



**Scientists of the
US Public Health Service**



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SCIPAC)**

**STANDARD OPERATION PROCEDURES OF THE
POLICY REVIEW SUBCOMMITTEE**

VERSION: 1.0

September 1, 2011

Document History Record for:

SciPAC Policy Review Subcommittee Standard Operating Procedures

<i>Revision number</i>	<i>Chair/ Co-Chair</i>	<i>Implementation Date</i>	<i>Description of Changes</i>
1.0	R. Novak <i>RN</i>	09/01/2011	Initial

TABLE OF CONTENTS

I.	PURPOSE	1
II.	GOVERNING BODY AND OFFICERS	1
	a. Organization	1
	i. Structure	1
	ii. Size	1
	iii. Representation	1
	b. Officers – Roles & Responsibilities	1
	i. Chairperson	1
	ii. Co-Chairperson(s)	2
	iii. Subcommittee Members	2
III.	OPERATIONS AND PROCEDURES	2
	a. Meetings	2
	b. Activities/Duties	2
	i. Review proposed Commissioned Corps Issuance System Policy	2
	ii. Other proposed Commissioned Corps/Agency policy	3
	iii. Reviewers	3
IV.	SUBCOMMITTEE MEMBERSHIP	3
	a. Requirements	3
	b. Letter of Appreciation	4
V.	TRANSITIONING	4
	a. Incoming Chairperson and Co-Chairperson Preparation	4
	b. Incoming Chairperson and Co-Chairperson Expectation	4
VI.	REFERENCES	5
VII.	APPENDICIES	5

I. PURPOSE

The purpose of the SciPAC Policy Review Subcommittee is to support the SciPAC and the CPO in the review of selected policies, procedures, and guidelines that are sent to the PAC for review. Members review and offer their input to the creation and implementation of these materials.

The purpose of this standard operation procedure (SOP) is to provide specific and detailed information on the duties and responsibilities for members of the SciPAC Policy Review Subcommittee and the operations and procedures currently employed by the Policy Review Subcommittee.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The Subcommittee shall consist of one 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.
(See Appendix 1 for past leadership)

ii. Size

Ideally a policy document will receive a careful review by 5-10 Scientist officers. Due to travel, leave, and periodic bolus of requests (October, May) it is recommended that the Chair seek at least double this number officers to volunteer to be subcommittee members.

iii. Representation

Efforts should be made to insure the subcommittee is as representative as possible of the membership of the Scientist category with respect to Agency and Rank. The Commissioned Corps Management Information System (CCMIS) provides statistical reporting for PHS officers and can be accessed via the following website.

<http://dcp.psc.gov/statcharts/PublicPivot.aspx>

b. Officers – Roles & Responsibilities

i. Chairperson

1. Establish subcommittee roster

2. Receive requests for review, communicate to subcommittee members and establish response deadlines
3. Log review request in the SciPAC Policy Review subcommittee activity database
4. Organize members' comments and prepare final subcommittee review report for SciPAC Chair
5. Attend monthly SciPAC calls and provide activity update
6. Send monthly activity update to the SciPAC Secretary, and review/approve draft minutes
7. Prepare final subcommittee activity report
8. Transition subcommittee procedures, protocols, and knowledge base to incoming subcommittee Chair/Co-Chair.

ii. Co-Chairperson(s)

Support the Chair in all activities and fill in as acting Chair during the Chair's absence. Should the Co-Chair become unavailable during the Chair's absence, the Chair or Co-Chair shall delegate a subcommittee member to be acting Chair.

iii. Subcommittee Members

Active members shall respond to the subcommittee Chair/Co-Chair's request for review of policy materials. Officers on Leave or TDY are excused (no requirement to notify the Chair/Co-Chair, out of office response is sufficient notification).

III. OPERATIONS AND PROCEDURES

a. Meetings

Regular meetings/conference calls have not been necessary in the past few years for this subcommittee to efficiently achieve its mandate. It may be necessary to establish a quorum of subcommittee members via conference call to discuss policy (i.e. high profile document, or quick turn-around requested); thus the option to hold meetings should be left up to the discretion of the Subcommittee Chair.

b. Activities/Duties

i. Review proposed Commissioned Corps Issuance System Policy

The Office of the Surgeon General (OSG) and the Office of Commissioned Corps Force Management (OCCFM) invites the PACs to review and comment on documents that set forth the policy and procedures of the Corps. Documents include proposed additions to the electronic Commissioned Corps Issuance

System (eCCIS)^{Ref. 1} including Directives, Instructions, Personnel Policy Memorandum, Personnel Operation Memorandum, Plans, Pamphlets, and Handbooks (see Appendix 2 for detailed description of each document).

Timeline

The OSG and OCCFM strive for a 2 week turnaround time for the PAC to review the proposed policy. On occasion, a shorter turnaround is requested, as little as one day. The specific steps in the subcommittee cycle of review are:

Step	Turnaround
Policies sent by OSG/OCCFM to PAC chairs	Average 8.5 days; range 1 to 14 days (2010-11)
Request forwarded by SciPAC Chair to subcommittee Chairs	OSG/OCCFM turnaround date minus one day for SciPAC and CPO review/comment.
Request forwarded by subcommittee Chair to subcommittee members	OSG/OCCFM turnaround date minus two days for Chair to prepare final subcommittee review report.

ii. Other proposed Commissioned Corps/Agency policy

Other policies deemed by the SciPAC Chair to be of interest or affect the members of the Scientist Category shall also be reviewed by the subcommittee.

iii. Reviewers

5-10 subcommittee members shall review each per policy document. When multiple documents are sent simultaneously for review with the same turnaround time, the subcommittee members will be randomly divided into sub-groups to minimize the workload and maximize the quality of responses.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

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.

All Scientist Category members interested in policy review are welcome to join the subcommittee by responding to the annual September call for new members. Membership is filled in a first-come-first-serve basis.

To be considered a Policy Review subcommittee member in good standing at the end of a cycle year, members shall fulfill the following:

- i. Officers shall respond with their availability to all subcommittee Chair/Co-Chair's request for review of policy documents, Officers on Leave or TDY are excused (no requirement to notify the Chair/Co-Chair, out of office response is sufficient notification);
- ii. Officers are expected to review and respond (reviewed with comments or reviewed with no comments) to at least 50% of the documents circulated for review. Officer's review responses will be categorized as Reviewed with comments, Reviewed with no comments, or Not reviewed.

b. Letter of Appreciation

Subcommittee members in good standing will receive a Letter of Appreciation from the Chief Professional Officer of the Scientist Category for their OPF at the end of the cycle year.

V. TRANSITIONING

a. Incoming Chairperson and Co-Chairperson Preparation

- i. Contact outgoing Chair and Co-Chair to schedule a conference call to review transition, especially if the incoming Chair was not the previous year's Co-Chair.
- ii. Request any relevant subcommittee documentation, including, but not limited to, the subcommittee activity database and final activity report for the previous year.

b. Incoming Chairperson and Co-Chairperson Expectation

Typically, the first review requests come through during the month of October. Thus the incoming Chair will need to:

1. quickly familiarize himself/herself with the subcommittee SOPs;
2. determine the size of the subcommittee (it is suggested that the incoming Chair review the workload from the previous year and consult the SciPAC Chair and Vice-chair;
3. request for new subcommittee members, preferably within 2 weeks of appointment;
4. set the final committee membership by the end of September;

5. brief new subcommittee members on the responsibilities of the subcommittee, membership requirements, and general timelines for policy document review.

VI. REFERENCES

1. Electronic Commissioned Corps Issuance System (eCCIS) [accessed June 1, 2011]:
<http://dcp.psc.gov/eccis/>

VII. APPENDICIES

Appendix 1: **Past Policy Review Subcommittee Chairpersons**

Appendix 2: **Description of the components of the Commissioned Corps Issuance System**

Appendix 1 Past Policy Review Subcommittee Chairpersons

Year	Chair	Co-Chair (if applicable)
2008-9	CDR Timothy Nelle	–
2009-10	CDR Wei Guo	CDR Ryan Novak
2010-11	CDR Ryan Novak	LCDR Fuyuen Yip

Appendix 2 Description of the components of the Commissioned Corps Issuance System

The electronic CCIS consists of Directives, Instructions, Personnel Policy Memorandum, Personnel Operation Memorandum, Plans, Pamphlets, and Handbooks. These issuances are defined as:

Commissioned Corps Directives (CCDs or Directives) are broad policy issuances containing what is required by legislation, the President, or the Secretary of HHS to initiate, govern, or regulate actions or conduct by HHS organizational components or personnel within specific areas of responsibility. The Secretary will issue Directives to establish or describe policy, programs, and organizations; define missions; provide authority; and assign responsibilities.

Commissioned Corps Instructions (CCIs or Instructions) are issuances that implement the policy contained in Directives, or prescribe the manner or a specific plan or action for carrying out the policy, operating a program or activity, and assigning responsibilities. Instructions are issued by the Assistant Secretary for Health (ASH).

Personnel Policy Memorandum (PPM) is an issuance that sets forth new or revised policies for the Corps and/or provides information or Instruction(s) necessary for the proper administration and management of the Corps. PPMs are issued by the ASH due to time constraints which preclude publishing an Instruction that introduces new or revised policies. PPMs have the full force and effect of Instructions. Under the direction of the ASH, the Director of OCCFM may issue PPMs to make technical corrections to Instructions and PPMs, provide yearly updates, and make minor adjustments to policies issued by the ASH.

Personnel Operations Memorandum (POM) is an issuance that provides information and sets forth operational guidance from the Office of the Surgeon General (OSG). POMs are issued by the Surgeon General of the U.S. Public Health Service (SG). Under the direction of the SG, the Directors of the Office of Commissioned Corps Operations, the Office of Force Readiness and Deployment, and the Office of Reserve Affairs may issue POMs to make technical corrections to POMs, provide yearly updates, and make minor adjustments to information and operational guidance issued by the SG.

Commissioned Corps Strategic or Operational Plans (ST-PLAN or OP-PLAN) are a series of steps to be carried out or goals to be accomplished. Strategic Plans are issued by the ASH after development by the Office of the Surgeon General (OSG) and/or Office of Commissioned Corps Force Management (OCCFM). Operational Plans may be issued by the ASH or the SG when the subject matter deals with Corps operational issues.

Commissioned Corps Pamphlets (PAMs or Pamphlets) are a brief formal operational account that sets forth the meaning or intent on a specific subject and are published in booklet form. PAMs are issued by the OSG and/or OCCFM.

Commissioned Corps Handbooks (HAN or Handbooks) are concise references providing specific information about a subject. Handbooks are issued by the OSG and/or OCCFM.