



Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, March 3rd, 2009.

1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 1- 866-724-8991

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

Participants

SciPAC Executive Sub-committee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary	X
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	X
CDR	Martin Sanders	Awards	
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	X
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	X
CDR	Timothy Nelle	Policy Review	X
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	X
CAPT	Christine Benally	Policy Review	excused
Dr.	Monique Mansoura	Civil Service Liaison	

Non-voting Scientist Participants

Participant	Agency
CAPT Bryan Jones	OSG
CAPT Kate Brett	CDC
CAPT Ralph O'Connor	CDC
CAPT Mehran Massoudi	CDC
CAPT Nelson Adekoya	CDC
CAPT François Lalonde	NIH
CDR Stacey Williams	DOD
CDR Danisha Robbins	DIHS
CDR James Osterhout	FDA
CDR Amy Park	HRSA
CDR Bill Albrecht	EPA
CDR John Golden	DOD
LCDR Tegan Boehmer	CDC
LCDR Judy Facey	EPA
CDR Laura J Draski	FDA
LCDR Renee Calanan	CDC
LCDR Lauren Zapata	CDC
LCDR John Stansberry	NIH
LCDR Chekesha Clingman	FDA
LCDR Anne C. Dobmeyer	DOD
LCDR Jorge Ruano-Rossil	FDA
LCDR Adrienne Goodrich-Doctor	HHS
LCDR Dianna Densmore	CDC
LCDR Fei Xu	FDA
LCDR Chekesha Clingman	FDA
LCDR Jacqueline Sram	FDA
LCDR Henraya McGruder	CDC
LCDR Rona LeBlanc	FDA
LT Robin Toblin	CDC
LT Ashleigh May	CDC
LT Heather Silvio	DOD
LT James Kenney	FDA
LT Jennifer Adjemian	CDC
LT Charlene Sydnor	NIH
LT Matthew Wise	CDC
LT Kanta Sircar	CDC

1) Call to Order and Welcome

CDR Rachel Avchen

EMAIL LCDR Boris Aponte Boris.Aponte@ahrq.hhs.gov for roll call.

2) Report from the CPO

RADM Helena Mishoe

- a) RADM Mishoe stated that RADM Galston is not only serving as Acting SG but as acting ASH. He is continuing the work on the two priorities of RADM Moritzugu: Childhood Obesity and Alcohol Abuse Prevention.

- b) The American Recovery and Reinvestment Act (ARRA) will be providing funds through some of the HHS agencies in order to aid the development of the health professions.
- c) A request for a waiver on the DHHS cap for the travel to the COF Symposium in Atlanta was submitted by RADM Williams. The waiver request to move the total number of officers allowed to represent their agencies at a single event, up to 600 participants. A response from the Departments is expected very soon.
- d) Appointment Standards Working Integrated Project Team (WIPT)
 - i) The CPO Board has had an opportunity to review the recommendations from the WIPT and is sending recommendations to the Overarching Integrated Product Team (OIPT).
 - ii) The WIPT has also being asked to consider the possibility of expanding the professions represented in the PHS professions (such as business administration, law, and chiropractics).
 - iii) Two internal issues being considered by the WIPT Policy Process Group are the request to members for confidentiality statements, and the question of whether they are representing their agencies as well as their categories.
- e) Officer Profiles.
 - i) The Assignment Transformation Workgroup is moving from a focus on the billets to the officers' profiles.
 - ii) The workgroup had a presentation by CAPT Dean Coppola, from the Transformation Team at OCCO, about the development of an electronic officer profile. The CPOs questioned if this system will be integrated with the civilian system in order to be able to recruit officers and about who would be using the system. The CPOs have asked for a full presentation at their March meeting, on the direction of the officer profile system in order to make sure that a number of issues are addressed.
- f) Discussion/Questions.
 - i) CDR Mark Methner shared his concern that some officers may be having their billet civil service equivalency on the PIR, incorrectly classified. He shared that his PIR recently reflected changes which happened without notification and that were apparently an error from OCCO's systems. CDR Methner has not been able to get the issue resolved, despite multiple e-mail inquiries with OCCO and his agency Liaison.
 - ii) Several officers expressed concerns that these changes may be happening to a large number of officers and the implications of correcting this. It was also noted that these changes may have taken place without the officer concurrence.
 - iii) RADM Mishoe stated that she will bring this concern to the CPO Board in order to assess the extent of these PIR errors and determine ways to correct it. She expressed that in order to address the situation the PHS agency liaisons may need to get involved. She asked all officers to check their Civil Service Series description and code at the top of the PIR document, at the officer's OPF.
 - iv) CDR Avchen asked officers with similar problems on their PIR to send an e-mail to LCDR Mathew Newland (mnewland@hrsa.gov), SciPAC Billet Transformation Review Liaison. She also offered officers the following link <http://www.opm.gov/fedclass/html/gsseries.asp> , as a place to see civil service series descriptions.

3) Report from the PAC Chair

CDR Rachel Avchen

- a) CDR Avchen reminded officers of the call for Junior and Senior Scientist of the Year Awards. The deadline for receipt of nomination packages is Monday, March 16, 2009. Nominations can be sent to CDR Martin Sanders, eyo0@cdc.gov (404-639-3147).
- b) Officer Basic Course (OBC).
 - i) PAC Chairs formed a subcommittee to make recommendations about cross-category representation at the OBC.
 - ii) A CDC subgroup is seeking input from all Officers who attended OBC in 2008.

4) **Sub-committee reports.**

- a) Awards
No report.

CDR Martin Sanders

b) **Career Development**

LCDR Karon Abe

- i) The new Officer Basic Training Course sub-group pictures can be viewed on the USPHS Scientist website.
- ii) First Career Development Training Session today (after this SciPAC call) on the topic of “OFRD Transformation Teams”. The following is the agenda for this session:

OFRD TRANSFORMATION TEAMS

- I. Overview OFRD Teams - CDR Sara Newman
- II. Tier 1 Teams
- a. Rapid Deployment Force (RDF) – CDR Sara Newman
- b. Incident Response Coordination Team (IRCT) – CAPT Kate Brett
- III. Tier 2 Teams
- a. Applied Public Health Team (APHT) – CAPT Douglas Thoroughman
- b. Mental Health Team (MHT) – CDR John Golden
- IV. Questions

c) **Category Day**

LCDR Maleeka Glover

- i) The Category Agendas are posted on the Symposium Website
- ii) Registration and hotel information is also located on the website
- iii) The sub-committee will be working with our speakers to finalized travel and the budget
- iv) The sub-committee will need to determine what to request the SG to address when he comes around for his visit.

d) **Mentoring**

CDR Mark Methner

The Mentoring Subcommittee is always looking for senior officers (O-5 and above) to serve as mentors. Contact CDR Methner mmm5@cdc.gov

e) **Policy Review**

CDR Tim Nelle

- i) The policy subcommittee is reviewing revisions to the Commissioned Corps Instruction (CCI) for Voluntary Retirement. Currently, requests for retirement for officers with more than 20 years of service are referred to a retirement board for review. Based on recommendations from the retirement board WIPT, this revised CCI makes provisions for the administrative approval of voluntary retirement without a board, in certain cases. The retirement Coordinator, OCCSS, will continue to administratively review 20-year retirement requests and forward supporting documents to OCCO. In the revised CCI, the Director of OCCO will either grant the request for retirement or, in rare cases when there is a reason to deny the request, will refer the request to a specially convened retirement board.

f) **Readiness and Response**

LCDR Marco Bennett

- i) Category Status:
- (1) 267 officers
- (2) 91% basic qualified
- (3) 23 not basic qualified
- (4) 13 Captain
- (5) 5 CDR

- (6) 5 LCDR
- (7) 20 exempt

ii) LCDR Bennett will start sending reminders via the listserv on the maintenance of the readiness status. He asked to be contacted for any related question (Marco.Bennett@fda.hhs.gov).

g) Recruitment and Retention

CDR Michael Murry

- i) In coordination with PsyPAG, the sub-committee has initiated contact with the new PHS psychologists assigned to DOD billets to offer mentoring. Psychologists include both Scientist and HSO's. The first group of new psychologists included six Scientists and three HSO's. This activity will be coordinated with the Mentoring subcommittee in the future.
- ii) A summary of information about the revised Associate Recruiter Program was distributed via the SciPAC listserv this month. The timeline calls for information about the program to be disseminated in March. The PACs will solicit nominations for Associate Recruiters (ARs) in April, and selections of the new ARs will be made in May. There will be a training session at the COF Symposium in June. Now is the time to be considering applying for an AR position.
- iii) The AR program will require a greater time commitment with monthly conference calls, more training, and more participation in recruitment activities and events. AR's will have greater involvement in recruiting for all categories, not just Scientists.

h) Rules and Membership

CDR Bensyl

- i) One new CAD: LCDR Denby

i) Science

LCDR Yi Zhang

No report.

j) Visibility

LCDR Sally Hu

- i) The subcommittee has submitted an article to the COA Frontline regarding the NBC4 Fair event titled: "SciPAC & DC-COA Collaborate for a Successful USPHS Visibility Event" This article will be published on this month issue of COA Frontline.
- ii) In addition, the subcommittee submitted the abstract of a poster for the COF Annual Meeting in June. The title of the abstract is "Scientist Officers Helping the USPHS Ensure a Healthy Nation and World".

k) Website

CDR Danice Eaton

- i) No Report

5) Liaison Reports

a) Billet Transformation Review

LCDR Mathew Newland

- No report.
- CAPT Pam Chang thanked for the response to her listserv request.

b) COF Liaison

LCDR Wei Guo

- i) The SiPAC balance is \$2634
- ii) Sixty six tee-shirts and 33 coins still available for sale.

c) COA

CDR Daphne Moffett

- i) Conference rooms are being booked quickly for this year's Annual COF Meeting.

d) JOAG

LCDR Maleeka Glover

- i) The Request for Applications for JOAG awards is now closed.
- ii) The Request for Applications for JOAG voting membership has gone out and the group is looking for motivated Junior Officers; The Scientist position will be vacant next operational year. LCDR Glover encouraged officers to apply
- iii) The Forward Thinking Retreat has been postponed.
- iv) JOAG has a new opportunity to be involved in the development of an intermediate training program for career development for Junior Officers. Information has been disseminated via the JOAG listserv.

e) **PSYPAG**

CDR Michael Murry

- i) See item one under the recruitment and retention subcommittee report.

e) **Civilian Service**

Dr. Monique Mansoura

No report.

6) **Other Business**

- a) CDR Sara Newman stated that the Epidemiology Interest Group will hold an Epidemiology Luncheon Session on Thursday, June 4th, from 12:00-1:15 PM, at the COF Symposium in Atlanta. Abstracts are being accepted to serve as a panelist for this session. Those interested in serving as a panelist, can send an abstract to sara_newman@nsp.gov. The abstract should include a description of the epidemiologic project/program of the officer, and should include: 1) a brief background/description of the officer; 2) a description of the project/program/activity, and; 3) the impact of the work/project/program on public health. Abstracts are accepted through March 16. Those not interested in presenting but would like to join the lunch please RSVP by sending an e-mail to CDR Newman. The cost of the luncheon is included in the registration.

7) **Closing Remarks**

CDR Rachel Avchen

- a) CDR Avchen announced the Career Development Session to take place after this regular meeting, on the topic of "OFRD Transformation Teams".
- b) CDR Avchen concluded by reminding the participants of the next meeting to take place:

Tuesday, April 7th, 2009; 1100-1300 EST

Call in number is: 1-866-724-8991. Passcode for participants is: 1081160.