



Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, April 1, 2008

1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 866-723-8146

Participant Passcode: 7713400 Leader: CDR Sara Newman

Participants

SciPAC Executive Committee 2007/8 Voting Members

Rank	Name	Agency	Role	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
RADM	Helena Mishoe	NIH	CPO					X
CAPT	Bill Burkhardt III	FDA		No	2005	2008	3	
CAPT	Jon R. Daugherty	FDA	Recruitment and Retention	Yes	2005	2008	6	X
CAPT	Mehran Massoudi	CDC	Science	No	2005	2008	3	
CAPT	John Mosely Hayes	IHS	Website	Yes	2005	2008	6	
CDR	Rachel Avchen	CDC	Vice-Chair Rules and Membership	No	2006	2009	2	X
CDR	Christine Benally	OS	Policy	Yes	2007	2010	4	X
CDR	Diana Bensyl	CDC	Secretary	No	2006	2009	2	X
CDR	Tracy MacGill	FDA	Emergency Preparedness	No	2005	2008	3	
CDR	David McIntyre	IHS	Emergency Preparedness	Yes	2007	2010	4	
CDR	Mark Methner	CDC	Mentoring	Yes	2006	2009	5	

CDR	Daphne Moffett	CDC	Historian	Yes	2004	2012	7	X
CDR	Sara Newman	NPS	Chair	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	ExOficio	Yes	2007	2010	4	
CDR	Mark Seaton	FDA	OFRD	No	2005	2008	3	X
CDR	D. Ross Spears	CDC	Career Development	Yes	2006	2009	5	X
LCDR	Marco Bennett	FDA	Category Day	No	2006	2009	2	X
LCDR	Maleeka Glover	CDC	JOAG Category Day	No	2007	2010	1	X
LCDR	Wei Guo	FDA	Visibility	No	2005	2008	3	X
LCDR	Rona LeBlanc	FDA	Recruitment and Retention	No	2005	2008	3	
LCDR	Matthew Newland	HRSA	Treasurer Awards	No	2006	2009	2	X
Dr.	Dalton Paxman	OS		Yes	2005	2008	6	

Non-voting Scientist Participants

Participant	Agency
LCDR Karon Abe	CDC
Nelson Adekoya	CDC
CDR Bill Albrecht	EPA
LT Rene Calanan	CDC
LCDR Michael Cooper	OS
LT Dianna Densmore	CDC
CAPT Joe Despina	FDA
LCDR Judy Facey	EPA
LT Adrienne Goodrich-Doctor	ASPR
LCDR Wei Guo	FDA
LCDR Danice Eaton	CDC
LT James Kenney	FDA
CAPT Francois Lalonde	NIH
CDR Laurence Libelo	EPA
LCDR Henraya McGruder	CDC
CAPT Michael McLaughlin	FDA
CDR Michael Murry	BOP
CAPT Ralph O'Connor	CDC
CDR Amy Park	HRSA
CDR Danisha Robbins	DHS

CDR Joseph Temenak	FDA
LT Paul Seo	FDA
LT Kanta Sircar	CDC
CDR Doug Thoroughman	CDC
LT Robin Toblin	CDC
LCDR Fei Xu	FDA
LCDR Lauren Zapata	CDC
LCDR Yi Zhang	FDA

I) Call to Order and Welcome

CDR Sara Newman

EMAIL dbensyl@cdc.gov for roll call.

Put phone on mute when not talking.

When talking, please state who you are.

March minutes approved.

Please try to call in on time. It's very disruptive and difficult to hear the speaker with the constant beeping once the meeting has started.

DO NOT PUT YOUR PHONE ON HOLD WHILE ON THE CALL. HANG UP AND CALL BACK IF YOU FEEL THE NEED TO HOLD THE CALL.

II) Report from the CPO

RADM Helena Mishoe

- a) New ASH ADM Garcia sworn in.
- b) OFRD back up and running. Officers have until 4/15 to document readiness issues. Appreciative of ADM Rutstein's flexibility.
- c) Humanitarian missions. Missions are sponsored by Navy and so they make the request for staffing needs.
- d) Policy subcommittee grappling with policy issues. Extend appreciation to those who comment and contribute. Need integration in the various policies because they often depend on each other. Short turnaround for input.
- e) New COER is in development. Lewin Group brought in to assist in developing new COER. Number of issues were raised and comments were provided by CPOs and PACs. Issues brought up: Jr vs Sr officer differences not clearly delineated, billet proposal may be too cumbersome for supervisor, conduct and performance are mixed in the current billet version.
- f) WIPT: Discipline and Retention. Force management issues.
- g) Appointment standards. Can call in to participate in meeting. RADM Mishoe has details.
- h) Promotion Boards are on schedule and are going well. Only half of boards have met.
- i) A number of CPOs terms will expire, including Scientist, in 2009. CPOs would like to have overlap in term with CPO-elect.. Not always possible. Need to start thinking about who will take over as the next Scientist CPO. The Scientist CPO is not a flag billet. There are only 4 statutory CPO Flag billets: nurse, engineer, pharmacy, and dentist. The Scientist CPO is not a flag billet. RADM Mishoe commented, "It is hard work but work worth doing."
- j) FIT document. Numerous comments were provided on the PHS Fit document. RADM Canton commented that the document that was distributed was not the correct one. She stated that the comments would be included and the document will be redistributed.

III) Report from the PAC Chair

CDR Sara Newman

IV) Treasurer's Report

LCDR Matthew Newland

Balance: \$1601.01

SciPAC t-shirts have arrived and will be sent this week. 100% cotton with SciPAC logo on packet and PHS on back. \$12 each. Please buy to help generate funds. Can order on PAC website. Checks should be made to COF. Wear t-shirt for fun run at COA meeting.

V) Subcommittee reports

a) Rules and Membership Subcommittee

CDR Rachel Avchen

No new CAD

Mentioned revision of SciPAC Standard Operating Procedure document

- Particular attention to changes regarding Treasurer and expenditures
- Will add modification about need for a ¾ majority board vote if treasury falls to \$500.00 and additional expenditure request is received (regardless of amount)
- Voting members submit by April 4, 2008 to Chair, CDR Sara Newman

Call for new members next month; consider self-nominations

- Details on how to apply to follow
- Anticipate ~9 vacancies including Civil Servant position
- Email ravchen@cdc.gov if interested in serving on the subcommittee or if you know of CS person who might be interested in serving on SciPAC.

b) Career Development

CDR Ross Spears

- i) Sample award narratives posted on website under career development.

c) Category Day

LCDR Marco Bennett and LCDR Maleeka Glover

Reminders:

- USPHS Scientific and Training Symposium is June 9 - 12, 2008 in Tucson, Arizona
- Category Day is June 10, 2008
- Draft SciPAC Category Day agenda is posted on symposium website
- Our category day keynote speaker is VADM Richard Carmona (Ret., USPHS)
- Early Bird deadline for registration is Monday 21st, 2008
(<http://www.coausphsconference.org/registration.cfm>)
- Applications for Junior Officer Scholarship deadline is May 7, 2008
(<http://www.coausphsconference.org/documents/2008JOCSSApp.pdf>)
- Second and third hotels are nearly sold out. Please book lodging early
- Uniform attire for symposium will be posted soon. Service Dress Blue uniform is acceptable. Please check website for updates (www.coausphsconference.org)
- SciPAC Category Social is planned at the restaurant El Carro Cafe restaurant. Details forthcoming

Other planned activities include:

- Transformation update on Monday morning June 9th by RADM Shekar
- Deployment readiness review by RADM Williams, RADM Babb, and RADM Rutstein, also on Monday morning June 9th

- Basic Life Support Course offered Monday morning June 9th
- The Surgeon General's 5K Run/Walk and Physical Fitness Test on Wednesday morning June 11th
- Retirement Seminar planned for Friday June 13th. Details to be announced

d) OFRD Subcommittee

CDR Mark Seaton

No update.

e) Policy Review

CDR Christine Benally and LCDR Tim Nelle

During the last month, the Policy Subcommittee was asked to review two proposed CCIs and one POM.

(1) CCI titled Retirement (30 years)

The first CCI establishes the policies and procedures for mandatory retirement of officers with 30 years of active service. This policy includes provisions for officers to receive a waiver of mandatory retirement which can be up to, but no more than, two 3-year periods. Based on recommendation of the Retirement WIPT, this CCI also codifies the 1.5 percent limitation on the number of officers who are allowed to receive such a waiver.

Comments: For officers who are granted a waiver for retention beyond 30 years of service, it is clear that these waivers cannot be for periods greater than 3 years unless there is a subsequent approval for up to another 3 years. However, as Section 7-2 is written, it appears that each waiver is reviewed and approved on a yearly basis. So there appears to be some discrepancy for how these waivers are handled.

Perhaps the easiest solution would be to change the wording in **section 7-2** to something like this:

OSG will notify the ASH and OPDIV/STAFFDIV/non-HHS organization Heads of the officers attaining 30 years of active service or whose waiver of mandatory retirement will expire during the next calendar year.

(2) CCI Involuntary Retirement (20 years)

The other CCI covered involuntary retirement for officers with 20 or more years of service. It continues the practice of conducting the initial review of all officers reaching 19 years of service for possible referral to an IRB, but changes the time interval between subsequent reviews from every three years to every four years. It also includes changes to allow officers to be involuntarily retired if he/she is in a billet two or more grades below his/her grade for a period in excess of '1 year' (rather than more than 2 years, as it stands currently).

(3) The POM establishes the Regional Uniform Authorities. It compliments the PPM that was approved March 5, 2008 which establishes the SG as the National Uniform.

1. Involuntary Retirement (20 years)

POM 08-00X All Regular and Reserve Corps Officers on Extended Active Duty

There was a comment is that if at all possible the use of individuals' names should be avoided in

policies. With people changing jobs often, the contact information is likely to be inaccurate almost as soon as the policy is published.

Is this in line with other services? Wasn't there just a move in the other services to codify a plan for 40 years of service across the board? I suggest as much transparency as possible in the selection of extensions so as to avoid the appearance of favoritism or discrimination in the selections. I personally feel that we have so many O-6s (by proportion to other services) we actually have little need for extensions. Open up opportunities for more junior officers. But that is just me.

1. An officer may be involuntarily retired for one or more of the following reasons:

6 1. The officer's performance of duty is marginal and/or at a level below that expected of an officer of similar grade and category as reflected by the Commissioned Officers' Effectiveness Report (C O,1E-FA) other appropriate documentation, or when the officer has failed to meet and maintain force readiness standards established by the ASH;

2. The officer has not been recommended for a permanent or temporary promotion by a regular annual promotion board;

Comment: This policy references CC23.4.5 Failure of Permanent Promotion but does not make specific mention of the "twice in succession" wording of CC23.4.5 (see below). Is this an oversight, or change in policy?

A regular corps officer who has less than 20 years of retirement eligibility credit when he/she twice in succession fails to be recommended for permanent promotion to the restricted Senior grade or to the Director grade will be referred to an Involuntary Separation Board pursuant to Subchapter CC23.7, INSTRUCTION 4, of this manual, or to an Involuntary Retirement Board pursuant to Subchapter CC23.8, INSTRUCTION 4, when he/she completes 20 years of service as determined by the Director, CPOD.

c. An officer who is not recommended for involuntary retirement, or whose recommendation for retirement is disapproved, shall be retained on active duty with or without reassignment. However, the officer may be retired or separated under other provisions of law, or as a result of a subsequent referral of the record to an IRB.

Comment: It seems to me there should be a set amount of time that must pass before the officer could be sent before another IRB. What is to stop a supervisor from initiating these proceedings every year?

(3) Regional Uniform Authorities (RUA).

There were hardly any comments on the Uniform Authorities POM. It looked very straight forward.

(4) PhyFit

Comment: One member comments were: I was a member of the Readiness WIPT, and we were presented with a Body Weight/Body Fat% issuance to deliberate on. The end result was a policy that included BW/BF criteria as part of force readiness standards. Because this involuntary retirement policy is dependent on the force readiness criteria, and we are aware that substantial (I see BW/BF criteria as substantial) revisions to the force readiness criteria have been proposed, I would like to see the

finalization of the BW/BF policy (according to the CCMIS website, scheduled for mid-February) before this retirement policy is finalized.

f) Visibility Subcommittee

LCDR Wei Guo and LCDR Sally Hu

g) Website

CAPT John Mosely Hayes and LCDR Danice Eaton

The Website Subcommittee has been working on the migration of our site to become part of the usphs.gov site. There are lots of technical issues involved in this migration. The usphs site requires everything to be Section 508 compliant and there are a number of other requirements. Making our pages and linked documents comply with all the requirements is an overwhelming task. We have explored ways to simplify the transition, but there is no way to avoid the transition. By law all government agencies must make their web sites Section 508 compliant and our content must comply when it becomes part of the usphs site.

In March LCDR Danice Eaton took the lead in drafting our response to a needs survey sent to all the PAC's. In the needs survey we identified the key issues and obstacles in making the migration. We addressed issues about having a secure login section for members, tracking civilian employees who might need to login to a secure area, and our need for technical assistance to make this migration.

In our survey response we made several suggestions on how to facilitate the migration, including ways to simplify the process for all the PAC's. One strong suggestion was to have the main site maintain information of value to all officers and then limit the Scientist Category section, and other category sections, to those issues strictly of interest to that category. For example we currently have information on many career development, readiness, associate recruiter, and other information that is of general interest, not specific to Scientists. There is no need to duplicate that information in every categories' section.

We made another suggestion for usphs.gov to provide templates for documents that have all of the 508 compliance issues addressed. It would be easier to copy our material into compliant templates, rather than edit our existing documents to make them 508 compliant.

Our completed survey response was sent on March 26 and we are now awaiting the next guidance.

h) JOAG Report

LCDR Maleeka Glover

i) Awards Subcommittee

LCDR Matthew Newland

i) Reviewing nominations for Jr and Sr Scientist of the year.

j) Science Subcommittee

CAPT Mehran Massoudi and LCDR Yi Zhang

Paper for PHS health report. Trying to get started.

k) Emergency Preparedness Subcommittee

CDR Tracy MacGill/CDR David McIntyre

l) Mentoring Subcommittee

CDR Mark Methner

No update.

m) Recruitment and Retention Subcommittee

CAPT Jon Daugherty and LCDR Rona LeBlanc

No update.

VI) Closing Remarks

CDR Sara Newman

The call is at 11 AM EST. Daylight savings may have changed this on your Outlook calendar to another time, but 11 AM EST is the correct time for the PAC call.

Next meeting: MAY 6, 2008; 1100-1300 EST