



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE  
(SCIPAC)**

**STANDARD OPERATION PROCEDURES OF THE  
CAREER DEVELOPMENT SUBCOMMITTEE**

**VERSION: 1.0**

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## **I. PURPOSE**

The goal of the SciPAC Career Development Subcommittee is to advise the SciPAC on issues affecting individual Commissioned Corps Scientists career progression, assignments, evaluations, promotions, and job satisfaction.

The purpose of this standard operating procedure (SOP) is to provide information on the duties and responsibilities for members of the SciPAC Career Development Subcommittee and the operations and procedures currently employed by this Subcommittee.

## **II. GOVERNING BODY AND OFFICERS**

### **a. Organization**

#### **i. Structure**

The subcommittee will consist of a chairperson and subcommittee members. If the option for a subcommittee co-chairperson is available, then the Subcommittee Chair may select Co-Chair(s) at his/her discretion. The subcommittee members may also lead and/or support additional task groups formed within the subcommittee.

#### **ii. Size**

There is no specific limit to the size of the SciPAC Career Development Subcommittee. The size of the subcommittee will vary throughout the year depending on the activity of the different workgroups. The Chair/Co-Chair shall make final determination on whether new members shall be accepted based on the needs of the subcommittee.

#### **iii. Representation**

The Subcommittee shall be a multidisciplinary group representing the various organizations that make up the USPHS. The diversity of the workgroups is limited to the purpose of the individual workgroup. For example, the Curriculum Vitae Reviewing Workgroup will be staffed by senior officers, whereas the Officer Basic Training Course Workgroup will be staffed only by officers in the District of Columbia (DC) local area.

### **b. Officers – Roles & Responsibilities**

#### **i. Chairperson**

The Chair is responsible for all the activities of the Career Development Subcommittee. The Chairperson shall:

- Identify Co-Chair if necessary.
- Determine workgroup assignments and workgroup leads as necessary.
- Schedule regular committee meetings; develop the meeting agenda and preside over committee meetings.
- Identify and coordinate career development presentations/training sessions; these presentations/training sessions vary throughout the year and, when scheduled, are typically held after the monthly SciPAC conference calls.
- Respond to all requests and concerns related to career development of Scientist officers.
- Provide a written summary of the SciPAC Website Subcommittee activities to the Executive Secretary of the SciPAC Executive Committee annually, in addition to an oral summary during each monthly SciPAC meeting.

**ii. Co-Chairperson(s)**

The Co-Chair shall support the Chair with his/her responsibilities (See section II.b.i.) and shall act as Chair in his/her absence.

**iii. Subcommittee Members**

Subcommittee members shall actively serve on one or more of the subcommittee workgroups, and participate in other activities as necessary.

### **III. OPERATIONS AND PROCEDURES**

**a. Meetings**

The frequency of meetings for the Career Development Subcommittee is determined by the Chair and scheduled accordingly.

**b. Activities/Duties**

**i. Curriculum Vitae (CV) Reviewing Workgroup**

(Participants: Chair/Co-Chair, plus subcommittee members)

The purpose of this group is to provide the CV reviewing services by senior officers (O-5 or higher) to individual scientist officers who are up for promotion.

1. The Chair solicits for CV submission from officers who are up for promotion. Submissions are due by October 1.

2. The Chair assigns two higher ranking officers (O-5/O-6) as primary and secondary reviewers to review each submitted CVs. The Chair shall not assign more than two CVs per Primary reviewer.
  - The Primary reviewer has the lead responsibility of reviewing the officer's CV, to include providing constructive comments, compiling comments from the secondary reviewer and coordinating a meeting with the officer and secondary reviewer to discuss the comments.
  - The Secondary reviewer is responsible for providing any additional constructive comments for the CV and if available, participates in the meeting with the officer. If unavailable, the Secondary reviewer shall explain his/her comments to the Primary reviewer to relay the information to the officer.
3. Each Primary reviewer shall provide the officer with written comments on his/her CV within 3 weeks of receipt of the CV to allow for timely revisions for the eOPF submission. The reviewers may have a follow-up verbal conversation after the initial 3-week written response timeframe.

CV submissions for review are welcome throughout the year and will be reviewed accordingly. However, from September to December each year, the CV review priority will be for officers who are up for promotion.

**ii. Officer Basic Training (OBC) Course Workgroup**

(Participants: Chair/Co-Chair, plus subcommittee members)

The purpose of this workgroup is to give a personal SciPAC welcome to new Scientist officers. The SciPAC welcome includes a welcome letter from the CSO, one SciPAC coin, and if possible, a face to face greeting between the new Scientist officer and a current Scientist officer. The face to face greeting is typically arranged for the OBC graduation of the officer and is intended to answer any initial questions the new Scientist officer may have.

The OBC workgroup was formed while the OBC's are primarily held in the DC area. OBC's held in other locations with new Scientist officers in attendance will be accommodated if there is a current Scientist officer in the local area.

The procedure for this workgroup is as follows.

1. The Chair identifies workgroup members for the monthly OBC graduation ceremony and disseminates the schedule to the workgroup.

2. The identified workgroup members are thus the Point of Contact (POC) for their month's OBC and shall provide the Chair with his/her mailing address for delivery of the welcome package for the new Scientist officers.
3. The Chair shall contact the OBC coordinator to be added to the monthly OBC email distribution list. This email is the invitation notification for the selected attendees to that month's OBC & includes directions to the OBC location.
4. The Chair shall use the OBC invitation to extract the names of any new Scientist officers who will be attending the OBC and forward the list names and the OBC invitation to the workgroup POC for that month.
5. The Chair shall submit to the CSO the names of the new Scientist officers attending the monthly OBC, the assigned workgroup POC and the POC's contact information.
6. The Chair shall coordinate with the CSO to ensure that the welcome packages are sent to the workgroup POC in time for the OBC graduation ceremony. This will typically require that the welcome packages be sent by overnight mail by the Tuesday of the OBC dates.
7. The workgroup POC shall contact the new Scientist officer(s) in advance to make arrangements to meet after the OBC graduation ceremony.
8. During the face to face meeting, the workgroup POC shall take a group picture with the Scientist graduate(s).
9. The Chair shall provide the group picture to SciPAC Website Subcommittee for posting it on SciPAC website.

**iii. Scientist Officer Handbook Workgroup**

(Participants: Chair/Co-Chair or subcommittee lead, plus subcommittee members)

The responsibility of this workgroup is to maintain the Scientist Officer Handbook. The Handbook can be accessed through the Scientist Category website (via this link: <http://usphs-scientist.org/careerdev.htm#Scientist%20Officer%20Handbook>). The workgroup shall

- Review the relevant sections of the Handbook, indicated below, on a monthly basis; workgroup members will be assigned sections of the Handbook for review.
- Ensure all the information is accurate and up-to-date.
- Add/update relevant information as needed.
- Provide any revisions or updates to the SciPAC Website Subcommittee.
- Announce any major changes during the SciPAC conference calls.

Sections of the Handbook for content review by the Career Development subcommittee:

1. Performance
  - a. COERs
  - b. Honor and Integrity
  - c. Promotion
2. Education, Training, and Professional Development
  - a. Training
  - b. Officer Basic Course
3. Career Progression and Potential
  - a. Awards Overview and Training – Coordinate with the Awards subcommittee to ensure content is correct and up-to-date.
  - b. Mobility
4. Officership
  - a. Getting Involved in COA
  - b. Associate Recruiter Program – Coordinate with the Retention, Recruitment and Readiness subcommittee to ensure content is correct and up-to-date.
  - c. Mentoring Program – Coordinate with the Mentoring subcommittee to ensure content is correct and up-to-date.
  - d. Uniforms
5. Readiness
  - a. Basic Readiness – Coordinate with the Retention, Recruitment and Readiness subcommittee to ensure content is correct and up-to-date.

#### **iv. Training Workgroup**

(Participants: Chair/Co-Chair or subcommittee lead, plus subcommittee members)

The goal of this workgroup is to provide various professional training related to the career development of Scientist officers. The steps to facilitate this goal include the following:

1. Identify potential speakers/topics and coordinate with speakers to schedule their presentation.
2. The Chair shall announce the training topics during the SciPAC monthly meetings.
3. Disseminate the presentation slides via the SciPAC listserv before the scheduled training day.
4. Each training session will be 30-60 min and will be scheduled after one of the SciPAC monthly meetings.

5. The Chair shall draft a thank-letter to the speaker on behalf of the CSO and submit to the CSO for his/her signature within two weeks after each training session.

**v. Job Posting**

(Participants: Chair/Co-Chair, plus subcommittee member as needed)

Upon receipt of related information, job opportunities for Scientist officers are distributed to the category. Dissemination may be accomplished via the SciPAC listserv and/or the Chair may announce the job opportunities at the SciPAC monthly meeting.

**IV. SUBCOMMITTEE MEMBERSHIP**

**a. Requirements**

Subcommittee members must be full-time Commissioned Corps or Civil Service personnel and meet the eligibility requirements for initial appointment to the Scientist category and personnel systems. Members shall attend SciPAC meetings, participate in one or more of the workgroups and attend subcommittee meetings as scheduled.

**b. Letter of Appreciation**

All SciPAC Career Development Subcommittee members will be formally recognized for their contribution to the subcommittee with a letter from the SciPAC CPO at the end of each SciPAC year which may be placed in the officer's OPF.

**V. TRANSITIONING**

**a. Incoming Chairperson and Co-Chairperson Preparation**

The outgoing Chair/Co-Chair will debrief the incoming Chair/Co-Chair on subcommittee procedures, current/on-going projects and transfer related files/documents. The outgoing Chair/Co-Chair will be available for inquiries as needed.

**VI. REFERENCES**

None

**VII. ATTACHMENTS**

None