



Sci-PAC Call Meeting Minutes

Agenda

**Tuesday, March 04, 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	X
CAPT	John Mosely Hayes	IHS	Website	Yes	2005	2008	6	X
CDR	Rachel Avchen	CDC	Vice-Chair Rules and Membership	No	2006	2009	2	
CDR	Christine Benally	OS	Policy	Yes	2007	2010	4	
CDR	Diana Bensyl	CDC	Secretary	No	2006	2009	2	
CDR	Tracy MacGill	FDA	Emergency Preparedness	No	2005	2008	3	
CDR	David McIntyre	HIS	Emergency Preparedness	Yes	2007	2010	4	X
CDR	Mark Methner	CDC	Mentoring	Yes	2006	2009	5	
CDR	Daphne Moffett	CDC	Historian	Yes	2004	2012	7	

CDR	Sara Newman	NPS	Chair	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	ExOficio	Yes	2007	2010	4	X
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	
LCDR	Rona LeBlanc	FDA	Recruitment and Retention	No	2005	2008	3	X
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
CDR Nelson Adekoya	CDC X
CDR Bill Albrecht	EPA X
LT Tajah Blackburn	EPA X
LCDR Chekesha Clingman	FDA X
LCDR Judy Facey	EPA X
CAPT Francois Lalonde	NIH X
CDR Kathleen McDuffie	CDC X
CAPT Michael McLaughlin	FDA X
CDR Timothy Nelle	FDA X
CDR Amy Park	X
CDR Cynthia Striley	CDC X
LCDR Richard Taylor	CDC X
CDR Doug Thoroughman	CDC X
LT Robin Toblin	CDC X
LCDR Robert Williams	ATSDR
LCDR Fei XU	HRSA X
CDR Laura Draski	FDA X
LCDR Lauren Zapata	CDC X
LCDR Danice Eaton	CDC X
CDR Danisha Robbins	X
CAPT Arnold C. Farley	CMS X
LCDR Karon Abe	CDC X

CAPT Ralph O'Connor	CDC X
LT Dianna Densmore	CDC X
CDR Michael D. Murry	X
LCDR Dominic R Frasca	X
CAPT Kevin M. McGuinness	X
LCDR Vincen Barnes	X
LCDR John Stansberry	NIH X
CAPT Joyce Smith	IHS X
LT Paul Seo	FDA X
LCDR Yi Zhang	FDA X
LCDR Candido Alicea	X
CAPT Bennett W. Fletcher	X

I) Call to Order and Welcome

CDR Sara Newman

EMAIL MNewland@hrsa.gov for roll call

Please state name before talking. Please put phones on mute.

II) Report from the CPO

RADM Helena Mishoe

- 1) Update on Transformation pertaining to Psychologists as part of the Scientist Category and to establish standards for T&E
- 2) Hoping to address this issue and prepare a document within the next 30 days. CPOs from other categories are also working on similar documents
- 3) CAPT Brian Jones mentioned this sounds like a return to the previous process for establishing benchmarks and what is happening now is a formalization of this. It is hoped that the benchmarks would apply only to those with terminal degrees in psychology.
- 4) RADM Mishoe agrees and standards cannot change without categories changing those standards. In other words, this is a revisiting of the T&E standards for psychologists.
- 5) Another issue: working on an electronic appointment board. 5 officers are needed immediately to pilot this board. RADM Mishoe is excited because most Scientists are not in the DC area. The Corps hopes to gain input from officers outside of the DC area through this mechanism. Hopefully, this will be piloted in the next 3-4 months. RADM Mishoe will be tapping officers outside of DC area to serve on the electronic appointment board.
- 6) Another item: Corps is struggling with revision of the COERS, especially the performance instrument (revised COER). Many issues regarding a revised COER. CPOs had a number of questions and process should be given more thought. At the last SG combined meeting, CDR Lou Ann Rector presented answers to questions raised previously. Best thing to do is have an extended meeting time dedicated to discussing a revised COER. Hoped to do pilot for 2008, not sure if it would encompass some or all officers. There are still many

questions about this and the issue requires much more discussion. There is concern about preventing rating inflation and it is hoped that there would be a differentiation between junior officers and senior officers. This is a mix of performance and conduct. SG members wish to separate these areas. They are also asking for narratives for each and every item and there is some concern about increased burden for raters. RADM Mishoe will keep us informed.

III) Report from the PAC Chair

CDR Sara Newman

- 1) OCCO preparing for upcoming promotion cycle: may lower the ceiling for assimilation due to many retirements. Assimilation results will be announced July 1.
- 2) PAC funds-timely to transfer to COF
- 3) Because we are a federal entity, PACs should not be keeping funds. Better to keep with COF
- 4) Sci-PAC Voting Members want to do what it can to support all officers with professional development and we are now working to update our SOP to clarify the procedure for supporting professional development opportunities for officers.

IV) Treasurer's Report

LCDR Matthew Newland

- 1) As of March 4, 2008, there are \$ 1601.01 in the Sci-PAC. Our transition to COF managing the treasury was timely as the issue was raised at a recent PAC meeting that is may be more appropriate for a non-federal agency to manage PAC funds.
- 2) The T-shirts will be available any day now at \$12.00 a piece. Please contact Lcdr Matthew Newland for T-Shirt orders and use the order form available on the Sci-PAC website.
- 3) The Executive Board is discussing clarification of the purpose of the Sci-PAC treasury and will prepare a document to be reviewed by the voting members soon to be included in the SOP.

V) Subcommittee reports

a) Awards Subcommittee

LCDR Matthew Newland

Nominations are being accepted for the Jr and Sr Scientists of the Year for 2008. Nominations may be submitted by March 14th. The winners will be announced on April 1st, 2008, during our next PAC meeting. Scientists may self-nominate or nominate others.

b) Career Development

CDR Ross Spears

- 1) First sections of scientist handbook are ready. He expressed appreciation to committee members for preparing this and the handbook should be up by April or May.
- 2) CDC RADM Tacker just retired. Having a career fair in Atlanta. Atlanta officers plan to have a booth there (looking for 15 officers to staff the booth). There is jobs at the CDC: Positions available to save the world.

**c) Category Day
LCDR Maleeka Glover**

LCDR Marco Bennett and

- 1) USPHS Scientific and Training Symposium is scheduled for June 9 - 12, 2008 in Tucson, Arizona
- 2) Category Day is Tuesday June 10, 2008: Former Surgeon General Dr. Richard Carmona is the keynote speaker. Our agenda is completed is full.
- 3) Early Bird registration is due by April 21, 2008 (www.coausphsconference.org)
- 4) Online registration is available as well as guidelines for Junior Officer Scholarship for registration
- 5) Please book your hotel room early at The Hotel Arizona (located ~1 block from Convention Center, \$75/night, 800-845-4596). The River Park Inn rooms are sold out
- 6) Please email LCDR Maleeka Glover (maleeka.glover@cdc.hhs.gov) if you are planning on attending the symposium
- 7) The category day subcommittee is planning a social outing after category day
- 8) Surgeon General's 5K run/walk tentatively scheduled for early morning of Wednesday June 11, 2008. Details forthcoming
- 9) Jr. Officers (COA members) encouraged to apply for scholarships.
- 10) 2nd hotel available (Arizona) expected to be sold out too.

d) OFRD Subcommittee

CDR Mark Seaton

Update about BLS course. Heart saver course is not appropriate and does not fulfill need for OFRD. www.cdc.gov/od/occp

e) Mentoring Subcommittee

CDR Mark Methner

If in need of a mentor or would like to be a mentor, please contact CDR Methner at mmm5@cdc.gov. The burden of the mentor-mentee relationship falls on the mentee to be in touch with his/her mentee and seek input. All Junior officers are encouraged to reach out to mentor.

**f) Policy Review
LCDR Tim Nelle**

CDR Christine Benally and

The Policy committee was asked to review a proposed policy to institute several changes to current retirement policies. The highlights of these changes are:

- (1) Eliminating the need for mandatory retirement boards for officers requesting voluntary retirement who have between 20 to 30 yrs of service (at least 10 of which

was served in the corps), (2) Adding a 3-yr retirement rule for flag grade officers, and (3) Deleting disability hearing provisions which are now included in the current CCD for medical review and appeals boards.

Timothy.nelle@hhs.fda.gov

**g) Visibility Subcommittee
Sally Hu**

LCDR Wei Guo and LCDR

Preparing Poster for COA send photos to them. HuS@od.nih.gov

**h) Website
and LCDR Danice Eaton**

CAPT John Mosely Hayes

- 1) CDR Striley: working on transition to new server.
- 2) One content issue: an FAQ on website requested (will take time and labor)
- 3) Idea for each subcommittee to prepare their FAQ, send to Sara for review. We may save time and effort by linking to other sites.
- 4) This is related to the Handbook (easy to access and wouldn't want to duplicate).
- 5) Hoping to include top questions asked by Scientist officers. Sci-PAC to prepare these and responses.
- 6) Issues with 508 compliance: prefer most actual content is in html rather than Word docs. PDF docs need to be tagged a certain way for 508 compliance too.
- 7) RADM Mishoe was asked about a login for the Sci-PAC website. Her response was not at this time. This is a document clearinghouse for the website and cannot link to the USPHS official website
- 8) CDR Sara Newman mentioned that we may need to clarify the SOP so that subcommittee Chairs are clear about their critical role in updating information in the handbook .
- 9) Please send photos of scientists to LCDR Danice Eaton as well for website:

dhe0@CDC.GOV

i) JOAG Report

LCDR Maleeka Glover

Will receive a training/retreat this weekend in DC to conduct training before symposium in June.

**j) Science Subcommittee
and LCDR Yi Zhang**

CAPT Mehran Massoudi

No update

**k) Emergency Preparedness Subcommittee
David McIntyre**

CDR Tracy MacGill/CDR

Talking with OFRD to identify niche deployment roles for Scientist officers. Will have a better sense by the end of this month (March)

**l) Recruitment and Retention Subcommittee
and LCDR Rona LeBlanc**

CAPT Jon Daugherty

Scientist (non-EIS) applicants from January 2007 to date

1) 6/47 applicants have been cleared by both the appointment board and medical affairs

2) 14/47 applicants have been cleared by the appointment board but are awaiting clearance by medical affairs

3) 27/47 applicants are pending clearance by both the appointment board and medical affairs.

4) Approximately 15-18 EIS Officers are also going through review.

m) Rules and Membership Subcommittee

CDR Rachel Avchen

Nothing to report.

VI) Closing Remarks

CDR Sara Newman

Nothing to report

Next meeting: APRIL 1, 2008; 1100-1300 EST