



Scientist Professional Advisory Committee Meeting Meeting Minutes

Tuesday, Dec 5, 2006

1100 – 1300

USA Toll Free Number: 866-705-4165

USA Toll Number: +1-517-244-7622

PASSCODE: 1220522

Leader: Martin Sanders

I. Call to Order and Welcome

LCDR Sara Newman

- Send an email to tracy.macgill@fda.hhs.gov to register your attendance.

Participants

PAC Members	Agency	Discipline	X, if Present
CAPT Bill Burkhardt III	FDA	Microbiology	-
CDR Christine J. Benally	IHS	Epidemiology	X
CDR Jon R. Daugherty	FDA	Microbiology	X
CDR Mehran Massoudi	CDC	Epidemiology	-
CDR David McIntyre	IHS	Clinical Psychology	-
CDR Daphne B. Moffett	ATSDR	Env. Health/Tox	X
CDR John Mosely Hayes	IHS	Epidemiology	-
CDR Martin Sanders	CDC	Microbiology	-
CDR Mark Seaton	FDA	Pharmacology	X
LCDR Rachel Avchen	CDC	Epidemiology	X
LCDR Marco Bennett	FDA	Medicinal Chemistry	X
LCDR Diana Bensyl	CDC	Epidemiology	X
LCDR Wei Guo	FDA	Pharmacology/Biochemistry	X
LCDR Rona LeBlanc	FDA	Microbiology	X
LCDR Tracy MacGill	FDA	Microbiology	X
LCDR Mark Methner	CDC/NIOSH	Env. Science/Indus. Hygiene	-
LCDR Matthew Newland	HRSA	Epidemiology	X
LCDR Sara Newman	OS/OPHEP	Epidemiology	X
LCDR D. Ross Spears	CDC	Chemistry	X
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	-
CPO- CAPT Helena Mishoe	NIH	Microbiology	X

Non-voting Scientist Participants

Participant	Agency
CAPT Lemyra Debruyne	CDC
CAPT DeLoris Hunter	NIH
CAPT Ralph O'Connor	CDC
CAPT Bill Taylor	FDA
CDR Laura Draski	FDA
CDR Tom Hendricks	FDA
CDR Francois Lalonde	NIH
CDR Theresa Lawrence	OS
CDR MacDuffie	CDC
CDR Michael Murry	BOP
CDR Timothy Nelle	FDA
CDR Cynthia Striley	CDC
CDR Doug Thoroughman	CDC
LCDR Candido Alicea	NIH
LCDR Danice Eaton	CDC
LCDR Judy Facey	EPA
LCDR Maleeka Glover	CDC
LCDR Althea Grant	CDC
LCDR Lisa Pealer	CDC
LCDR Richard Taylor	CDC
LCDR David Thompson	BOP
LCDR Robert Williams	ATSDR
LT Chekesha Clingman	NIH
LT Sally Hu	NIH
LT Paul Seo	FDA
LT Andrew Voetsch	CDC

II. Report from the CPO

CAPT Mishoe

a) Transformation:

- Funds have been allocated to move the Transformation forward. Two additional Transformation Officers will be coming on board to OCCO and OCCFM to work on implementation of the Transformation plan..
- .With respect to IT issues, a new call to active duty system has been identified as a priority. The current system can take 6 months to a year to get someone onto active duty. The new system should greatly improve the process and as a result help with recruiting. The new system has a target date of April 2007.
- Additionally, the suggestion was made at the SG-combined meeting that the leadership of the five Transformation Working Groups should meet with the PACs and CPOs. Increased interactions and meetings with the Transformation leadership will likely occur in the future.

b) Awards:

- CAPT Rutstein has been asked by RADM Agwunobi to put together a White Paper on the Awards process. The focus will be to give the Agencies and the CPO Board the ability to approve more awards further down the line. This should expedite the process because it can currently take up to two years to receive an award.

c) Manual Circular (MC) 377 Extension:

- MC 377 has been extended thru 2007. Officers should note that this document contains important changes (e.g. immunizations and readiness requirements).
- The full readiness policy clarifies some of the changes in the MC 377 extension, but will not be released until 2007.
- It is critical that all officers be and stay ready (i.e. meet Basic readiness requirements) at all times. Not being ready equals No Promotion and No Assimilation.
- One significant change is the introduction of retention boards. While the policy for retention boards is not yet fully developed, officers should look at this.
- The SG would like to see additional options beyond retention (“yes” or “no”) be made available to these boards. Again, everyone is waiting to see how the retention board policy actually develops.
- The motivation behind the introduction of retention boards is to reach officers who are not ready and have made no attempt to get ready.
- While this could pose a challenge to recruiting, it is our (as officers) responsibility to be ready.
- The MC 377 extension can be viewed at the CCMIS website at http://dcp.psc.gov/eccis/documents/PPM07_001.pdf

d) Promotion Benchmarks for PY 2008:

- The CPO Board has made comments on the proposed promotion benchmarks for PY2008. These comments have been sent back to the SG-PAC for review. A memo will then be sent to the OSG.
- It was decided to continue using the term “benchmark”. There had been discussion about changing this to “guidelines” to try to diminish confusion with the idea (among officers and promotion boards) that these were “requirements”. However, it was decided that the term benchmark actually best describes the intended standard of “best qualified” officer.

e) Transformation SubCommittees:

- Implementation of the Transformation has begun and officers are being tapped to serve on Transformation subcommittees and working groups.
- It is very important that the Scientist category and the SciPAC have representation on these subcommittees and working groups.
- CDR Sanders recently sent an email out on the listserv asking for those officers who are serving on these subcommittees to send him the information about your involvement.
- A forum needs to be developed that will allow the PAC can solicit input from those officers when it is needed. Knowing which officers have been tasked with which group will assist the PAC in developing this forum.

- CDR Thoroughman encouraged those officers who have had been selected to participate in these groups to participate to the fullest extent and those officers who are not currently involved to volunteer for opportunities that may present themselves.
- LCDR Newman asked what officers, who are not currently, but want to be involved should do.
- CAPT Mishoe responded that the committees have already been formed and that the normal process for selecting officers for these activities is through solicitations to the CPO from the Transformation Officers. It was added that in the past PAC members who have been involved in relevant areas (e.g. recruitment) were asked to participate in corresponding committees. This has allowed the existing expertise from the PAC to be utilized. If more assistance is needed, a call will be put forth.
- LCDR Bensyl asked if the WIPTs have released their membership lists.
- CAPT Mishoe responded that a list has been requested from CAPTs Copolla and Kelly and that it is in the process of being generated. However, the PAC is generating its own list for consistency.
- CDR Benally clarified the difference between the WIPTs and WG. The WIPTs are an OCCFM activity and are coordinated by CAPT Greg Stevens. Meanwhile, the WG are specific to the Transformation and are being led by CAPTs Copolla and Kelly. The membership for the WGs was selected from the PACs. The Transformation WGs may evolve into WIPTs.
- CAPT Mishoe added that the WIPTs were formed prior to the Transformation and are dedicated to Readiness, Disciplinary Actions, Recruitment, and BOTC.
- CDR MacDuffie asked if the IT system upgrade would only apply to the call to active duty system or if it would extend to other systems, such as leave.
- CAPT Mishoe replied that the first priority for IT funds will be the call to active duty. The Secretary wants to hold the Agencies accountable for recruiting more officers. While the other IT areas are important and options for improvement are being discussed, improvements will need to occur later due to funding constraints.
- CDR MacDuffie then asked about the issue of readiness and senior officers (O-5s & O-6) who are retirement eligible and for whom there is less incentive to comply with the requirements.
- CAPT Mishoe noted that the policy for addressing this issue is still being formulated because the retention boards are not fully developed. However, senior officers should be getting ready because the Department is serious about using the Commissioned Corps to meet readiness needs.
- This means that everyone needs to meet the Basic readiness standard. It is important that everyone get ready and stay ready. There is concern about officers who are not ready. If anyone needs assistance or has questions about meeting these requirements, they should feel free to contact the PAC.

III. Report from the PAC Chair

LCDR Newman

a) Subcommittees:

- Subcommittee chairs should send rosters to CDR Sanders (eyo0@cdc.gov) and LCDR Newman (sara_newman@nps.gov).
- If you need more members for your subcommittee, send a specific request and it will be sent out over the listserv.

b) Promotions:

For those officers who are eligible for permanent promotion, a 5 yr physical and current medial history is required. Officers should note that the physical can be a time consuming process and should be started as soon as possible.

c) Category Day:

LCDR Bennett

- The category day agenda is very nice. CDR Doug Thoroughman is chairing a panel focused on the “multiple personalities of career epidemiology officers”. Volunteers for this panel are needed.
- If interested in participating in the epidemiology panel, send a description of what you do and why it is unique. This panel will illustrate the broadness of the category.
- Registration for the COA Professional Conference is now available online at <http://www.coausphsconference.org/>. Early bird registration rates are available until April 23, 2007.
- For officers who missed the Scientist Category Day abstract submission, there is now a call for general abstract submissions. The deadline is December 15, 2006. If are interested in submitting an abstract for the general program and have questions, contact LCDR Marco Bennett (marco.bennett@fda.hhs.gov).
- During past conferences the category social was held the evening after category day. Since the SG Run/Walk is to be held the same day, the social may need to be on a different day.
- CDR Benally noted that with respect to the category awards, the information for the recipients needs to be provided for the program..

d) SciPAC Coins:

LCDR Guo

The new Scientist category coins are available at the PAC website. An announcement has also been sent to the Frontline newsletter and a Listserv message is coming.

e) Call for Subcommittee members

LCDR Guo

- LCDR Guo has agreed to serve another term as Chair and would like to encourage new members to join.
- Assistance is needed in formulating new strategies to improve visibility. This is an important subcommittee. Anyone interested in joining should contact LCDR Gou at wei.gou@fda.hhs.gov.

IV. Treasure’s Report

CDR Daugherty

- CAPT Caviness has submitted an invoice for the coins for \$877.86. A check was sent to Midwest Trophy for that amount. This will leave a balance of \$807.51.
- Currently, \$180 in coins has been sold. Once this is deposited, the balance will be \$987.51.
- If each Scientist officer orders one coin (at 260 officers) at \$10 per coin, the category will make a profit.
- Order information is available at the SciPAC website (http://usphs-scientist.org/documents/Purchase_SciPAC_Coin.pdf). Checks should be made out to USPHS Scientist Professional Cmte with SciPAC coin written on the memo line. Order forms and checks should be sent to CAPT Caviness.

V. Subcommittee Reports

LCDR Newman

a. Rules

LCDR Avchen

- The committee needs members. If anyone is interested in joining the Rules subcommittee, please contact Lcdr Avchen (rja5@cdc.gov).
- Past members are needed to assist with the transition to new committee leadership.

b. Awards Subcommittee

LCDR Newland

Nothing to report.

c. Visibility Subcommittee

LCDR Guo

The subcommittee would like to recruit more members as previously discussed.

d. Science Subcommittee

CDR Daphne Moffett

Nothing to report

e. JOAG Report

LCDR Rona LeBlanc

- The next meeting will be December 8, 2006. The general meetings will now only occur every other month. The alternating months will be reserved for closed, voting members only meetings to take care of housekeeping business.
- The meeting schedule can be viewed at the JOAG website at <http://www.joag.org/>. Call in information is: Phone: 888-322-1791, Passcode: 83301
- JOAG will be sponsoring scholarships for the upcoming COA conference for junior officers (0-3 and below).
- JOAG is striving to form stronger ties with the national COA organization and conference.
- A proposal has been put forward to discuss tracking officer hours for inclusion into the end of year report.

f. Career Development Subcommittee

CAPT Bill Burkhardt

Nothing to report

g. Emergency Preparedness Subcommittee

LCDR MacGill

- Thank you to everyone on the subcommittee who took time from their busy schedules to review the readiness policy documents. The comments were all thoughtful and constructive and have been forwarded to CDR Seaton.
- The committee is very fortunate to have many experienced and returning members.
- If others are interested in joining, contact LCDR MacGill at tracy.macgill@fda.hhs.gov.

h. Mentoring Subcommittee

LCDR Methner

Nothing to report.

i. OFRD Subcommittee

CDR Seaton

- Thank you to everyone on the OFRD, EP and Policy Review Subcommittees who reviewed the documents for the Readiness WIPT.
- The group is tasked with reviewing seven draft policies related to readiness.
- The comments have been collated into Excel and will be put forward to the group tomorrow.
- The first question for consideration was if the policies needed to be revised. Some policies may not need revision and others may need only minor revisions. Once more information is available a report will be made to the PAC.
- The OFRD subcommittee is full.
- In past years OFRD has provided the committee with a list of officers needing assistance in meeting the Basic readiness standard. CDR Sanders had previously called about getting an updated list.
- LCDR Spears added that OFRD was short staffed and another mention might be needed. Since he had to speak with CDR Beck this week about another issue, he offered to follow up on this issue.
- LCDR Newman added that future updates regarding changes in readiness policies and standards would be appreciated.
- CAPT Mishoe's comments about changes contained in the MC 377 extension are correct. Many of the new requirements will likely be adopted as policy.

j. Policy Review Subcommittee

CDR Benally

- The committee needs members. If interested contact CDR Benally at Christine.benally@hhs.gov
- This is an important committee, please join.

k. Recruitment and Retention

LCDR Bensyl

- The committee currently has two members (one from FDA and one from CDC). More members are needed, particularly from other Agencies. Contact LCDR Bensyl at zqg6@CDC.GOV.
- A subcommittee meeting will be held in January.

l. Website Subcommittee

CDR Mosely Hayes

Nothing to report.

VI. Other Business

LCDR Newman

a) Clarification for email attendance

- CAPT Debruyne asked that the email contact for attendance be given again. Messages to record attendance should be sent to LCDR MacGill at tracy.macgill@fda.hhs.gov. LCDR MacGill has two addresses (one for OS and one for FDA) in the global address book. The OS account is no longer active.
- CDR Striley added that contact information for the SciPAC executive and subcommittee chairs can be found at the Scientist website (<http://usphs-scientist.org/membership.htm>).

b) Document submission to eOPFs for Promotions

- Officers are reminded that the submission deadline for document submission for PY07 is December 31st.
- Of special note the eOPF fax lines are currently down for the installation of two additional lines. So any documents faxed yesterday or today should be resent. The fax numbers will remain the same (301-480-1436 or 301-480-1407).
- Officers who need to request PIR corrections should do so immediately as the official deadline for submission to phsopffix@hhs.gov was November 1st.
- The question was raised about whether corrections requested after November 1st could be finished prior to the dates that the promotion board meets. There is a window of time between the officer deadlines of November 1st and December 31st and when the promotion board meets in the spring.
- CDR Striley added that information for the boards is compiled early.
- LCDR Newman will contact OCCO to inquire about the timeline for PIR corrections and submissions and will send any information through the Listserv.

VII. Closing Remarks

LCDR Newman

- Thanks again to everyone for participating in the call today.

January SciPAC call

January 2, 2007, 1100-1300 (EST)

USA Toll Free Number: 866-705-4165

USA Toll Number: +1-517-244-7622

PASSCODE: 1220522

Leader: CDR Martin Sanders