



Scientists of the  
US Public Health Service



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE  
(SCIPAC)**

**STANDARD OPERATION PROCEDURES OF THE  
SCIENCE SUBCOMMITTEE**

**VERSION: 1.0**

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## **I. PURPOSE**

The purpose of this standard operating procedure (SOP) is to supplement the SciPAC Charter by providing specific and detailed information on the duties and responsibilities for each position on the SciPAC Science Subcommittee and the operations and procedures currently employed by the SciPAC Science Subcommittee.

The mission of the SciPAC Science Subcommittee is to elevate science and the stature of science in the Public Health Service (PHS).

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

### **a. Organization**

#### **i. Structure**

The Science Subcommittee shall consist of one chairperson and a group of subcommittee members.

#### **ii. Size**

The Science Subcommittee shall consist of no fewer than 7 members and no more than 14 members, including one chairperson and/or co-chairpersons.

#### **iii. Representation**

The Science Subcommittee shall consist of members from a multi-disciplinary science background. A diversity of multi-geographical location is also preferred but not required.

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

#### **i. Chairperson**

The Chair is responsible for organizing, leading and ensuring that the subcommittee achieves its goals for the operational year. The Chair shall:

- Identify any Co-Chairs and select subcommittee members for the operational year.
- Determine the agenda for and preside at all meetings of Science Subcommittee.
- Oversee all Science Subcommittee activities; represent the Science Subcommittee at various meetings.
- Respond to all requests and concerns of the Office of the Surgeon General, the CSO, Scientist Officers and the public.

- Attend regular scheduled SciPAC meetings and deliver the subcommittee report.
- Generate an annual report of the Science Subcommittee's activities at the end of the operational year.

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

The Co-Chair shall act in the absence of the Chair with all rights and responsibilities as specified in section II.b.i. On a regular basis the Co-Chair shall:

- Coordinate meeting arrangements for local and remote sites (reserve meeting room, ENVISION, teleconference, etc.)
- Assist the Chair with generating the annual report on the Science Subcommittee's activities.

**iii. Subcommittee Members**

Subcommittee Members shall participate in the monthly SciPAC calls and any subcommittee meetings as requested and the projects/programs of the subcommittee.

**III. OPERATIONS AND PROCEDURES**

**a. Meetings**

Meetings of the Science Subcommittee will be held as needed, at the discretion of the Chair or upon recommendation of the subcommittee members.

**b. Activities/Duties**

The subcommittee Chair and Co-Chair shall support the mission of the Science Subcommittee by leading or coordinating the following:

- Highlight the importance of science in public health and the Commissioned Corps (CC), including recognizing significant scientific accomplishments involving Corps officers (Scientist as well as other categories).
- Engage Surgeon General's office on issues of science in public health.
- Educate CC, OFRD, and DHHS about the skills and expertise within our category, and clarifying these abilities so that we can be appropriately and adequately identified and assigned to career positions and deployments.
- Review and provide input into public health policies and their impact on the mission of the PHS.
- Disseminate relevant scientific publications to the SciPAC that may have specific relevance to the CC.

- Respond to requests/inquiries from the public.
- Initiate and coordinate various out-reach programs to better serve the community and increase USPHS CC visibility.

#### **IV. SUBCOMMITTEE MEMBERSHIP**

##### **a. Requirements**

All Subcommittee Members must be full-time Commissioned Corps personnel, and at the time they are nominated and appointed to the Science Subcommittee, meet the eligibility requirements for initial appointment to the Scientist category and personnel system.

##### **b. Letter of Appreciation**

All SciPAC Science 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**

- i. Incoming Chair and Co-Chair shall schedule a meeting with the current Chair and Co-Chair before the new operational year starts.
- ii. Current Chair and Co-Chair shall explain the current project spectrum of the subcommittee and highlight any unfinished projects.
- iii. Incoming and Current Chairs and Co-Chairs shall discuss the goals of the new operation year and any recommendations/suggestions.

##### **b. Incoming Chairperson and Co-Chairperson Expectation**

- i. To be briefed on expected duties and procedures.
- ii. To support the smooth transition of the Science Subcommittee into the new operational year.
- iii. To develop and further the goals for the subcommittee into future years.

#### **VI. REFERENCES**

- a. Scientist Professional Advisory Committee Charter.
- b. Scientist Professional Advisory Committee Standard Operating Procedures.

c. Office of the Surgeon General's Professional Advisory Committee Model Charter.

**VII. ATTACHMENTS**

None