. These include increasing number of voting members on the PAC and the term that they serve. The initial impression was that this may apply better to PACs with larger numbers of members, and changes to the Model Charter are not mandatory to be adapted by the PACs to their charters.
- Benchmarks for 2013 Promotion are now up, will start thinking about any necessary changes to the 2014 charter in the fall.

#### **V. Subcommittee Business**

##### **Awards: CDR Barton Behravesh**

- Call for nominations for PHS Veterinarian of the Year are out, due April 1. We also have received submissions for Junior Veterinarian of the Year and Vet Responder of the Year. These awards will be presented at the Veterinarian’s lunch meeting at

this year's EIS Conference on April 16, 2012 in Atlanta. Please attend if you are able.

**Career Development: CAPT Altekruise**

- CDR Skinner made a survey about mentor/mentees in the category, which was mentioned in more detail in the last conference call. We would like to pair up all Junior Officers with a mentor. CAPT Altekruise would like to assist with pairing up mentors—send him an email if you are interested.
- Developing an agenda for next year's AVMA 2013 meeting in Chicago. Will feature activities of Veterinary Officers in all uniformed services-- PHS, Army, & Air Force. Need a few more proposals from PHS officers—looking for presentations from JOs doing interesting projects or an overview of larger issue that the Category is involved in. Conference fees are complimentary if accepted for a presentation. Please contact with ideas by Friday of this week ideally, with an absolute last deadline of Wednesday next week.

**Meetings: LCDR Duncan**

- The Central Veterinary Conference will be the first week of April in DC area. Thank you to everyone who has agreed to participate.
- USPHS training symposium June 19, Veterinary Category Day is on June 21. Registration is open on the website. If you are interested in registering for one day only, contact LCDR Duncan and she can arrange to make you a speaker for category day—fee is \$180. Unsure if name has to be on a CDC memo to be approved to attend, although it is an approved conference.
- CAPT Spires has offered for interested officers to stay in her home if funding for accommodations is tight. Would like to encourage as many people as possible to attend.
- CAPT Clark extends appreciation to LCDR Duncan for her work on organizing the Vet Category day.

**Public Information: LCDR Hale**

- No update. Will discuss Vet Bites survey results in Old Business.

**Readiness: CDR Sinclair**

- Memo to transition from BDU to ODU has been approved and will be effective on May 1.
- Nomination process is underway to transition in new leadership at OFRD.
- Post-meeting OFRD update: course organizers are looking to rebuild the Readiness course section at OBC. It will be very different from the current course for the new officers and there will be a refresher course for those in longer than 3 years. No further details at this time.
- CDC is doing a Rocky Mountain Spotted Fever project in Indian Reservations—CAPT McQuiston from CDC spoke with CDR Ellenberg in OFRD about deploying PHS Officers to assist. There may be opportunities for Veterinary Officers to get involved in this project.
- SanYvette Williams, Renee Shibukawa Kent, and myself (CDR Sinclair) have attended the monthly National Alliance of State Animal and Agricultural Emergency Programs (NASAAEP) conference calls. Typically, I have not found the calls to

include information that should be shared with the VetPAC. Much of the discussion on these calls relates to FEMA activities. Please let me know if anyone else on the VetPAC would like the NASAAEP conference call information.

- The Readiness Subcommittee will be releasing the veterinary category deployment spreadsheet for updates by all veterinary officers. Officers should include deployments by USPHS, their own agency, and other agencies.
- The Readiness Subcommittee keeps records of all deployments that Veterinary Officers do—please inform them of all inter and intra agency activities.

**Recruitment/Retention:** LCDR Davidson

- No updates.

**Website:** CDR Buss

- CDR Jarman completed the PAC site conversion of the Veterinarian PAC site. Members of the subcommittee have had the opportunity to review the site in staging to proof it and verify that the content is ready to go live.
- HHS determined that the redesigned USPHS website was a NEW application and needed to undergo 508 compliance testing before it could replace the current USPHS.gov website, requiring USPHS to maintain two websites until 508 compliance is achieved. CDR Jarman resolved all web page (i.e., html) 508 issues per the documentation; however, there are approximately 1100 documents that will need to be reviewed for verification of compliance. We have not been provided with an expected date when this work will be completed.
- The Veterinarian site should be 100% 508 compliant. Special consideration was requested for the PAC sites (regarding the historic documents) with no response from HHS yet. In the future, documents uploaded to the public website will need to be 508 compliant.

**VI. COA Update:** CAPT Spires

- No update

**VII. JOAG Update:** LCDR Lanier

- Results of recent survey regarding JOAG listserve: Of 30 veterinary JOs, 29 have responded. 20 were on the listserve at the time of the survey. 4 more have since joined. So, currently, 24/29 are on the listserve, with 1 unknown. Ideally, all veterinary JOs would be signed up for the JOAG listserve.
- All veterinary JOs are encouraged to join the JOAG listserve. Here's how: Click on this link:<https://list.nih.gov/cgi-bin/wa.exe?SUBED1=JOAG&A=1> Enter your name and email address, and click "Subscribe (JOAG)" You should now be signed up.
- Some officers are signed up for the JOAG listserve via their personal e-mail address. To receive more timely updates, officers could consider adding their work e-mail address.
- Please contact [William.Lanier@fda.hhs.gov](mailto:William.Lanier@fda.hhs.gov) with questions about JOAG, including how to sign up for the JOAG listserve.
- Next JOAG General Meeting: April 13, 2012, 1300-1500 EST Call in#: (218) 936-4700, Passcode: 7919605 (2nd Friday of the month, 1300-1500 EST)

**VIII. NAFV Update:** CDR Montgomery

- No update

**IX. Special Presentation:** LT Dina Passman, A Beginner’s Guide to EpiC, the Epidemiology Collaboration Subgroup

- EpiC—Epi coordinating group in the Public Health Professional Advisory Group in the Health Services Officers PAC; noticed a gap in support for people with Public Health training, within HSPAC and formed PHPAG to support their specific functions. Formed a Career Development subcommittee and an epidemiologist subgroup about 1 year ago. Trying to fill a gap in PHS for supporting epidemiologists—as professionals we are spread across several categories. Have not done a needs survey, but we are working to coordinate across groups that have epidemiologists. Started having quarterly brown bag teleconferences—first one was on disaster epi during PH emergency responses, including community CASPR assessments on OFRD deployments. In May, will have brown bag on digital disease detection—infectious disease surveillance using social media to detect cholera in Haiti, and micropayments to improve malaria detection in India. Would like to explore possibility of inviting a vet epi to discuss in an upcoming brown bag in the next quarter, and potential future collaborations with the VetPAC. Anyone interested in providing a presentation should contact LT Passman at [dina.passman@hhs.gov](mailto:dina.passman@hhs.gov) or 202-260-5184.

**XI. Old Business:**

- Decals—have brought in approximately \$250 which will be used toward this year’s awards. JOAG has agreed to purchase decals to sell at COA this summer. Would like to encourage as many people as possible to sell because we are in need of funds for future VetPAC efforts.
- VetBites survey—43 participants, about 40% of the listserv responded. Approximately half of respondents indicated that they read VetBites and/or the VetPAC minutes on a monthly basis, and support sending the minutes as an attachment to Vet Bites. Will continue to send out the VetBites newsletter on a monthly basis; LCDR Hale and Burrer will work to make VetBites appear more professional, which was a suggestion from the survey.
- Regarding the MOU between APHIS & HHS to allow PHS officers: the agreement has been drafted, but is not currently finalized or operational. No word on any new progress in this direction.
- US Vet Spring Ball is coming up on April 14 in Ft Myers officers club, sponsored by the Air Force. Deadline for RSVP is on April 2. If interested, contact CAPT Tom Thomas.
- Dr. Babcock is looking for a volunteer to present a veterinary-themed or One Health talk at the upcoming AMSUS meeting this fall—call for speakers closes in April. Please contact Dr. Babcock if you are interested.

**XI. New Business:**

## XII. Adjourn

### Advisory Committee Minutes – February 23, 2012

#### Veterinary Professional Advisory Committee Meeting

Thursday February 23, 2012

2:00–4:00 pm Eastern time

Call-in Information:

Phone number: 877-420-7930

Participant Passcode: 9961560

#### I. Welcome and Roll Call: LCDR Bair-Brake/LCDR Knust

For those who are not PAC voting members: please send an email to LCDR Knust at [bkust@cdc.gov](mailto:bkust@cdc.gov) regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

Attendance	Rank	Name	Agency	Note
X	CAPT	Sean Altekruse	NIH	
X	CAPT	Kris Carter	CDC	
	CAPT	Victoria Hampshire	FDA	
X	CDR	Bryan Buss	CDC	
X	CDR	Casey Barton-Behravesh	CDC	
X	CDR	John Gibbins	CDC	
X	CDR	Julie Sinclair	CDC	
	LCDR	Heather Bair-Brake	CDC	Vet PAC Chair
X	LCDR	Stacy Bosch	CDC	
X	LCDR	Lauren Davidson	NIH	
X	LCDR	Mary Anne Duncan	ATSDR	
X	LCDR	Christa Hale	CDC	
X	Dr.	Sarah Babcock	DHS	Civil Service Representative
X	Dr.	Adam Langer	CDC	Civil Service Representative
x	LCDR	Barbara Knust	CDC	Executive Secretary

#### Veterinary Professional Category Officers in attendance:

Rank	Last Name	First Name	Agency/Institution
CAPT	Thomas	Tom	NIH
CAPT	Ross	Marianne	FDA
CAPT	Wright	Jennifer	CDC
CDR	Montgomery	Alfred	FDA
CDR	Montgomery	Susan	CDC
CDR	Williams	SanYvette	EPA
LCDR	Bryant	Nelva	CDC
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Greene	Kevin	USDA

LCDR	Robertson	Kis	USDA
LCDR	Lanier	Willy	FDA
LCDR	Wilson	Wanda	USDA
LT	Capewell	Linda	CDC
LT	Joseph	Rachael	CDC
LT	Yendell	Stephanie	CDC
LT	Webeck	Jenna	CDC

## II. Approve minutes

- The January 2012 minutes were approved as written. LCDR Davidson motioned to approve and LCDR Hale seconded the motion.

## III. CPO Comments: CAPT Clark (no comments for this month; out of the office)

## IV. VetPAC Chair Comments: CDR Gibbins for LCDR Bair-Brake (out on sick leave)

- Kudos to our website committee for all of the hard work they have been doing with the transition off of the HHS portal. Want to express a special thanks to Dwayne Jarman for helping the other categories establish their category websites and for offering expertise and skill to the CCMIS website. Thanks for all of your hard work.
- A word on the uniforms: the announcement has still to come out about the transition from our current BDU to something similar to the Coast Guard/NOAA ODU—the blue untucked uniform. Details are still being worked out, but they are expecting the transition to begin occurring around May 1<sup>st</sup>. BDUs will remain authorized until May 2013. Officers will be able to keep their black boots, and will have a choice of several different caps. Also the cap device will not be a pin, but rather embroidered.
- UC award for the billet transformation process: the CPO board is submitting a UC award for all of those officers who helped with the billet transformation process. Please send LCDR Bair-Brake your name, PHS number and employee id number by tomorrow (2/24) if you would like to be included on this award.
- Physician PAC Retirement package: The PPAC Chair would like help in creating an online manual for PHS Officers on the retirement process. He has put together a committee of Physicians but is looking for help from other categories. The idea behind this manual is to simply make information available to officers. So, I believe that they are taking information that is presented at the retirement seminars and just reformatting it for use on the web and making it available online. If you have an interest in this, please contact LCDR Bair-Brake.
- Uniformed Services Veterinary Spring Dinner: The United States Air Force is honored to host the Uniformed Services Veterinary Spring Dinner on April 14, 2012 at Fort Myer Officer's Club, Virginia starting at 1800 hours. A notice was sent about it around on the listserv but if you are interested in attending please talk to Tom Thomas or Lauren Davidson.
- Also please note an email referencing 3 new Commissioned Corps issuances regarding leave policies was distributed today. Please take time to review.
- There has been some discussion on the ready reserve process—some actions have been taken by the ASH, further details are forthcoming.

## V. Subcommittee Business

**Awards:** CDR Barton Behravesh

- Vet Responder & Junior Veterinarian of the Year awards will be presented at EIS Conference this year. The Veterinarian of the Year call for nominations has gone out—application deadline is April 6. Also, the James Steele Veterinary Public Health award call for nominations has been distributed on the listserv today. Deadline for this award is March 16.

**Career Development:** CAPT Altekruse

- CDR Brianna Skinner has sent out a mentor/mentee survey form to Junior Officers requesting mentorship & to Senior officers agreeing to provide mentorship. Only 11 of 30 Junior Officers in the category are currently participating—30% of the total. The agency break down is 67% at FDA, 37% CDC, and 20% at USDA. Officers in USDA should be encouraged to participate mentorship for several reasons—they are often in remote locations and have fewer interactions with other officers in their daily duties, and do not have access to the hhs email system. We would like to set a goal of having all JOs actively in a mentor relationship by the end of the year. If there are JOs who would like to develop a mentor relationship, please email CAPT Altekruse and he will facilitate matching with a Senior Officer.
- Diana Passman in the office of the secretary has contacted us about an “epi collaboration” subgroup—tasked with learning more about potential epidemiologic activities and involvement in deployments. Because the Veterinary Category has a high proportion of epidemiologists compared with other Professional Categories, our input is sought. She has been invited to join VPAC conf call in March.
- CAPT Clark has encouraged us to attend OBC graduations when a vet officer is in the class, however there often isn’t a lot of advance notice to facilitate better planning. CAPT Altekruse is seeking how to contact OBC instructors to be notified ahead of time—LT Canard is the contact person. CAPT Spires related that she is planning to attend all upcoming OBC graduations for the rest of the year as part of her COA duties and can also represent the veterinary category.
- CDR Gibbins also wanted to mention that VPAC is working to encourage involvement of JOs in upcoming conference calls—contributing through presentations and soliciting for items in the VetBites news.

**Meetings:** LCDR Duncan

- USPHS Scientific Training Symposium registration now open, early bird deadline April 17. The conference is scheduled for June 19-21, and Veterinary Category day will be on Thursday. There will be a special one-day fee for those wishing to attend Category day, Officers wishing to register should contact LCDR Duncan. CDC does require all employees attending to be on a list—contact LCDR Duncan if you need help with this.
- CAPT Wright sent out call for AVMA 2013 conference programming—she is planning 2 days of public health content. Working on a social activity for those attending the 2012 AVMA conference in San Diego (Aug 4-7), registration is now open. If planning to attend, should reserve a hotel room soon to get at government rate.
- Dr. Sarah Babcock attended the AMSUS planners meeting last week. Veterinary CE credit is not specifically included for the upcoming 2012 conference but attendees will be provided with general participation certificate that can be submitted for credit. There are openings for speakers in the 2012 conference—deadline is May 22<sup>nd</sup>. Dr. Babcock would like to see One Health-type presentations—contact her if

you are interested in presenting. The AMSUS meeting this year is in Phoenix, November 10-16. PHS is hosting the AMSUS conference next year—and the planning committee is shadowing the 2012 planning committee in preparation. The 2013 conference will be in Washington.

- The Central Veterinary Conference will have 6 speakers giving Public Health presentations: 4 from PHS, and 2 from the Army (USAMARIID & and Chemical Defense). There are still openings for moderators if you are interested—contact CDR Gibbins. It will take place in the Gaylord resort just south of DC during the first week of April. CDR Gibbins is looking for someone to take over the planning duties for next year’s conference—please contact him if you are interested.
- CAPT Spires will be representing the Category at the upcoming National Veterinary Response Team program in the Integrated Training Summit in Nashville, May 21-25.

**Public Information:** CAPT Hale

- LCDR Burrer has volunteered to serve as co-chair.
- Please submit any content for VetBites to CRHale@cdc.gov

**Readiness:** CDR Sinclair

- CDR Williams & LCDR Shibukawa-Kent have been assisting with subcommittee activities.
- OFRD calls—one of the Innovation Awards in consideration is CHASM developed by OFRD. Officers awaiting FMRB will receive them soon. Upcoming deployments include G-8 summit and the national political party conventions for the upcoming presidential election, but no requests for officers have come out yet.
- PHS E-Bulletin went out this week—please check out the content relating to readiness because much of it is pertinent. New readiness inquiry submission system seems to be working well.
- Global Health service awards information went out to CDC employees. Officers outside of CDC should contact their Agency CC liaison. A typo in the instructions should be clarified: state-side service for a global activity **does** count. Participation in “grey hulls” for humanitarian deployments will be submitted by OFRD. Still unclear whether an individual can receive both awards, or only one. CAPT Clark is seeking clarification. If you have been involved in another mission that is not specifically listed on the form, it will be considered on a case by case basis.

**Recruitment/Retention:** LCDR Davidson

- Continue to periodically receive cvs from interested veterinarians. Please send any you receive to LCDR Davidson and she will make sure they are forwarded to agencies hiring in civil service positions.
- Hoping to organize meeting in next few months for input on methods of retention and recruitment.
- CDR Gibbins mentioned the possibility that Officers who have found a billet during the current hold on new applications may be hired into veterinary positions on a case by case basis depending on the Officer and the available position—because the category is so small, we have a limited number of current applicants, and there are frequently difficult to fill positions.

**Website:** CDR Buss

- CDR Jarman is continuing work to get the Veterinary Category’s public website updated in line with the PHS template. The veterinarian site is the first PAC site on the new website in staging. He was able to maintain the functionality of the old design. However, it did require a bit of redesign, html, style, and conversion from

visual basic to C# script. What resulted is a cleaner looking site that should allow us to continue editing the site on the staging server and requesting those edits to be posted on the live website.

- The HHS Portal will no longer be available in the near future. The site is still accessible for anyone who wants to retrieve their files. LCDR Sherry Burrer saved/zipped all files for temporary storage.
- We are still exploring options for an alternative. However, the portal was not used much in the last year and we have received limited feedback from members of the PAC or Category expressing concern over the loss, so we are less inclined to replace the site. CDR Jarman is seeking guidance regarding potential for a members-only password-protected section to the PHS veterinary category website.
- To address a few questions that have arisen:
  - The Corps will continue to support PAC websites currently hosted on the [www.usphs.gov](http://www.usphs.gov) server – that server is supported for the foreseeable future. The PAC websites are basically “free” on that site.
  - The Corps is also looking at the possibility of moving the PAC websites onto the CCMIS server sometime in the future. That website would be easier to administer and update than the current site. The CCMIS server will never go away. No timeframe has been provided however.
- LCDR Lanier echoed CDR Buss’ praise for CDR Jarman’s work on updating not only the Veterinary Category’s website, but all Professional Category websites.

#### **VI. COA Update: CAPT Spires**

- Email announcement went out last Friday about RADM Halliday’s retirement—we are happy for him but will miss him. He has worked very closely with RADM Lushniak in the SG office—very strong supports for PHS CC.
- For situational awareness only: former SG Richard Carmona is running as democrat in Arizona. COA has received many inquiries about how to support the campaign: in general, financial support is allowed from individuals but we are not allowed to promote any elected official in our professional role as PHS officers. Currently PHS does not have active vocal champions on Capitol Hill, and COA is hopeful that more supportive elected officials will come following this next election cycle.
- HHS is putting pressure on PHS to justify the increased cost of Officers in comparison with civil service positions. COA has put in FOIA requests to get more information and provide advocacy about our value.

#### **VII. JOAG Update: LCDR Lanier**

- Next JOAG General Meeting: April 13, 2012, 1300-1500 EST
  - Call in#: (218) 936-4700, Passcode: 7919605
  - (2nd Friday of the month, 1300-1500 EST)
- Next Journeyman Lecture Series: Friday, March 9, 2012; 1300 - 1400 EST.
  - Topic: Affordable Care Act: Implications for the Corps
  - (2nd Friday of the month, 1300-1400 EST)
- Please contact [William.Lanier@fda.hhs.gov](mailto:William.Lanier@fda.hhs.gov) with questions about JOAG, including opportunities to serve and how to sign up for the JOAG listserve.

#### **VIII. NAFV Update: CDR Al Montgomery**

- The Federal Veterinary Talent Management Advisory Council, of which NAFV is a member, may be able to help out on the recruitment question by providing supporting information on shortages of veterinarians in various agencies. Will check with NAFV and CAPT Mainzer to see if they may be able to influence this at the level of PHS VMO recruitment.

**IX. Old Business:** Open floor up to veterinary stability operations course participants

- LCDR Robertson: Great training overall & opportunity for PHS officers to interact with other vets from other uniformed services. Representation from across the country. Covered topics that aren't in other courses, such as working with translators and cultural sensitivity. Inspiring to learn about the humanitarian work and agricultural development projects going on within the DoD's efforts.
- Submitted by CAPT Guerra: "Positives- great opportunity to meet our fellow vet officers in the Army and Air Force, to foster collaborations with officers, and instructors, to learn how assessments are performed overseas by the military, to learn about collecting qualitative data which is quite difficult to do well. Negatives- tried to commute from Atlanta but very tiring, would suggest staying in Athens, thought the exercise could have been more productive if we had had more preparation- discussed with one of the instructors – hopefully will change next year. Overall- great experience and highly recommend it to PHS vet officers!"
- Submitted by Dr. Emily W. Lankau, Epidemic Intelligence Service Officer, Division of Global Migration and Quarantine, CDC: "I appreciated being included in the training and that I found it a valuable experience as a civilian to understand how DoD thinks about these types of issues. I had no criticisms – I think it's a really well taught and valuable course."
- CDR Sinclair—also attended the course, found it was very valuable. The course instructor Maj. Paul Hollier intends to include PHS officers in the future for their valuable contributions.

**X. New Business**

**XI. Special Presentation: CAPT (ret.) Stephanie Ostrowski: Long Term Training**

Please see CAPT Ostrowski's slide presentation for more information.

**XII. Adjourn**

**Advisory Committee Minutes – January 26, 2012**

**Veterinary Professional Advisory Committee Meeting**

Thursday January 26, 2012

2:00–4:00 pm Eastern time

**I. Welcome and Roll Call:** LCDR Bair-Brake/LCDR Knust

For those who are not PAC voting members: please send an email to LCDR Knust at bknust@cdc.gov regarding attendance of this conference call. Please include first name, last name, rank, and the OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

Attendance	Rank	Name	Agency	Note
x	CAPT	Sean Altekruise	NIH	
x	CAPT	Kris Carter	CDC	
	CAPT	Victoria Hampshire	FDA	
	CDR	Bryan Buss	CDC	
x	CDR	Casey Barton-Behravesh	CDC	
	CDR	John Gibbins	CDC	
x	CDR	Julie Sinclair	CDC	
x	LCDR	Heather Bair-Brake	CDC	Vet PAC Chair
	LCDR	Stacy Bosch	CDC	
x	LCDR	Lauren Davidson	NIH	
x	LCDR	Mary Anne Duncan	ATSDR	
x	LCDR	Christa Hale	CDC	
x	Dr.	Sarah Babcock	DHS	Civil Service Representative
x	Dr.	Adam Langer	CDC	Civil Service Representative
x	LCDR	Barbara Knust	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

Rank	Last Name	First Name	Agency/Institution
CAPT	Clark	Terri	NIH
CAPT	Galland	Gale	CDC
CAPT	Hall-Robinson	Elvira	OCCFM
CAPT	Thomas	Tom	NIH
CAPT	Ross	Marianne	FDA
CDR	Jarman	Dwayne	FDA
CDR	Montgomery	Susan	CDC
CDR	Williams	SanYvette	EPA
LCDR	Burrer	Sherry	CDC
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Gill	Jaspreet	USDA
LCDR	McCollum	Jeff	CDC
LCDR	Taylor	Ethel	CDC
LCDR	Lanier	Willy	FDA
LT	Joseph	Rachel	CDC
LT	Yendell	Stephanie	CDC

LT	Webeck	Jenna	CDC
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## II. Approve minutes

- The December 2011 meeting minutes were approved as written. Motion to approve made by CDR Barton-Behravesh and seconded by LCDR Davidson.

## III. CPO Comments: CAPT Clark

- Hello and welcome to 2012. I appreciate the enthusiasm you all have for accomplishing great things in the new year.
- RADM Lushniak informed the CPOs that new guidelines will be coming out for the new ODUs (Operational Dress Uniform) & Regular Corps implementation in the next few months.
- Please verify that your documents were successfully loaded into your eOPF if you are up for promotion this year, and send me or LCDR Bair-Brake an email if you have noticed any discrepancies.
- Thanks to LCDR Bair Brake -- we appreciate her efforts as PAC chair for this year. She has been preparing with CDR Gibbins and myself and will do a great job over the next several months.
- The recent accessions process changes that occurred in the start of 2012 should not be viewed to be the same as the hiring pause that we encountered previously. Although new veterinary applications are not currently being accepted, this is being done in order to deal with the backlog of pending applications with the staff level available to process them. Recruitment efforts should still be carried out, as it is expected to resolve quickly.

## IV. VetPAC Chair Comments: LCDR Bair-Brake

- Congratulations to two new Veterinary Officers who recently completed OBC: LT Samantha Pinizzotto, FDA & LCDR Evan Shukan, NIH.
- Congrats to LCDR Lauren Davidson on being selected as a voting member of the new PHS Women's Issues Advisory Board.
- Thank you to those who helped with reviewing and responding to the Surgeon General and National Prevention Council's National Prevention Strategy document.
- We are still working out details with Coast Guard and expecting an announcement in May about introducing the all-blue ODUs as an optional PHS uniform. Once they are available and guidelines are in place for their use, there will be a one year phase-out of the woodland BDUs.

## VI. Subcommittee Business

### Awards: CDR Barton Behravesh

- Call for Veterinarian of the Year has gone out, applications due April 6.
- CAPT Clark noted that we had one submission for the Salmon Award this year, and we have two Unit Commendations pending: VPAC Website subcommittee for their efforts in revamping our PAC website and a larger, all categories, UC for our collective efforts in meeting the CC transformation goals for basic readiness qualifications.

### Career Development: CAPT Altekruse

- CAPT Clark has been working to develop a roster of O-6 and senior Veterinary Officers in the DC area who are willing and able to attend the OBC graduation ceremonies when we have a new Veterinary Officer in the course, to facilitate easier planning.

**Meetings:** LCDR Duncan

- The Central Veterinary Conference will be occurring in the DC area April 26-29. They are looking for moderators, which will earn free attendance to the conference. If you are interested, look at the article in the Vet Bites newsletter for more information.
- USPHS Scientific Training Symposium will be occurring at the University of Maryland-College Park June 19-21. For veterinary category day, we are planning a morning lecture and afternoon wet lab at the campus farm which has dairy cattle, sheep, & horses. We are working to have veterinary CE hours available for this meeting.
- LCDR Bair-Brake reported that PHS will be organizing the 2013 AMSUS conference, and wanted to include a veterinary category member to participate in the planning committee. Dr. Sarah Babcock has volunteered to serve on this committee, and any additional interested category members are welcomed to join her.

**Public Information:** LCDR Christa Hale

- If you have any information that you would like to include in Vet Bites, please email [crhale@cdc.gov](mailto:crhale@cdc.gov) by February 15. We are open to a variety of subject matter/suggestions for content.

**Readiness:** CDR Julie Sinclair

- Started attending weekly OFRD calls—nothing new to report from yesterday’s meeting.
- LCDR Damon Smith said that category readiness stats as of the end of December 2011 will be out at end of this month.
- 5 officers will be attending DOD Veterinary Stability Ops course at the end of this month. In discussions with Maj Paul Hollier, the Army’s course coordinator, this course is a good venue for PHS Officers to interact with Army and Air Force Veterinary Officers in a relaxed and informative atmosphere.
- We are awaiting word from the Coast Guard regarding the status of a 2012 Arctic humanitarian mission.

**Recruitment/Retention:** LCDR Davidson

- We are still receiving CVs from veterinarians interested in joining PHS and we would like to encourage new recruits in spite of current pause in application processing.
- Supports CAPT Clark’s effort of having a roster of DC area vet officers to welcome new officers to allow for better planning to cover this duty.

**Website:** Dr. Langer

- The public side of the PHS website is being redesigned, which means that the veterinary category website will also be redesigned. CDR Jarman is working on getting the site updated in line with the new template.
- The HHS Portal site for the PAC is transitioning to a fee-for-service model and we will discontinue it shortly. Please remove any documents that are located on it that you do not want to lose. We are working to archive its content. We are also looking to determine what potential replacements might be available, if any. Contact Dr. Langer or CDR Buss if you have any comments or suggestions. Because the portal has not been widely used in the last year, we are less inclined to replace the site. Another option is creating a members-only password-protected section to the PHS veterinary category website.

**VII. JOAG Update:** LCDR Lanier

- LCDR Willy Lanier is the JOAG-VetPAC liaison. Contact [william.lanier@fda.hhs.gov](mailto:william.lanier@fda.hhs.gov) with any questions.
- JOAG is a unique and worthwhile organization within the USPHS that all JOs should be aware of. My goal is to make sure each vet JO is informed about JOAG, the listserve, and opportunities for JOAG service, and has the opportunity to get involved.
- Informative presentation re Post 9-11 GI Bill, Journeyman Speaker Series, 1/13/2012 conference call. Slides available on website:
- [http://www.usphs.gov/corpslinks/joag/index\\_files/JO\\_Resources.htm](http://www.usphs.gov/corpslinks/joag/index_files/JO_Resources.htm)
- Junior Veterinary Officers (O-3 and O-4) are encouraged to join JOAG and volunteer on a committee. One way to get connected is to join the JOAG listserv by clicking the link at the bottom of the JOAG home page: <http://www.usphs.gov/corpslinks/joag/index.htm>
- LCDR Willy Lanier sent an e-mail to Junior Veterinary Officers to ascertain whether they are on the JOAG listserve. Look for the e-mail and please respond! Also, if you are a vet JO and didn't get the e-mail, or if you know of other vet JOs who didn't get the e-mail, please contact LCDR Lanier.
- Another great way to get involved in JOAG is to attend the JOAG General Meetings. Next JOAG General Meeting: February 10, 2012 (2nd Fridays monthly, 1300–1500 ET; (218) 936-4700, Passcode: 7919605)
- FYI, from the latest version of the vet category roster, out of 85 vet officers, 27 are JOs.
- LCDR Bair-Brake noted that this is JOAG's 10th anniversary and a celebration is planned at the PHS symposium.

#### **IX. NAFV Update:** CDR Montgomery

- The Talent Management Advisory Council recently had a meeting regarding Federal workforce recruitment & retention-- an assessment of veterinary assets across all federal agencies is ongoing. In the event of an exotic animal disease outbreak response, the current federal vet workforce would have a large shortage.
- In USDA, FSIS has had to close district offices and 4 area APHIS offices and hiring bonuses for FSIS public health veterinarians have been cut due to budgetary concerns.

#### **X. Old Business**

- We are still looking for a VPAC Chair-elect. Contact LCDR Bair-Brake, CDR Gibbins, or CAPT Clark if you are interested. We are also looking for subcommittee co-chairs for meetings and public information.

#### **XI. New Business**

- Tomorrow, January 27, is a CDC Commissioned Corps All-Hands meeting on the Roybal campus at 2:30 pm. Please attend if you are able. The uniform of the day is khaki.

#### **XII. Adjourn 2:45 pm.**

**Advisory Committee Minutes – December 8, 2011**

**Veterinary Professional Advisory Committee Meeting**

Thursday December 8, 2011

2:00–4:00 pm Eastern time

Call-in Information:

Phone number: 877-420-7930

Participant Passcode: 9961560

**I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor**

- For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

Attendance	Rank	Name	Agency	Note
√	CDR	John Gibbins	CDC	VetPAC Chair
√	CAPT	Sean Altekruise	NIH	
	CAPT	Tracey Bourke	FDA	
	CAPT	Marta Guerra	CDC	
	CAPT	Kris Carter	CDC	
√	CDR	Princess Campbell	EPA	
√	CDR	Casey Barton-Behravesh	CDC	
	CDR	Julie Sinclair	CDC	
√	LCDR	Heather Bair-Brake	CDC	
√	CDR	Bryan Buss	CDC	
√	LCDR	Lauren Davidson	NIH	
√	LCDR	Christa Hale	CDC	
√	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
√	Dr.	Adam Langer	CDC	Civil Service Representative
√	LCDR	LCDR Ethel Taylor	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

Rank	Last Name	First Name	Agency/Institution
CAPT	Clark	Terri	NIH
CAPT	Thomas	Tom	NIH
CAPT	Mainzer	Hugh	CDC
CAPT	Hampshire	Victoria	FDA
CDR	Williams	SanYvette	EPA
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	McCollum	Jeff	CDC
LCDR	Duncan	Mary Anne	CDC
LCDR	Capewell	Linda	CDC
LT	Joseph	Rachel	CDC
LT	Yendell	Stephanie	CDC

<b>SubCommittee/Workgroup</b>	<b>Chair</b>	<b>Co-Chair</b>
Career Development	CAPT Sean Altekruise	LCDR Lauren Davidson
Awards	CDR Casey Barton Behraves	LCDR Wanda Wilson
Recruitment	LCDR Lauren Davidson	CAPT Sean Altekruise
Meetings	LCDR Heather Bair-Brake	CAPT Marta Guerra
Website	CDR Bryan Buss	Dr. Adam Langer
Public Information	CAPT Tracey Bourke	LCDR Christa Hale
Readiness	CDR Julie Sinclair	CAPT Kris Carter
COA Board Chair	CAPT Charlotte Spires	
NAFV Representative	CDR Alfred Montgomery	
JOAG Category Representative	LCDR Willy Lanier	

## **II. Approve minutes**

The October 2011 meeting minutes were approved as written. Motion to approve made by Lcdr Hale and seconded by CAPT Altekruise.

## **III. CPO Comments: CAPT Clark**

- Best wishes for a Happy Holidays and Merry Christmas to all officers. Thanks for the work everyone is doing for the Corps and their agencies on a daily basis.
- Thanks to CAPT Wright and Lcdr Bair-Brake, for their assistance during the visit to CDC on November 18-19 and to all the officers who took the time to meet with CAPT Clark. It was very enlightening and educational to see how CDC works and great to meet officers face to face and get to know better. Hoping to come back to Atlanta again for EIS Conference.
- The category presented a print to CAPT Mainzer in thanks for his many years of service. CAPT Wright is working on getting it matted and framed and will send out a picture to the category when CAPT Mainzer receives it.
- CAPT Clark has had many wonderful conversations while providing information and mentorship in preparation for promotion boards. She is impressed with the level of professionalism and quality of veterinary officers in the Corps, and the education, motivation, and strength of individuals as well as how strong we are as a group. It has been a privilege to get to know officers better.
- Sent out information to listserv on web-based MPH program through the University of Iowa, in which Lcdr Wilson is currently enrolled. Commend officers for doing that and wish there was more funding available for long-term training. Officers should remember the GI bill is available to help with costs for those interested in pursuing more education.
- Also sent details for joining the Army-managed study group for officers who are planning to take the ACVPM boards. ACVPM boards have increased in breadth and width of information over the years, and it currently requires mastery of an impressive amount of knowledge to take and pass. Preparing for and taking boards requires and huge commitment, and being involved in a study group or pairing up with other officers is critical in staying motivated. The Army-run groups do a great job and are a mix of civilians and officers, so please take advantage of the opportunity.
- Final spreadsheet for the billet selection process has been received. Information needs to be turned around by middle of January, but should be pretty straightforward. Will engage senior officers to help evaluate the consistency of the positions across agencies. Hopes that

since these will be on Direct Access by mid-February the will be in place for the 2012 promotions, but will try to get further clarification on this.

- New procedure for application process has been announced and will be curious to hear additional details at the CPO board meeting next week. It was disheartening to see that vets were not placed in a priority group, but not terribly surprising. Probably not a lot of recourse at this time, but have asked how Agencies can provide input so that VC officers can be elevated in their accession status once the current restrictions are lifted. If you have questions about the new process, please ask CDR Gibbins or CAPT Clark.
- Comment from an officer that it was concerning that the multidisciplinary billet had no option to select any medical experience needed/valuable for the position. Unfortunately the category did not have much influence on what was included in the multidisciplinary billet, which was why officers were encouraged to choose a category-specific billet. Once they stand-up the billets in mid-February, there should be an opportunity to re-evaluate for those who were in transition or feel that their billet doesn't capture their job requirements. Suggest officers work with agency to try to change it to a category-specific billet. If there are officers who are up for promotion that feel their billet doesn't reflect their training/certifications, be sure to include it in the CV, officer statement, etc. so that is captured in the promotion package.
- Welcome to new PAC members, especially CDR Gibbins who signed up to serve another three year term on the PAC. Also thanks to CDR Gibbins for his service to the PAC over the previous year.

#### **IV. Special Presentation: CDR Paul Reed**

- OFRD has experienced quite a bit of change in organization due to greater changes in OSG. OFRD is currently at 40% of previous staffing levels and lost 6 FTE billets and 1 FTE admin support staff. CDR Reed will be moving into the Medical Reserve Corps leadership as of next week.
- Global response position has been eliminated at this point and nothing on the horizon to suggest that re-engagement in global health will be a PHS priority. Officers may still engage in international deployments through their jobs. This change is despite recognition from partners, including DoD, of the contribution PHS officers make in global health activities.
- OFRD currently has a handful of ongoing missions. The only upcoming mission is to provide medical support for the State of the Union address.
- On training side, it appears funding for Tier 1 and Tier 2 assets will be somewhat intact in next FY and the intent is to continue previous focus on service-oriented missions to provide care to underserved population which aligns well with goals of OASH. Waiting on budget approval.
- CAPT Beck should have sent messaging on OFRD account regarding readiness. December readiness run was completed as of last week.
- Until last week there was a serious disconnect between databases—OFRD and Direct Access pages did not accurately reflect officers' readiness status. Should be resolved now. Messages should have gone out on 12/5 to officers who were not basic ready. Please contact OFRD to resolve any issues or concerns if you think you received one in error.
- Best way to contact OFRD regarding Direct Access and readiness issues is to use the form e-mail that was sent out to all officers. Expect at least 48 hour lag time for a response.
- Attempting to develop an SOP for joint recognition of activations of the CDC EOC and ASPER operations which would allow the agencies a better opportunity to take advantage of

officers to expand response capacity. This would allow CDC to request officers during EOC activations, but it is unknown whether officers could also be requested to backfill CDC positions.

#### **V. Vet PAC Chair Comments: CDR Gibbins**

- Combined SGPAC/CPO call
  - Set for next week. Any time sensitive issues will be sent out via listserv if something comes up that the Category needs to know about
  - Involuntary separation policy is tied to the reason there has been a stall on regular corps appointment status. With all officers now regular corps, procedures needed to be changed. Officers would be CAD in a 3 year probation status, officer performance will be reviewed at end of the 3 years, and if not retained would be eligible for 6 months separation pay. After final resolution of this issue, expect that the move to regular status should be able to move forward soon.
- Deadlines for promotion are fast approaching or have approached so keep an eye out.
- Category charter is usually due every 3 years, but since there is a model charter in the works the category has been given a couple of extra months.
- Good, tentative agenda for CVC conference has been arranged. Speaker slots have been filled, but still plenty of room for moderators. If you are interested in giving a talk, please let CDR Gibbins know in case anyone cancels or schedules change.
- New Vet PAC members for 2012 has gone forward and been approved by SG. CAPT Hampshire, LCDR Duncan, LCDR Bosch, and CDR Gibbins should have received their letters of appointment. LCDR Bair-Brake will be taking over as Chair in January. Will also want to determine chair and subcommittee assignments soon and start thinking about selection of a PAC chair elect early in the next year
- Thanks to CAPT Mainzer and CAPT Clark for their help and mentorship as CPO this year. Thanks to former PAC chairs that provided advice, to LCDR Bair-Brake for filling in on calls, PAC members and category members who volunteered to work on committees, including the billet process, national prevention strategy, and CV summary and revisions committees. Also thanks to those who attended OBC to welcome new officers to the Category and volunteered to serve on appointment or promotion boards.
- JOAG representative, LCDR Willy Lanier couldn't make the call, but if any junior officers are not on the JOAG listserv let him know, or if any junior officers are willing to be involved on a committee or subcommittee. Will add JOAG update as a standing agenda item after the first of the year.

#### **VI. Subcommittee Business**

##### **Awards: CDR Barton Behravesh**

- Call for nominations for the Junior Vet of the Year and the Vet Responder are due by COB Dec 9. Haven't received many nominations yet, so please get them in. If you need more information, contact CDR Barton Behravesh.
- Deadline for the Dr. Daniel E. Salmon award was Dec 2nd and received one nomination which will go forward through the CPO and OSG.
- Certificates of appreciation for the PAC have been sent out and certificates for CVC moderators are currently in progress and should be sent out soon. If you were expecting a certificate and didn't receive one, please let LCDR Barton Behravesh know.

**Career Development: CAPT Altekruse**

- Look forward to getting recommendations on directions to go next year following completion of the CV workgroup. Guidance has been sent out the listserv and is now on website as well.
- Members of CV workgroup (CAPT Carter, CAPT Altekruse, LCDR Knust, LCDR Duncan) would be happy to talk to people that might need assistance, guidance, answer questions, etc.

**Meetings: LCDR Bair-Brake, LCDR Duncan**

- USPHS Symposium — Washington, DC, June 19-21, 2012
  - Will be held at the University of Maryland Student Union in College Park.
  - Since conference is so short, decided to have wet lab on the afternoon of category day.
  - College of Agriculture located on the College Park campus and has some vet faculty who will help.
  - For Category Day, will have PHS officers speaking in the morning and National Aquarium speakers during lunch.
  - Working on getting veterinary CE for the conference this year. LCDR Duncan will be on COA committee to help facilitate this.
  - Hope many officers will be able to attend.
- For officers not on the East Coast there are opportunities to participate in other CVC meetings. Would like to have PHS tracks, speakers at all 3 conferences, but can't commit to providing a full day at each conference. However, if there are officers that would like to get on the schedule for the Central Conference or the San Diego Conference, let CDR Gibbins know and he can put you in touch with Dr. Davis and the conference organizers. Moderators who moderate 1.5 days will receive complimentary registration for entire conference.
- CAPT Clark may want to review presentations and moderator duties to determine whether officers should be in uniform or in a non-duty status during the conference since officers in a regulatory billet may need to be careful about the appearance of conflicts of interest.

**Public Information: LCDR Hale**

- If you have items to submit for Vet Bites, please email them to CAPT Tracey Bourke ([tracey.bourke@fda.hhs.gov](mailto:tracey.bourke@fda.hhs.gov)) and LCDR Christa Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)) by the 10th of the month

**Readiness: CDR Gibbins**

- CDR Sinclair sent out info regarding upcoming DoD Stability course in Jan-Feb in Athens, GA. No charge for course, but travel and per diem are not covered. Will offer up to 8 slots for PHS officers for the course.
- Preliminary work by USCG to fund 2012 Artic Missions has started with more to come later.

**Recruitment/Retention: LCDR Davidson**

- Everyone should have received email regarding application changes. Vet category will focus on those that have their applications in to try to find positions for those individuals.
- If individuals can get an application submitted by 12/31 their application will still be considered. For individuals who are interested in PHS, but don't apply by then, they will be

encouraged to find positions, and then can apply for PHS once the new application guidelines are changed.

- Have asked how long the new applicant policy will last but have not received an answer. Stats suggest they have more than double the normal amount to process and staff has been reduced, so they are hopeful it will only be for a year or so, but no firm timeline. Will let the category know when they get a definite answer.
- A new vet officer will be graduating from OBC on 12/16/11, so if any senior officers are available to attend, please let LCDR Davidson know.

#### **Website: CDR Buss**

- We have started the analysis of the Needs Assessment survey (completed by 35 persons). Crude analysis is completed and we are now working on a more in-depth analysis. Once completed, we will be working on a report of the findings.
- CDR Jarman has finalized the Web-site Content Management System (CMS). He has used the CMS to manage the veterinary category site for the past 6-7 months. During this time, he has identified ways to improve the system for persons with limited technical skills. He plans to provide training to the subcommittee so that our group can use the CMS to manage the site. In the interim, CDR Jarman will continue to work on updates to the category Website as needed. <http://www.usphs.gov/corpslinks/Veterinarian/>
- He has requested that the Vet. Category CPO information on the PHS public veterinary website (<http://usphs.gov/profession/veterinarian/>) be updated as it is not current.
- We also need to replace the BIOs on the PHS public veterinary website and would ask the recruitment sub-committee and LCDR Davidson to provide information to get the page (<http://usphs.gov/profession/veterinarian/bios.aspx>) updated.
- I would like to thank all that have served on our sub-committee this year. Adam Langer, Dwayne Jarman, Stacy Holzbauer, Sherry Burrer, and Catherine Rockwell. To maintain continuity, all have agreed to continue serving in the upcoming year (2012) if agreeable to the VetPAC members and incoming Chair. CDR Buss is willing to continue to serve as Web-site Sub-committee chair and Dr. Adam Langer is willing to continue as Co-Chair.
- Also, thanks to CDR Gibbins for his continuing leadership to assist and help guide our activities in the past year.

#### **VII. Workgroup Updates:**

##### **Uniform Standards: CDR Campbell**

- The PHS BDU has now been phased out by DoD, so keep this in mind if you wear them on a military installation or receive comments from DoD personnel.
- Received notification from RADM Canton that the guidance would be coming out soon.
- Will be taken off of standing agenda since workgroup no longer active.

##### **VIII. COA Update: CDR Gibbins**

- Encourage officers to join COA. COA has been instrumental in 9-11 transferability and other PHS issues.

##### **IX. NAFV Update: CDR Montgomery**

- NAFV working on the veterinary work force issue. Members completed the annual survey which will be sent to CDR Gibbins to share. Currently 3,175 vets in federal workforce.

## **X. Old Business**

- None

## **XI. New Business:**

- **Comments:** CAPT Mainzer
  - Thanks to everyone for the wonderful art print couldn't have picked anything better. The token of esteem was appreciated and very meaningful.
  - Thanks to everyone for their support of the PAC and fellow officers and hope that everyone remains committed to the category and to veterinary medicine.
  - Impressed with what CAPT Clark is bringing to the table with her experience and leadership and is excited about what's ahead for the category.
  - People are slowly starting to recognize the value of vets and thanks to all of the category members for their hard work and involvement.

## **XII. Adjourn @ 1434 hrs.**

**Advisory Committee Minutes – October 27, 2011**

**Veterinary Professional Advisory Committee Meeting**

Thursday October 27, 2011

2:00–4:00 pm Eastern time

Call-in Information:

Phone number: 877-420-7930

Participant Passcode: 9961560

**I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor**

- For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
√	CDR	John Gibbins	CDC	VetPAC Chair
√	CAPT	Sean Altekruise	NIH	
√	CAPT	Tracey Bourke	FDA	
√	CAPT	Marta Guerra	CDC	
√	CAPT	Kris Carter	CDC	
√	CDR	Princess Campbell	EPA	
√	CDR	Casey Barton-Behravesh	CDC	
√	CDR	Julie Sinclair	CDC	
√	LCDR	Heather Bair-Brake	CDC	
√	CDR	Bryan Buss	CDC	
	LCDR	Lauren Davidson	NIH	
√	LCDR	Christa Hale	CDC	
√	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
√	Dr.	Adam Langer	CDC	Civil Service Representative
√	LCDR	LCDR Ethel Taylor	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Clark	Terri	NIH
CAPT	Galland	Gale	CDC
CAPT	Spires	Charlotte	FDA
CAPT	Hampshire	Victoria	FDA
CAPT	Wright	Jennifer	CDC
CAPT	Daley	Randolph	CDC
CDR	Holzbauer	Stacy	CDC
CDR	Montgomery	Susan	CDC

CDR	Williams	SanYvette	EPA
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Bosch	Stacey	CDC
LCDR	Duncan	Mary Anne	CDC
LCDR	Knust	Barbara	CDC
LCDR	Capewell	Linda	CDC
LCDR	McCollum	Jeff	CDC
LCDR	Capewell	Linda	CDC
LT	Webeck	Jenna	CDC

<b>SubCommittee/Workgroup</b>	<b>Chair</b>	<b>Co-Chair</b>
Career Development	CAPT Sean Altekruse	LCDR Lauren Davidson
Awards	CDR Casey Barton Behravesh	LCDR Wanda Wilson
Recruitment	LCDR Lauren Davidson	CAPT Sean Altekruse
Meetings	LCDR Heather Bair-Brake	CAPT Marta Guerra
Website	CDR Bryan Buss	Dr. Adam Langer
Public Information	CAPT Tracey Bourke	LCDR Christa Hale
Readiness	CDR Julie Sinclair	CAPT Kris Carter
Billets	CDR Princess Campbell	
Deployment Guide	CDR Bryan Buss	
COA Board Chair	CAPT Charlotte Spires	

## **II. Approve minutes**

- The September 2011 meeting minutes were approved as written. Motion to approve made by CDR Barton Behravesh and seconded by LCDR Wilson.

## **III. CPO Comments: CAPT Clark**

- Formal and official thanks for all of CAPT Mainzer's hard work and efforts as CPO.
- Very excited about the opportunity to serve the PAC in this capacity. Thanks to everyone for their help in settling in to this new position, particularly CDR Gibbins and LCDR Bair-Brake.
- Thanks to LCDR Davidson and CAPT Spires for submitting packages for Commissioned Corps Women's Issues Advisory Board.
- Thanks to the officers who helped out with the Commissioned Corps accession prioritization issues.
- VPAC CV subcommittee met again and are trying to make final minor changes to the CV summary so that this could be reviewed at this VPAC meeting and posted. This new CV summary should be used by officers preparing for the 2012 promotion cycle.
- For officers in Atlanta, CAPT Clark is tentatively scheduling a visit on November 17-18, 2011 and would like to have lunch and a meet and greet with Atlanta officers on the 18th if possible.
- Will be sending out information on annual medical history forms. Annual medical history form is considered an operational requirement, and is not taken into account when basic readiness status is assessed. However, for officers up for permanent promotion, a current annual medical history form needs to be on file both when the packet is going forward for review and when the orders are issued. Annual medical history forms do not require a

physician signature except for the years it is completed in conjunction with the 5 year physical examination.

- OFRD is aware of problems in Direct Access with error messages when readiness status is checked. They are expecting to put out a notification later today about the issue.
- Fall readiness notifications will not be sent out, but readiness notifications for December and March will occur to verify basic readiness requirements are met, particularly for those officers up for promotion. Make sure to keep records when documents are faxed in (i.e. transmission logs) to verify that you have provided information by the December 31st deadline. If any discrepancy were to occur, DCCPR will want to see documentation to allow adding information into your OPF after December 31st for inclusion in the promotion board.
- A few officers have received the original billet email, but haven't completed the billet selection. Has been some confusion on how to select the appropriate level for your billet. Will try to provide clarification if you are still having problems. After the officers/supervisors have done their part, they will come back to Vet PAC to make sure billet descriptions look reasonable and consistent. If you have questions, call CAPT Clark or CDR Gibbins. Final review must be done by mid-January, so must be completed by December.

#### **IV. Vet PAC Chair Comments: CDR Gibbins**

- In the middle of COER process, due to the Reviewing Official November 2.
- Combined SGPAC/CPO call.
  - Orders for past promotions and regular corps are still being worked out due to the reorganization.
  - Global Health Awards policies are still being put into place.
  - Applications for 3-year terms as Vet PAC voting members are being accepted. Please send a short letter of intent and a copy of your CV to CDR Gibbins by Oct 31. Notices for the election will be sent out shortly thereafter.
  - For billets, please be timely about completing the required information. Officers will only be held responsible for completing their part, but please encourage supervisors or reviewers to complete their portion as well. Goal is to make sure everyone is happy with how the billet process works out.
  - Formation of a Senior Officer Advisory Group similar to JOAG for senior officers is continuing to move forward.
  - PAC is reviewing and commenting on benchmarks for PY 2013. Please have comments back on category specific precepts by November 7.
- Reminder to use chain of command to try to get questions answered at the lowest level first. Send requests through CDR Gibbins to minimize the burden on DC as they are short-staffed at this time.

#### **V. Subcommittee Business**

##### **Awards: CDR Barton Behravesh**

- Call for nominations for the Junior Vet of the Year and the Vet Responder of the year will be released very soon, so start thinking about people that would be good to nominate
- For other committee chairs---if there is anyone that needs to have certificates created to recognize officers' contributions to the PAC, please send rank and name as well as reason

for the certificate (i.e. subcommittee members) by Nov 14, so they can be sent to officers in time to be added to the eOPF before the promotion deadline

**Career Development:** CAPT Altekruse

- Thanks to CAPT Carter, LCDR Knust and LCDR Duncan for their tireless efforts to revise the CV summary sheet and category-specific CV format for the website.
- Don't expect many changes from the current working document, so hope to send out guidelines to listserv and post on website first week of November

**Meetings:** LCDR Bair-Brake, LCDR Duncan

- USPHS Symposium — Washington, DC, June 19-21, 2012
  - Theme is Prevention Strategies for a Healthy Nation: Building on the Basics of Public Health
  - Reception will be held on Tuesday evening followed by Anchor and Caduceus, general sessions on Wednesday, and category specific day on Thursday. Also exploring hands-on animal experience for Tuesday. Once have handle on time available will put out call for category-day speakers
  - Call for abstracts for general Wednesday session has been sent out and will forward via listserv
- Central Veterinary Conference (CVC) — Washington, DC, April 26–29, 2012
  - Looking for speakers for the public health track and will offer free registration for speakers
  - Also looking for moderators and officers who moderate for 1 ½ days will receive complimentary registration
  - If you are interested in presenting or if you have topics you think would be of interest, please contact CDR Gibbins
  - Will send out more details as they are available

**Public Information:** CAPT Bourke, LCDR Hale

- October VetBites will be out in the next couple of days
- Thanks to LCDR Hale for all of her hard work on Vet Bites
- If you have items to submit for Vet Bites, please email them to CAPT Tracey Bourke ([tracey.bourke@fda.hhs.gov](mailto:tracey.bourke@fda.hhs.gov)) and LCDR Christa Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)) by the 15th of the month

**Readiness:** CDR Sinclair

- Still looking at pre- and post-deployment changes for both domestic and international deployments in conjunction with P-PAC
- Had meeting 2 weeks ago with reps from OFRD to go over some of these concerns and OFRD is taking a look at issues regarding medical guidelines for officers deploying. Sounds like a lot of progress and work have been done on this and they will be sharing documents with the PACs for comments and suggestions. Want to make sure officers are safe when they go out in the field. Vet Pac deployment guide was also shared with OFRD and thanks again to officers who worked on that.
- DoD course was held last January in Athens, GA and will check to see if they will be offering that course again. Will email with more details.
- Will also reach out to USCG to see if they are planning on a summer mission for 2012.

**Recruitment/Retention:** CDR Gibbins

No updates

**Website:** CDR Buss

- The Needs Assessment survey was completed by 35 persons, thanks to all who completed it
- CDR Stacy Holzbauer is currently working on the analysis of the data collected.
- The website was updated to reflect the CPO change from CAPT Mainzer to CAPT Clark.
- Once the new category-specific CV format is finalized, should be able to post on the website fairly quickly.

**VI. Workgroup Updates:**

**Uniform Standards:** CDR Campbell

- Uniform standards are at the level of the SG for review and signature.

**VII. COA Update:** CAPT Spires

- Please read the President's column of Frontline regarding the transferability of the Post 9-11 GI Bill. Thanks to CAPT Hampshire for her information on how to transfer the benefits.
- Transferability has gone fairly smoothly so far. Officers should also check into the Yellow Ribbon status of the schools you are looking at since it could make a significant difference in benefits. More details about the Yellow Ribbon program are available on the VA website as well as a map of participating schools. Officers also have the option to start their 4 year commitment early for younger children. CAPT Hampshire or CDR Gibbins are more than happy to provide assistance to officers who are trying to do this.
- If you are not a member of COA, please join and encourage others to join. COA currently represents only 60-65% of officers, which makes it difficult to effect change for PHS officers.

**VIII. NAFV Update:** CDR Montgomery

- None

**IX. Old Business**

- **Billets:** CDR Gibbins
  - If you have any questions, please let agency liaisons or CDR Gibbins or CAPT Clark know.
- **Category Specific CV:**
  - The working group looked at several iterations of benchmarks to see what was new and to get visibility on how many pages the CV summary should be. Determined that there is no specific need to restrict it to one page, although it should be short (2 pages) and a little more room might give officers a better chance to display their experience
  - Also recommended that degree information and institution be included in the cover sheet
  - Since we are a very multidisciplinary group, a single sample might not accurately reflect all veterinary officers' pathways to promotion so a sample was not included at this time.

- Also fine-tuned the CV guidance document to reflect changes in benchmarks. Thanks to the group for finding details that needed to be addressed.
- May be able to share officers' examples with the group at a later date
- Comments are requested by Oct 31

**X. New Business:**

- None

**XI. Special Presentation: None**

**Next meeting will be scheduled for December 8th, 2011 from 2:00-4:00pm EST.**

**XII. Adjourn @ 1512 hrs.**

**Advisory Committee Minutes – September 15, 2011**

**Veterinary Professional Advisory Committee Meeting**

Thursday September 15, 2011

2:00–4:00 pm Eastern time

Call-in Information:

Phone number: 877-420-7930

Participant Passcode: 9961560

**I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor**

- For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
√	CDR	John Gibbins	CDC	VetPAC Chair
	CAPT	Sean Altekruise	NIH	
	CAPT	Tracey Bourke	FDA	
√	CAPT	Marta Guerra	CDC	
√	CAPT	Kris Carter	CDC	
√	CDR	Princess Campbell	EPA	
√	CDR	Casey Barton-Behravesh	CDC	
√	CDR	Julie Sinclair	CDC	
√	LCDR	Heather Bair-Brake	CDC	LCDR Mary Anne Duncan
√	CDR	Bryan Buss	CDC	
	LCDR	Lauren Davidson	NIH	
√	LCDR	Christa Hale	CDC	
√	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
	Dr.	Adam Langer	CDC	Civil Service Representative
√	LCDR	LCDR Ethel Taylor	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Mainzer	Hugh	CDC
CAPT	Galland	Gale	CDC
CAPT	Thomas	Tom	NIH
CDR	Anderson	Alicia	CDC
CDR	Montgomery	Susan	CDC
CDR	Williams	SanYvette	EPA
LCDR	Shibukawa-Kent	Renee	FDA

LCDR	Bosch	Stacey	CDC
LCDR	Kennedy	Erin	CDC
LCDR	Freedman	Mark	CDC
LCDR	Pride	Kerry	CDC
LCDR	Lanier	Willy	FDA
LT	Webeck	Jenna	CDC
LT	Yendell	Stephanie	CDC

<b>SubCommittee/Workgroup</b>	<b>Chair</b>	<b>Co-Chair</b>
Career Development	CAPT Sean Altekruise	LCDR Lauren Davidson
Awards	CDR Casey Barton Behravesch	LCDR Wanda Wilson
Recruitment	LCDR Lauren Davidson	CAPT Sean Altekruise
Meetings	LCDR Heather Bair-Brake	CAPT Marta Guerra
Website	CDR Bryan Buss	Dr. Adam Langer
Public Information	CAPT Tracey Bourke	LCDR Christa Hale
Readiness	CDR Julie Sinclair	CAPT Kris Carter
Billets	CDR Princess Campbell	
Deployment Guide	CDR Bryan Buss	
COA Board Chair	CAPT Charlotte Spires	

## **II. Approve minutes**

The August 2011 meeting minutes were approved as written. Motion to approve made by LCDR Hale and seconded by CDR Campbell.

## **III. CPO Comments: CAPT Mainzer**

- Both category-specific and multidisciplinary billets are coming out at the same time and there are lots of questions on how to determine billets. As you go through the billet process, think about what you do and what are fundamental competencies and abilities required by your position. Some officers may think their billet is multidisciplinary, but may actually be category-specific since clinical training, board certification, etc is required. If you are determined to be in a category-specific billet, your OPDIV will not be locked into hiring another veterinarian to replace you in the future, but it does help define what we do as veterinarians in the PHS. The role of vets in public health was highlighted again by a recent information request from the legislature. If what you do requires what you learned as a veterinarian, then you should be in a category-specific billet. If your supervisor doesn't agree that your role requires your veterinary training, please let CAPT Mainzer know, however the ultimate decision will be made at OPDIV level.
- Received a few calls from Tier 1 and particularly Tier 2 requesting veterinarians for their response teams. Applied Public Health teams in particular are looking for vets with preventive medicine and epidemiology training. Interested officers should contact CAPT Mainzer to get in touch with team commanders or e-mail LCDR Damon Smith with OCCO for more information regarding the teams. LCDR Smith can also distribute interested officers' CVs for the teams to look at. Most vets should probably be on an RDF (clinical) or APH (epi or prev med) team.
- Some new veterinary officers were recently approved by the Senate to positions in PHS and look forward to serving with them.

- Category is facing restrictions on T&E assigned to incoming applicants. CAPT Mainzer is actively pursuing action to change these limitations and hopes this can be rectified in the upcoming weeks.
- Congrats to CAPT Treadwell for her part in the 9/11 commemoration publication that CAPT Mainzer will forward to the category.
- Announcement has been sent out for the Armed Forces Joint Public Health conference in June. All officers are encouraged to submit an abstract. Abstracts are due Oct. 25, 2011. CE hours will be offered for veterinarians.
- USPHS Training Symposium will also be held in June 2012 in Washington, DC
- CAPT Mainzer's successor as CPO should be named shortly.
- In response to a GAO report regarding the shortage of vets in federal government, the Category and NAFV will be working with OPM to understand what vets do to protect agriculture and public health as well as recruit new vets through Commissioned Corps and civil service. The VA is also looking at giving comparability allowances to vets (as they do for MDs) for the first time. Recent congressional hearing focused mostly on vets working in food safety and agriculture health.
- CAPT Mainzer has awards for several officers in the DC area and will be contacting them by email to schedule when to present them.

#### **IV. Vet PAC Chair Comments: CDR Gibbins**

- Combined SGPAC/CPO call will be held next Wednesday so no current updates.
- On the PAC Chairs meeting furloughs are still under discussion.
- Next list of nominees has gone forward to the Senate with several veterinarians on it.
- Multidisciplinary billet process is currently under way
- Would like to recognize CAPT Spires as the new COA Board of Directors Chair
- Congrats to LCDR Willie Lanier as our Category rep to the JOAG board. Thanks to LCDR Bair-Brake for her service in this position.
- Vet PAC is in the beginning stages of partnering with P-PAC to address concerns with pre-deployment, deployment, and post-deployment issues. Want to make sure officers are physically and mentally fit before and after deployment. LCDR Shibukawa-Kent will be working on this issue for our category.
- CAPT Bailey has requested officers please go through category reps first for billet clarification before contacting him due to the large number of questions he is currently receiving. For category-specific billets, billet descriptions (APH 1, 2, 3, and 4) do not necessarily correlate to grade (O-3, O-4, O-5, and O-6) depending on other duties and responsibilities.

#### **V. Special Presentation: LCDR Kennedy and LCDR Freedman**

- Presentation slides have been sent out to the listerv
- LCDR Kennedy and LCDR Freedman were deployed June 18–July 2, 2011 on a joint mission with USCG, Artic Shield. Officers were headquartered out of Barrow, AK and worked in communities on the North Slope providing immunizations, rabies prophylaxis, and castration services.
- Barrow, AK is the northernmost city in the U.S. On trips to surrounding villages (pop 200-400), each household was visited on foot. Rabies prophylaxis was administered to dogs and cats (120 doses), and rabies certs and tags were also issued. Additionally, 25 doses of distemper/parvo vaccine and a couple of panleukopenia vaccines were administered. Several castrations were also performed under injectable anesthesia.

- High demand for spays as well, but due to limited anesthesia and inappropriate surgery locations (often garages or sheds) were not able to perform that service on this mission
- Kids were out of school and followed officers around, so used the time to educate them on the importance of rabies prophylaxis, purpose of the mission, etc. Also were approached by people to relinquish pets, including 2 parakeets and 2 dogs.
- In Barrow, officers educated 21 middle school students about careers in veterinary medicine and the USPHS. Went over radiology, physical exams, educational requirements, etc.
- North Slope Veterinary Clinic also serves as the regional public health office and the vet is the chief public health officer, so it was great to see that the veterinary clinic does public health activities including water testing, food safety, etc.
- Almost 100% of all households in the area were reached, and almost all dogs and cats not current on annual rabies vaccination were revaccinated.
- USCG provided valuable assistance in setting up the clinic, preparing vaccines, and preparing animals for surgery. 2 villages had not had a veterinarian visit in  $\geq 1$  year and providing vaccinations was a valuable service.
- Poor conditions experienced by some of the animals was hard to see and tried to educate owners about responsible pet ownership, but some owners are extremely resource limited and can only do so much for their pets.
- In the future it would be helpful to clarify expectations with USCG early on so that PHS officers are not expected to perform services like spays in situations where standards of care cannot be met.
- Previous joint mission went to the same area of Alaska, but stayed in Barrow with a well-stocked veterinary clinic and were able perform higher-level veterinary care. Barrow now has a full-time veterinarian so the need is much higher in the more remote areas.

## **VI. Subcommittee Business**

### **Awards:** CDR Barton Behravesh

- Encourage everyone to start thinking about Jr. Vet, Responder, and Vet of the Year awards. Will be sending out information later in the year.

### **Career Development:** CDR Gibbins

- CV summary and CV cover letter formats were sent out to Vet PAC members for comments and approval before posting for the rest of the category.
- CDR Gibbins obtained examples of successful CVs and cover letters from P-PAC who posts de-identified examples.
- Feedback from promotions board has been to keep the CV summary to 1 page. CDR Gibbins will solicit feedback from senior officers who have served on promotion boards to determine if category should go with 1 page vs multiple pages for the CV summary
- Will try to make final decision on the CV summary format in the next couple of weeks so that officers who will be up for promotion can get started.

### **Meetings:** LCDR Duncan

- Will be starting to plan for next year's USPHS Symposium in early October and will need a few volunteers. If you are interested, please contact LCDR Duncan.
- Central Veterinary Conference (CVC) — April 26–29, 2012
  - Will be held in DC area, and will be looking for moderators.

- Officers who moderate for 1 ½ days will receive complimentary registration
- If you are interested in presenting or if you have topics you think would be of interest, please contact CDR Gibbins

**Public Information:** CDR Gibbins

- If you have items to submit for Vet Bites, please email them to CAPT Tracey Bourke ([tracey.bourke@fda.hhs.gov](mailto:tracey.bourke@fda.hhs.gov)) and LCDR Christa Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)) or to your agency liaison.

**Readiness:** CDR Sinclair

- Hope to have something to report soon regarding the collaboration with P-PAC about deployment issues.

**Recruitment/Retention:** CAPT Thomas

- An officer has been requested to represent the category at the Sept. 23 OBC graduation.
- CDR Gibbins will let officers on the new Senate list know they are up.

**Website:** LCDR Buss

- As discussed on previous PAC meeting calls, link to a needs assessment survey created by the Website Subcommittee can be found at <http://www.surveymonkey.com/s/VETCAT>
- The purpose of the survey is to characterize the current usefulness of the Veterinary Category Professional Advisory Committee (VetPAC)'s electronic communications methods and to identify current and future needs for electronic communication among category members and from the category to other government employees and to the public.
- Questions regarding this survey should be directed to CDR Bryan F. Buss, [feu7@cdc.gov](mailto:feu7@cdc.gov) or 402-471-8820.
- We encourage all Officers in the category to complete the survey by Friday, September 23rd.
- Thanks to the Subcommittee members for this initiative, especially Dr. Adam Langer who led its development.

**VII. Workgroup Updates:**

**Uniform Standards:** CDR Campbell

- SG has reviewed and should be in the process of drafting the standards.

**VIII. COA Update:** CDR Gibbins

- Will be great to have CAPT Spires to advocate for us and all officers through her new role with COA.
- Other log-in options for transferability will be made available in Nov. Due to potential financial changes to the program, it would be a good idea to start the process sooner rather than later.

**IX. NAFV Update:** CDR Montgomery

- CAPT Mainzer filled in Senate staff about shortages in the federal vet workforce.
- Most of the hearing questions last week were regarding HSPD #9, but some came up about the veterinary task force. Overall the shortage of federal veterinarians has decreased from 15% to 7%.

## **X. Old Business**

None

## **XI. New Business:**

- **Category Specific CV and Summary**
  - CV template will be worked on next. If officers would be willing to modify their CVs to fit the template and share with other officers, it would be appreciated.
  
- **Vet PAC Member Elections**
  - A couple of officers were added last year for 3 year terms.
  - Will have a total of 6 vacancies this year, 6 in 2012, and 2 in 2013. Instead of filling all vacancies this year, may want to fill 4-5 spots in order spread out when people will be getting off.
  - CDR Gibbins moved that we hold elections for 4 voting members this year for the Vet PAC, and CAPT Carter seconded. Motion passed with no objections.
  - CDR Gibbins will send out a call for nominations soon so that nominees can be identified by the first of December to allow time for approval of the nominations.
  - For officers that are rotating off as members, it would be helpful to have a list of your activities and accomplishments during your term.

## **XII. Adjourn @ 1426 hrs.**

## Advisory Committee Minutes – August 18, 2011

### Veterinary Professional Advisory Committee Meeting

Thursday August 18, 2011

2:00–4:00 pm Eastern time

Call-in Information:

Phone number: 877-420-7930

Participant Passcode: 9961560

#### **I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor**

- For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
√	CDR	John Gibbins	CDC	VetPAC Chair
	CAPT	Sean Altekruise	NIH	
	CAPT	Tracey Bourke	FDA	
	CAPT	Marta Guerra	CDC	
√	CDR	Princess Campbell	EPA	
	CAPT	Kris Carter	CDC	
√	CDR	Julie Sinclair	CDC	
				LCDR Mary Anne Duncan attending for LCDR Bair-Brake
√	LCDR	Heather Bair-Brake	CDC	
√	CDR	Casey Barton-Behravesh	CDC	
	CDR	Bryan Buss	CDC	
	LCDR	Lauren Davidson	NIH	
√	LCDR	Christa Hale	CDC	
√	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
√	Dr.	Adam Langer	CDC	Civil Service Representative
√	LCDR	LCDR Ethel Taylor	CDC	Executive Secretary

## Veterinary Professional Category Officers in attendance:

Rank	Last Name	First Name	Agency/Institution
CAPT	Mainzer	Hugh	CDC
CAPT	Galland	Gale	CDC
CAPT	Daley	W. Randolph	CDC
CAPT	Hollinger	Katherine	FDA
CDR	Montgomery	Susan	CDC
CDR	Williams	SanYvette	EPA
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Bosch	Stacey	CDC
LCDR (IRC)	Shukan	Evan	NIH

## II. Approve minutes

- The July 2011 meeting minutes were as written. Motion to approve made by CDR Sinclair and seconded by LCDR Hale.

## III. Vet PAC Chair Comments: CDR Gibbins

- Combined SGPAC/CPO/PAC Chairs call
  - CDR Karon Abe will be the new Scientist PAC Chair
  - Presentation was given on the COSTEP program which CDR Gibbins will send out to the listserv
  - Emphasized on the call the importance of bringing issues up through the chain of command. If you are not getting a response, elevate through the chain of command, but should not go outside PHS.
- Congratulations to CAPT Mainzer who was recently awarded the Surgeon General's Exemplary Service medal for his efforts as CPO of the Veterinary PAC.
- Under new accountability structure, RADM Scott Giberson will be assigned as the Director of the Division of CC Personnel and Readiness. Further information about the accountability structure will be forthcoming in the Federal Register.
- Issues surrounding the furlough of PHS officers are still under consideration, with no new information at this time.
- POM for the Global Health Award to recognize international deployments or service has been drafted and sent for review.
- Changes in the retirement system are being discussed in light of the current budget issues and concern reducing retirement pay for officers who serve 20+ years and allowing officers who serve for less than that to be eligible for some retirement pay. Discussion is preliminary at this time and no decisions have been made.
- OCCO Updates:
  - OBC will hold its next graduation this Friday. Thanks to CAPT Terri Clark who will represent the category and welcome our newest officer, LCDR Kerry Pride.
  - OCCO is currently working on the list of officers eligible for promotion for the 2012 cycle.
  - Testing of the new electronic COER has been conducted, and based on feedback changes will be made including increased space for reviewer feedback and streamlined ROS approval. Scheduled to be released October 5.

- CAPT Stephens wanted to thank all officers who served on appointment boards.
- Deployment of officers to ND to help with flooding has ended. OCCO is on standby for requests for officers to assist at the dedication of the MLK memorial.
- RDF-PH Team 4 is scheduled for deployment to Pine Hill, SD. CAPT Tom Thomas was deployed for the recent, successful Lone Star mission.
- CCMIS webpage has a helpful fact sheet covering Post 9/11 GI Bill benefits and CDR Gibbins will send out additional information to the listserv as he receives it.
- AVMA and American Animal Hospital Association have announced a new partnership to form a task force for preventive guidelines for pets. CAPT Mainzer will be reaching out to try to involve federal agencies and veterinary PHS officers in this activity.
- Modules are available for USDA accredited veterinarians to earn online CE. Under the new system, these hours will be required for reaccreditation. Information on the new online courses will be in the next issue of Vet Bites.
- PPAC has invited us to participate in an “open mike” call on August 25.
- Discussions have been initiated with PPAC regarding pre-deployment, deployment, and post-deployment preparations and how the medical processing is done. Want to bring up with OFRD the importance of pre-deployment prophylaxis among other issues and will contact OFRD to see where this issue is at. If more work is needed, plans are to form a joint committee and go through PAC Chairs and CPO groups.

#### **IV. Special Presentation: Arctic Crossroads Mission presentation rescheduled for next month**

#### **V. Subcommittee Business**

##### **Awards:** CDR Barton Behravesh

- Recipients of awards announced on last PAC Call.
- CAPT Mainzer is in the process of presenting these awards, including to LCDR Holzbauer and LCDR Duncan who received them today.
- No outstanding awards at this time.
- Last year’s awards were very competitive so start thinking about nominations for yourself or others early.

##### **Career Development:** CDR Gibbins

- Committee is still working on updates to the category CV and cover letter.
- CDR Gibbins was recently made aware of significant changes to USAJOBS last year including the application and cert process. For people interested in concurrently applying to USAJOBS and PHS, they may want to look at USAJOBS website for the latest information.

##### **Meetings:** LCDR Duncan

- No upcoming meetings
- Window decals are still available at \$5 each, so contact LCDR Bair-Brake if you would like to order one.

##### **Public Information:** CDR Gibbins

- If you have items to submit for Vet Bites, please email them to CAPT Tracey Bourke ([tracey.bourke@fda.hhs.gov](mailto:tracey.bourke@fda.hhs.gov)) and LCDR Christa Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)) or to your agency liaison.

**Readiness: CDR Sinclair**

- Veterinary category had the top readiness percentage among all (~97%) for the first time. Only 1 or 2 veterinary officers did not meet basic readiness.
- Overall, PHS at 93% basic ready
- September readiness check is usually submitted to OMB so officers need to have all their information updated.
- FAD Practitioner Course—Ames, IA
  - Offered by USDA-APHIS-VS twice a year and organized by Dr. John Baer.
  - ~1 week course intended as a refresher for USDA vets who have taken the FAD course at Plum Island.
  - Training for vets to go to farms or operations and take appropriate specimens, how to ship specimens, which labs to send them to, etc.
  - This course does not work with diseased animals like the Plum Island course, but lectures are simulcast between the two.
  - Course is taught by pathologists, parasitologists, FAD specialists, and laboratory specialists. On days 2-5, course is lecture in the am and in pm went to BSL-3 lab to practice restraint and sample collection on chickens, pigs, and sheep before performing necropsies. Last afternoon consisted of a mock exercise.
  - Also received copy of Atlas of Transboundary Animal Diseases
  - No fee associated with the course, so main cost is travel and hotel.
  - Course is good for 36 hours of CE
  - Contact LCDR Sinclair if you are interested in more information.

**Recruitment/Retention: CDR Gibbins**

- Subcommittee is currently contacting people who expressed interest in PHS during the AVMA recruiting booth.

**Website: Dr. Langer**

- LCDR Jarman has almost completed installation of a content management system to make updating and maintain the website much easier for others to use. He will be documenting the process so that other subcommittee members can step in and take over those duties as necessary.
- Subcommittee is also looking into succession planning. Much of their success has been due to extremely talented individuals and they want to make sure that processes are in place so that people without these specialized skills can meet the needs of the PAC. The content management system is a step in that direction.
- Vet PAC website subcommittee has been leading the way across PHS and other categories may adopt this content management system.

**VI. Workgroup Updates:****Uniform Standards: CDR Campbell**

- No updates from ADM Canton

**VII. COA Update: CAPT Spires (not attending)**

- No update

### **VIII. NAFV Update: CDR Gibbins**

- Focused on proposed budget cuts and how it will affect vets
  - Working with other groups to advise the public of what vets do and the value of federal employees
  - APHIS/FSIS have a proposal for a reorganization to reduce the number of District Offices and eliminate some Regional Offices
  - Freeze on external hires except for frontline positions
  - FDA may not be able to meet some mandates set by Congress for the Food Safety and Modernization Act due to budget cuts

### **IX. Old Business**

#### **Billets: CDR Gibbins**

- Category specific billets should go out next week to officers identified as being in a category specific billet.
- CAPT Bailey will send out a general email with the timeline and officers in category specific billets will also receive further instructions about changing billets from category specific to multidisciplinary or vice versa. Email will also include agency specific points of contact.
- Multidisciplinary billets will go out in a couple of weeks so will be concurrent with the category specific billets.

### **X. New Business: None**

#### **XI. CPO Comments: CAPT Mainzer**

- CDR Gibbins reminded officers that the category is approaching the election season for Vet PAC members. He will check to see how many officers are rotating off and will start the nomination process in September in order to get the nomination and approval package to the SG by December
- Category charter is also due to be updated this year. Have delayed starting on this since the PAC Chairs have been working on a template to use across all categories. The template contains recommendations and options, but changes are not mandatory, including suggested increases in the number of voting members and the length of terms for some categories. If the template has not been adopted within the next month or so, will move forward with updating the Vet PAC charter to meet the deadline.
- A working group to look at the 2013 benchmarks will be convened in the next month or so and will look for volunteers both inside and outside the PAC.
- CAPT Mainzer attended a helpful presentation by Norman Chichester and Mary Boone on Post 9/11 Bill, transferability, and how to apply for benefits. He will scan a hard copy and send out to category. Highlights included:
  - Officers with dependents who are approaching the limits for age to transfer ( $\geq 23$  years) will need to work quickly to transfer benefits
  - Officers who had 22 years of service on or before 8/1/2009 don't have any additional service requirements, but won't be able to use/transfer benefits after retirement.
  - For more information, can contact the OCCO help desk (listed in handout)
- Uniform changes may be released soon. Anticipating changes to deployment uniforms with implementation period beginning in January 2012 and full implementation by January 2013.

Also will contain information regarding other uniforms and accessories. Specific information cannot be released at this time.

- CPOs and PAC Chairs have been given the opportunity to get feedback from their officers/categories on the draft Strategy Outline for the Surgeon General as America's Doctor, which is linked to the National Prevention Strategy. Draft will be sent out to the category and will have 2 weeks to make suggestions.
- Pharmacy Category is putting together their own prevention strategy. CAPT Mainzer will send out draft which he would like to use to model what we do as public health veterinarians as well as identify how we can support the National Prevention Strategy in helping to engage both the communities and agencies we serve in implementing this strategy.
- CAPT Mainzer is scheduled to attend the National Association of Local Boards of Health in Coeur d'Alene, ID. He wants to take the opportunity to educate members on the role of public health vets. Vets are playing an important role at the local level and hope that we can do the same at the federal level
- Implementation of a Ready Reserve and equal special pay requests have garnered support from SG and ASH, but don't know where the funds will come from to carry out these changes. CDR Gibbins and several senior officers will also be called upon to help prepare a decision memo the SG and ASH regarding the recent policy to limit T&E for vets. Will request up to 12 years for education credit and 17 years total credit for vets, which is similar to current policy for doctors and dentists. This may lead to a need to limit the permanent grade at which these officers are called to active duty. Will try to have memo out by second week of September.
- CPOs may have opportunity to spend 15-30 minutes of one-on-one time with the ASH for the first time since 2007. This would be a good opportunity to discuss some of these issues and the importance of what we do in our agencies and overall.

## **XII. Adjourn @ 1415 hrs.**

**Advisory Committee Minutes – July 21, 2011**

**Veterinary Professional Advisory Committee Meeting**

Thursday July 21, 2011  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

**I. Welcome and Roll Call: CDR Gibbins / LCDR Jeff McCollum**

- For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
√	CDR	John Gibbins	CDC	VetPAC Chair
√	CAPT	Sean Altekruise	NIH	
√	CAPT	Tracey Bourke	FDA	
√	CAPT	Marta Guerra	CDC	
	CDR	Princess Campbell	EPA	
√	CAPT	Kris Carter	CDC	
√	CDR	Julie Sinclair	CDC	
√	LCDR	Heather Bair-Brake	CDC	
√	LCDR	Casey Barton-Behravesh	CDC	
	LCDR	Bryan Buss	CDC	
	LCDR	Lauren Davidson	NIH	
	LCDR	Christa Hale	CDC	
√	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
√	Dr.	Adam Langer	CDC	Civil Service Representative
√	LCDR	Jeff McCollum (for LCDR Ethel Taylor)	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Thomas	Tom	NIH
CAPT	Wright	Jennifer	CDC
CAPT	Hampshire	Victoria	FDA
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Duncan	Mary Anne	CDC
LCDR	Holzbauer	Stacy	CDC
LCDR	Freedman	Mark	CDC

LCDR	Bosch	Stacey	CDC
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## II. Approve minutes

- The June 2011 meeting minutes were approved with changes as noted below:
  - Section V – month of AVMA meeting changed from November to July and St. Louis location added
  - Section VI – “Secretary of Defense” added to indicate title of Secretary Gates
  - Sections renumbered from Section VI forward to correct numbering error creating two Section VI entries
  - Motion to approve as amended made by CDR Gibbins and seconded by CAPT Bourke

## III. Vet PAC Chair Comments: CDR Gibbins

- Combined SGPAC/CPO/PAC Chairs call
  - Presidential Appointment Efficiency and Streamlining Act of 2011 (S. 679) has passed the Senate and is pending review in the House of Representatives. If passed and signed into law, this bill could hasten calls to active duty by omitting the requirement for Senate confirmation of recommended officers. Potential cons to the bill may include complications for inter-service transfer applicants.
  - GI Bill transferability has been approved and will be made available to PHS officers. Administrative processes are under development to facilitate implementation on August 1. CAC cards and electronic card readers are currently required to gain access to the website to transfer benefits. However, remote access options are under development and pending implementation over the next several months.
  - Health Occupations Students of America (HOSA) representatives attended call and provided a presentation entitled “PHS-HOSA Partnership”. CDR Gibbins distributed a Powerpoint version of the presentation via the listserv. HOSA organization members may seek experiential opportunities (e.g., internships) with the PHS or provide other opportunities for mentorship by PHS officers. Interaction with HOSA and its membership is one of the Surgeon General’s priority issues.
    - HOSA has a veterinary component
    - Composed mostly of high school students
    - Potential recruitment source for motivated veterinary students
    - Working with a local HOSA chapter and students encouraged
  - The 2011 COER is being prepared and will incorporate more space for rater comments. The routing chain for review/approval is also being restructured to streamline the process as well as limit confusion.
  - The details of how potential furloughs to accommodate reactions to budgetary constraints might affect PHS officers are still being discussed.
  - Model PAC charter approved by CPO board and submitted to the OSG for review and approval. This model charter would be recommended but not required for implementation. More discussion and information to follow if approved.
  - This Friday’s (7/22) OBC class graduation represents the first class consisting only of new Calls to Active Duty (CADs). All new CADs will now route through OBC prior to reporting to their duty assignment at their respective agency to facilitate administrative processing, etc.
  - There are currently 750 approved and recommended PHS applicants who have been submitted for senate confirmation. It is unclear how the previous yet-approved bill would impact bringing on these and other CADs.

- Operation “Lone Star” is proceeding next week, providing medical care to impoverished citizens in select Texas counties.
- One team was deployed to support ND flood response.
- Compensation Branch is anticipating a physical move of their offices in the next 1-2 months. Officers should expect delays in payroll paperwork processing and are advised to submit paperwork as soon as possible to avoid problems.
- A proposal has again been made to establish a unified medical command across DOD healthcare services and is in the news to reduce redundancy and streamline efficiency. Potential impact on PHS is unclear.
- 3 new veterinary EIS officers have commissioned into the PHS; with these additions, the category stands at 88 AD officers.

#### **IV. Special Presentation: None**

#### **V. Subcommittee Business**

##### **Awards: LCDR Barton Behravesh**

- Announcement of awards:
  - 2011 Veterinarian of the Year award – CAPT Axel Wolff, NIH
  - 2011 Junior Veterinarian Officer of the Year award – LCDR Christa Hale, CDC
  - Veterinary Responder of the Year award – 2010 Arctic Crossroads Team
    - LCDR Mary Anne Duncan, ATSDR
    - LCDR Kevin Greene, USDA
    - LCDR Stacy Holzbauer, CDC
    - LCDR Wanda Wilson, USDA
- Awards were presented at this year’s AVMA conference; CAPT Mainzer requests any pictures of award presentations be submitted for publication in the next Vet Bites newsletter.

##### **Career Development: CAPT Altekruise**

- Modifications to the category’s CV coversheet are underway to reflect current updates to category promotion benchmarks.
  - The CV format is up for review and modification next
- Category website still has the 2011 benchmarks posted; the OCCO site has the updated 2012 benchmarks posted

##### **Meetings: LCDR Bair-Brake**

- **USPHS Symposium – June 19-23, 2011, New Orleans**
  - 11 participants attended Category Day activities, including speakers and one pharmacist. Morning activities had an emergency response focus, and topics included oil spill response and handling exotic animals during emergencies. Afternoon activities included a wet lab with both small and large animal components, including proper restraint and handling of animals.
- **AVMA – July 16-19, 2011, St. Louis**
  - A Veterinary Category get together was held on the Sunday following the general session.
- **Veterinary Stability Operations: Pre-Deployment Course (U.S. Army)**
  - Next iteration begins the week of 7/25 (next week) with several PHS veterinary officers attending.

**Public Information: CAPT Bourke**

- If you have items to submit for the newsletter, please email them to CAPT Tracey Bourke ([tracey.bourke@fda.hhs.gov](mailto:tracey.bourke@fda.hhs.gov)) and LCDR Christa Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)).

**Readiness: CDR Sinclair**

- PHS-wide readiness statistics for the June 30 check are not yet available but reportedly reflect the highest degree (percentage) of readiness for the Corps.
  - CAPT Mainzer reports suspected but unconfirmed readiness for the category at 94%.

**Recruitment/Retention: LCDR Davidson**

- Submissions of new and updated officer biographies are requested from category members to be posted on the redesigned PHS website. Biographies should be submitted as soon as possible but NLT August 5.
- GI Bill transferability is intended as a recruitment and retention tool; refer to the VA's GI Bill website for additional information.

**Website: LCDR Buss**

- Planned updates to the website have been organized to streamline the process in lieu of the "piecemeal" approach previously made.
- A needs assessment of the category regarding the website is still pending.

**VI. Workgroup Updates:****Uniform Standards:** CDR Campbell (not attending)

- No update

**VII. COA Update: CAPT Spires (not attending)**

- No update

**VIII. NAFV Update:** None**IX. Old Business****Window Decals: LCDR Bair-Brake**

- Order has arrived (qty=250); a picture of an "installed" decal was sent out via the listserv. Decals are cling-type, 4" in diameter, are yellow/blue in color, will not damage vehicle, and are easily relocated. Cost is \$5 each and includes shipping! Email LCDR Bair-Brake ([HBair@cdc.gov](mailto:HBair@cdc.gov)) with quantity desired. Future orders and payments may utilize Paypal, details to follow. An ad is pending in the COA's "Frontline" to reach other PHS officers outside the category for possible sales.
- Billets: CDR Gibbins
- Billet descriptions are being finalized; a workgroup was formed to reach out for further comments on descriptions in response to voiced concerns thank you for all your comments.
- Process will "go live" August 3.
  - When notification is received, first READ THE INSTRUCTIONS!
- Process only applies to officers in category-specific billets

- Multi-disciplinary billet reviews are set to launch mid-August to early September
  - Will overlap with our category-specific billets review process
- Active discussion regarding categorization of billets as category-specific vs. multi-disciplinary
  - Potential for billet categorization affecting eligibility for veterinary special pay was brought up; although any effects are unclear at this time, restricting special pay to specific billet categories is “not on the table at this time”.

**PHS Awards: CAPT Wright**

- Possible changes to award submission write-ups and qualification standards
- Outstanding Unit Citation (OUC) – award “climate” may be transitioning to more restrictive, may enforce limits to organizations where >1 operating component is involved, individual awards may be more appropriate in some situations; more to follow.

**X. New Business: None**

- **XI. CPO Comments:**

- AVMA News
  - Army Veterinary Corps Chief is retiring with transition of command in the coming months anticipated; replacement TBD.
  - Regarding AVMA operations, the House of Delegates may not accurately reflect the constituency of the veterinary profession with the uniformed services potentially under-represented.
    - A working group will likely be established in the near future to examine this issue.
  - Globalization of veterinary medicine
    - Increased interest in accreditation of foreign veterinary schools.
    - Current system of review of graduates may fail to facilitate and support one-health (cumbersome, lengthy process).
    - Increased transferability of school course credit and attendance and other means of simplifying accreditation of foreign graduates are being discussed.
- PHS News
  - For those officers ranked in the lowest quartile for temporary grade promotions during the past promotion cycle, letters will be sent soon with counseling to follow. Four officers are impacted.
  - The category’s 2012 promotion benchmarks are available
  - The upcoming September 30 readiness check is important with information accountability to OMB for corps readiness
  - Appointment boards have recently implemented additional limitations to T&E credit afforded officer applicants in many categories; a request to exempt veterinary officers from this limitation as for medical and dental officers is being submitted
  - The memo modifying category special pay is still awaiting the Secretary’s signature
  - Officers in the Washington D.C. area are encouraged to attend a performance by the PHS ensemble at the WW II memorial at the National Mall on July 30

**XII. Adjourn @ 1345**

**Advisory Committee Minutes – June 16, 2011**

**Veterinary Professional Advisory Committee Meeting**

Thursday June 16, 2011  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

**I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor**

- For those who are not PAC voting members: please send an email to LCDR Taylor at EVTaylor@cdc.gov regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

Attendance	Rank	Name	Agency	Note
√	CDR	John Gibbins	CDC	VetPAC Chair
√	CAPT	Sean Altekruise	NIH	
√	CAPT	Tracey Bourke	FDA	
	CAPT	Marta Guerra	CDC	
√	CDR	Princess Campbell	EPA	
√	CDR	Kris Carter	CDC	
√	CDR	Julie Sinclair	CDC	
√	LCDR	Heather Bair-Brake	CDC	
√	LCDR	Casey Barton-Behravesh	CDC	
	LCDR	Bryan Buss	CDC	
	LCDR	Lauren Davidson	NIH	
	LCDR	Christa Hale	CDC	
√	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
	Dr.	Adam Langer	CDC	Civil Service Representative
√	LCDR	Ethel Taylor	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

Rank	Last Name	First Name	Agency/Institution
CAPT	Wright	Jennifer	CDC
CAPT	Thomas	Tom	NIH
CDR	Williams	SanYvette	EPA
CDR	Montgomery	Susan	CDC
LCDR	Duncan	Mary Anne	CDC
LCDR	Knust	Barbara	CDC
LCDR	Shukan	Evan	NIH
LT	Capewell	Linda	CDC

## **II. Special Presentation: None**

### **III. Approve minutes**

- The May 2011 meeting minutes were approved with no changes
  - Motion to approve made by CDR Gibbins and seconded by CDR Sinclair

### **IV. Vet PAC Chair Comments: CDR Gibbins**

- CPO meeting moved to next week at COF
- PAC Chairs call
  - Notifications for appointment to Regular Corps should start appearing in eOPF. Once it is in the folder, you can start wearing the Regular Corps ribbon. Please let CDR Gibbins know if/when you get paperwork
  - Model charter for PACs going through the approval process. Will be recommended but not required. One recommendation is to lengthen tours of duty.
  - Policy of frocking for PHS has been raised. Frocking allows a promoted officer to wear the higher rank before the promotion goes into effect. Used in cases where officer needs higher rank to interact with other officers more effectively. Exceedingly rare and requires consent from high levels. Recommended to not go forward with this policy at this time.
- 2011 promotion results have been posted and are available on the PHS website. CAPT Mainzer is available to discuss promotion findings with any officer who was not promoted.

## **V. Subcommittee Business**

### **Awards: LCDR Barton Behravesh**

- 2011 Junior Vet of the Year, Responder of the Year, and Vet of the Year award have been ordered. Still determining when/where to present awards.
- No award deadlines pending.

### **Career Development: CAPT Altekruise**

- Coversheet and CV for promotion process have been aligned with new benchmarks. More emphasis on contributions to meet agency goals and priorities meeting and less on daily uniform wear. CDR Kris Carter will work to create coversheet example by July.
- Also request junior officer volunteers to assist with creating coversheet. CAPT Altekruise will send something out to the listserv.
- Plan to look at CV format. Don't anticipate a lot of changes, but will review in light of new benchmarks.
- Need officer in our Category in Washington, DC area to attend the Junior Officer training course tomorrow.

### **Meetings: LCDR Bair-Brake**

- **USPHS Symposium – June 19-23, 2011, New Orleans**
  - 18 participants registered for Category Day, only 6-7 are PHS officers. PHS officers authorized to wear BDUs for wetlab and need stethoscope. Wetlab will have horses, goats, etc., and the shelter medicine vet at LSU will provide training on how to handle aggressive dogs and cats.

- Do not have official RACE credits this year, but will have a certificate of attendance that states may or may not accept for CE.
- **AVMA – July 2011, St Louis, MO**
  - Time for category meeting is TBD pending resolution of scheduling conflicts.
  - Have approval for the recruiting booth for AVMA and will send out request for volunteers to staff it.

**Public Information: CAPT Bourke**

- Congratulations to LT Jeff McCollum, EIS Officer assigned to the Colorado Department of Public Health and Environment. His submission, “Vet Bites,” was the winner of the Name the Newsletter Contest. The official new name of the newsletter is Vet Bites: Monthly News from and for U.S. Public Health Service Veterinarians.
- If you have items to submit for the newsletter, please email them to CAPT Tracey Bourke ([tracey.bourke@fda.hhs.gov](mailto:tracey.bourke@fda.hhs.gov)) and LCDR Christa Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)).

**Readiness: CDR Sinclair**

- Participants for Vet Readiness course should be contacted shortly.
- Two officers headed to Barrow, AK for Coast Guard mission this weekend.
- Some OFRD trainings have been cancelled. Please let CDR Sinclair know if any of your scheduled trainings are cancelled.
- USDA-VS FAD course last week in Ames, IA. One week condensed version of the FAD Plum Island course. Morning consisted of lectures and afternoon was necropsies. Costs were out of pocket, but highly recommend it. Contact CDR Sinclair for further details.
- Approaching end of quarter and next Readiness run. If you receive notice in error of missing readiness requirements please notify CDR Gibbins or CAPT Mainzer.

**Recruitment/Retention: CAPT Thomas**

- In an effort to assist with redesign of PHS website, we’ve been asked to provide new bios. If you would like to provide a bio, please contact CDR Davidson. Would like a variety of positions. Deadline is July 11, 2011.
- LT Gill will be graduating from PHS mid-level course tomorrow.
- Thanks to those attending AVMA who would be willing to staff the recruiting booth. LCDR Davidson will be sending out requests for volunteers.
- Personnel operations memo sent out to new CAD. For new CADs, all categories except medical and dental will have T&E capped at 9 years instead of the current 17 year cap. Will be difficult to bring new officers on board since vets straight out of school have T&E of 8 years without any advanced degrees or training. Unsure how this will affect individuals in the process of applying. CAPT Mainzer and CDR Gibbins are trying to determine where this new rule has come from.
- Suggestion made to look at T&E for last 20 or so incoming veterinary officers to evaluate the number of officers that might be affected.

**Website: CDR Gibbins**

- Website—trying to identify alternative methods to maintain a website if they are going to start charging for the PHS website.
- A Needs Assessment of the Category, led by Dr. Adam Langer, will be conducted in the coming months to determine what the Subcommittee should “deliver” with respect to the website and portal, and verify that the “products delivered” are consistent with what the

Category wants and expects. Initial thoughts are to survey the Category at large and VetPAC members separately. For the latter, would also use as a tool to ask other VetPAC subcommittees what (if any) information with respect to website traffic metrics would be beneficial (e.g. info that Google Analytics could offer). Based on discussions during the March meeting, have initial ideas of what could be asked and will try to keep it simple. Any suggestions for the survey can be sent to LCDR Buss and Dr. Langer.

## **VI. Workgroup Updates:**

### **Uniform Standards: CDR Campbell**

- No updates. Standards remain in the SG's Office.

### **VII. COA Update: CDR Gibbins**

- COA still trying to advocate for GI Transferability. Has approached Secretary of Defense Gates to try to implement this before August.

## **VIII. Old Business**

### **Window Decals: LCDR Bair-Brake**

- Received about \$400 from the category. Ordered 250 4" round decals, and they are printing them today and tomorrow. Will not be available at the conference, but will have them to sale shortly thereafter. Total bill came to just under \$400.
- Still discussing how to sell these—possibilities include a website officers can purchase them through or send out messages to listservs.

### **Billets: CDR Gibbins**

- Thanks for comments received from everyone.
- Still working on research billets, but have completed review of others.
- These are category specific (can only be filled by licensed DVMS), so should be limited to duties that only veterinarians can do.
- Will try to launch in late June or July.

## **IX. New Business**

### **PHS Awards: CAPT Wright**

- Word has gone out to some CDC officers that OUCs will now be extremely difficult to get, and that for promotion purposes, OUC's will qualify for the O-6 benchmark (instead of an OSM). It was also stated that in terms of promotions, an OUC would be more valuable for an officer than an AM.
- CDR Gibbins will follow up on PAC Chairs call to see if anyone else has heard this information.

## **X. CPO Comments: None**

## **XI. Adjourn**

**Advisory Committee Minutes – May 19, 2011**

**Veterinary Professional Advisory Committee Meeting**

Thursday, May 19, 2011  
2:00–4:00 pm Eastern time

Call-in Information:  
Phone number: 877-420-7930  
Participant Passcode: 9961560

**I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor**

- For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
√	CDR	John Gibbins	CDC	VetPAC Chair
√	CAPT	Sean Altekruze	NIH	
	CAPT	Tracey Bourke	FDA	
	CAPT	Marta Guerra	CDC	
	CDR	Princess Campbell	EPA	
√	CDR	Kris Carter	CDC	
	CDR	Julie Sinclair	CDC	
√	LCDR	Heather Bair-Brake	CDC	
	LCDR	Casey Barton Behravesch	CDC	
√	LCDR	Bryan Buss	CDC	
	LCDR	Lauren Davidson	NIH	
√	LCDR	Christa Hale	CDC	
√	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
√	Dr.	Adam Langer	CDC	Civil Service Representative
	LCDR	Ethel Taylor	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Mainzer	Hugh	CDC
CAPT	Thomas	Tom	NIH
CAPT	Galland	Gale	CDC
CDR	Williams	SanYvette	EPA
LCDR	Gill	Jaspreet	USDA
LCDR	Shibukawa-Kent	Renee	FDA/CVM
LCDR	Holzbauer	Stacy	CDC
LCDR	Knust	Barbara	CDC

LCDR	Duncan	Mary Anne	CDC
LCDR	Shukan	Evan	NIH
LT	Webeck	Jenna	CDC
LT	McCollum	Jeff	CDC

## II. Approve minutes

- The April 2011 meeting minutes were approved as written
  - Motion to approve made by CAPT Altekruze and seconded by LCDR Hale

## III. Special Presentation: None this month

## IV. Vet PAC Chair Comments: CDR Gibbins

- Travel memorandum for COF Symposium went out late yesterday. CDC sent out names of approved traveler's today. Early-bird registration ends today.
- Continuing issues involving the furlough and how it will be handled in the future. Trying to get policy in place for PHS as well as other Uniformed Services
- GI bill transferability still underway.
- Global Health Initiative Service Medal and Global Health Campaign Medal ribbons have been ordered, but unclear of whether will be automatic or require an application
- General and Category Specific Standards have been approved.
- June OBC canceled. Holding Junior Officer Mid-level course instead, which has filled and has a waitlist
- 2012 Benchmarks approved and will be released with promotion results.
- LT Bakke is leaving OFRD, so will do next quarter's readiness checks early
- CVC was held first week in May. Public health track went well with 6 speakers from PHS, USAF and Univ. of KY. Almost 1/3 of moderators were PHS officers. 9-10 individuals interested in PHS and contact info been given to recruitment subcommittee. First ever CPR/BLS training was well-received by attendees.
- If interested in presenting at 2012 CVC in Washington, DC in April or have any ideas please contact CDR Gibbins.

## V. Subcommittee Business

### Awards: LCDR Barton Behravesh

- 2011 Vet of Year Award—many wonderful candidates nominated. Committee picked one recipient, and is determining which conference will be most appropriate to award it at.
- Nominations open for AMSUS award that Vet PAC officers may be eligible for.

### Career Development: CAPT Altekruze

- Attended CVC meeting, gave presentation, and met informally with several PHS members. One officer, Amy Brazil, has been approved by appointment board and is actively looking for a position. If anyone has active leads on assignments in Washington, DC area, particularly FSIS or FDA, please pass those along.
- May face challenges in growing our category in the future, and outreach, speaking engagements, etc. are going to be essential to get new officers.

- Have reviewed category specific coversheet and CV and will be providing comments in the near future.
- During CPO board meeting, Jim Simpson gave presentation on mentoring, and CDR Brianna Skinner received thanks for her work with PHS mentoring activities. Link to new website on mentoring, will be sent out by CAPT Mainzer/CAPT Altekruise.

#### **Meetings: LCDR Bair-Brake**

- **USPHS Symposium – June 19-23, 2011, New Orleans**
  - Only two veterinarians from CDC on travel memo. May impact crowd at COF Symposium. Tuesday, June 21 is Category Day. Will have a packed agenda starting with CAPT Mainzer’s comments a little before 8am. Will focus on how veterinarians respond to emergencies with animals. Talks about response, triaging exotic animals, etc. Cascade Stables will be site of wetlab—van will pick up participants. Horses, small ruminants, dogs and possibly cats will be available to review physical exam, treatment, etc. Professor at CVM will be teaching the wetlab and will have vet students to assist. Will have dinner/hot wash after wetlab.
- **AVMA Convention** – will address in future calls. Approved list has been sent previously.

#### **Public Information: CAPT Bourke**

- Voting for the new name for the monthly VetPAC newsletter opened today, Thursday May 19th and link was sent to listserv. Voting will close COB Thursday, May 26th.
- If you have items to submit for the newsletter, please email them to CAPT Tracey Bourke ([tracey.bourke@fda.hhs.gov](mailto:tracey.bourke@fda.hhs.gov)) and LCDR Christa Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)).

#### **Readiness: CDR Sinclair**

- Check readiness status sooner rather than later with LT Bakke’s departure.
- Arctic Crossroads Mission from June 18—July3. Work with Coast Guard for North Slope, Barrow mission. Will need 2 available officers. Coast Guard is very appreciative of PHS Vet involvement, and several officers have received CG awards for their participation.
- No upcoming ship deployments this year.
- OFRD does have trainings underway, but because of budget recisions, trainings that haven’t occurred may be subject to change.
- DoD is holding a Veterinary Stability Course July 25-29 in Athens, GA. Will be more hands-on than previous class, and appreciate opportunity to work with Army.
- CDR Quisenberry and CAPT Mainzer completed AGART training in Alabama.
- LCDR Sinclair will be participating in FAD training this summer through USDA course.
- Almost 97% of category currently basic ready. Will offer AFPT at Symposium.

#### **Recruitment/Retention: LCDR Davidson**

- No new reports.

#### **Website: LCDR Buss**

- Our Subcommittee met early this month to discuss our team’s Needs Assessment of the Category; Dr. Langer is leading this effort and the survey is in development to include questions for VetPAC members and the veterinary category at large. Focuses of the survey will include the public Veterinary Category website, the secure Portal, and methods to “push” information to category members such as e-mail listservs and RSS feeds. The survey will be ready for pilot testing soon. We had asked for suggestions or other input as

appropriate but haven't yet received any feedback; this offer still stands. Also, we would appreciate the help of a few officers in the Category to help pilot test the survey, if interested, please e-mail Dr. Adam Langer ([akl7@cdc.gov](mailto:akl7@cdc.gov)) and copy LCDR Buss ([feu7@cdc.gov](mailto:feu7@cdc.gov)).

- We plan to update the Minutes Page on the Website after our next meeting to include the approved minutes for March and April.  
<http://www.usphs.gov/corpslinks/Veterinarian/minutes.aspx>.
- Minutes that will be added regularly as they become available and can be accessed at this link:  
[http://www.usphs.gov/corpslinks/Veterinarian/Documents/VetPAC%20Minutes\\_2010\\_to\\_present.pdf](http://www.usphs.gov/corpslinks/Veterinarian/Documents/VetPAC%20Minutes_2010_to_present.pdf). This document will continue to be a "building" archive.
- On May 9th, we received notice that the HHS Web Communications Division (WCD) was being forced to shut down the HHS Enterprise Portal by July 1, 2011 because WCD lost anticipated funding. However, shortly after this announcement, we were then informed funding would be restored to carry the Portal through the end of the fiscal year. So WCD support for the Portal will continue through the end of FY 2011. As for FY2012, WCD indicated that the Portal will likely be moved to a more solid, sustainable but otherwise undescribed model which might include fee-for-service. At this point, it is unclear where such funding would come from for our Category's continued presence on the Portal. We will keep the Category advised of future developments.
- Because we were at first thinking we would be forced to make decisions regarding the future of the portal in a relatively short timeframe, I retrieved all documents at currently have them stored locally on my computer. I also looked at Unique Users of the Portal over the last year who logged on more than once. Despite our efforts to promote usage, only 19 officers have logged on more than once in the last year, less than a quarter of the Category. Among those with >1 use, there were a total of 218 hits. Of these, 85% (186) came from Website Subcommittee members (Dwayne Jarmen, John Gibbins, Bryan Buss) or the Executive Secretaries (Christa Hale, Ethel Taylor); only 15% (32) came from others.
- To date, sustained usage of Portal by the Category is limited; we are looking forward to the results of the Needs Assessment which we plan to complete before the end of FY2011 to further inform decisions regarding the Portal, particularly if there will eventually be costs to the Category going forward into FY2012 and beyond.
- CAPT Mainzer added--may want to include log-on instructions in each issue of the CPO minutes/newsletter to increase usage
- Please participate in Needs Assessment when it comes out
- Also need to see if there is a legal requirement to maintain these documents

#### **VI. Workgroup Updates:**

##### **Uniform Standards:** CDR Campbell

- Hope to have an update by next month.

#### **VII. COA Update: CAPT Spires**

- COA remains engaged in advocating for members and non-members alike on GI Bill transferability and furlough issues

#### **VIII. Old Business**

**Window Decals:** CAPT Wright and LCDR Bair-Brake

- Will send out mock-ups of ideas for PAC members to vote on. If we order 500 5” round decals for \$487 and sell at \$5 each, would make \$2,015 dollars, and clear \$1,500 once initial start-up costs are repaid.
- Considering also doing a magnet instead of a second decal.
- Order will probably need to be placed a couple of weeks prior to COF.

#### **Category Specific Billets: CDR Gibbins and CAPT Mainzer**

- Met with CAPT Bailey this morning to discuss 16 billets across 4 categories. Veterinary billets have been sent out and please check for content, accuracy, etc. Need feedback from all Category members by Friday, May 27. Requesting PACs to help prepare these before and provide assistance following the launch. Specific questions can be addressed to CDR Campbell, CDR Gibbins, or CAPT Mainzer. Need more discrimination on research billets for different grades. Applied billets speak most to epidemiology.
- Only one category has completed entire category specific billet review. Only about 1/3 vet category in category specific billets. Taking a hard look at our billets, because hope to have incoming officers and more officers in USDA, DOI, and NOAA. Review will be a 4 step process and hope to complete step 1 (officer review) within 45 days of release. May schedule time with officers to help complete billet and move it along to Step 2 (supervisor).
- If at any point it’s determined to not be a category specific billet, then will be moved to the general category billet.
- CPOs and OSG will be able to put admin flags on files if officers don’t complete billets in a given period of time. Could potentially weigh in to next promotion cycle.

#### **IX. New Business**

#### **X. CPO Comments: CAPT Mainzer**

- Interviews have taken place, but SG’s decisions for a CPO have not been conveyed at this time.
- Participated in Compensation Advisory Board and presented case for pays consistent with those of Army and Air Force colleagues. Resubmitted white paper documenting roles of PHS vs. civilian colleagues. Special pays awaiting the okay of the Secretary and Associate Secretary of Management.
- Date of announcement of promotion year 2011 results has not been announced. All reviews have taken place, but still waiting for final promotion rates on all grades. Because our category is particularly heavy at the O-6 level, may not be able to maintain high promotion success rates (40-42%).
- Will be opening for flag billets in the OSG reorg process. If interested, would encourage officers to apply for those positions.
- Looking forward to seeing everyone in New Orleans or St. Louis.

#### **XI. Adjourn**

## Advisory Committee Minutes – April 21, 2011

### Veterinary Professional Advisory Committee Meeting

Thursday, April 21, 2011

2:00–4:00 pm Eastern time

#### Call-in Information:

Phone number: 877-420-7930

Participant Passcode: 9961560

#### I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor

- For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

Attendance	Rank	Name	Agency	Note
√	CDR	John Gibbins	CDC	VetPAC Chair
√	CAPT	Sean Altekruise	NIH	
	CAPT	Tracey Bourke	FDA	
	CAPT	Marta Guerra	CDC	
	CDR	Princess Campbell	EPA	
√	CDR	Kris Carter	CDC	
√	CDR	Julie Sinclair	CDC	
√	LCDR	Heather Bair-Brake	CDC	
	LCDR	Casey Barton-Behravesh	CDC	
√	LCDR	Bryan Buss	CDC	
√	LCDR	Lauren Davidson	NIH	
√	LCDR	Christa Hale	CDC	
	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
√	Dr.	Adam Langer	CDC	Civil Service Representative
√	LCDR	Ethel Taylor	CDC	Executive Secretary

#### Veterinary Professional Category Officers in attendance:

Rank	Last Name	First Name	Agency/Institution
CAPT	Wright	Jennifer	CDC
CAPT	Hampshire	Victoria	FDA/CDRH
CAPT	Thomas	Tom	NIH
CAPT	Spires	Charlotte	FDA
CAPT	Galland	Gale	CDC
CDR	Williams	SanYvette	EPA
LCDR	Capewell	Linda	CDC

LCDR	Bryant	Nelva	CDC
LCDR	Gill	Jaspreet	USDA
LCDR	Shibukawa-Kent	Renee	FDA/CVM
LCDR	Duncan	Mary Anne	CDC
LCDR	Burrer	Sherry	CDC
LT	Webeck	Jenna	CDC
LT	McCollum	Jeff	CDC

## II. Approve minutes

- The March 2011 meeting minutes were approved as written
  - Motion to approve made by CDR Sinclair and seconded by LCDR Davidson

## III. Special Presentation: None this month

## IV. Vet PAC Chair Comments: CDR Gibbins

- No OBC this month because of pause. Plans are to hold course in May for officers who still need to attend. In June planning to revamp course, and want to start bringing newly called officers straight to OBC before going to their positions, which may create some logistical challenges while allowing many administrative tasks to be completed before officers go to their agencies
- JOAG proposed the USPHS Commitment to Service award, a longevity award for officers who served 5+ years continuous active duty, and maintained basic readiness. More details to come
- Action taken on OFRD workgroup recommendations will require some moving and shifting of positions, but will not create new FTEs. However, newly reassigned positions will be open for competitive hiring, so if interested be on the lookout for these listings
- May PAC Chairs meeting will discuss the proposed Senior Officer Advisory Group, re-establishment of recruiter positions with the lifting of the pause, and collaboration between Vet PAC and the Health Services PACs for pay parity with other services
- 2012 Category Benchmarks have been approved by CPO board and sent forward for approval. Will be released after promotion results are released this summer
- Promotion boards have been completed. Waiting for approval by ASH to establish cut-offs for promotion
- Senior leadership, headed by RADM Canton, met with ASH regarding recent furlough and classification of USPHS officers as civil servants and are working to come up with a satisfactory and legal way to handle future situations.
- Travel memo for approval to USPHS Symposium is in the Office of the ASH awaiting approval.
- Spring and summer uniform of the day has been released, but BDU wear not clearly addressed. Senior officers requested clarification from SG on BDU wear.
- Category specific standards still pending which creates issues across the board with attempting to bring new officers on board without appointment standards.
- Recent Basic Readiness report had 93% of officers' basic ready; Vet Category was narrowly beat out by therapists at 96.47% vs. 96.48%. Non-HHS agencies were better than HHS in terms of basic readiness, with 100% of officers assigned to USDA basic ready. Issues with documentation of immunizations have been resolved, so readiness will be formally reported quarterly.

- Category has been asked to provide comments on 2010 COERS powerpoint (sent out today). Send any comments to CDR Gibbins by April 29.
- Category specific billets coming out in next few weeks and will be sent to officers to complete

## **V. Subcommittee Business**

### **Awards: CAPT Wright**

- 2011 Vet of Year Award received several nominations—thanks to those that submitted nominations

### **Career Development: LCDR Davidson**

- Career Development and Recruitment and Retention Subcommittees have been working together to evaluate the Vet category CV and determine new recommendations based on other category CV standards

### **Meetings: LCDR Bair-Brake**

- **Central Veterinary Conference – May 2011, Washington DC**
  - May 5th- CAPT John Davis will coordinate a CPR class for attendees with support across several PHS categories
  - May 6th- Public Health Track scheduled and hope to have an informal get together over lunch and/or a social event that evening
  - DCCR has refused to fund required incidentals for the recruiting booth so will have some people/materials available in the conference room on the 6th
- **USPHS Symposium – June 19-23, 2011, New Orleans**
  - Currently approval by SG in terms of who may attend conference is still pending
  - Category Day is June 21st
  - The day is shaping up to be interesting. Morning sessions will be packed with emergency response topics including how to triage exotic animals and considerations for mental health of emergency responders. At 1:30 will go to Cascade Stables near Audubon Park for a wet lab to refresh skills for deployment. There will be horses, small ruminants, and also dogs to use for practicing physical exam skills. Following the wetlab, will reconvene for hot wash of the hands on exercise.

### **Public Information: LCDR Hale**

- Please submit information for inclusion in the monthly CPO Announcements to CAPT Tracy Bourke at [tracey.bourke@fda.hhs.gov](mailto:tracey.bourke@fda.hhs.gov) and LCDR Christa Hale at [CRHale@cdc.gov](mailto:CRHale@cdc.gov)
- The following officers have been identified as agency liaisons for the Public Information Subcommittee. Thank you to these officers for agreeing to submit information on agency-specific events, meetings, etc. that might be of interest to the entire PAC. If your agency is not represented and you would like to volunteer, please email LCDR Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)).
  - NIH: Dr. Evan Shukan & LCDR Jan Linkenhoker
  - USDA: LCDR Carey Quisenberry
  - EPA: CDR Princess Campbell & CDR SanYvette Williams
  - FDA: CAPT Tracey Bourke
  - CDC: LCDR Christa Hale

- Individual officers are still strongly encouraged to submit items regarding publications of interest, officer news, awards, meetings or special trainings of interest. We would rather receive an item twice than not receive it at all!
- We are having a contest to rename the monthly newsletter!
- We are looking for a new name for our monthly VetPAC newsletter. We are looking for a name that more clearly reflects the fact that this newsletter is for the entire PAC to use to inform other PAC members about important meetings, trainings, publications, reports from the field, and other member-related news. And we need your help!
- Please submit your ideas for new VetPAC newsletter names to LCDR Christa Hale ([CRHale@cdc.gov](mailto:CRHale@cdc.gov)) by Friday May 6th. VetPAC voting members will narrow it down to the top three choices. Then, the entire PAC will have a chance to vote for their favorite.
- The winner of this contest wins a Veterinary coin!

#### **Readiness: CDR Sinclair**

- DoD is holding a Veterinary Stability Course July 25-29 in Athens, GA. 5 names and 1 alternate were submitted earlier this week. Officers whose names were submitted should be contacted within the next month or so with more details. Any questions, please contact CDR Sinclair

#### **Recruitment/Retention: LCDR Davidson**

- CAPT Thomas verified the category recruitment booth has been returned and is available for use. Will plan to have it sent to St. Louis for AVMA.
- No additional funds for recruitment at CVC conference available at this point
- Several USDA vets are interested in converting over and may be contacting the subcommittee.

#### **Website: LCDR Buss**

- Our Subcommittee met early in April to brief all members on use of the RSS feed generator to update the RSS feed on the website.
- We used the opportunity to update the Minutes Page on the Website: <http://www.usphs.gov/corpslinks/Veterinarian/minutes.aspx>. There are two links for Approved Minutes in two separate .pdf documents (available as downloads)
- Compilation of 2000-2009 Minutes. [http://www.usphs.gov/corpslinks/Veterinarian/Documents/VetPAC\\_Minutes\\_2000-2009.pdf](http://www.usphs.gov/corpslinks/Veterinarian/Documents/VetPAC_Minutes_2000-2009.pdf)
  - Compilation of 2010 to present Minutes. [http://www.usphs.gov/corpslinks/Veterinarian/Documents/VetPAC%20Minutes\\_2010\\_to\\_present.pdf](http://www.usphs.gov/corpslinks/Veterinarian/Documents/VetPAC%20Minutes_2010_to_present.pdf)
  - This document will be a “building” archive and will be updated each month as new Approved Minutes become available.
- As per CAPT Mainzer’s request during the March call, we sent a message on the ListServe to provide information for new Officers or others in the Category who don’t currently have access to the Veterinary Category Portal.
  - Request access at the following link: [http://www.usphs.gov/corpslinks/Veterinarian/hhs\\_portal\\_access.aspx](http://www.usphs.gov/corpslinks/Veterinarian/hhs_portal_access.aspx)  
Please don’t use this form for password resets.
  - For password resets, please use this link: [http://www.usphs.gov/corpslinks/Veterinarian/hhs\\_portal\\_pwreset.aspx](http://www.usphs.gov/corpslinks/Veterinarian/hhs_portal_pwreset.aspx)

- If a member wants to request a change in the level of access, please contact LCDR Buss ([feu7@cdc.gov](mailto:feu7@cdc.gov)) or Dr. Adam Langer ([akl7@cdc.gov](mailto:akl7@cdc.gov)) to assign permissions.
- Dr. Adam Langer will lead the Needs Assessment of the Category with respect to the website and portal. We welcome any suggestions on questions to include in the Assessment or any other input as appropriate. Please send via e-mail Dr. Adam Langer ([akl7@cdc.gov](mailto:akl7@cdc.gov)) and copy LCDR Buss ([feu7@cdc.gov](mailto:feu7@cdc.gov)). We will be launching the Assessment in the coming months.

## **VI. Workgroup Updates: None**

## **VII. COA Update: CAPT Spires**

- COA has been working to resolve situation around potential shutdown and consideration of PHS officers as civil servants
- Since lifting of the pause, only 1 new officer commissioned. 3 lists of officer names sent from HHS to the Senate, supposed to be on the schedule when they resume, but where lists currently are is unknown. Approx. 650 names on lists, including some COSTEPs, and 400 new applicants are in various stages of applying. Additional help may be needed to process applications.
- Nurse Category will be having a restaurant social on June 21st at the Symposium. All categories are invited. More information on activities during the meeting will be sent out to the listserv. You can also follow the Symposium on Facebook and Twitter under the name USPHSconference.
- 2012 Symposium is scheduled for Anchorage, AK. Has been some pushback from Office of the Secretary because they felt it was too expensive to attend. COA has sent cost analysis to demonstrate that for most officers it is cheaper to go to Anchorage, AK than Cincinnati, OH and is awaiting a response.

## **VIII. Old Business**

### **Veterinary Holiday Ball: LCDR Davidson**

- Spring dinner was held on April 9 and went very well. Had about 70 guests and was held at USUS. DSG RADM Lushniak was speaker, with updates from US Army and USAF regarding activities of veterinarians in their branches. Had a good time and may have started a new trend of having it in the spring instead of a holiday ball. Thanks to CDR Campbell, CDR Wilson, CAPT Thomas, and CAPT Altekruze for all of their hard work. Hope that everyone will be able to come out for next year's.

## **IX. New Business**

### **Category Coins: CDR Carter**

- At least 110 coins still available plus any that CAPT Mainzer has
- To reissue coins as they currently exist would be \$3.35 for 100-300 pieces and \$2.90 for 301+.
- To reissue coins with same design but ½" larger would be \$8.58 for 100-300 pieces and \$8.38 for 301+, plus a \$45.00 art charge and an \$840.00 die charge
- Recommendation was made to try to sell the coins we currently have, including sending out an e-mail listing who currently has coins and perhaps running an ad in COA as well. Seem to be plenty of coins out there now, so probably not a need to reissue them at this

- Will table purchase of additional coins at this time

#### **Window Decals: LCDR Bair-Brake/CAPT Wright**

- Preliminary designs for proposed window decals have been sent to listserv. Want to not make it category specific so can be sold to all officers. Could sell at Symposium or EIS Conference
- Still need to address how to cover the up-front costs. A few people volunteered to either donate start-up funds or provide seed money. Plan to start with 500 decals which would cost \$600-\$700.
- Comments due back to CAPT Wright and LCDR Bair-Brake Jen and Heather by April 29, after which a firm proposal will be sent to the Category

#### **X. CPO Comments: CDR Gibbins**

- CAPT Mainzer on leave this week and unable to attend call
- His term as CPO will expire at end of month and has not heard if he will be extended or someone else will take over
- Workgroup for 2013 Benchmarks will be assembled this summer following promotion results
- Based on outcome of CPO position, want to assemble group to look at reinvigorating the mission statement and goals for the Category

#### **XI. Adjourn**

**Advisory Committee Minutes – March 17, 2011**

**Veterinary Professional Advisory Committee Meeting**

Thursday March 17, 2011

2:00–4:00 pm Eastern time

**Call-in Information:**

Phone number: 877-420-7930

Participant Passcode: 9961560

**I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor**

For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

Attendance	Rank	Name	Agency	Note
√	CDR	John Gibbins	CDC	VetPAC Chair
√	CAPT	Sean Altekruise	NIH	
√	CAPT	Tracey Bourke	FDA	
	CAPT	Marta Guerra	CDC	
√	CDR	Princess Campbell	EPA	
√	CDR	Kris Carter	CDC	
√	CDR	Julie Sinclair	CDC	
	LCDR	Heather Bair-Brake	CDC	
	LCDR	Casey Barton-Behravesh	CDC	
√	LCDR	Bryan Buss	CDC	
√	LCDR	Lauren Davidson	NIH	
	LCDR	Christa Hale	CDC	
√	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
	Dr.	Adam Langer	CDC	Civil Service Representative
√	LCDR	Ethel Taylor	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

Rank	Last Name	First Name	Agency/Institution
CAPT	Mainzer	Hugh	CDC
CAPT	Wright	Jennifer	CDC
CAPT	Hampshire	Victoria	FDA/CDRH
CAPT	Thomas	Tom	NIH
CAPT	Spires	Charlotte	FDA
CAPT	Sawyer	Leigh	NBSB
CDR	Williams	SanYvette	EPA
CDR	Montgomery	Susan	CDC

CDR	Skinner	Brianna	CDC
LCDR	Holzbauer	Stacy	CDC
LCDR	Bosch	Stacey	CDC
LCDR	Shibukawa-Kent	Renee	FDA/CVM
LCDR	Quisenberry	Carey	USDA/FSIS
LCDR	Bryant	Nelva	CDC
LT	Webeck	Jenna	CDC
LT	McCollum	Jeff	CDC

## II. Special Presentation: CDR Paul Reed, OFRD, Medical Readiness Manager, Global Health Operations

- Current role is expanding global humanitarian assistance, but may change or expand in upcoming OFRD reorganization
- Current scope of GHO activities:
  - For last 5-6 years saw almost logarithmic increase in global assistance/aid
  - FY 2009-2010
    - Funded shipboard missions and medical health and readiness training with DoD
    - Working with Uniformed Services University to develop a graduate global health curriculum using anticipated funds. Hope to roll out curriculum by 2012.
    - With USU developed evaluation program for small-scale humanitarian assistance projects
    - Carried out medical readiness training in Peru to follow-up on USAF mission
  - 2011
    - Will execute Peruvian mission in conjunction with USAF tentatively scheduled for July or August
    - Ongoing participation in Continuing Promise Caribbean and Pacific missions is being reassessed
    - No other international deployments scheduled for this FY year and potentially through the calendar year
    - Will be more engaged in domestic projects targeting underserved populations
- October 2010 Global Health Operations began working on development of an initial global health strategy and is currently in final revisions. Current USPHS missions to date reflect the goals of this strategy and will probably continue to do so
- In light of current budget situation unsure if missions in the future will remain domestically focused or again engage in international projects
- Opportunities for veterinary involvement:
  - International public health engagement should have robust veterinary component since many underserved communities can benefit from veterinary services
  - Current Peruvian mission has veterinarian in planning cell along with members from Applied Public Health Teams 2 and 3. Proposed engagements include veterinary involvement, but final decisions have not been made.
  - Peruvian mission is only operational activity for this year
- Tier 1 and Tier 2 training from OFRD
  - 5 field training exercises and 1 associated with Tier 3 officers.

- All 5 exercises will offer clinical and non-clinical engagement opportunities, including a veterinary component, and be in a variety of locations
- CDR Reed also currently serves as VetPac/PPAC liaison to OFRD, officers are welcome to reach out to him if needed

### **III. Approve minutes**

- The February 2011 meeting minutes were approved with three changes
  - Change EIS 2011 Conference Veterinary luncheon from Wednesday to Monday
  - CDR Williams and CAPT Spires added to list of officers in attendance
  - Vet Holiday Ball to be held at Uniformed Services University
  - Motion to approve made by LCDR Buss and seconded by CDR Campbell

### **IV. Vet PAC Chair Comments: CDR Gibbins**

- Promotions boards are about half finished.
- Regulations, orders, and ribbons are still under development for those who became regular corps with passage of the health care bill. Should be resolved by summer.
- HS PAC is looking to establish a Senior Officers Advisory Group. Currently working on a needs assessment and template for their category and then will open up to other categories. Senior officers interested in becoming involved can let CDR Gibbins know.
- Global Service Award for deployment should be finalized by summer. Will be retroactive for past deployments.
- Proposed change to OBC will be for new officers to complete the course before going to their first duty station
- Last JOAG Journeyman Series call was on mentorship. CDR Gibbins encourages everyone to listen to the recording available on JOAG website as it had valuable information for both mentors and mentees.

### **V. Subcommittee Business**

#### **Awards: LCDR Wilson**

- Call for nominations for 2011 Vet of Year Award due Friday, April 1 by COB
- Have enough funds to cover the awards this year from COA, but need to discuss how to raise money for next year's awards
- Additional money from sale of coins should be sent to the Foundation, which is established to provide funds for awards and education

#### **Career Development: CAPT Altekruise**

- Continuing to try to identify a distinguished member of profession to speak with category about issues of importance. Hope to have speaker and time identified by next call.
- CDR Montgomery has suggested coordinating with FSIS liaison, CAPT Rector to reach out and provide focused guidance for FSIS veterinary officers, particularly in remote locations. LCDR Wilson will try to facilitate contact between CAPT Rector, CDR Montgomery, and CAPT Altekruise
- MOU with APHIS has been signed to allow APHIS to bring USPHS officers on board as soon as possible, but may be some delay on part of HHS. Might be some conversions among current officers, but would also open up positions for new officers to work in areas including foreign animal diseases and animal welfare/animal care issues

### **Meetings: CAPT Wright**

- **Central Veterinary Conference – May 2011, Washington DC**
  - USPHS/Division of Commissioned Corps Recruiting decided not to provide funds for the required rental items (carpets, tables, chairs) for the PHS recruiting booth. Cost last year was approx. 500.00 and the Category does not have funds to pay these fees. Thank you to all who volunteered to work at the booth-we will let officers know if this situation changes. The Public Health Day of speakers is still Friday, May 6<sup>th</sup>
- **USPHS Symposium – June 19-23, 2011, New Orleans**
  - A survey monkey link went around to CDC officers last week for consideration to attend the conference. If you would like to attend, please make sure your name is on the list for approval. The SG's office has not yet decided how much government funds will be used to support officer attendance.
  - Category day is June 21st. Format for the day is lecture in the morning and a wet lab beginning at about 2:00pm in one of the city's carriage stables. Following the wet lab will have dinner and hotwash of the day's events with instructors
  - More information can be found online.
- **AMSUS, the Society of the Federal Health Agencies – November 2011, San Antonio**
  - LT Jeff McCollum will serve as the Category representative for the 2011 AMSUS meeting. He will be both the Category representative on the Planning Committee and Section lead for USPHS for the veterinary section.

### **Public Information: CAPT Bourke**

- Please submit information for inclusion in the monthly CPO Announcements to CDR Tracy Bourke at [tracy.bourke@fda.hhs.gov](mailto:tracy.bourke@fda.hhs.gov)
- Publications of interest, officer news, awards, meetings or special trainings of interest requested.
- LCDR Hale has contacted officers in different agencies to serve as point people for Public Information committee. Names will be announced in the near future

### **Readiness: CDR Sinclair**

- Quarterly readiness evaluations coming up at end of March. Direct Access is main place to check current and projected readiness status.
- Let LCDR Sinclair or CDR Gibbins know if there are any difficulties.
- President's Challenge database continues to have challenges with updating information. Since database is maintained by outside entity, OFRD cannot help with changes.
- Numerous staff changes have occurred at OFRD so use generic e-mail addresses to contact them instead of individuals' names

### **Recruitment/Retention: LCDR Davidson**

- Continuing to help new applicants get information in order and submitted
- USAF having voluntary and involuntary separations in the upcoming months so may receive questions from officers interested in inter-service transfers. Officers with  $\geq 10$  years on active duty may have to go through additional steps and officers with  $\geq 15$  years would have to be approved on a case-by-case basis. Officers from other services with commitments to pay back time cannot be accepted unless commitment is waived or fulfilled.

## Website: LCDR Buss

- All Subcommittee members have been reminded to regularly monitor the public Veterinary Category website to make sure the links work, and generally just make sure there aren't problems. Minor problems will be discussed as an agenda item during subsequent subcommittee meetings. If major problems are detected, we will address them ASAP so updates can be sent accordingly for necessary changes. Please address any concerns regarding content to LCDR Buss.
- A Needs Assessment of the Category, led by Dr. Adam Langer, will be conducted in the coming months with the objective of determining what the Subcommittee should "deliver" with respect to the website and portal, and verify that the "products delivered" are consistent with what the Category wants and expects. Initial thoughts are to separately survey the Category at large and VetPAC members. For the latter, would also use as a tool to ask other VetPAC subcommittees what (if any) information with respect to website traffic metrics would be beneficial (e.g. info that Google Analytics could offer). Based on discussions during the March meeting, we have initial ideas of what could be asked and we will try to keep it simple. Any suggestions for the survey can be sent to LCDR Buss and Dr. Langer.
- The VetPAC member list on the website was recently updated to include the 2011 members and Subcommittee chairs and co-chairs. It mistakenly still reads 2010 rather than 2011; correction is pending
- New Officers or others who don't currently have access to the Veterinary Category Portal can apply for access at the following link:  
[http://www.usphs.gov/corpslinks/Veterinarian/hhs\\_portal\\_access.aspx](http://www.usphs.gov/corpslinks/Veterinarian/hhs_portal_access.aspx)  
After an application is submitted, access is a two step process. First, a username and password will be issued to gain access to the portal. Second, a community administrator must grant access to this specific community. Please contact LCDR Buss ([feu7@cdc.gov](mailto:feu7@cdc.gov)) or Dr. Adam Langer ([akl7@cdc.gov](mailto:akl7@cdc.gov)) to assign permissions.

## VI. Workgroup Updates:

### VI. COA Update: CAPT Spires

- Category Board of Directors met with SG and presented different aspects of COA support. CAPT Spires described the way COA supports legislative issues of interest. Meeting went very well and SG stayed to talk with all members one-on-one. SG wants USPHS officers to "get back to basics", but not sure what direction that will take. SG mentioned projects such as sending officers to help manage confidential records stockpiled in New Orleans after Hurricane Katrina or officers refurbishing dilapidated playgrounds around the country, perhaps through local COAs. She will be attending the COF Conference and hope she will elaborate further on her expectations for the Corps. SG would also like to meet with COA Board of Directors again.
- Presented the Health Leader of the Year Award to Senator Bingaman who has been a great supporter of USPHS
- The Executive Board is planning a workshop from 2:00-4:00pm at the COA meeting immediately following the keynote address. Will focus on how to improve the Commissioned Corps image and visibility and will be facilitated by a professional team from the New Orleans Second Harvest Food Bank. More information forthcoming.
- If interested in becoming involved in COA let CAPT Spires know

## VII. Old Business

### **Veterinary Holiday Ball: LCDR Davidson**

- Rescheduled as a spring ball in recognition of World Veterinary year, April 9, 2011. To be held at Uniformed Services University in Bethesda, MD. Will have cocktail hour, seated dinner, with dancing and music to follow. Tickets can be purchased from CAPT Thomas for \$60 per person. Urge everyone to come to this event and celebrate veterinary medicine. Will re-send invitation for those that might not have received it. Also solicited volunteers from each agency to ensure invitation goes out to each agency for civil service veterinarians and others who might want to attend.

### **VIII. New Business**

#### **Category Coins: CDR Gibbins/CAPT Spires**

- CDR Carter will be heading up this project. Have heard from 2 people on the number of coins they have and waiting to hear from a few others. Will be expensive to do anything other than reissue the same coin. Cost to reissue same coin will be about \$3 per coin versus \$8-9 to change the design or size. Depending on how many still left, may not need to order at this time.

#### **Window Decals: CDR Wright**

- LCDR Bair-Brake suggested selling a category specific USPHS decal. Rectangular decals would range from \$0.69 each for 2000 to \$1.99 for  $\leq 100$  and round decals would range from \$0.69 each for 2500 to \$1.79 each for  $\leq 100$ . Set up, color match, and art work fees would be approx. \$125. Costs for a 5" round decal would be \$1.24 each for 500 and could be sold for \$8 each so would only need to sell 78 to break even. If each category member purchased one in advance would have funds to do this and selling all 500 could make about \$2,760 for the category fund. If could get in time for COF, hope to sell most if not all of them and avoid shipping fees to purchasers. Currently looking into ways that category members could make tax free donations to our COF fund to be used as "seed money". If you would be interested in purchasing a few decals to provide upfront money, please contact Heather Bair-Brake ([hbb9@cdc.gov](mailto:hbb9@cdc.gov)) or Jennifer Wright ([pzw5@cdc.gov](mailto:pzw5@cdc.gov)).

### **IX. CPO Comments: CAPT Mainzer**

- Encourage everyone to log onto Direct Access to make sure readiness is up-to-date, particularly those up for promotion. If you have any issues, send e-mail to OFRD and cc CAPT Mainzer and CDR Gibbins.
- Special supplement on Health People, Healthy environments, which CAPT Mainzer co-edited, will be coming out in mid-late April. Wants to encourage other officers to create special supplements to highlight their areas of interest as well.
- Several officers have participated in restructuring workgroups. Reports have been completed and submitted for review, with the implementation to hopefully start in the late spring or early summer.
- Particular thanks to officers who are members of Tier 1 and Tier 2 response teams. Will have domestic responses in NM, KY, and TX this year. As you participate, please send report to Readiness and Response subcommittee, CAPT Mainzer, CDR Gibbins, and CAPT Bourke. Pictures, particularly action shots, are very much appreciated.

- CPO Board Meeting will occur during the 2011 EIS Conference so several CPOs will be in attendance. Veterinarians will be meeting Monday at noon, and will be a chance to meet USPHS vets as well as others participating in the EIS program.
- USPHS deployment to Japan is on the table, but have not received any requests from Japan. Several OPDIV have been and will continue to be engaged, so some officers will be involved, including those in Quarantine and Global Migration activities. Expecting a long-term and incredibly complicated response to multiple events including an earthquake, a tsunami, and radiologic exposure. Lessons learned can also help our preparedness planning in the US.

## **X. Adjourn**

## Advisory Committee Minutes – February 17, 2011

### Veterinary Professional Advisory Committee Meeting

Thursday February 17, 2011

2:00–4:00 pm Eastern time

#### Call-in Information:

Phone number: 877-420-7930

Participant Passcode: 9961560

#### I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor

For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).

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√	CDR	Julie Sinclair	CDC	
√	LCDR	Heather Bair-Brake	CDC	
√	LCDR	Casey Barton-Behravesh	CDC	
	LCDR	Nelva Bryant	CDC	
√	LCDR	Bryan Buss	CDC	
√	LCDR	Lauren Davidson	NIH	
√	LCDR	Christa Hale	CDC	
	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
	Dr.	Adam Langer	CDC	Civil Service Representative
√	LCDR	Ethel Taylor	CDC	Executive Secretary

#### Veterinary Professional Category Officers in attendance:

Rank	Last Name	First Name	Agency/Institution
CAPT	Mainzer	Hugh	CDC
CAPT	Wright	Jennifer	CDC
CAPT	Hoogstraten-Miller	Shelley	NIH
CAPT	Thomas	Tom	NIH
CAPT	Spires	Charlotte	FDA
CDR	Montgomery	Susan	CDC
CDR	SanYvette	Williams	EPA

LCDR	Holzbauer	Stacy	CDC
LCDR	Knust	Barbara	CDC
LCDR	Lanier	Willy	CDC
LT	Gill	Jaspreet	USDA/FSIS
LT	McCollum	Jeff	CDC
LT	Capewell	Linda	CDC
Frmr CAPT	Clemmons	Roger	University of Florida
Dr.	Shukan	Evan	NIH

## II. Approve minutes

- The January 2010 meeting minutes were approved as written.
  - Motion made by LCDR Buss and seconded by CDR Sinclair

## III. Army 10 miler: Dr. Evan Shukan and CAPT Shelly Hoogstraten-Miller

- Last year PHS had 50 runners and 50 volunteers in the race
- Frontlines article will be coming out in March and the Deputy Surgeon General will also be sending out a memo to encourage participation this year
- Registration fills quickly, so if interested in running notify Dr. Shukan and CAPT Hoogstraten-Miller to receive an announcement when registration opens
- Volunteers still needed for the expo the day before or to cheer on runners the day of the race. Contact Dr. Shukan and CAPT Hoogstraten-Miller for more information.

## III. Vet PAC Chair Comments: CDR Gibbins

- Currently exploring the potential of creating a JOAG-type group for senior officers to address leadership training, retirement, etc. Opportunities to serve forthcoming and if interested contact CDR Gibbins.
- Collecting information on lessons learned and issues with the billet process. Veterinary category coming up in the next few months, so if you have problems inform CDR Gibbins.
- 5 category officers are participating in the workgroups and will be moving forward with recommendations.
- No OBC courses in March or April. Will use break to evaluate how well the current structure is functioning.
- Provisional OBC course listed on the CCMIS website to provide an opportunity for officers with a CAD prior to 2007 to be eligible to receive the Commissioned Corps Training Ribbon. Deadline to sign up is March 1st.
- Special PAC meeting held on Feb 9 to discuss the lifting of the “pause”. Notes posted on HHS portal.
- Joint PPAC-VetPAC call on domestic and international deployments was successful. Thanks to LCDR Buss, LCDR Lanier, and LCDR Holzbauer for presenting. Next joint call will be in April with an OCCO presentation on how to assist with PHS recruiting and application process.
- Additional officers have volunteered to serve on application boards. Questions contact CDR Gibbins.
- OCCO has received 40-50 volunteers to help clear backlog of applications. Still need officers to fill 4-6 month details. If interested, contact CAPT Mainzer or CDR Gibbins.
- OFRD will be sending out details on locations and times for training activities for Tier 1 and 2 Applied Public Health teams.

#### **IV. Special Presentation: None**

- Deployment and training missions update from OFRD tentatively scheduled for March.

#### **V. Subcommittee Business**

##### **Awards: LCDR Barton-Behravesh**

- Call for nominations for 2011 Vet of Year Award are due Friday, April 1 by COB.

##### **Career Development: CAPT Altekruse**

- Met in January and planning to identify current FSIS officers who could benefit from mentorship
- Proposal to sponsor occasional presentations by recognized members of the profession
  - Stephen Sundlof has been contacted for inaugural address
- Forming group to look at updating category CV recommendations to match current environment and benchmarks

##### **Meetings: LCDR Bair-Brake**

- CVC Conference, May 4-9, 2011, Washington, DC. Have contacted PHS for funding to host recruitment booth. Will try to secure rooms for category to use on May 6.
- PHS Symposium, June 19-23, New Orleans. Registration open, but request for names for travel memo has not been sent. Hotel rooms are filling up so may want to reserve now for current government rate of \$130/night. Category day will focus on emergency response and getting ready for deployment. Afternoon will be wetlab at city stables on large and small animal skills needed to respond. Hotwash to follow at area restaurant
- 2011 EIS Conference, April 11-15, Atlanta. Registration is free. If out of town and need lodging, contact CAPT Mainzer. Will have Monday lunch for veterinary EIS officers and alumni.

##### **Public Information: LCDR Hale**

- Please submit information for inclusion in the monthly CPO Announcements to CDR Tracy Bourke at [tracey.bourke@fda.hhs.gov](mailto:tracey.bourke@fda.hhs.gov)
- Specifically seeking information on the following March announcements:
  - Input/updates from Rapid Deployment Forces (RDF) Team and Applied Public Health Team (APHT) participants

##### **Readiness: LCDR Sinclair**

- Several officers spoke yesterday at the PPAC-VetPAC joint call about domestic and international deployments
- Notes from Veterinary Stability Operations course submitted by CAPT Spires to CAPT Bourke for CPO announcements
  - Excellent course with good turnout from Army , Air Force, and National Guard vets and strongly recommend
  - Focuses on how to set up veterinary operations, and address food animal production problems in a foreign country
  - Addresses interpersonal communications with individuals from another culture. Many of the principals taught are applicable to dealing with people in rural communities in the US

- Lectures from USAID and epidemiologists with years of experience in applied epidemiology in developing countries
- Field exercise at local farm with participation from vet students at UGA
- OFRD sent communication that all officers up for both permanent and temporary promotion consideration are basic ready as of today

**Recruitment/Retention: LCDR Davidson**

- Held meeting yesterday
- Subcommittee has been charged with helping applicants with transcripts and letters of recommendation along with PHS 50 forms
- Will be contacting past applicants to tell them pause is lifted
- Hope to have booths at several meetings, such as CVC and AVMA, pending funding
- PHS is option for applicants to the CDC lab animal residency program and can apply for both concurrently

**Website: LCDR Buss**

- I would like to thank the subcommittee volunteers for their service.  
Adam Langer, Dwayne Jarman, Sherry Burrer, Stacy Holzbauer, and Catherine Rockwell
- Special thanks to Adam Langer for serving as Co-Chair and Sherry Burrer for volunteering to be Alternate.
- 2011 meetings will be first Wednesday of every month at 9:30 EST.
- Dwayne Jarman has submitted the request to post the updated VetPAC member list on the website.
- Permissions on the Portal have been updated according to officers' roles. Please notify LCDR Buss if settings are incorrect.
  - VetPAC members have read/write access
  - Website subcommittee members have Admin access
  - All other category members are Read Only.
- If other subcommittees identify a need for "write" access for officers notify LCDR Buss
- Documents recently posted on the Portal include:
  - Minutes of most recent meetings
  - 2011 VetPAC member list
  - Presentations describing domestic and international deployment experiences presented on yesterday's joint PPAC/VetPAC Forum Meeting

**VI. Workgroup Updates**

**Uniform Standards: CDR Campbell**

- Meeting has been postponed.
- Recommendations have been sent to ADM Canton
- Waiting for official clearance before recommendations can be shared

**VII. COA Update: CAPT Spires**

- CAPT Spires is the Category Board of Directors Rep and President and Chair Elect for this year and the COA update will be a new regular agenda item
- COA leadership invited for an unprecedented meeting with the SG the last week of February

- Plan to give the SG a sense of how important COA is in support of officers and why her support is so important.
- Great opportunity to increase visibility of category to SG and link in our activities with public health priorities and campaigns.
- Will update next month on the meeting with the SG

## **VII. Old Business**

### **Veterinary Holiday Ball: LCDR Davidson**

- Rescheduled as a Spring Ball in recognition of World Veterinary Year on April 9, 2011. Will be held at Uniformed Services University in Bethesda, MD. Invitations will hopefully go out next week.

### **PY 2012 Category Benchmarks: CDR Gibbins**

- Sent out category specific benchmarks, open for comments for PY 2013
- Precepts from DC should come down in the next month or so
- Will include a “gray box” stating that benchmarks are the average performance and qualifications for an officer at that grade, not a checklist
- Should be applicable to all officers across all agencies, and not unique to a specific agency
- Worked to clarify them and make more useful for officers and promotion boards
- Will convene a workgroup to address PY 2013 benchmarks this summer

## **VIII. New Business**

### **Category Coins: CDR Gibbins/CAPT Spires**

- Running a little low on Category coins, although CAPT Altekruze still has some available
- May want to use the same design but in a slightly larger size
- CAPT Thomas will look into it further

## **IX. CPO Comments: CAPT Mainzer**

- CAPT Mainzer will send out link to the GAO report related to improvement of the public health workforce. Includes a paragraph recognizing the need for vets as members of the public health workforce.
- Number of policies and general and category-specific standards are being updated. Thanks to CAPT Hall-Robinson and colleagues for all of their hard work.
- RADM Penny Slade-Sawyer is the new advisor to the ASH on Corps operational issues
- Work groups will be submitting organizational recommendations for improvement to the Corps shortly
- Thanks to senior officers who have volunteered for PHS appointment boards, and looking forward to getting new officers on board
- Application process may still be lengthy although the pause has been lifted. Need to communicate this to applicants.

## **X. Adjourn**

## Advisory Committee Minutes – January 20, 2011

### **Veterinary Professional Advisory Committee Meeting**

Thursday January 20, 2011

2:00–4:00 pm Eastern time

#### **Call-in Information:**

Phone number: 877-420-7930

Participant Passcode: 9961560

#### **I. Welcome and Roll Call: CDR Gibbins / LCDR Ethel Taylor**

- For those who are not PAC voting members: please send an email to (LCDR Taylor at EVTaylor@cdc.gov) regarding attendance of this conference call. Please include first and last name, rank, and OPDIV with which you are affiliated (CDC, NIH, FDA, USDA, etc.).
- Thank you to our new Executive secretary LCDR Ethel Taylor and thanks to LT Linda Capewell for filling in today and when needed.
- CDR Gibbins encourages members who want to participate or have any issues to bring to his attention or to the attention of the PAC to please contact the appropriate subcommittee or CDR Gibbins or CAPT Mainzer at any time.

<b>Attendance</b>	<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>Note</b>
√	CDR	John Gibbins	CDC	VetPAC Chair
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	CDR	Kris Carter	CDC	
√	CDR	Julie Sinclair	CDC	
√	LCDR	Heather Bair-Brake	CDC	
√	LCDR	Casey Barton-Behravesh	CDC	
	LCDR	Nelva Bryant	CDC	
√	LCDR	Bryan Buss	CDC	
√	LCDR	Lauren Davidson	NIH	
√	LCDR	Christa Hale	CDC	
	LCDR	Wanda Wilson	USDA	
	Dr.	Sarah Babcock	DHS	Civil Service Representative
√	Dr.	Adam Langer	CDC	Civil Service Representative
	LCDR	Ethel Taylor	CDC	Executive Secretary

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Mainzer	Hugh	CDC
CAPT	Hall-Robinson	Elvira	OCCFM
CAPT	Perdue	Kathy	NIH
CAPT	Galland	Gale	CDC
CAPT	Wright	Jennifer	CDC
CAPT	Thomas	Tom	NIH
CDR	Montgomery	Susan	CDC
LCDR	Hale	Christa	CDC
LCDR	Lanier	Willy	CDC
LCDR	Jarman	Dwayne	FDA
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Duncan	Mary Anne	ATSDR
LCDR	Knust	Barbara	CDC
LCDR	Kennedy	Erin	CDC
LT	McCollum	Jeff	CDC
LT	Webeck	Jenna	CDC
LT	Capewell	Linda	CDC

**II. Approve minutes**

- The December 2010 meeting minutes will be approved pending CAPT Mainzer’s perusal.

**III. Vet PAC Chair Comments: CDR Gibbins**

- February 16th—joint call with the Physicians PAC. The topic of the call will be physician and veterinary officers’ experiences on international and humanitarian deployments. Thanks to those volunteers who will be presenting.
- Pause—highest priority issue is when new officers will be brought on active duty. Deputy Surgeon General is confident this will be announced soon.
- Need DC based officers to help process new officer applications. Will send out more information as it becomes available.
- 10 working groups will be formed to address recommended changes to USPHS. Leadership positions are currently being filled, and an email will be sent out for other volunteers. This is an opportunity to reflect the responsiveness of veterinarians in the ongoing efforts to improve visibility of the federal veterinary workforce across agencies.
- Transferability of GI benefit has been authorized for PHS officers pending approval of the Secretary of Defense. HHS is drafting a memo to explain why this is in the best interests of national security and the recruitment of PHS officers. In order to control costs related to healthcare provisions and long-term health service benefits, DoD and the VA are scrutinizing the transferability component of the education program, so even if we get this benefit it may only be short-term.
- Global awards should be in place in 3-5 months. Nominations will be solicited in late spring-summer and awards will be retroactive to 2005.

- For those submitting paperwork for eOPFs, the backlog had been resolved and there should be a quick turnaround for new submissions.
- Environmental Health Officers are next for the new billet system. Veterinarians are scheduled for March with more information to come.
- OFRD has not provided much information regarding humanitarian missions. Applied public health teams may have more information. Tier 1 and 2 teams most eligible for missions. More to come.
- President's Challenge still valid for meeting basic readiness requirements, however officers are encouraged to use the fitness test instead to avoid difficulties if this option is removed in the future.

#### **IV. Special Presentation: CAPT Tory Hampshire, VMD. Navigating the Waters of Advisory Committee Participation**

- CAPT Hampshire discussed how PHS officers can be helpful in serving as experts, witnesses, and/or working group participants to advise agencies and organizations on special matters including drug safety and antibiotic resistance, safety of genetically engineered animals, and food safety.
  - The Federal Advisory Committee Act was developed in the early 1970's to establish councils to advise agencies without potential conflicts of interest.
  - NIH and FDA both have advisory groups intended to be neutral or have no conflicts with any particular agency.
  - Advisory groups announce issues of interest in the federal register for a specified period of time to allow for public participation.
  - If there is a potential conflict of interest, a waiver can potentially be granted by the agency.
  - Questions can be voted on or recommendations can be put in place by the advisory group.
  - Committee meeting results are available on the web.
  - The agency calling for the advisory group has to notify Congress of the topics, costs, and benefits of the advisory group meetings to the taxpayers.
  - These advisory groups provide opportunities for officers to participate or provide their expertise to an agency
- Information on advisory groups, current topics, and required qualifications can be found on the agency website.
- Advisory groups provide a great way to see how decisions are made with regards to controversial public health issues.
- If interested in presenting on a future call, please contact CDR Gibbins.

#### **V. Subcommittee Business**

##### **Awards: LCDR Barton Behraves**

- Awards committee consisting of LCDR Wilson, LCDR Shibukawa-Kent, and LT Capewell has been busy.
- Selections have been made for Junior Veterinarian of the Year and Veterinary Responder of the Year. Date and location of awards presentation TBD.
- Daniel Salmon Award nominee has been selected and is advancing in the selection process.
- Be on the lookout for another call for the Veterinarian of the Year award
- Career Development: LCDR Davidson
- The meeting for this newly formed subcommittee will be held on Feb 14th

- Will reach out to USDA FSIS and Dr. Sunlaw has been invited to speak to the category via teleconference on one health.
- CAPT Altekruze has updated the roster to build interconnections between veterinarians and raise awareness of Commissioned Corps as a career pathway. Please share other ideas from PAC members with him via email.

**Meetings: LCDR Bair-Brake**

- Central Veterinary Conference. The speaker list will be finalized in the next couple days and the speakers will be notified. CVC is providing space for a recruiting booth, and a luncheon may be organized. We are looking for moderators for the event for approximately 9 hours. Send CDR Gibbins an email if interested. More information to come.
- USPHS Symposium, New Orleans—Category Day on June 21 with a focus on emergency response. Wet lab offered in the afternoon by the LA Emergency Coordinator will be a clinical skills refresher and animal restraint course. A hot wash is planned afterwards at a local restaurant to discuss what was learned at the wet lab.

**Public Information: CAPT Bourke**

- Continued difficulties obtaining information from officers to put in announcements. Will be identifying liaisons in each agency to provide information on veterinary officers' activities. Let CAPT Bourke know if you would like to be a liaison for your agency.
- Please give CAPT Bourke information about awards, publications, presentations, and projects to share with the category. It is important we understand what we are doing as veterinarians to fill the public health mission, and CAPT Mainzer provides highlights from the category to the Surgeon General once a month.

**Readiness: CDR Sinclair**

- Update on global operations coming soon.
- 6 officers will be taking part in the Global Stability Course in Athens. Thank you to Major Hollier for including PHS in this activity.
- CAPT Davis recently took a 1 week agricultural emergency response course sponsored by USDA and DHS at the Center for Domestic Preparedness in Aniston, AL which provided hands-on experience in performing clinical work under biohazard conditions. The cost for the course is \$1,318 (free for USDA veterinarians), and if interested in attending, contact CAPT Mainzer.
- Due to the delays at MAB, officers should keep records of when they sent in immunization information to avoid being penalized for late submission.
- OFRD has reached out to individuals who are not basic ready, except for those missing flu immunizations. If you are still not basic ready and have not gotten a call from OFRD, let CAPT Mainzer know.

**Recruitment/Retention: LCDR Davidson**

- Will convene the first meeting of the year in 1-2 weeks.
- 3 officers are waiting on pause to be lifted.
- Will be working on recruitment booths this spring and summer.
- Since the subcommittees have a common mission, will also sit in on career development subcommittee meetings.

**Website: LCDR Buss**

- Looking for new members to serve on the committee, particularly if you have IT skills or would like to gain IT skills.
- In process of getting access to set permission and privileges within HHS portal.
- LCDR Taylor will need access to Portal for uploading minutes. If anyone else needs passwords to access Portal, let LCDR Buss know.
- Will plan first meeting early in February. Will discuss RSS feed and Survey Monkey so people can enter their publications to create a comprehensive list of publications for outreach.

## **VI. Workgroup Updates**

From CDR Campbell: Uniform memo has been forwarded to Admiral Canton.

## **VII. Old Business**

### **Veterinary Holiday Ball: LCDR Davidson**

- Will contact caterer last week of this month to solidify plans. Date is March 26.
- Army and Air Force may be returning home to DC area from the Joint Force Protection Conference in Hampton, VA on March 25. Reach out to these groups before confirming March 26 date.

### **VetPAC Chair Elect: CDR Gibbins**

- This position requires a significant time commitment.
- LCDR Bair-Brake was nominated as chair elect for 2011. Nomination voted on and approved by membership. Congratulations to LCDR Bair-Brake for stepping forward and being willing to serve.

## **VIII. New Business**

No new business.

## **IX. CPO Comments: CAPT Mainzer**

- Thank you Dr. Langer for your work in the Federal Veterinary Workforce Initiative Corp.
- Dr. Babcock at DHS has been selected for a one year detail as a congressional fellow. She will be on the Senate side, and will let us know when it has been determined what member of Congress she will be on staff with.
- CDC-Hubert Global Health fellowship program is sponsored by CDC to engage fellows in international work. This is a great way to get veterinary students engaged in international public health activities.
  - Volunteers needed for several positions with OCCO during this time of transition. These detail assignments are reimbursable by the Division of Commissioned Corps and are a good way to gain staffing experience.
  - 4-6 month detail as an HR specialist
  - Volunteers needed for PHS appointment board
  - Will provide OCCO contact information for Recruitment/Retention subcommittee chairs to reach out to applicants
- COSTEP Selection Day. Only one or two agencies may be able to bring on a COSTEP this year.
- Joint Force Health Protection Meeting. Will be held March 21—25 and includes linkage between Army, Navy, Marine Corps and Air Force, with potential PHS participation.

Registration is free, and the focus is on Veterinary Medicine, Environmental Health, and Epidemiology & Prevention. Will send out more information to the category.

- 2011 World Veterinary Year will be held in recognition of the 250th anniversary of the foundation of the world's first veterinary school. A challenge has been put forth and a coin will be given to the first non-veterinarian who knows the answer as to which veterinary school this was.
- Deadlines for serving on the AVMA Public Health and Regulatory Medicine Council are coming up. CAPT Mainzer is happy to sponsor a nominee on behalf of the uniformed services. Two of three public health positions will be open. Also opportunities available to serve on other AVMA committees.
- A new board specialty in Animal Welfare has been proposed, possibly as a supplement to the Laboratory Animal Medicine Board. This proposal is under discussion by AVMA and we would like to see more information from AVMA on this issue.
- CAPT Mainzer was recently a guest editor in the Public Health Reports special supplement entitled "Healthy People in a Healthy Environment, and encourages officers to put together similar supplements for their work.

## **X. Adjourn**

**Advisory Committee Minutes – December 16, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

For December 2010 meeting: Thursday December 16, 2010 2:30-4:30 pm Eastern

**I. Roll Call**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
√	CAPT	Wright	Jennifer	Ex-officio	
√	CAPT	Altekruse	Sean	Career Development Chair	
√	LCDR	Bair-Brake	Heather	Meetings Chair	
absent		Babcock	Sarah		
absent	LCDR	Barton Behraves	Casey	Awards Co-chair	
absent	CDR	Bourke	Tracey	Public Information Chair	
absent	LCDR	Bryant	Nelva		
√	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
absent	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
absent	LDCR	Davidson	Lauren	Recruitment Chair	
√	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
absent	CAPT	Guerra	Marta	Meetings Co-chair	
√		Langer	Adam	Website Member	
√	CDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

<b>Veterinary Professional Category Officers in attendance</b>			
<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Galland	Gale	CDC
CAPT	Thomas	Tom	NIH
CAPT	Ross	Marianne	FDA
CDR	Carter	Kris	CDC
CDR	Williams	SanYvette	EPA
CDR	Anderson	Alicia	CDC
CDR	Montgomery	Susan	CDC
LCDR	Hale	Christa	CDC
LCDR	Schmitz	Ann	CDC
LCDR	Duncan	Mary Anne	ATSDR
LCDR	Taylor	Ethel	CDC

LCDR	Lanier	Willy	CDC
LCDR	Knust	Barbara	CDC
LCDR	Holzbauer	Stacy	CDC
LT	Kennedy	Erin	CDC
LT	Webeck	Jenna	CDC

## II. PAC Chair Comments: CDR Campbell

- Congratulations to LCDR Jarman who will be the Chair of the Minority Officer Liaison Council. This position is appointed by the Surgeon General.
- Uniform meeting was productive and CDR Campbell appreciates your patience as the Uniform meeting and the PAC meetings have overlapped.
- 30th Tobacco report from the Surgeon General was recently released; please at least look at Executive Summary if cannot read whole report.
- It appears that we will see activity related to the hiring pause soon.
- The official run for the Readiness report will be December 31; emails have started coming out to officers who are not basic ready; Note that Medical Affairs Branch is backlogged entering influenza shots; we did not have a representative at the fitness for duty meeting this week.
- We were supposed to be updating and editing the category benchmarks –; one big change will be updating assimilation – Officers no longer have to say whether they are assimilated since we are all regular Corps since March 2010.
  - There was a movement to have Benchmark 5 rolled into Benchmark 4, but has not happened yet as policy has not changed so continue on with both a Benchmark 4 and Benchmark 5 for the 2011 promotion cycle.
- Obituaries will no longer be published in the Bulletin; they will instead be announced via email so that the information is more timely.
- Emails should have been sent to those who are up for permanent promotion.
- There was a temporary glitch with inter-service transfers, which were continuing during the pause; though the nature of the glitch was not given, it has been resolved.
- For the upcoming COF Symposium, USPHS Officers need to do what you can to save funds and be mindful of budget; double up if possible in hotel rooms, take advantage of military flights if possible so that as many officers as possible can attend the meeting.
- Two new workgroups will have calls for members soon; leadership and mentorship will be necessary for these workgroups, though the topics for the workgroups have not been specified.
- There is another event coming up as well: Interagency Conference for Federal Healthcare Providers. There is a \$2000 charge for the 2-week training event.

## III. Approve Minutes

- The November 2010 meeting minutes were approved as written. (Motion made by LCDR Wanda Wilson and seconded by CDR John Gibbins).

## IV. Subcommittee Business

**\*\*Current Subcommittee Chairs — please let CDR John Gibbins ([JGibbins@cdc.gov](mailto:JGibbins@cdc.gov)) know if you plan to continue serving as your Subcommittee's Chair**

### Awards: LCDR Wilson

- Very active at this time

- Nomination committees busy with Responder of the Year, Junior Veterinarian of the Year, and the Salmon Award
- All certificates for persons who participated in PAC activities have been distributed
- Calls for Veterinarian of the Year will come in January 2011

**Career Development: CAPT Altekruse**

- Hoping to accomplish a lot in the next year as only got to start working with this at mid-year
- CDR Brianna Skinner is taking active role in representing category in mentorship meetings
  - Pilot program presentations occurred on Tuesday December 14 in Washington DC and by conference call; all categories in USPHS represented at meeting
  - The purpose of the meeting was for each category to present their mentoring program to panel of experts from the Office of the Surgeon General to assist with enhancing program and making it a Corps-wide effort
  - White paper will come out of this review
  - For our category, we have a substantial number of senior officers

**Meetings: LCDR Bair-Brake**

- Central Veterinary Conference on Friday May 6, 2011, in Washington DC
  - Still need a few more speakers for 50 minute presentations
- USPHS Symposium June 20-23 in New Orleans, LA
  - Category Day - June 21
  - Theme - Emergency response
  - Wet lab in afternoon with small and large animal activities planned
- AVMA July 16-19, 2011 in St. Louis, MO
  - PAC Meeting at AVMA on Sunday morning
  - Combination of PAC meeting and a few speakers

**Public Information: CAPT Bourke**

- No update
- Information for inclusion in the CPO announcements should be emailed to CDR Bourke

**Readiness: CDR Sinclair**

- See article in this December 15 JAVMA page 1354: Military Veterinarians Refocus on Stability Operations. Article includes a picture from June military training wetlab. USPHS is mentioned in the article.
- Upcoming DOD Veterinary Stability Operations course. January 31-Feb 4: Athens, GA; 5 USPHS taking part
- Conference call this morning with Dr. Tom Graham – CEO of Veterinarians without Borders (on call: CAPT Mainzer, CDR Langham, CDR Gibbins, LCDR Sinclair, CDR Paul Reed [OFRD]). Dr. Graham will give presentation on the work his group does in early 2011 Vet PAC meeting
- USPHS participation in DOD humanitarian missions are still pending. PHS-wide issue, not just Veterinary category
- Reminder that MAB has back log of influenza vaccinations to enter. You must use OFRD coversheet; There are special processes for those up for promotion to ensure that your information is in your eOPF.

**Recruitment/Retention: CDR Campbell**

- An additional event will be added to the Officer Basic Course called Dining In. This will be coordinated by OBC candidates and we will likely need volunteers for this activity in the future.

#### **Website: CDR Gibbins**

- Thanks to all subcommittee members who helped this year, especially LCDR Dwayne Jarman, whose technical expertise was important for updating website and establishing portal
- On that note, this subcommittee still needs a tech savvy VetPAC member to step up and help with maintenance of the website and HHS Portal
- LCDR Bryan Buss will serve as Chair next year
- The Website Subcommittee submitted the following comprehensive update for inclusion of the minutes.

#### ***Veterinarian Website Committee Update – 12/16/10***

The previous ASP .NET web site format used relational positioning which caused the left navigation menu to not appear on some Blackberry devices. The website has been updated and installed and can be found at <http://www.usphs.gov/corpslinks/veterinarian>.

#### ***Here is new functionality of the site during 2010:***

- An ASP .Net framework is now being employed to separate the display of the site from the main page content of each page; this makes updating site pages much easier
- A form to request access to removal from the Veterinarian listserv has been added to the site
  - Information is copied to the listserv manager for review and determination whether or not the person should be added
  - Users must use the computer that they have at work and have a mail program (e.g., outlook) installed using the email they wish to use.
- A form to request access to the Veterinary Category HHS Portal has been added
  - Access to the portal requires a) a username and password, b) one of the category administrators to add the person to the Veterinary Category Portal
  - If the user indicates that they do not have access to another portal, the email request is sent to the Website Committee and the HHS Portal Engineer for obtaining a username and password then adding to the community.
  - If the user indicates that they have access to another portal community, the email request is only sent the Website committee for adding to the portal
- A form to request password reset for the HHS Portal Added
  - This is sent directly to the portal engineer and the website committee is copied on the request
- RSS Feed added (<http://www.usphs.gov/corpslinks/veterinarian/rss.xml>)
  - This is a public way to make announcements at the USPHS.gov site pertinent to the Veterinary Category and it's visitors
  - A Excel file was created to create the RSS feed and to generate the email that would be used to post the file on the staging and live server
- A "News" section was added to bottom of main web page (<http://www.usphs.gov/corpslinks/veterinarian>)
  - The section displays the 5 most recent RSS items ([http://www.usphs.gov/corpslinks/veterinarian/all\\_news.aspx](http://www.usphs.gov/corpslinks/veterinarian/all_news.aspx))

- This reads the RSS feed so that once the RSS feed is updated, the main page will be updated with the most recent items.
- There is a link at the bottom of the ≤5 news item “Show All News” and this will display all RSS feed items on the page (≤200 items).
- Google Analytics added to the site
  - This requires Gmail account to access; LCDR Jarman can assign managers to the Veterinary account
  - This will help us track how visitors are using the site and what items are viewed and how often.
  - Can be used as a metric to demonstrate user traffic on the site
- Assisted the Mentor Committee to develop and Adobe Mentor/Mentee Application form that was distributed in the CPO announcements
  - This form allows the Mentor Committee to create an Excel database of information from the mentors
  - All forms are emailed to Brianna Skinner on Completion
  - The Mentor/Mentee Application is posted on the Career Development page of the website and highlighted on the RSS feed and in the News Items (see RSS feed and New Section above).

## V. Workgroup updates

### **Billets: CDR Campbell**

- No update

### **Deployment Guide: LCDR Buss**

- Working to incorporate recent missions into guide to incorporate information on non-ship-based deployments
- Finalized product for ship-based deployments is available on HHS Portal

## VI. Old Business

### **Veterinary Holiday Ball Planning: CDR Campbell**

- The event not be a Christmas event for this year as response was too low
- This will be a spring event; otherwise event will not change (same venue, cost, etc.); will also be in celebration of World Veterinary Year
- Tentative date March 26, 2011

## VII. New Business

### **Category Benchmarks: CDR Campbell**

- This item was addressed in the PAC Chair announcements

### **2011 Vet PAC Voting Member Elections / Upcoming Chair-Elect Election: CDR Gibbins**

- Thanks to all officers that ran for voting member and those that voted
- Congratulations to CDR Kris Carter and LCDR Christa Hale who will start their 3 year voting membership in 2011
- We will soon seek nominations for the Veterinary PAC Chair-Elect for the next year (to serve as Chair for 2012). Nominees must be current voting PAC member. While not rank-specific, CAPT Mainzer recommends the officer be at least an O-5 officer to prevent undue influence from other PAC Chairs and becoming overwhelmed by amount of work
- Meeting Schedule for 2011: CDR Gibbins

- We will tentatively schedule the PAC meeting for the third Thursday of each month from 1400 to 1600 EST.

### **VIII. CPO Comments: CAPT Mainzer**

- If you are interested in submitting an abstract to World Congress of Disaster Emergency Medicine (Shanghai, China), the deadline has been extended
- CAPT Mainzer sat in on meeting with Admiral Bailey to represent CPO Board – SG’s outreach meeting for National Prevention Health Promotion in Public Health Council; Notable presentations touched on healthy environment, food safety, and food security, and mental health issues; Council established by Executive Order; 17 members of federal government; By March of 2011, advisory group will develop a report
- CAPT Mainzer will distribute a report from Agency for Healthcare Research and Quality on impact/cost of animal bites in US; over 318,000 emergency department visits related to animal bites; average cost estimated at \$18,000 per encounter; we might serve a role to improve prevention and response to bites
- CAPT Mainzer will also distribute a new publication from the World Bank: People, Pathogens, and our Planet; Volume 1 focuses on One Health perspective. Major publication that will help define some of the problems with which we work as veterinary officers
- CAPT Mainzer participated in working group with colleagues in many areas of disease control and prevention in regards to our health roles and impacts in the new authorization of the farm bill taking place in 2012
- We are still under the hiring pause, but hopefully will get news in near future; issue – many policies that need to be in place before pause can be lifted, but those policies still need approval; issue of appropriations is likely holding up approvals up
- With regards to pay, decisions are still being made whether all officers will receive cost of living increase this next calendar year; assignment incentive program will not be renewed; consolidated pay still waiting for approval of the Secretary
- Last week, CAPT Mainzer chaired a meeting in Washington with veterinarians from other agencies and human resource/administrative specialists who will form the Veterinary Workforce Talent Management Advisory Council (which is part of the Office of Personnel Management); reached consensus among participating agencies to set an agenda of activities for next calendar year to look at what veterinarians do in federal government, what agency and societal missions needs are, and how best we can be responsive to those needs in response to preparedness, food security and safety, regulatory activities, and biomedical research
  - CAPT Mainzer would like to thank CDR Princess Campbell, CAPT Terri Clark, CAPT Elvira Hall-Robinson, and CAPT Estella Jones for their work with this Taskforce
- CAPT Mainzer will be attending winter leadership of AVMA; CAPT Mainzer will ask CDR Gibbins to work on the fact that we are eligible to send junior PHS officer to winter leadership conference so we’ll be able to do that next winter
- Remember that 2011 is World Veterinary Year; PAC might need ad hoc group in Meetings subcommittee to see how we can participate in this ‘celebration’
- There will be an opportunity to comment on the North American Veterinary Education Consortium’s vision and report of recommendation to the veterinary education community. The information will be available on-line and the link will be distributed. LCDR Willy Lanier and CAPT Mainzer have been working to ensure that veterinarians in public service and with One Health focus were included.

- Thank you to Subcommittee Chairs for their service this year
- Thank you to Officers who were deployed in 2010 for representing our profession and category with distinction
- Thanks to CDR Skinner-Harris for involvement with mentoring activities
- Thanks to all those who attended OBC to represent veterinary category
- Thanks to CDR Campbell for working with billet process
- Thanks to LCDR Buss for work with deployment guide which will help those being deployed
- Thanks to CDR Campbell for her service this year, sometimes under short time lines and duress
- Thanks to LCDR Hale for keeping us organized and informed as PAC Executive Secretary
- Several officers will be retiring over next weeks and months; CAPT Mainzer will keep us updated
- CAPT Estella Jones, moving from OCCFM to FDA; thanks for keeping the category involved; CAPT Hall-Robinson will fill CAPT Jones' role at OCCFM
- Thanks to all; Happy holidays

## **IX. Adjourn**

## **Advisory Committee Minutes – November 18, 2010**

### **Veterinary Professional Advisory Committee Meeting**

Thursday November 18, 2010

2:30–4:30 pm Eastern time

Call-in Information:

Phone number: 877-420-7930

Participant passcode: 9961560

#### **I. Army Ten-Miler: Dr. Evan Shukan**

- Last year, several veterinarians decided to run the Army Ten-Miler as a PHS team. Grew into 50 PHS runners on 9 teams, and representing most organizations, including the Deputy Surgeon General.
- Also recruited volunteers to man a booth at the Army Ten-Miler Expo, cheerers stationed at various points along the course on the day of the race, and worked with Souls for Soles to collect running shoes to distribute to people around the world.
- Several articles, including in upcoming Dec and Jan issues of COA Frontline, have been written about the experience. LCDR Lanier suggested having a JOAG participant from last year also submit an article for JOAG Journal.
- Goal for 2011 Army Ten-Miler is 150 runners for PHS teams. Anyone interested in being involved as a runner or a volunteer can contact Dr. Shukan.
- Suggestions to increase visibility of PHS include sponsoring a similar team for Atlanta based officers for the Peachtree 10K, and for PHS members to wear PHS gear when working out.
- CAPT Mainzer requested members think about other charitable activities or functions that USPHS could start in order to increase visibility, and positively impact public health.

#### **II. Guest Speaker: Dr. Carney Jackson**

- Dr. Jackson spent 11 months in Afghanistan on a National Guard Agriculture Development Team creating sustainable veterinary and agricultural resources locally, by teaching local vets and students how to use the resources available to them instead of relying on outside sources. Move more towards privatization instead of reliance on government or other countries.
- Activities included working with partners to address procurement issues and nutrition concerns and developing training for local veterinarians and veterinary students, and providing veterinary care for more than 1,000 animals in a region lacking veterinary services.
- Worked with several veterinary schools in Afghanistan and provided training courses for veterinarians and students in several regions, demonstrating physical examinations, necropsy procedures, and microbiology techniques. Veterinary students are very knowledgeable, but lack many hands-on opportunities.
- Barriers to adequate veterinary care include transportation of animals is not possible in some areas, therefore encouraged vets to get motorcycles so they could take veterinary care into the field.
- Thanks for taking time to discuss such an interesting program.

### III. PAC Chair Comments: CDR Campbell / CDR Gibbins

- Officers should ensure that their new COER accurately reflects their performance, without the inflation of scores observed with the old COER.
- MAB has completed updating all vaccinations through October, but is still working on vaccinations from November. This will not hurt those who are up for promotion, unless there is a history of multiple late or absent vaccinations.
- Next basic readiness check is December 31, 2010. Will be contacted if you are not basic ready because of a minor issue, like missing vaccinations.
- List of perpetually non-compliant officers may be sent to CPT Mainzer and CDR Campbell for follow-up.

### IV. Roll Call: CDR Campbell / LCDR Hale

VetPAC Voting Membership Attendance					
Attendance	Rank	Last Name	First Name	Subcommittee	Working Group
√	CDR	Campbell	Princess	PAC Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
absent	CDR	Wright	Jennifer	Ex-officio	
√	CAPT	Altekruse	Sean	Career Development Chair	
√	LCDR	Bair-Brake	Heather	Meetings Chair	
absent		Babcock	Sarah		
absent	LCDR	Barton Behravesch	Casey	Awards Co-chair	
absent	CDR	Bourke	Tracey	Public Information Chair	
absent	LCDR	Bryant	Nelva		
√	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
absent	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
√	LCDR	Davidson	Lauren	Recruitment Chair	
√	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
√	CDR	Guerra	Marta	Meetings Co-chair	
√		Langer	Adam	Website Member	
absent	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

<b>Veterinary Professional Category Officers in attendance</b>			
<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Galland	Gale	CDC
CAPT	Perdue	Kathy	NIH
CAPT	Thomas	Tom	NIH
CAPT	Spires	Charlotte	FDA
CAPT	Jones	Estella	OCCFM
CAPT	Hoogstraten-Miller	Shelley	NIH
CDR	Carter	Kris	CDC
CDR	Williams	SanYvette	EPA
CDR	Montgomery	Susan	CDC
CDR	Anderson	Alicia	CDC
CDR	Skinner	Brianna	CDC
LCDR	Bosch	Stacey	CDC
LCDR	Jarman	Dwayne	FDA
LCDR	Holzbauer	Stacy	CDC
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Lanier	Willy	CDC
LCDR	Knust	Barbara	CDC
LCDR	Shukan	Evan	NIH
LT	Kennedy	Erin	CDC
LT	Capewell	Linda	CDC
LT	McCollum	Jeff	CDC
	Nichols	Megin	New Mexico DOH

#### **V. Approve minutes**

- The October 2010 minutes were approved as written. (Motion made by LCDR Davidson, LCDR Buss seconded)

#### **VI. Subcommittee Business**

##### **Awards: LCDR Wilson**

- Rolling out certificates of appreciation so they can be added to eOPF.
- A call for nominations for Responder of the Year, Junior Officer of the Year, and Salman Award has been made, but no nominations have been received at this point. Deadlines for Responder of the Year and Junior Officer of the year is Dec 1, Salman Award is Dec 3.

##### **Career Development: CAPT Altekruse**

- List of all veterinarians working at FDA, CDC, and NIH, including contact information and duties, has been submitted to CAPT Mainzer, but probably underestimates the number of vets in each agency. An impressive array of roles is represented.
- CDR Skinner is representing the category at PHS wide review of current mentorship activities being conducted by each category to enhance mentoring programs. She is currently updating slides, and has sent an e-mail to the category requesting information from formal or informal mentors and mentees. If you are involved as a mentor or mentee, please respond.

- The HSO category receives lists of incoming officers, so they can be quickly added to category listserves and matched to potential mentors, and the Black Commissioned Officers Association has a similar program. Suggestion was made to investigate this further to see if it might be something the Veterinary Category could adopt.

**Meetings: LCDR Bair-Brake**

- 2011 Central Veterinary Conference will be held on May 4-9th, 2011 at the Gaylord National Hotel in Washington, DC. They are currently looking for 6 speakers willing to give 10-15 minute presentations on May 6th. If interested, please contact LCDR Bair-Brake.
- 2011 Symposium will be held in New Orleans. Category day is June 21st: The asst. LA State Veterinarian, the LA SART team director, and the LSU Vet School are helping to create a wet lab including both large and small animal medicine. Currently soliciting abstracts from officers.

**Public Information: CDR Bourke**

- If you have any veterinary news, meetings, training activities or pictures, please send to CDR Bourke. They would also like to receive any information on any awards or achievements received by any category members.

**Readiness: LCDR Gibbins**

- Army stability operations course-final list of attendees will be sent out pending final supervisory confirmation-we have at least as many officers interested as available slots-preference will be given to junior officers for attendance
- Global health operations for FY11 (as of 02 Nov 2010) include the following: (per CDR Reed, OFRD) (since engineers are going on the PDSS in upcoming months, we discussed having someone from the Category brief them on the abilities and limitation of the veterinary category, and what our informational requirements are for planning. CDR Gibbins mentioned the Readiness Subcommittee developed a document a couple of years ago to help with this process-if names of individuals deploying on PDSS teams can be identified, this document could be shared with them.
- Pacific Partnership 2011 –
  - two engineers are deploying over the next three months for the pre-deployment site surveys
  - actual mission will begin March 2011 and include Tonga, Vanuatu, Papua New Guinea, Timor Leste, and the Federated States of Micronesia
  - mission to be conducted off of the USS Cleveland (LPD-7)
  - currently Army will provide all the Vets for the mission, along with NGOs; however, should any USPHS Vets be available and there is a gap need to fill, we will entertain deploying USPHS Vets
- Continuing Promise 2011 –
  - PDSS currently underway, very small US Navy contingent, no Vet representation on the site survey
  - actual mission will begin April 2011 and include Jamaica, Peru, Ecuador, Colombia, Nicaragua, Guatemala, El Salvador, Costa Rica, and Haiti
  - mission will be conducted off of the USNS Comfort and is medically focused with primary and surgical care; no evidence to date from US Navy planners of broader public health mission; main planning conference in Dec10 may elucidate otherwise
- Peru MEDRETE –
  - riverine medical readiness training exercise to Alto Amazonas, Peru

- follow-on mission to USPHS mission in April 2010
- APHT 2 and APHT 3 have been tasked to conduct international field training and are developing concept of operations for this mission
- initial CONOPs – deploy an expeditionary element of USPHS APHTs in collaboration with USAF and Peruvian Navy personnel to conduct public health activities to remote underserved communities in the upper Amazon jungle of Peru
- potential for USPHS Vet representation on this mission, with overall plan for engagement to be developed by APHT 2/3 leadership
- Dominican Republic –
  - Support of multilateral mission with USPHS representatives to develop disaster preparedness training of host nation personnel via face-to-face and remote VTC technology
- Mission due to begin in April/May 2011

**Recruitment/Retention: LCDR Davidson**

- So far, only 2 officers have responded that they are available to attend OBC graduations, held at the Gaithersburg Holiday Inn. More officers are needed, so please e-mail LCDR Davidson if you would be willing to attend.
- Currently, there are 73 individuals waiting to be commissioned when the pause is lifted. Will split up names with other members of recruitment/retention committee to make sure that all of their paperwork is in order, they are meeting medical and appointment standards, and provide assistance in securing positions within agencies that accept corps officers.

**Website: CDR Gibbins**

- No updates to report. A category member with IT experience is still needed to help with the website.

**VII. Workgroup Updates**

**Billets: CDR Campbell**

- The roll-out of category specific billets, originally scheduled for Nov, will be delayed until Jan.
- Officers who are in billets that can only be filled by a veterinary officer (ie. regulatory or clinical positions requiring a veterinarian) will need to fill out a category specific billet. Estimate about a quarter to a third of the category are in one of these category specific billets.

**Deployment Guide: LCDR Buss**

- The Arctic Crossroads mission was included in the final version to capture a wider range of potential missions.

**VIII. Old Business**

**Veterinary Holiday Ball: LCDR Davidson**

- Will be held on December 11th (Saturday) from 1800 to 2400 at USIS in Bethesda.
- Will have a full plated dinner, cocktail hour, a DJ, and dancing.
- Email has been sent out to everyone in the category with details including: pricing is \$60 a person; dinner will be a choice of red meat, vegetarian or chicken and will include wine;

cash bar at cocktail hour. Questions regarding menu choices and ticket payment can be directed to CAPT Thomas. If you did not receive the e-mail, please let LCDR Davidson know. RSVP date is November 29.

- CAPT Mainzer has invited the Surgeon General, the CPO for the other categories, AVMA President Dr. Jerry Parker, and the Assistant Secretary for Preparedness and Response to attend.
- CAPT Mainzer expressed his appreciation to LCDR Davidson and CAPT Thomas for all of their hard work on this project.
- PAC members in civil service and reserve members are also invited to attend. Uniform of the day will be determined.

## **IX. New Business**

### **Call for Additional Voting Members: CDR Gibbins**

- Nominations for Vet-PAC voting members have been sent out and are due Nov 29.
- Positions for 2 new members will be added, and a category wide election may be held, depending on the number of applications received.

### **Officer Evaluations**

- Would like to be able to update inactive reserve status on webpage.
- Have also been asked to review our category benchmarks. Please forward any comments or suggestions you may have to CDR Campbell.
- Agencies will be monitoring the COER process very closely to ensure the new COER will be more fair and objective.
- Before the end of the year, the terminology of the reserve corps needs to be changed in the by-laws.
- Please update your e-mail address so that you will receive all listserv messages from the category.

## **X. CPO Comments: CAPT Mainzer**

- Currently 6 veterinarians on the NOAA advisory panel on oceans and human health. Reached out to colleagues to express interest in making links between freshwater ecology, marine mammals, and public health.
- Postings open for veterinary officers for the National Park Service within the Department of the Interior. Interested officers have been encouraged to apply, and to discuss the stability of the position with NPS.
- Thanks to LCDR Lanier who also participated in the North American Medical Association consortium. A note will be sent out to encourage everyone to view the final draft report, which will be available online soon, and make comments and suggestions.
- The reorganization of the Commissioned Corps structure has been authorized for sharing. CPOs have already provided comments, which were well received by the Commissioned Corps advisory board and the ASH. Officers' comments are also encouraged. Work groups may be formed which may need assistance, if interested.
- Changes to the Commissioned Corps structure include implementing a public health sciences track, and moving all readiness and deployment activities into one division so that operational response activities can be managed.
- No timeline is yet available for when the pause in new calls to active duty will be lifted.

- Estella Jones participated at the AVMA President's Round Table in Washington, DC on behalf of CAPT Mainzer and will update the category at a later time.
- Discussion of a pay increase for social workers and clinical psychologists, who are experiencing pay disparities which are impacting the ability of PHS to assist DOD functions.
- Ms. Dee Adler, who has ably provided administrative support for CAPT Mainzer, is retiring. Her last day will be Dec 14, and a farewell lunch is planned for Dec 10. Atlanta-based officers should notify CAPT Mainzer if they would like to attend.
- It is important for officers up for promotion to provide an updated CV and coversheet with a concise summary of current impacts before mid-Dec. Information is available on the category website, and CAPT Mainzer is also happy to provide insight.

## **XI. Adjourn**

**Advisory Committee Minutes – October 21, 2010**

**Veterinary Professional Advisory Committee Meeting**

Thursday October 21, 2010

2:00–4:00 pm Eastern time

Call-in Information:

Phone number: 877-420-7930

Participant passcode: 9961560

**I. Roll Call**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
√	CDR	Wright	Jennifer	Ex-officio	
√	CAPT	Altekruse	Sean	Career Development Chair	
√	LCDR	Bair-Brake	Heather	Meetings Chair	
√		Babcock	Sarah		
Absent	LCDR	Barton Behravesch	Casey	Awards Co-chair	
Absent	CDR	Bourke	Tracey	Public Information Chair	
√	LCDR	Bryant	Nelva		
√	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
√	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
√	LCDR	Davidson	Lauren	Recruitment Chair	
√	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
absent	CDR	Guerra	Marta	Meetings Co-chair	
absent		Langer	Adam	Website Member	
√	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

<b>Veterinary Professional Category Officers in attendance</b>			
<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Galland	Gale	CDC
CAPT	Hampshire	Victoria	FDA
CAPT	Thomas	Tom	NIH
CAPT	Spires	Charlotte	FDA
CAPT	Jones	Estella	OCCFM
CDR	Carter	Kris	CDC
CDR	Williams	SanYvette	EPA
CDR	Montgomery	Susan	CDC
LCDR	Bosch	Stacey	CDC
LCDR	Greene	Kevin	USDA
LCDR	Holzbauer	Stacy	CDC
LCDR	Lanier	Willy	CDC
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Freedman	Mark	CDC
LT	Kennedy	Erin	CDC
LT	Capewell	Linda	CDC
LT	Webeck	Jenna	CDC
	Nichols	Megin	New Mexico DOH

## **II. PAC Chair Comments: CDR Campbell / CDR Gibbins**

- COER to rater was due yesterday. CAPT Ostello-Jones in OCCFM: tutorials available in how to navigate new 2010 COER website. Very limited spacing for listing duties and goals. Officers should work through agency liason & PAC to discuss strengths and areas of improvement for this new system. CDR Campbell: send comments about COER to her
- Precepts for Promotion #2 & 3—will need to change benchmarks for different grades where assimilation is mentioned, now that there is no assimilation into regular corps.
- JOAG discussing creation of a longevity award—Oak Leaf for every 4 years in service
- Discussion to assist OCCO in backlog of applications processing once hiring pause has been lifted. Senior-level officers should consider assisting.
- CDR Campbell currently serving on the Uniform Advisory Committee. Discussions include returning BDU for weekly wear, minor changes to some BDU elements. Voting members have been sent frocking policy documents to review. She is the only veterinary representative, and would appreciate having a volunteer serve as an alternate. Applications should be submitted through CAPT Mainzer.
- Unfortunately, her participation in the uniform committee meetings creates a conflict with the VPAC conference calls. Lauren Davidson motions to move the start time of meetings to 2:30, CAPT Gibbons seconds.
- Erin Kennedy is updating CDC vet info spreadsheet.
- All officers are urged to subscribe to the all-PHS listservs by going to CCMIS website. On the front page, follow the “sign up for email updates” link to sign up to the listserv.

## **III. Approve minutes**

- The September 2010 minutes were approved as written. (LCDR Bryan Buss motioned to approve & CAPT Sean Altekruse seconded)

## **IV. Subcommittee Business**

### **Awards: LCDR Wilson**

- Nomination calls have been sent to the listserv for responder of the year, junior officer of the year, and the Salman award. A reminder will be sent on Nov 15, nominations are due by December 1.
- Currently writing certificates of appreciation for officers involved in recruitment activities at AVMA. Seeking a list of those involved in recruitment at CVC. Certificates will be put in the OPF. CDR Campbell will work with LCDR Wilson to sign certificates & send out.
- Discussion of setting up a fund with COA for future awards: approximately \$400 held at national COA for VPAC. CDR Wright will share contact information.

### **Career Development: CAPT Altekruse**

- Received list of all veterinarians working at FDA, CDC, NIH, EPA—plan to share with CAPT Mainzer & National Assoc of Federal Veterinarians. Interest in creating a listserv of all federal vets.
- Attended OBC graduation & presented new graduate with a Veterinary coin.
- Request for mentoring: Brianna Skinner requested a list of veterinarians in PHS in different agencies, interested in developing a program.

### **Meetings: LCDR Bair-Brake**

- Symposium will be held in New Orleans for 2011, in June.
- Category day: asking for abstracts from officers, soliciting for any interest in a wet lab.
- CDR Gibbons: 2011 CVC will take place in early April, at the Gaylord resort in D.C. area. Conference planners would like to have PHS involvement, planning to teach BLS for veterinarians.

### **Public Information: CDR Bourke**

- No update

### **Readiness: LCDR Sinclair**

- Updated list of deployments carried out in the last year by VetPAC members was sent to CAPT Mainzer & he will use to highlight category achievements.
- Some issues with medical affairs branch accepting & processing proof of vaccination & titers. Suggestion made to only send in documentation once by fax and to follow up online to ensure that it was received. Fax cover sheet is available—CDR Gibbons will send to listserv.

### **Recruitment/Retention: LCDR Davidson**

- Working with applicants, discussing strategy considering the hiring pause. Suggesting they work with hiring agencies and find position and get applications ready for processing when pause is lifted.
- Want to compile a list of officers available to attend OBC graduations and present a coin to the new veterinary officers. Would like to have a calendar of graduation dates to enable planning ahead of time. Plan to create a DC-area listserv for vets to share this information. CAPT Bisgard can assist with EIS officers who are attending for the rest of this fall.

### **Website: CDR Gibbins**

- Monthly meeting in November discussing setting up an RSS—interested persons can sign up and will receive notifications when new materials are posted. CDR Jarmin looking for assistance with maintenance & backup of website.

## **V. Workgroup Updates**

### **Billets: CDR Campbell**

- No billets updates. That process will begin later this year.

### **Deployment Guide: LCDR Buss**

- The deployment guide has been finalized and posted on the HHS portal for review. Information is centered on ship-based missions, working to include more about the artic crossroads deployment from those who went this summer. If there are other types of deployment experiences that PAC members have had, we would like to include any information.
- Also in the HHS portal readiness subcommittee section are health presentations that were used during Haiti deployment, many have been translated into French. Includes zoonotic disease, both general and professional audiences. Would like HHS portal/readiness subcommittee section to have more resources such as this available for use in deployments.

## **VI. Update on AVMA Council on Public Health & Regulatory Medicine: CAPT Wright**

- The due date for USDA veterinary accreditation applications (Aug 1, 2010) has been extended indefinitely, so it is not too late to send in.
- The AVMA Governmental Relations Division (GRD) has placed a high priority on federal vet pay initiatives. One possible avenue would be pursue inclusion of PHS in a current pay memo pending in the legislation.

## **VII. Guest Speaker: CAPT Peter Bloland, Recipient of the AMSUS Preventive Medicine Award**

- AMSUS: Society of Federal Health Agencies represents military physicians across all uniformed services
- Preventive Medicine Award: given to non health professionals for contributions to eradication, control, prevention of disease, biodefense, medical device development.
- CAPT Bloland's background: Currently he is Associate Director for Science in the Center for Global Health, CDC. He started at CDC as an EIS officer in malaria branch, and worked in malaria for 17 years. Of the many projects he headed, he specialized in acute pediatric malaria, worked with WHO to assess clinical efficacy of antimalaria drugs, developed strategy for malaria in refugee populations, and regional malaria elimination work in UAE. Now he is working with FAO & FETP to create opportunities for overseas vets in epidemiology & outbreak response.
- Veterinarians are becoming more widely recognized as important players in public health, mostly thanks to H5N1 influenza. CGH working to engage ministries of agriculture in programs that address zoonotic diseases. There are still many differences in training of veterinarians—need for education of professionals and adding training to veterinary school curriculum. Also work is needed make foreign ministries of health aware of need for veterinary involvement.
- Many thanks for your service and congratulations!

## **VIII. Old Business**

### **Strategic Planning: CDR Rockwell**

- No report

## **IX. New Business**

### **Veterinary Holiday Ball: LCDR Davidson**

- The date has been set for December 11, at USUHS. Still working out details of cost, plan to send out to listserv next week. Planning for a fun event. Working to contact veterinarians in all the uniformed services. Looking for a deejay.

## **X. CPO Comments: CAPT Mainzer**

- The announcement went out yesterday that RADM Luschniak has been nominated as deputy Surgeon General, and new chief of staff will be RADM Halliday. These two individuals will provide strong leadership.
- Hiring pause is still in place while details are being worked out with the legislation. Would like to ask O-5/6 officers to stand ready to assist with appointments as needed when pause is lifted.
- USDA is soliciting for participants in AGERT-- an Agroterrorism program that will take place in Anniston Alabama. Upcoming courses will be in Nov, Jan, Feb, and March. Federal participants will have to pay for lodging and meals during the one week program. CAPT Mainzer will be sending out information shortly. Also a course is taking place at the end of January in Athens, GA sponsored by the Army Veterinary Services. Contact CAPT Mainzer if you have interest in attending. Scholarships are available through the Army for travel and lodging.
- NOAA Advisory panel—veterinarians in NOAA interested in expanding MOU placing veterinarians on ships as medical officers or public health officers. Also interest in establishing a residency training program in marine ecology and health.
- Federal Veterinary Workforce Talent Management and Advisory Council—developing a list of tasks for veterinarians. Discussing establishing a series for veterinarians that would require maintenance of a veterinary license, as opposed to the 701 series where licensure is not required.
- Several officers who were brought from reserve to active duty after March 23 were not listed as eligible for promotion. Working to resolve this issue and urging those who may be eligible should continue preparing their promotion materials.
- CPOs will be meeting with new deputy surgeon general next week to plan next year's strategy.
- A new International Food Protection Training Institute, funded by the Kellogg Foundation, is being established with emphasis on food protection and public health.

## **XI. Adjourn**

**Advisory Committee Minutes – September 16, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

For September 2010 meeting: Thursday September 16, 2010 2:00-4:00 pm Eastern

**I. Roll Call**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
absent	CDR	Wright	Jennifer	Ex-officio	
√	CAPT	Altekruse	Sean	Career Development Chair	
√	LCDR	Bair-Brake	Heather	Meetings Chair	
absent		Babcock	Sarah		
absent	LCDR	Barton Behravesch	Casey	Awards Co-chair	
absent	CDR	Bourke	Tracey	Public Information Chair	
absent	LCDR	Bryant	Nelva		
√	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
absent	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
√	LDCR	Davidson	Lauren	Recruitment Chair	
√	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
absent	CDR	Guerra	Marta	Meetings Co-chair	
absent		Langer	Adam	Website Member	
√	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

<b>Veterinary Professional Category Officers in attendance</b>			
<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Daley	Randolph	CDC
CAPT	Galland	Gale	CDC
CAPT	Bisgard	Kris	CDC
CAPT	Hampshire	Victoria	FDA
CAPT	Thomas	Tom	NIH
CAPT	Perdue	Kathy	NIH
CDR	Carter	Kris	CDC
CDR	Williams	SanYvette	EPA
LCDR	Hale	Christa	CDC
LCDR	Greene	Kevin	USDA

LCDR	Lanier	Willy	CDC
LT	Kennedy	Erin	CDC
LT	Capewell	Linda	CDC
LT	Jeff	McCollum	CDC
LT	Webeck	Jenna	CDC
	Nichols	Megin	
	Shukan	Evan	NIH

## II. PAC Chair Comments: CDR Campbell

- Per OFRD email: Need to take care of any outstanding MAB readiness issues ASAP
- This month we will not have a forum with PPAC
- We were unable to get any senior people on this call regarding international opportunities. Per CAPT Mainzer: There are many international programs at CDC on continuous hire, though this typically is not specific to veterinarians. Also consider looking at IETA through CDC. Also, look at USAJobs. Per CAPT Altekruise, Monica Pares has a list serve – Commissioned Corps Epidemiology list serve.
- Still awaiting news on permanent promotion and billets
- New COER is rolling out. OCCO is providing training for supervisors, especially for non-Corps; CDR Campbell will send out POC contact info
- Received mass email to remove Reserve Corps members from PAC; since we have a model charter, we can likely change it to suit our PAC (including number of voting members on the PAC)
- Still waiting for many incoming officers to be processed
- On last joint forum PPAC was talking about their retirement issues and VetPAC would like to know why PPAC is being treated differently than PPAC. CDR Campbell cannot speak to that decision.
- NIH Veterinarians did not receive request for CPO until the day before it was due, per CAPT Altekruise, effectively disqualifying all NIH Veterinarians for submission. CAPT Mainzer indicated that people were informed earlier, but he will work with OSG to make sure NIH packages are up for consideration.
- Congratulations to CAPT Peter Bloland will be awarded the Preventive Medicine Award at AMSUS

## III. Approve Minutes

- The July 2010 meeting minutes were approved as written. (Motion made by LCDR Lauren Davidson and seconded by LCDR Bryan Buss)
- The August 2010 AVMA Business Meeting minutes were approved as written. (Motion made by LCDR Wanda Wilson and seconded by CDR John Gibbins)
- The August 2010 minutes from joint PPAC/VetPAC meeting were approved as written. (Motion made by LCDR Wanda Wilson and seconded by LCDR Davidson)

## IV. Subcommittee Business

### Awards: LCDR Wilson

- No current activities
- October will put out call for Junior Officer of the Year and Responder of the Year

- Subcommittee Chairs should let LCDR Wilson know about who should receive certificates of subcommittee participation

**Career Development: CAPT Altekruze**

- Subcommittee has identified officer (CDR Brianna Skinner-Harris) to represent the Veterinary category in a Commissioned Corps-wide working group looking at various mentorship groups for Commissioned Corps Officers
- Attempting to update census of veterinarians in the various OPDIVS that employ Commissioned Corps veterinarians; census will include all positions, not just those filled by Commissioned Corps veterinarians
  - Might use CDC efforts in the past as a template
  - Will meet tomorrow and discuss focus of work

**Meetings: LCDR Bair-Brake**

- Not active at this time, but will have first Category Day call the first of October

**Public Information: CDR Bourke**

- No update

**Readiness: LCDR Sinclair**

- Sent out email requesting information on any deployments for 2002 to 2010 including OFRD deployments and OPDIV deployments
- Has discussed possibility of future deployments with OFRD
- Recruitment/Retention: LCDR Davidson
- Had a recruitment booth in July which was updated thanks to CDR Jennifer Wright
  - Following up with all persons who indicated they wanted more information at that booth
- Attended last OBC course and gave new veterinary officer a Veterinary Category coin; need volunteer for next month's graduation on October 24, 2010

**Website: CDR Gibbins**

- Subcommittee met in early September
- Process for posting things takes a bit of time, but those minutes that have been approved have been submitted for posting to the website
- If there is someone with information technology interest, please volunteer so that the burden is not so heavy on LDCR Dwayne Jarman

**V. Workgroup updates**

**Billets: CDR Campbell**

- The deadline for accepting new billets in legacy system is November 30, 2010. Any billet changes received on or after December 1, 2010 will not be accepted. (Though this does not affect new billets being developed for hiring new personnel; this only affects changes to existing billets)

**Deployment Guide: LCDR Buss**

- Working on latest draft

## **VI. Old Business**

### **Strategic Planning:**

- No update

## **VII. New Business**

### **Veterinary Holiday Ball Planning: LCDR Davidson**

- Though we have a committee, please consider volunteering and attending
- The venue has been narrowed down to 2 venues.

## **VIII. CPO Comments: CAPT Mainzer**

- Public health service has been mandated to do some exciting things, but the funds have not been appropriated so looking for ways to fund those activities.
- We are still awaiting approval of consolidated pay and appointment standards.
- Thank you to officers that have deployed recently.
- Would like to find a way to recognize the former inactive reserve corps members to let them know we appreciate their service.
- We have again been invited to participate in stability operations training by our Army colleagues
- In addition, consider the AGERT training as well in Anniston, AL.

## **IX. Adjourn**

**Advisory Committee Minutes – August 26, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

For August 2010 meeting: Thursday August 26, 2010 1:00-3:00 pm Eastern

Joint Meeting with PPAC

**I. Call Roll**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
absent	CAPT	Mainzer	Hugh	Chief Professional Officer	
absent	CDR	Wright	Jennifer	Ex-officio	
√	CAPT	Altekruse	Sean	Career Development Chair	
absent	LCDR	Bair-Brake	Heather	Meetings Chair	
absent		Babcock	Sarah		
√	LCDR	Barton Behravesh	Casey	Awards Co-chair	
absent	CDR	Bourke	Tracey	Public Information Chair	
absent	LCDR	Bryant	Nelva		
√	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
√	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
absent	LDCR	Davidson	Lauren	Recruitment Chair	
absent	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
√	CDR	Guerra	Marta	Meetings Co-chair	
√		Langer	Adam	Website Member	
√	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Thomas	Tom	NIH
CAPT	Jones	Estella	HHS/OCFFM
CAPT	Hampshire	Victoria	FDA
CAPT	Perdue	Kathy	NIH
CDR	Carter	Kris	CDC
CDR	Montgomery	Susan	CDC
LCDR	Hale	Christa	CDC
LCDR	Burrer	Sherry	CDC

LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Schmitz	Ann	CDC
LCDR	Taylor	Ethel	CDC
LCDR	Greene	Kevin	USDA
LCDR	Lanier	Willy	CDC
LCDR	Wilder-Kofie	Temeri	CDC
LT	Webeck	Jenna	CDC
LT	Gill	Jaspreet	USDA
	Nichols	Megin	
	Montgomery	Alfred	FDA

## II. Promotion Overview / Q&A: CDR Angela Mtungwa

- CDR Mtungwa is a Promotion Coordinator/OCCO
- Speaker recommends that you refer to the Promotion information on the CCMIS website, rather than her talk as the promotion website will have the most up-to-date information
- Permanent Promotion cycle 2010 is on hold because of the healthcare reform bill; as a result the 2011 cycle will be delayed
- If you were up for permanent promotion in 2010 cycle, you might have to be re-reviewed by 2011 board, so you need to have your file up-to-date
- Q&A:
  - Q: How do awards count? Do they get awarded a certain number of points? A: Each promotion board does it differently, with the help of a half day of guidance from OCCO and discussion with the CPO. They generally make sure that you have the level of award that is appropriate for your rank. Same with letters of appreciation. Files pop up randomly so that you aren't viewed by each person at the same time (so you aren't the last or the first file viewed by all board members).
  - Q: Are there instructions for the continuing education summary sheet? How many years to go back? What conferences are appropriate for listing? A: Look at your category benchmarks. Include relevant conferences that don't necessarily give you CE units. Include CE summary units for each activity.
  - Q: Does taking a year off for long term training affect your time in service? A: The respondent was unsure, as it might affect your time in service on your current tour IF you are actually taking a year off. Agency supported long term training should not have the same effect.
  - Q: You spoke of the promotion cycle running from July 2, 2011 to June 1, 2012. What if you call to duty date was June 2 to June 30th? A: If your eligibility falls into June 2-30, 2012 your effective date would July 1, 2012. Because it is the first date of the month following your eligibility. Thus you would not be eligible for promotion until the next cycle.
  - Q: There are separate rank orders for each board. Are the two boards for nursing or physicians combined? A: No, there are upper boards for O-6 and lower boards for O-5.
  - Q: What is promotion credit? A: This was only for Regular Corps, so that will change in light of us all becoming Regular Corps.

## III. Open Discussion of Retirement Issues: CAPT Charles Rabkin

- Changes in PHS policy regarding retirement pay for persons with greater than 25 years service – once past 25 years you get no additional percentage of your base pay for additional service; so there is no ‘incentive’ to stay on past 25 years
- A clear, fair policy might have an effect on retention past 25 years
- We are the only service that pays additional for the years 20 to 25 years. Concerns that bringing this issue up could lead to the 5 years we get being removed were raised (and have been raised in this conversation among other groups as well).
- Several comments were made indicating that the retirement process is very difficult – it is even difficult to figure out how much money you will make at retirement. Commenters would like the system to be more transparent and simple.

## Advisory Committee Minutes – August 1, 2010

### **Veterinary Professional Advisory Committee Meeting Minutes**

Business meeting at the AVMA Conference

Sunday August 1, 2010 10:00-11:30 pm Eastern

#### **I. Welcome and Introductions**

In attendance:

CAPT Hugh Mainzer  
CAPT Tom Thomas  
CAPT Gale Galland  
CAPT Stephanie Ostrowski  
CDR Princess Campbell  
CDR Jennifer Wright  
CDR John Gibbins  
CDR Marta Guerra  
CDR Renee Funk  
LCDR Heather Bair-Brake  
LCDR Casey Barton Behraves  
LCDR Bryan Buss  
LCDR Lauren Davidson  
LCDR Julie Sinclair  
LCDR Sherry Burrer  
LCDR Christa Hale  
Dr. and Mrs. James Steele

#### **II. Recruitment Effort**

- The Recruitment/Retention Subcommittee is working on a fact sheet to be distributed at recruiting events. This fact sheet will include a compensation comparison
- It often comes up at recruiting events that the Commissioned Corps does not have a mechanism for placing people in jobs like other services do. (For instance, you sign up for the Army, get accepted, and they place you in a position; in the Commissioned Corps, you must find your own position). This is seen as a negative for some potential recruits.
  - We can put a positive spin on that...you are able to find the job that fits you best.
  - In addition, we do not currently involuntarily deploy into war zones and we are not relocated against our will
  - Keep in mind that officers serve as the face of the Corps in their area
  - If there are recruiting opportunities in your area, be sure to let the Recruitment/Retention subcommittee know about them
  - CDR Gibbins was informed by the AVMA representative that works on career services that they get questions regarding finding federal jobs. We could put some information there. CDR Gibbins shared the representatives information with LCDR Davidson (Recruitment/Retention Chair)

#### **III. Deployments**

- This deployment series has not gone as well as hoped; deployment was today and the officers being deployed were still without some information and supplies

- We are having a chronic problem with OFRD; they are supposed to have equipment for restraint and vaccine administration, but they have not been providing it.
- The concern is that we had 1 year to plan for this deployment, so why were we not prepared? Is this a communication issue between PHS OFRD and the Coast Guard?
- One issue raised is that the PAC has never been on the pre-planning team
- Currently, financing of these ‘extra’ supplies is coming out of the officer’s pocket, so can we use PHS monies to start a cache of these items; put together 3-5 kits with the basics to be sent to the officers before deployment

**Issues raised**

- Where the kits will be housed when not on deployment? Who will maintain the kits?
- Might make most sense to keep it with the persons who do clinical work (such as those working in lab animal sciences)
- Will we have large and small animal specific kits?

**How will we pay for this?**

- We can raise funds specifically for this purpose.
- As federal officers, we have to be careful about corporate donations.

**IV. Mentoring**

- Career development committees in each PAC will be audited
- Looking for standard operating procedures for the committee and plan for coverage of Officer Basic Course

**V. CPO Comments**

- As a Corps, we are still on a hiring pause, but we need to continue to recruit
- With regards to the cache of veterinary supplies, CAPT Mainzer is talking with OFRD and stressing that we need their support; however, we need to continue to think outside the box regarding how we can address these issues
- USDA officers just received permission to rotate through the course in Anniston, AL; CAPT Mainzer has asked that all PHS veterinarians get this opportunity
- We still do not know when the improved veterinary special pay will come

**VI. Special comments from Dr. Steele**

**V. Adjourn**

**Advisory Committee Minutes – July 22, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

For July 2010 meeting: Thursday July 22, 2010 2:00-4:00 pm Eastern

**I. Roll Call**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
absent	CDR	Wright	Jennifer	Ex-officio	
√	CAPT	Altekruse	Sean	Career Development Chair	
absent	LCDR	Bair-Brake	Heather	Meetings Chair	
absent		Babcock	Sarah		
√	LCDR	Barton Behravesch	Casey	Awards Co-chair	
absent	CDR	Bourke	Tracey	Public Information Chair	
√	LCDR	Bryant	Nelva		
√	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
√	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
√	LDCR	Davidson	Lauren	Recruitment Chair	
√	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
√	CDR	Guerra	Marta	Meetings Co-chair	
√		Langer	Adam	Website Member	
√	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

<b>Veterinary Professional Category Officers in attendance</b>			
<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Daley	Randolph	CDC
CAPT	Galland	Gale	CDC
CDR	Montgomery	Susan	CDC
LCDR	Hale	Christa	CDC
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Duncan	Mary Anne	ATSDR
LCDR	Lanier	Willy	CDC
LT	Kennedy	Erin	CDC
	Nichols	Megin	
	Shukan	Evan	NIH

## II. Approve Minutes

- The May 2010 meeting minutes were approved as written. (Motion made by CAPT Altekruze and seconded by CDR Gibbins)
- The June 2010 minutes from joint PPAC/VetPAC meeting were approved as written. (Motion made by CDR Gibbins and seconded by CDR Guerra)
- The June 2010 Voting Members meeting minutes were approved as written. (Motion made by CDR Campbell and seconded by CDR Gibbins)

## III. Presentation on the Inactive Reserve Corps: LCDR Rebecca Bunnell (Office of Reserve Affairs); “Inactive Reserve Corps, the Impact of the Patient Protection and Affordable Care Act (ACA), and the Ready Reserve”

- There was a fairly robust Inactive Reserve Corps (IRC) until ACA was passed in March 2010
- IRC officers were
  - CC Officers who had separated from the Corps; kept information and readiness status up to date, but were no longer active; or
  - COSTEP that were waiting to finish their qualifying degree; or
  - Officers directly commissioned into the IRC
- IRC was a section of the Reserve Corps used to backfill positions during extended sick leaves or annual leaves, to respond in disasters and emergency situations, to serve as subject matter experts, and to provide trainings
- ACA eliminated cap on Regular Corps, dissolved Reserve Corps (automatically rolling all active duty Reserve Corps officers into the Regular Corps) and established a Ready Reserve Corps
- Since there is no Reserve Corps, there is no IRC
- Ready Reserve Corps
  - Written to be similar to Reserve Corps in other uniformed services
  - Will likely participate in Officer Basic Course and routine trainings
  - Call to Duty likely involuntary and might include foreign deployment

## Q & A

- **Q:** CAPT Clemmons, who was an active member of the IRC, raised concerns about the age limit for the Ready Reserve Corps and whether former IRC officers would come into the Ready Reserve as their permanent rank versus their temporary rank. **A:** This is being actively worked on at the moment. At this point age is not an issue, but since this will be a new appointment, permanent versus temporary rank might be an issue. With regards to age, the medical standards have changed so new appointments would need to meet medical standards for appointment. CAPT Mainzer interjected that new generalized and category-specific appointment standards are being developed.
- **Q:** Megin Nichols, who was recently terminated because she no longer had the option to become inactive, wanted to know if those recently terminated could automatically be appointed to the Ready Reserve. **A:** This is still being negotiated, but it will likely be a separate appointment since it is a different corps (IRC via Reserve Corps versus the Ready Reserve Corps). CAPT Mainzer asked that the PAC be given a list of action items that recently terminated Reserve Corps and IRC can do to help them get back on board.

- **Q:** CDR John Gibbins inquired about whether any thought had been given to an individual Ready Reserve that serves over an 8 year period similar to the Reserves in the Department of Defense. **A:** The hope is that the USPHS Ready Reserve will have similar components.
- **Q:** LCDR Bryan Buss asked whether it is the ultimate goal to move all deployment activities to the Ready Reserve. **A:** This has not been discussed, but she does not believe that is the intention.
- CAPT Romano will be distributing this information in the next few days.

### **III. VetPAC Chair Comments: CDR Campbell**

- Our Surgeon General has made two visits to sites affected by the Gulf oil spill
- It looks like the lift in the hiring ‘pause’ might come soon as they are close to wrapping up the review of Corps transformation
  - 271 of the ~450 applicants in ‘pause’ have been commissioned
- Medical Affairs Branch will complete immunization documentation by 09/31/2010 so that effect on readiness will be resolved
- We have been asked to provide a contact person for Officer Basic Course; most PACs are using their Career Development Chair. We need a volunteer.
- The Uniform Advisory Committee is reforming. We need Chief Professional Officer recommendations for our PAC’s representation. CDR Campbell is interested. CAPT Mainzer indicated that he also has another interested party from whom he has received a note of intent. CAPT Mainzer needs a letter of intent from those who are interested, which he will then forward on to the nominations committee. There is no limit on the number of committee members.
- If you are deploying, please be sure to keep an eye on emails sent out from OFRD regarding what you need for deployment (uniforms, dog tags, paying for meals and getting reimbursed)
- Note to the mentoring subcommittee: These subcommittees are being evaluated, so we need to be ready and make sure that the business practices of the committee are in shape.

### **IV. Subcommittee Updates**

#### **Career Development: CAPT Altekruse**

- Initial meeting for this subcommittee was supposed to occur earlier in the year, but chair is not receiving replies from those who initially indicated they were interested
- CAPT Altekruse would like some input from the PAC as to his next steps
- It was recommended that CAPT Altekruse draft an email looking for volunteers and then send it to the Executive Secretary for distribution on the list serve.

#### **Meetings: CDR Guerra**

- Preparing for the American Veterinary Medical Association (AVMA) Conference
- Planning a promotion and retirement ceremony to occur after the VetPAC business meeting
  - Sunday August 1, 2010; Marriott Marquis International Room #5
  - Business meeting: 10:00–11:30 am EST
  - Promotion and Retirement Ceremony: 11:30–1:00 pm
- Inviting the incoming EIS officers in the veterinary category was raised. All three officers are state-based and will not be in town for AVMA. Having a brief ceremony for them while they are in town was raised. The Executive Secretary will provide names and contact information.

- CAPT Mainzer informed the Meetings Subcommittee that our PAC is the lead planner for the Tri-Services Holiday Ball. Tentative date is December 11th. Meetings subcommittee needs to find a location (it has been requested that the location not be Ft. Myer again). Contact CAPT Terri Clark, as CAPT Clark is familiar with the process.
  - Will need to find venue, implement ticketing system
  - This year, we should extend an invitation to the Surgeon General

#### **Awards: LCDR Wilson**

- Awards have been sent to Atlanta for the AVMA conference; announcements regarding the award recipients have been submitted and will be published after the announcements have been made
- Keep in mind that most of our awards are self-nominations
- Keep your eyes open for awards and be mindful of deadlines so that the awards committee is not overburdened

#### **Readiness: LCDR Sinclair**

- Received 25 responses from her inquiry about interest in 2 week deployments during the next 12 months
- 6 no responses; 19 yes responses, but 1 is EIS officer and 6 were IRC
- LT Smith at OFRD is looking for epidemiologists to relieve others from the oil spill response
- CDR Gibbins requested that names of those going to respond to oil spill be passed on to him as he has experience with this response

#### **Recruitment/Retention: LCDR Davidson**

- AVMA booth photos are being updated. Thanks to Jennifer Wright for all of her hard work.
- SanYvette Williams is coordinating booth volunteers; contact her directly
- Subcommittee is working on follow up with potential applicants
- If you are in the DC area, consider attending the One Health Academy. It is a potential recruiting opportunity, but is also a good meeting with a relaxed atmosphere

#### **Website: CDR Gibbins**

- LCDR Jarman is in the process of changing jobs so send questions to CDR Gibbins and LCDR Jarman at this time; also Dr. Langer or LCDR Robertson can field portal and website questions
- Working on getting the 2011 Benchmarks and approved minutes on the website
- Starting to use the HHS Portal more and getting a better sense of its utility
- There was a question about whether the email notices sent out by the portal contained a link to the portal. LCDR Buss indicated that there should be a link that will take you directly to the document specified. Also indicated that this is likely to be a good tool for working with people remotely.

## **V. Working Group Updates**

#### **Billets: CDR Campbell**

- New billet roll out has been pushed back to give time to work out all details
- New roll out date: September 2010

- Therefore, if you need to update your billet urgently, go ahead and use old billets

#### **Deployment Guide: LCDR Buss**

- Uploaded to HHS Portal
- Will get recently deployed (or those deploying in the next few months such as LCDR Holzbauer)

#### **VI. New Business**

- CDR Campbell: There is a problem with the way we pay for things. Is there a person who will act as our finance person who would be attached to the Meetings committee, does not necessarily have to be a voting member, and will not be raising money? CAPT Mainzer did not think that we could do this as active duty officers because of issues with stewardship. Perhaps should try to do this with a liaison between one of the foundations or use a retired or former officer (not active duty).
- CDR Campbell: An intermediate officer course (mainly for O-4s) will be available in September. This is a 9 month course done solely online.
- CDR Campbell: Transitional Officer Basic Courses will be available for those people who did not attend the traditional Officer Basic Course (typically those commissioned prior to October 2007)

#### **VII. CPO Comments: CAPT Mainzer**

- CAPT Mainzer had LCDR Lanier give a brief report on their attendance at the North American Veterinary Medical Education Consortium in Las Vegas, NV
  - American Association of Veterinary Medical Colleges (AAVMC) put together the consortium to improve veterinary curriculum
  - Public health was well-represented
  - Future steps for NAVMEC: put information into guidance documents and recommendations to go to the AVMA Council on Education, which is the veterinary college accrediting body
  - For real change to happen, school accreditation has to change
  - Focus: generate One Health practitioners, regardless of specialty
- U.S. Senators from Idaho and South Dakota introduced legislation to make veterinary college loan repayment plan tax exempt
- Consider attending business meetings at the AVMA Conference
- Our Surgeon General was invited to AVMA opening ceremonies, but might not be able to attend
- Dr. Lisa Conte will be receiving an award at the AVMA conference; she is a great One Health practitioner
- CAPT Mainzer congratulated all recently promoted officers
- CPOs are working hard to make sure that we can bring officers on board as soon as possible

#### **VIII. Adjourn**

**Advisory Committee Minutes – June 24, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

For June 2010 meeting: Thursday June 24, 2010 1:00-3:00 pm Eastern

Joint Meeting with PPAC

**I. Call Roll**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
absent	CAPT	Mainzer	Hugh	Chief Professional Officer	
√	CDR	Wright	Jennifer	Ex-officio	
absent	CAPT	Altekruse	Sean	Career Development Chair	
√	LCDR	Bair-Brake	Heather	Meetings Chair	
absent		Babcock	Sarah		
absent	LCDR	Barton Behravesh	Casey	Awards Co-chair	
absent	CDR	Bourke	Tracey	Public Information Chair	
√	LCDR	Bryant	Nelva		
√	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
absent	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
√	LDCR	Davidson	Lauren	Recruitment Chair	
absent	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
absent	CDR	Guerra	Marta	Meetings Co-chair	
√		Langer	Adam	Website Member	
absent	LCDR	Sinclair	Julie	Readiness Chair	
absent	LCDR	Wilson	Wanda	Awards Chair	

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Ross	Marianne	FDA
CDR	Carter	Kris	CDC
CDR	Montgomery	Susan	CDC
LCDR	Hale	Christa	CDC
LCDR	Shibukawa-Kent	Renee	FDA
LCDR	Schmitz	Ann	CDC
LT	Nichols	Megin	CDC

**II. The 2010 COER: CAPT Benally and CAPT Plasencia (OCCFM)**

- Today, we will cover some of the changes to the COER
- Instead of A-E/F, it is now 1-7 with guidance for what the scales mean
- Attachment 2 is a comment box for the rater
- The reviewing official now has the opportunity to review COER before it is released to the officer
- There is a new section for areas of improvement to encourage a dialogue between officer and rater.
- Launching system on October 6, 2010
- Brief summary of comparative analysis
  - To determine if rating using old COER would be the same if using the new COER
  - Results: The ratings are less homogenous and are not comparable to previous COERS.
- Q: Given that study seems to show rater variability, will there be some way to standardize the results? A: Not at this point
- Q: Given that instrument is so different, was that the intent and is the new tool valid? A: The process in developing the tool has taken 3 years with input of many people from all categories. One of the issues was what we were rating. Decision to only include the 8 factors on the new COER reflects that input.
- Q: Was any analysis done to see if there are differences across agencies? A: Sample size was too small for that analysis.
- Q: Are there thoughts to define the ranks in the scale that are not defined (other than 2, 4, and 6) as you are not defining the middle or extremes? A: No, it was done this way because of the input we received.
- Q: Some of the questions would be difficult to answer for people who are primarily clinical (for example, group projects). How fair will it be in judging different job requirements? A: The answerer claims that he did a lot of work in groups and in the community when he was a practitioner. So perhaps we should be grooming clinicians to work more closely in the community.
 

Q: Echoes previous question: if a full time job that is centered in clinical work, how can we ensure that the rater is rating people correctly if the public health aspect is not part of their job description? A: This speaks to training of the rater. This instrument is for a wide variety of positions throughout the world. The rater may need to adjust some of rating scores based on setting and available opportunities.
- Q: For rater instructions, are comments required on everything? A: Comments are only required from the rater at the end of the scores; there is a limited amount of space, so hopefully the rater will not just reiterate officer's statement. The rater should either contest what officer stated or give additional supporting evidence.
- Q: In looking at scores and descriptions, things in the 1-2 level seem like where an entry level officer would score. So should you think of them as scoring higher than a typical junior officer? Or should junior officers score less? A: Instrument should be grading to see if they are at grade level. But that is just his opinion...he would prefer to use it in officer development than for promotion purposes. However, COER designed to give the score that the officer's behavior expects. So it is likely that junior officers will score lower than senior officers.
 

Questioner suggests this be used just for development, not promotion since such a large part of the promotion board decisions relies on COER.

The respondent said that promotion boards focus more on the narrative and should not focus on scores at this point since we aren't sure what these numbers mean.

- Q: Can we have more information on training of rater? A: We will develop educational materials designed for on-line access for raters.
- Q: Why are 2, 4, and 6 anchored (psychologists anchor extremes and middle)? How does this bias ratings? A: Speaker unable to really address this question, but he would be surprised if people receive 7s.  
Q: It seems like we need to give description for all or anchor extremes and middle.  
A: We will keep this in mind as it is evaluated.
- Q: Were there any differences between Corps and non-Corps raters? A: No difference.
- Q: With instructions to rater, will there be guidelines as to how they should be rating officers (how many should be getting each ranking)? Can you only have a certain percent get a certain score? A: This is the forced distribution. USPHS did not want to use this; we felt the officers should be ranked based on their accomplishments, not based on a predetermined number.

### III. OFRD Requirements: CDR Paul Reed

- CDR Reed serves as liaison for PPAC and VetPAC to OFRD
- Training – rolling out field training exercises in domestic locations
- Readiness and Domestic Response Activities
  - Still rostering for Pacific Crossroads response though veterinary component is fulfilled
  - Gulf response is still active/evolving - No requirements for veterinarians
  - 52 positions to be filled for ASPR-related activities for event on National Mall for July 4
  - Pacific Partnership – second team rotates in next week in Singapore- Still need some physician participation, but veterinary needs fulfilled
  - Need 2 vets per team for each mission in the Central / South America trip
  - Need health educators for a non-clinical setting
  - Number of missions planned with inter-agency partners, but all are backburnered; awaiting decisions in HHS to use funds in international settings
- Q: How large scale do you think oil spill call ups will be? A: Difficult to guess as requests are not specific; will increase and will likely cross cutting, but cannot guess a number
- Q: Can we deploy without official orders? A: Not as a PHS officer, related to liability for practice; could go as NGO participant without orders
- Q: My agency does not want to pay me while I'm on a mission. So I cannot go? What can I do? A: We need to explore alternative funding issues.
- Q: We heard that the President's Challenge will be disappearing in the next three years? Is that correct? A: That is similar to what he has heard.
- Q: Will there be other options for fitness test for people who cannot do APFT test? A: They will likely need a waiver, perhaps a partial waiver. But this policy has not been defined. But might be aligned with other uniformed services.
- Q: Can I email OFRD to get them to stop sending the non-compliant to readiness email if it is regarding vaccination? A: Wait and hold it until next week; individual officers will not be held accountable as they usually would for other non-MAB related non-compliance at this time.

**Advisory Committee Minutes – June 17, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

For June 2010 meeting: Thursday June 17, 2010 2:00-3:00 pm Eastern

Vet PAC Voting Member Only Update

**I. Call Roll**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
absent	CAPT	Mainzer	Hugh	Chief Professional Officer	
absent	CDR	Wright	Jennifer	Ex-officio	
absent	CAPT	Altekruse	Sean	Career Development Chair	
absent	LCDR	Bair-Brake	Heather	Meetings Chair	
absent		Babcock	Sarah		
absent	LCDR	Barton Behravesh	Casey	Awards Co-chair	
√	CDR	Bourke	Tracey	Public Information Chair	
absent	LCDR	Bryant	Nelva		
√	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
absent	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
√	LDCR	Davidson	Lauren	Recruitment Chair	
√	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
absent	CDR	Guerra	Marta	Meetings Co-chair	
absent		Langer	Adam	Website Member	
√	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
LCDR	Hale	Christa	CDC
LCDR	Skinner-Harris	Brianna	CDC

**II. Chair Comments**

- We are at the halfway checkpoint.
- Purpose of this meeting is to find out what the subcommittees are currently working on and what additional support they need from the CPO, Chair, and PAC
- Reminder – Joint meeting with PPAC on Thursday June 24 at 1 pm Eastern.

### **III. Subcommittee updates**

#### **Readiness**

- Inactive Reserve Corps (IRC)
  - Receiving a lot of calls regarding the IRC in light of changes laid out in the Affordable Care Act (essentially the IRC has been dissolved and will be replaced with a Ready Reserve [RR], though the logistics and operations of the RR have not been determined)
  - IRC Officers want to know if it will be possible for them to participate in the ship-based missions; this is important as little interest/availability has been expressed by active officers
- Ship-based and other non-emergent missions
  - It was expressed that it is difficult for many officers to get 1 month off of their regular duties to participate in these non-emergent responses in some OPDIVs. Officers expressed that this might be dependent on your group's ability and willingness to backfill your position.
  - CDR Campbell suggested that presentations regarding the importance of these missions might help in resistant OPDIVs.
  - A tactful way to approach the issue of nonsupportive supervision was requested.
  - The fact that these missions are one month is a burden on officers with families. It was requested that, if possible, missions be reduced to two weeks. This is likely not possible because of the logistics of the mission and the fact that we have no control over these aspects of the mission.
- Readiness Report
  - Last run of report was not good for veterinary category
  - Might be affected by the issues with MAB
  - Let the Readiness Subcommittee know what they can do to help you resume your readiness status

#### **Recruitment**

- Working on contacting those on the current list of interested parties (32 people); 10 have submitted applications; waiting to hear back from others
- Working on getting questions regarding FSIS regions for CAPT Mainzer
- Need to update booth for AVMA
- Trying to connect with the COSTEP program to put us in a better position for next summer
- Talking with Dr. Nate Powell who runs the CDC residency program in lab animal medicine (2 years of didactic training followed by 2 years of biocontainment and biosafety training) to get his assistance to get more PHS veterinarians in the program

#### **Career Development**

- Will have their first meeting this summer
- Will work on survey for CAPT Mainzer regarding what veterinarians do at different agencies
- Working on mentorship program; stress importance of both mentor and mentee understanding that both need to participate actively in the relationship

#### **Website**

- Guidance for using the HHS Portal was sent out in early June
  - Points of Contact for HHS Portal: Dwayne Jarman, Adam Langer, and Kis Robertson

#### **Awards**

- Awards were ordered on Monday
- Need to resolve for next year how the awards will be paid for
  - Will work toward setting up a fund with the PHS CO Foundation
- Only 3 nominations have been made for AMSUS award, so submit a nomination if interested
- Public Information

#### **CPO Announcements will resume in the next month**

- Remember to send information for the announcement to CDR Bourke
  - Articles, deployments, oil spill involvement

#### **III. Wrap up**

- Be sure to let the Chair know if you need help to accomplish your objectives
- Some subcommittees are busier than others; if your subcommittee has a light load, please consider lending a hand to those that are very busy
- A request was made that we have a standard meeting time to help increase participation
  - CDR Campbell will try to implement this idea, but must consider CAPT Mainzer's schedule in this decision

**Advisory Committee Minutes – May 13, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

Thursday May 13, 2010 14:00-16:00 pm Eastern

**I. Roll Call**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
√	CDR	Wright	Jennifer	Ex-officio	
√	CAPT	Altekruse	Sean	Career Development Chair	
√	LCDR	Bair-Brake	Heather	Meetings Chair	
Absent		Babcock	Sarah		
√	LCDR	Barton Behravesh	Casey	Awards Co-chair	
Absent	CDR	Bourke	Tracey	Public Information Chair	
Absent	LCDR	Bryant	Nelva		
√	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
√	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
√	LDCR	Davidson	Lauren	Recruitment Chair	
Absent	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
Absent	CDR	Guerra	Marta	Meetings Co-chair	
√		Langer	Adam	Website Member	
√	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Ross	Marianne	FDA
CAPT	Jones	Estella	FDA
CAPT	Braddy	Johnny	FDA
CAPT	Daley	Randolph	CDC
CAPT	Spires	Charlotte	FDA
CDR	Williams	SanYvette	EPA
LCDR	Lanier	Willy	CDC
LCDR	Jarman	Dwayne	IHS
LCDR	Holzbauer	Stacy	CDC

LCDR	Duncan	Mary Anne	ATSDR
LCDR	Robertson	Kis	CDC
LCDR	Freedman	Mark	CDC
LT	Nichols	Megin	CDC
LT	Gill	Jaspreet	USDA

## II. PAC Chair Comments: CDR Campbell

### Billets

- Category specific Billets were recently worked on
- Might need to include new language in category Billets; IHS will be sharing information as this process moves forward
- Multi-disciplinary Billets also available

### Uniforms

- BDUs no longer able to be worn Friday, directive came from DOD
- Refer to local uniform authority (situational basis)

### USPHS Scientific and Training Symposium in San Diego and OBC

- Aide de camp needed for veterinary admiral
- Liaison needed for OBC graduation

## III. Approve minutes

- The February 2010 meeting minutes were approved.
  - Motion made by Dr. Langer and seconded by LCDR Davidson
- The April 2010 meeting minutes were approved
  - Motion made by LCDR Buss and seconded by CAPT Altekruse

## IV. Subcommittee Business

### Awards: LCDR Wilson

- Voting completed; members to receive awards
- Plaques need ordering; however, funding still needed
  - Use of money from coin sales discussed
  - Two awards last year cost \$250, need \$100 more to cover award total
  - PAC cannot hold money; the foundation can fund awards for USPHS, support junior officer travel and support initiatives involved in public health
  - Discuss with CAPT Spires to learn how to formalize process through COA and send information to retired officers allowing them to make a designated donations.
  - CAPT Spires: Fundraising money sent to COF under the category; will discuss depositing money to COF under Veterinary Category further with LCDR Wilson
  - CDR Campbell will send out information pertaining to cash awards
- LCDR Wilson inquired about those who are selling coins and have monies related to coins.
  - Per CAPT Mainzer money from coins should go to COF

### Career Development: CAPT Altekruse

- Subcommittee in early stages of membership development
  - Opportunity for officers to join this subcommittee

- CDR Campbell would like this subcommittee to pursue contact with veterinarians in graduating veterinary officers from OBC
- Direction: current hiring system is not well adapted to providing opportunities for veterinarians to apply for jobs
- Census of veterinarians at CDC; might be useful to repeat this at other agencies
  - This could facilitate networking and provide guidance on potential job opportunities
  - Need to include commissioned Corps veterinarians, civil service veterinarians and contractors.
  - Dr. Langer encouraged use of Human Resources of each individual federal agency; however, might also need to utilize networking through e-mail and word of mouth.
  - Could eventually expand to enumerating veterinarians in the federal workforce; should not limit to Corps veterinarians.
  - CDR Rector, USDA Liaison, might maintain a list of Corps veterinarians in FSIS
  - CAPT Braddy would like to be added to committee
  - LCDR Wilson at FSIS has access to list of VMOs in FSIS

**Meetings: LCDR Bair-Brake**

***USPHS Scientific and Training Symposium 2010***

- Organizing category day for May 25, 2010
  - Thus far, 12 veterinarians registered to attend
  - Morning sessions with speakers, wetlab (food animal refresher course) at petting zoo in Irvine Park
- Surgeon general will be meeting with veterinary category first
- Dinner at San Diego Zoo has been organized
- JOAG liaison, planning May 23, 2010 “meet and greet” 6pm and JOAG social Wed. May 26, 2010 in evening at restaurant in hotel
- CAPT Mainzer inquired about seating at the Anchor and Caduceus dinner
- Per CAPT Ross, CDR Gibbins appreciated the help received from the volunteers and speakers at the 2010 Central Veterinary Conference in Baltimore, MD — April 9-12, 2010.
- The next Central Veterinary Conference will be held in Washington DC in 2011.

**Readiness: LCDR Sinclair**

***Gulf oil spill***

- E-mail sent, more than dozen veterinarians responded with information.
- Standby for further information.
- CDR Funk working through CDC on worker safety and health issues related to Gulf oil spill.
- Per CAPT Mainzer: no requests for veterinarians received at this time

***Ship-based missions***

- Veterinary officers on these current missions
- LCDR Andrei Nabakowski is new POC for ship-based missions
- At this time Navy is using Army Veterinary Officers for current missions.
- Needs for upcoming missions are currently being discussed.
- The Coast Guard may again request at least 2 Veterinary Officers (O-5 and below) among other officers for a 10-day deployment in Alaska. The tentative dates are 19SEPT- 29SEPT and will be a ship-based mission on the CGC POLAR SEA.

### ***Pikeville, KY exercise/training in June***

- APHT 5, three veterinarians participating RDF 5 with CAPT O’Leary.
- Will be providing in-service to those on RDF and APHT, medical services will be provided and discussions regarding veterinary component is ongoing
- US Army Stability Ops Course
- Discussion of USPHS Officers attending course in June.
- Will update as information becomes available
- Direct Access website:
- Change in how vaccinations are handled, vaccines need to be sent to MAB and they update vaccine information; no longer manually updated by officer

### **Recruitment/Retention: LCDR Davidson**

**Members:** CAPT Thomas and CDR Williams; LCDR Lanier and CAPT Clemmons volunteered to join; others invited to join

#### ***Recent projects:***

- CVC Baltimore booth- quite a few interested parties that we are currently following up with
  - Booth will be updated with new pictures to reflect changes in our prescribed uniforms.
  - Call for digital pictures to be used of officers in their day-to-day positions in uniform.
- AVMA ATL- CDR Williams is heading the coordination of the recruitment booth for this meeting and will be making a call for volunteers to man the booth soon
- CAPT Thomas was successful in arranging a teleconference with CDR Chris Dunmore from OCCO regarding the COSTEP program and how to increase the numbers of veterinary COSTEPs that are placed.
  - Will be working on improving this program and making connections with other summer programs on the campuses of NIH, FDA and CDC, to schedule meet and greet lunches with USPHS vets to discuss the option of the PHS with these students.
  - Legislative “fix” being sent for COSTEP and Inactive Reserve
- LCDR Davidson has also been working with CAPT Thomas to follow-up on applicants that have submitted their application to become commissioned, but have yet to be commissioned for various reasons.
  - We will be attempting to offer assistance in getting them through the system to get them on board.

### **Website Subcommittee: LCDR Buss**

Co-chair: CDR Gibbins Members: Dr. Langer, LCDR Robertson, CAPT Ross, LCDR Jarman, and CDR Rockwell

#### ***Website***

- The redesigned website is now up and running.
- Subcommittee members (LCDR Jarman in particular) have been working with staff at OCCFM to verify that the site is correct and operational.
- CDR Gibbins is working to update the posted recruiting resources
- Please direct any questions or concerns to either CDR Gibbins or LCDR Buss

#### ***Portal***

- Work to have the Portal ready for the Category is nearing completion.

- The Portal will provide a secure area for posting documents for the Category's access and has been arranged to provide subcommittees/workgroups secure areas to manage/coordinate group activities.
- This capability provides secure, multiuser access for online discussions, task management, shared calendars, and also includes document sharing.
- CDR Gibbins has requested that CDR Rockwell upload the latest version of the Deployment Guide (with reviewer comments/edits) to the Portal.
- The Deployment Guide Workgroup will then use the Portal to coordinate activities as a proof of concept and example to the Category of portal functionality.
- Once the June VetPAC meeting date/time is scheduled we are hoping to set up a 10-15 minute basic tutorial on Portal use for the Category by the developers.
- In addition, LCDR Jarman is working with Dr. Langer and LCDR Robertson to develop a four page tutorial document to assist the Category with portal usage (i.e. how to log in and access content). This will be modification of a document he originally developed for the IHS portal he has worked on.
- This Veterinary Portal training document will be made available at the same time when Portal User Names and Passwords will be emailed out to the Category.
- We are planning to complete these tasks and facilitate Portal access yet this month and would like a few volunteers first for testing purposes.
- Security has been arranged so that everyone that was enrolled will have read access.
  - Chair and Co-Chairs will be able to add/edit documents for their respective subcommittee/workgroup
  - There is a place for the CPO and the Vet Pac Chair to post documents and discussion specific to them
  - There is the ability to set up alerts when different information is added -- administrators can add an instant alert for everything, or it can be set up so users define how they are alerted.

**Public Information: No update**

**V. Workgroup Updates**

**Deployment Guide:**

- LCDR Buss is awaiting receipt of the most current draft of the document
- LCDR Holzbauer has volunteered to participate in the Workgroup and CDR Gibbins plans to continue providing input
- Plan to use this document as a pilot to test/explore functionality of document sharing and coordinating workgroup activities on the Portal
- Requesting that others volunteer if available, no deployment experience necessary

**VI. Old Business**

**Strategic Planning: no update**

**VII. New Business**

**PPAC meeting feedback:**

- Commonalities between PACs

- Request for information on new Corps
- Might continue joint forums for information useful to both PACs

### **VIII. CPO Comments: CAPT Mainzer**

#### **Per CAPT Jones:**

- Consolidated pay memo unofficially received comment from Deputy to Kathleen Sebelius
  - Documents might be delayed until reorganization had taken place.
  - Structure of OCFAM and OCCO changed late 2003-2004; might go under OSG, all depends on Secretary.
  - Special pay receipt might not be received by Army veterinarians; might be issue with implementation during this fiscal year. Loan repayment program could be incorporated into the bill
- June 3, 2010 meeting with OMB, budget needs to be rectified for veterinarians, target funding.
  - Secretary and ASH will go to OMB, six legislative proposals sent forward, increase uniform allowance stopped at OMB
- Everyone became Regular Corps on March 25, 2010

#### **Per CAPT Mainzer:**

- No change in flag officer status; must be in flag billet
- Category-specific appointment standard; clarifies T&E to include training for relevant masters degrees or other degrees prior to obtaining veterinary degree
- One year limited tour for new graduates without a license
- All applicants to corps will need license before commissioning; this might also apply to ready reserve
- Attendance at AVMA 2010 in Atlanta, Georgia encouraged

### **IX. Adjourn: 16:03 Eastern**

**Advisory Committee Minutes – April 29, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

For April 2010 meeting: Thursday April 29, 2010 1:00-3:00 pm Eastern

Joint Forum with the Physicians Professional Advisory Committee

**I. Call Roll**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
absent	CAPT	Mainzer	Hugh	Chief Professional Officer	
absent	CDR	Wright	Jennifer	Ex-officio	
√	CAPT	Altekruse	Sean	Career Development Chair	
absent	LCDR	Bair-Brake	Heather	Meetings Chair	
absent		Babcock	Sarah		
√	LCDR	Barton Behravesch	Casey	Awards Co-chair	
absent	CDR	Bourke	Tracey	Public Information Chair	
absent	LCDR	Bryant	Nelva		
absent	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
√	CAPT (IRC)	Clemmons	Roger	Reserve Corps	
√	LDCR	Davidson	Lauren	Recruitment Chair	
√	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
absent	CDR	Guerra	Marta	Meetings Co-chair	
√		Langer	Adam	Website Member	
√	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Ross	Marianne	FDA
CAPT	Hampshire	Victoria	FDA
CAPT	Daley	Randolph	CDC
CDR	Carter	Kris	CDC
CDR	Williams	SanYvette	EPA
CDR	Anderson	Alicia	CDC
CDR	Montgomery	Susan	CDC
LCDR	Hale	Christa	CDC

LCDR	Lanier	Willy	CDC
LCDR (IRC)	Shukan	Evan	NINDS
LCDR	Jarman	Dwayne	HIS
LCDR	Duncan	Mary Anne	ATSDR
LT	Knust	Barbara	CDC
LT	Capewell	Linda	CDC
LT	Nichols	Megin	CDC
LT	Gill	Jaspreet	USDA

## **II. Discussion of Mental Health and Quality of Life Survey to be Distributed to PPAC: CAPT Marc Safran**

- To review factors that might affect mental health and camaraderie of PHS physicians
- Will be accomplished through a 10 minute survey
- Also a quality of life survey that have been asked to member of other uniformed services and healthcare providers in other settings
- Will make it as confidential as possible. Therefore some OPDIVs will be grouped together. For instance, BOP only has a few officers, so they will not be able to be examined separately
- What prompted this study? 1. Concerns expressed about morale, losing medical officers 2. Issue of Fort Hood shooting prompted other uniformed services to use the quality of life survey
- Promote a culture where we take better care of ourselves and each other
- Welcome suggestions
- Question...could we do this with VetPAC? Perhaps, do not want to combine info so they can tease out PPAC. But perhaps they can work it out with VetPAC. CDR Campbell will be provided with CAPT Safran's contact information.

## **III. Discussion of Officer Profile System: LCDR Martha Wanca**

- OPS — Collection tool for individuals to put in their accomplishments. These get validated and sent over to Direct Access.
- Do not enter qualifying degree, license renewal (for example, veterinarians do not need to enter their veterinary degree or license, but would need to enter additional degrees [like MPH] or certifications [such as ACVPM]).
- Purpose — searchable database to match officer attributes to Corps opportunities
- Currently there are picture files in eOPF (such as .tif files)...these files are not accessible through Direct Access and are not searchable
- OPS info will be entered into Direct Access, but first must be primary source validated...officer registers accomplishment, have college send transcript (or other awarding organization)
- Plans for the future — a matching system so that officer looking for a new job can check a box so that agencies can view their info...agencies can match them with a billet/position requirements/preferences
- At this time, collecting degrees beyond qualifying degree, registrations, certifications, additional licensures beyond those tracked to maintain commission
- Instructions on how to register documents: Need to set up profile first. Then have the documents send in for validation. [Note: Directions are attached to end of these minutes]

- Different ways to submit primary source
  - Have transcript sent from university, not diploma or degree. Mailed copy from officer not acceptable unless unsealed envelope
  - Certifying bodies can send a letter.
  - Right now, transformation officer can verify certification on the internet if the officer sends the correct url
- Just because something is in eOPF, you still need to validate. B/c documents are faxed in by officer. Not necessarily official...not primary source validated.
- Use of OPS is voluntary
- If you got board certified after commission and receive special pay, do you have to enter this info into the OP?
  - It is not required, will not affect special pays. But need to send it in for use in this matching process.
- If held degree not required for commissioning, for instance, MPH, do they have to enter it?
  - Yes, if they want that available for the matching system. But the entire system is voluntary
- Officer is responsible for cost of forwarding transcripts
- Will this become mandated?
  - Has been considered, but not decided at this point.
- How is this going to reduce duplication with the service provided by USA Jobs.gov? Will agency be able to pull documents from system or will they sign off that the documents are verified...talking about giving the employer access. Direct Access for Corps only, not all USA jobs are for CC officers.
- Suggestion: Link to resume to connect to USA Jobs...connect USA jobs and Direct Access. Indicated that this is not likely to happen because Direct Access contains confidential info.
- Comment: USA jobs should non-competitively forward CC officers, but this is not consistent.
- Information on OPS will be available only if officer wants to make it available. If not job hunting, will not be in the search.

- **How to Register Accomplishments in the Officer Profile System**

**How to register degrees, certifications, and licenses that are beyond qualifying credentials:**

1. Click on <https://dcp.psc.gov/cclogin/ccmislogin.aspx> and log in or go to the DCP website and log into the secure pages of CCMIS.
2. After you log on to the CCMIS, go to Activity Menu on left hand side and under “Officer” click on “Profiles Data Entry.”
3. You can register two basic types of documents: Training and Licensure/Certification. Click the “Add” button under the appropriate document type.
4. Complete all the information requested then click the “Submit” button.
5. Your information will appear on the screen under the appropriate document type.
6. Continue to add additional documents or log out of the system.

**After registering these accomplishments, they need to be primary source verified:**

Request that the college/university send an official transcript or certifying organization send supporting documentation directly to:

Officer Profile Coordinator  
1101 Wootton Parkway  
Tower Building – Plaza Suite 100  
Rockville, MD 20852

**For Officer Program System Questions or Inquiries:**

Contact the Officer Program Coordinator at: [OPS@hhs.gov](mailto:OPS@hhs.gov)

**Advisory Committee Minutes – February 25, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

For February 2010 meeting: Thursday February 25, 2010 2:00-4:00 pm Eastern

**I. Call Roll**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
√	CDR	Wright	Jennifer	Ex-officio	
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√		Babcock	Sarah		
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absent	CDR	Bourke	Tracey	Public Information Chair	
absent	LCDR	Bryant	Nelva	Career Development Chair	
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√		Langer	Adam	Website Member	
√	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Spires	Charlotte	FDA
CAPT	Thomas	Tom	NIH
CAPT	O’Leary	Dan	CDC
CAPT	Nesby-O’Dell	Shanna	CDC
CAPT	Ross	Marianne	FDA
CDR	Carter	Kris	CDC
CDR	Williams	SanYvette	EPA
CDR	Montgomery	Susan	CDC
LCDR	Hale	Christa	CDC

LCDR (IRC)	Shukan	Evan	NINDS
LCDR	Jarman	Dwayne	IHS
LCDR	Duncan	Mary Anne	ATSDR
LCDR	Bosch	Stacey	CDC
LT	Knust	Barbara	CDC
LT	Nichols	Megin	CDC
	Montgomery	Alfred	FDA

## II. Approve Minutes

- The October 2009 meeting minutes were approved. (Motion made by CDR Gibbins and seconded by LCDR Wilson.)
- The December 2009 meeting minutes were approved. (Motion made by Dr. Clemmons and seconded by CDR Gibbins.)
- One correction to the January 2010 meeting minutes was requested – the removal of Dr. Adam Langer as presenter at the 2010 CDC Veterinary Day. These minutes were approved as amended. (Motion made by Dr. Clemmons and seconded by Dr. Langer.)

## III. PAC Chair Comments: CDR Campbell

- The new billets will roll out in March 2010 for the standard billets. They are currently being beta tested by OCCO and OCCFM.
- The next readiness run will be March 31, 2010. Go to Direct Access and check your readiness status...Don't wait for a call or email from the PAC telling you that you are not currently basic ready!
- We need to maintain a health lifestyle, not just for the readiness numbers but so that we can fully enjoy our lives while we are here.
- Currently, immunizations are self-reported in the OFRD website along with faxing proof of immunization to the Medical Affairs Branch (MAB). After June 1, 2010, MAB will enter immunization data. Thus, you MUST submit hard copies of proof of immunizations to MAB.
  - The question was raised whether MAB would be ready for this. CDR Campbell indicated that MAB leadership says they are ready to enter this data in a timely manner.
  - The question was raised whether this also pertains to inactive Reserve members. CDR Campbell will look into this.
- There was a discussion centered on emails informing officers that they must send in hard copies of all degrees and certifications beyond your veterinary degree. The concern was whether or not this was required or optional. Per CDR Wright, the Direct Access personnel who attended the December 2009 indicated that this practice is optional at this time and it primarily used for job searches.
- International training: The mission of the Continuing Promise might be affected by recent events in Haiti. The Pacific Partnership missions will continue as planned.
- Domestic training:
  - RDF-3 will train in TN, March 16-19, 2010. This has been described as 'didactic domestic training.'
  - Additional 2010 trainings focused on community outreach will take place in Kentucky, West Virginia, and Maryland.

#### **IV. CPO Comments: CAPT Mainzer**

- Surgeon General's 8 Strategic Initiative & 5 Priorities will be released shortly to shore up Healthy People 2020
  - One Health practice and food security mentioned as increased priorities
  - Focus on biomedical research and basic science being stressed
- Family Health History Toolkit – developed with the support of Microsoft Corporation. Use it and promote it professionally and personally. <https://familyhistory.hhs.gov/fhh-web/home.action>
- It is promotion season! The promotion board will meet from now until the end of April. 2,644 Corps members (all categories) are eligible for temporary and permanent promotion. Success rates are not yet figured out because of policy issues that are pending including the new approved ceiling for the Regular Corps, readiness directives, veterinary category appointment standards and consolidated pay.
- March 31st is the last day to correct self-reported immunizations for readiness. After that, proof of immunizations must be on file with MAB and MAB will enter all information. During the transition period (March 31 to June 1), you can compare what MAB has entered with your self-reports in the OFRD website. Keeping MAB up-to-date might be more challenging for people who do not use a central occupational health clinic for immunizations.
- Exact date of roll out of category-specific billets is unknown. May or may not be June for our category.
- New COER is being pilot tested for use in the next review cycle.
- CAPT Mainzer was asked to participate in Office of Personnel Management-led talent management advisory council being chartered across the federal government to look at the veterinary work force in the federal government. This task force is reaching out to all agencies and looking across all agencies.
  - They will look at what veterinarians do in the federal government and the needs of people and agencies we serve
  - Will also include human resources and administrative positions
  - This will add to the strategic planning for the federal veterinary workforce
  - They are also working with American Association of Veterinary Medical Colleges to look forward at societal needs for training future veterinarians.
- We missed the opportunity for this year, but will look into accession bonuses for fiscal year 2011. We may be able to offer 1 or 2 accession bonuses in the form of loan repayment program for new officers who are willing to fill areas of critical need in state, local, or rural communities.
- USDA Accreditation process changed as of December 2009. This is likely an important skill set for emergency response. By July, you must let the USDA know your status (Lapsed, Category 1, or Category 2).

#### **IV. Subcommittee Business**

##### **Meetings: CDR Gibbins/LCDR Bair-Brake**

- Update on 2010 Central Veterinary Conference in Baltimore, MD — April 9-12, 2010.
  - April 12th will be the day of public health presentations
  - There will be at least 6 speakers.
  - PHS recruiting booth will be in the exhibit hall. The fee was waived and incidental will be covered by PHS recruiting

- Will need volunteers for recruiting booth
- Registration is now open for the USPHS Scientific and Training Symposium in San Diego, CA May 24-27.
  - There will be a Corps-wide event sponsored by the Veterinary Category at the San Diego Zoo, included a 3 course plated dinner. For more details, go to <http://www.phscofevents.org/related/other.cfm0>.

**Public Information: LCDR Hale for CDR Bourke**

- Please submit items for CPO announcements to CDR Bourke at [Tracey.Bourke@fda.hhs.gov](mailto:Tracey.Bourke@fda.hhs.gov)

**Readiness: LCDR Sinclair**

- Several OFRD trainings this spring: TN in March, KY in mid-June, others have soft dates
- Discussing different possibilities for veterinary component; considering possibility of mimicking ship aid missions
- If you are on an RDF or APHT, let LCDR Sinclair know what information has been received from your team leads
- Will keep the PAC updated on veterinary missions
- CAPT Thomas added that PHS I RDF Tier I had another slot available for a veterinary officer.

**Recruitment/Retention: LCDR Davidson**

- LCDR Davidson is working with the Meetings Subcommittee to gather volunteers for the PHS recruiting booth at the Central Veterinary Conference. Will need volunteers for 2 hour shifts throughout the weekend, as well as assistance breaking booth down.
- No update on student employment at FDA

**Website: CDR Gibbins/LCDR Jarman**

***Website revision***

- OPHF sent files of the old site, many of the links were not working and our website was a subfolder of another category.
- A revised site has been mocked up.
- The revised site might serve as a base for other categories who are currently still paying for their website.
- The question was raised regarding making revisions to the old website while the new one is under design. The subcommittee is trying to make changes to the old website as it works on the new website (for instance, CAPT Mainzer's bio has been updated), but all changes must go through OCSF, so it is a slow process, especially now that several PACs are updating their sites.
- To reduce the workload, it was suggested that pages that need reviewing be reviewed by the appropriate subcommittee instead of the website subcommittee.

***HHS portal***

- Similar to share point services site: rapidly deployable and allows for sharing and tracking documents (for instance, draft minutes and strategic plans)
- Spans all HHS agencies so user can view content from other agencies; documents can be shared across OP DIVs and outside of HHS.
- The user can set up how he/she wants to be notified regarding document changes
- OPHS offered the portal so that we can have a secure area.

- CDR Gibbins indicated that the subcommittee recommends that we move forward with portal and bring it to a vote if a vote is warranted
- The issue of cost was raised. CDR Gibbins indicated that there is no cost to us for this service; it was developed in response to the fact that secure areas on the website have not been provided to address the needs of the PACs.
- CDR Gibbins pointed out that this is not meant to replace the website, which is an important public interface. Once documents from the portal are revised and compliant, they will be moved to the website.
- CDR Campbell suggested that we move forward with the HHS portal.

**Career Development: no update**

**Awards: no update**

**JOAG updates: no update**

**COA Board: no update**

**V. Workgroup Updates: no updates**

**VII. Old Business: None**

**VIII. New Business**

**Job Opportunities: CAPT Ostrowski**

- CAPT Ostrowski brought to the attention of the PAC membership several job multidisciplinary job opportunities with closing dates the day after the meeting. These opportunities were for Commissioned Officers from O-2 to O-5 with a closing date of February 26, 2010.
  - Public Health Analyst/Project Officer Position
  - Regional Liaison Program Specialist

**Strategic Planning: CDR Rockwell**

No one was available on this call to give update

**Chair-elect: CDR Campbell**

Congratulations to CDR John Gibbins, our Chair-elect for 2010.

**IX. Adjourn**

**Advisory Committee Minutes – January 28, 2010**

**Veterinary Professional Advisory Committee Meeting Minutes**

For January 2010 meeting: Thursday January 28, 2010 1:30-3:30 pm Eastern

**I. Call Roll**

<b>VetPAC Voting Membership Attendance</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Subcommittee</b>	<b>Working Group</b>
√	CDR	Campbell	Princess	PAC Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
√	CDR	Wright	Jennifer	Ex-officio	
absent	CAPT	Altekruse	Sean	Recruitment Co-chair	
√	LCDR	Bair-Brake	Heather	Meetings Chair	
absent		Babcock	Sarah		
√	LCDR	Barton Behravesch	Casey	Awards Co-chair	
absent	CDR	Bourke	Tracey	Public Information Chair	
absent	LCDR	Bryant	Nelva	Career Development Chair	
absent	LCDR	Buss	Bryan	Website Co-chair	Deployment Guide
√	CAPT (IRR)	Clemmons	Roger	Reserve Corps	
√	LDCR	Davidson	Lauren	Recruitment Chair	
√	CDR	Gibbins	John	Website Chair; Readiness Co-Chair	
absent	CDR	Guerra	Marta	Meetings Co-chair	
absent		Langer	Adam	Website Member	
√	LCDR	Sinclair	Julie	Readiness Chair	
√	LCDR	Wilson	Wanda	Awards Chair	

**Veterinary Professional Category Officers in attendance:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency/Institution</b>
CAPT	Spires	Charlotte	FDA
CAPT	Daley	Randolph	CDC
CAPT	Galland	G. Gale	CDC
CAPT	Thomas	Tom	NIH
CAPT	Jones	Estella	OCFFM
CDR	Hall Robinson	Elvira	OCFFM
CDR	Carter	Kris	CDC
LCDR	Lanier	Willy	CDC
LCDR	Hale	Christa	CDC

LCDR (AR)	Shukan	Evan	NINDS
LCDR	Jarman	Dwayne	IHS
LCDR	Holzbauer	Stacy	CDC
LT	Knust	Barbara	CDC
LT	Wilder-Kofie	Temeri	CDC
LT	Taylor	Ethel	CDC
LT	Kennedy	Erin	CDC

## II. CPO Comments: CAPT Mainzer

- Congratulations to CDR Princess Campbell, the new PAC Chair.
- Thank you to CDR Jennifer Wright, our Ex-officio, for her service to the Corps, the category, and the profession.
- Also, congratulations to LCDR Dwayne Jarman who recently welcomed a new son into the world. LCDR Jarman was generous enough to share a picture with us.
- Please feel free to share your good news with the PAC.
- CAPT Mainzer commended CDRs Wright and McQuiston, LCDR Bair-Brake, and Dr. Nina Marano for an excellent Veterinary Student Day at CDC.
  - This event is an excellent way to show veterinary students and faculty what public health veterinarians and veterinarians at CDC do.
  - Approximately 400 students and faculty attended.
  - Presentations were given by CDR Funk, LCDRs Bryant and Skinner-Harris, Dr. Langer, LT Wilder-Kofie.
- CAPT Mainzer's main priorities for the category are the 3 Rs: Retention of officers (focusing on pay and benefits), Recruitment (and increased ability to work in new areas), and Response (improving our category's ability to respond to emergency and public health needs).
- At the recent CPO Board meeting, there was discussion of special pays for retention. CAPT Mainzer is hoping the Secretary will sign off on providing for the Commissioned Corps what the uniformed services under DoD earn.
- Also, hoping that the Secretary under the legislative arm will correct transferability of the GI Bill for Commissioned Corps officers, in order for CC officers to use the benefits for dependents.
- CAPT Mainzer is working closely with Senior USDA staff to look at organizing the needs for veterinarians in the federal work force, which will be incorporated into an OPM report to the Senate.
- We are getting closer to our goal of the expanded MOU with USDA, which would open up further career opportunities for USPHS officers (including many different categories) in USDA divisions outside of FSIS. CAPT Mainzer hopes to have this completed in the next few months.
- Haiti Response:
  - US response efforts are being spearheaded by USAID.
  - Moving into the recovery and reconstruction phase of the response for which USPHS officers will surely be needed.
  - Several different agencies are collaborating to look at the recovery effort and rebuilding Haiti.
  - There might be changes in the missions for the 2010 Pacific Promise mission.

- There might be more training opportunities including those for veterinary clinical skills.
- OFRD and NGOs might need to work together to provide a coordinated clinical outreach effort with human and animal health issues addressed simultaneously.
- CAPT Mainzer and several other PHS officers will be meeting with the Association of American Veterinary Medical Colleges (AAVMC) and the North American Veterinary Medical Educational Consortium (NAVMEC) to discuss competencies and proficiencies that are needed in veterinary education to shape the future federal work force.

### **III. Approve Minutes**

- The December 2009 meeting minutes were approved. However, after the meeting, they were further amended. They will be re-distributed with the changes highlighted for approval at the next meeting.
- Additionally, the October 2009 meeting minutes will be distributed for approval at the next meeting.

### **IV. Subcommittee Business**

#### **Recruitment of Chairs for Open Subcommittee Positions**

- LCDR Lauren Davidson will serve as Recruitment Chair; CAPT Sean Altekruze will serve as Co-Chair.
- LCDR Nelva Bryant was nominated for Career Development Chair.

#### **Meetings: LCDR Heather Bair-Brake**

- Update on 2010 Central Veterinary Conference in Baltimore, MD — April 9-12, 2010.
  - CDR Gibbins gave update as he took point on organization for this meeting.
  - Involves an opportunity to do 1 day public health section.
  - We currently have enough speakers, but if interested, please email CDR Gibbins.
  - For speakers, registration fees and meals are covered, but travel is not.
  - They also need moderators for the day, which entails a day and a half commitment.
  - Whether or not a PAC activity will occur during this conference is still being discussed.
  - Also, CDR Gibbins is looking into whether we can put together a recruiting booth at the conference
  - CAPT Tom Thomas coordinates the use of the backdrop for recruiting booths and will help coordinate its use.
- 2010 Veterinary Student Day at CDC
  - LCDR Bair-Brake reported that the event was very successful and well-attended.
  - 400 veterinary students and faculty attended.
  - The PHS booth garnered quite a bit of interest.

#### **Awards: LCDR Wanda Wilson**

- We are waiting on final approval to send out the call for Commissioned Corps Veterinarian of the Year award.
- It has been proposed that the award be presented at the annual meeting of the American Veterinary Medical Association, which will be held in Atlanta, GA, in July of 2010, instead of at the annual USPHS Symposium in San Diego, CA.

- The final decision might depend on the number of USPHS veterinarians that would be present at each meeting.
- CAPT Mainzer suggested that we could also swear in or introduce the incoming Epidemic Intelligence Service Officers (EISOs) who choose the Commissioned Corps.

**Recruitment/Retention: CAPT Thomas**

- CAPT Thomas was recently at OCCO and learned that 5 veterinary applicants to the Commissioned Corps have been approved by the current Appointment Board. Three more, likely incoming EISOs, will be up for approval at the next Appointment Board.
- Additionally, there are 21 CO-STEPS applicants.
  - There might be opportunities for these CO-STEPS at USDA. However, many CO-STEPS want to work at CDC. Thus, we should work to encourage the CO-STEPS to take what is offered as all are good opportunities to learn more about the veterinarian's role in public health.
  - LCDR Jarman inquired whether administrative opportunities would be appropriate for CO-STEPS. The consensus was that an administrative position might be a good way to get them in the door, after which efforts could be made to find them a more scientific appointment.
  - CAPT Ross discussed that she came into the Corps as a CO-STEP and found it invaluable. However, she has had trouble convincing the chain of command in her division that it is a worthwhile program. CAPT Mainzer offered to discuss CO-STEP with supervisors.
  - LDCR Wilson suggested having liaisons give presentations to supervisors at their agencies. CDR Campbell suggested that anyone could do this, not just liaisons.
  - CAPT Spires inquired whether hiring freezes would impact CO-STEPS. CAPT Jones from OCFM indicated that the hiring freeze should not effect anything until the next fiscal year.

**Website: CDR Gibbins**

- First meeting of the Website Subcommittee will be February 1, 2010.
- The primary point of contact in Washington, D.C. is going to explain to the subcommittee the process for updating the website; then the subcommittee will put the procedures into place for updates.
- CDR Gibbins would like to thank the subcommittee volunteers for their service.

**Career Development: no update**

**Readiness: no update**

**Public Information: no update**

**JOAG updates: no update**

**COA Board: no update**

**V. Workgroup Updates**

**Billets: no update**

## **Deployment Guide: no update**

- New workgroup lead: LCDR Bryan Buss

## **VI. Updates**

### **OCCFM: CAPT Jones/CDR Hall Robinson**

- Remember that you can find any Commissioned Corps policies at the Electronic Commissioned Corps Issuance System (eCCIS) (<http://dcp.psc.gov/eccis/>).
- It appears that the Force Management Directive, which is determined by permanent grade, will remain at 4000. Thus, it might have some effect on assimilation.
- They are still working on special pays, especially for areas of shortage (such as veterinarians). The directive is before the Secretary, but OCCFM has received no explanation as to why it has not moved forward.
- Remember that the Assistant Secretary for Health (ASH) terminated Assignment Incentive Pay; it ends December 2010.

## **VII. Old Business**

### **Strategic Planning**

- Update from CDR Rockwell
- The Strategic Planning document has been distributed and comments have been received and incorporated.
- It is currently in the hands of the workgroup.
- There is a Strategic Planning meeting on Wednesday February 17th. There will be two meeting sites.
- For those who cannot travel to the meeting, options for remote attendance are being coordinated. There have been some issues with technology compatibility issues.
- Use of Live Meeting or the Uniformed Services University was suggested and will be explored.
- An invitation to this meeting was sent to the Vet PAC list serve by LCDR Bryant on January 20, 2010.

### **Vision and Mission**

- CAPT Spires reports that these are not yet finalized, but that comments have been incorporated.
- It is unclear whether these will be discussed at the Strategic Planning meeting or will be rolled out at the meeting.
  - CDR Rockwell indicated that her understanding is that they are still open for discussion. This will be cleared up by the meeting.
- Additionally, it is unclear what the method for accepting these documents is. Does it need to be accepted by the CPO, voted on the VetPAC voting membership, or voted on by the entire PAC? CDR Campbell will look into the procedure.

## **VIII. New Business**

### **Alliances and Recruitment**

- The Pharmacy PAC has a new alliance with the University of Maryland. It is one way that they market the Commissioned Corps so that students know this is an option for them.

- Look at the Pharm PAC website for more information.  
(<http://www.usphs.gov/corpslinks/pharmacy/>)
- We need to think about similar types of activities and initiatives to boost our recruitment capacity and increase our numbers over 100 officers in our category.

## **IX. Adjourn**