



# Scientist Professional Advisory Committee Meeting Meeting Minutes

**Tuesday, November 29, 2005  
1000 – 1300**

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PASSCODE: 9374222

Leader: Ross Spears

## I. Call to Order and Welcome

LCDR Spears

### Participants

<b>PAC Members</b>	<b>Agency</b>	<b>Discipline</b>	<b>X, if Present</b>
LCDR Rhonda Koch	HRSA	CLINICAL PSYCHOLOGY	
CDR Carlton Pyant	BOP	FORENSIC PSYCHOLOGY	X
LCDR Mark Methner	CDC/NIOSH	ENV. SCIENCE /INDUS. HYGIENE	
LCDR Leslie MacDonald	CDC/NIOSH	ERGONOMICS	X
LCDR D. Ross Spears	CDC	CHEMISTRY	X
CDR Robin Lyerla	CDC	BIostatISTICS	
CDR John Mosely Hayes	CDC	EPIDEMIOLOGY	X
CAPT Bill Burkhardt III	FDA	MICROBIOLOGY	X
LCDR Wei Guo	FDA	PHARMACOLOGY, BIOCHEMISTRY	X
CDR Christine Benally	IHS	EPIDEMIOLOGY	X
LCDR Rona Leblanc	FDA	MICROBIOLOGY	X
CDR Daphne B. Moffett	ATSDR	ENV. HEALTH/TOX	X
LCDR Tracy Macgill	FDA	MICROBIOLOGY	X
CDR Jon R. Daugherty	FDA	MICROBIOLOGY	X
CDR Mehran Massoudi	CDC	EPIDEMIOLOGY	X
CDR David McIntyre	HRSA	Clinical Psychology	
LCDR Sara Newman	DIHS/DHS	EPIDEMIOLOGY	
LCDR Martin Sanders	NIH	MICROBIOLOGY	X
CDR Mark Seaton	EPA	PHARMACOLOGY	X
Dr. Dalton Paxman	OS/OPHS	ENVIRONMENTAL HEALTH/TOX	
<b>CAPT Helena O. Mishoe</b>	<b>NIH</b>	<b>Microbiology</b>	<b>X</b>

Others attending (spelling and rank uncertain in many instances – sorry!):

CDR Francois Belant  
CAPT Kate Bret  
CAPT Fout  
Omar Hutinstein  
Maleeka Glover  
John Ekhart  
LT Paul Seo, FDA  
CAPT Hunter  
Marko Bennet  
Denise Eaton  
Joe Despina  
LCDR Angela Coleman  
? Friedman  
CDR Doug Thoroughman  
CDR Debrian  
LCDR Grant  
CDR Kathleen McDuffy  
LCDR Tohoill  
LCDR Artensie Flowers  
CDR Murray, BOP  
CAPT Kevin McGuinness  
Tom Hendrix

## **II. Report from the CPO**

**CAPT Mishoe**

- No combined meeting.
- Permanent promotion posted via the LISTSERV. Expected release the 1<sup>st</sup> week in December. Shortly after release, officers can logon and see if they were promoted.
- Jan 23<sup>rd</sup> – paperwork deadline for promotions. Officer statement must be sent in hard copy. Electronic not sufficient.
- SG notice – permanent promotion physical / medical requirements (5 yr physical, annual medical history form, etc.).
- NACI documentation – or higher security clearance required. Officers need to look in OPF to see if the NACI documentation – this is needed for promotion.
- PHS Marketing Campaign. Asking for names of people to be forwarded to CAPT Dean Copeland – individuals at rank 04 and below, w/a youthful appearance, are photogenic, looks sharp in uniform, in the DC area. Wants to show the diversity of the Corps.
- CPO succession plan to ensure several months overlap between outgoing and incoming CPOs.
- 2500 Officers deployed total; 168 (~50%) Scientist Officers deployed.
- Nominations for Responder of the Year are due to Ross Spears soon.

Updated:

- Meeting w/CAPT Furman RE: 3 and freeze policy for temporary promotions. Meeting didn't happen yet, but he is willing to meet to present data to the CPOs (8<sup>th</sup> & 13<sup>th</sup> – tentative dates).
- 6<sup>th</sup> Precept. Not completely endorsed. Still in draft phase. Progress not expected until the next combined meeting.

### **III. Report from the PAC Chair**

**LCDR Spears**

#### **a. PAC Elections**

- PAC Vice Chair – LCDR Martin Sanders
- Treasurer – CDR John Daugherty
- Secretary – CDR Christine Benally

#### **b. Announcement of Subcommittee Chairs**

- Ross listed the names of Chairs and Co-Chairs

#### **c. Permanent promotions**

- Don't wait until Jan 23<sup>rd</sup> to fax materials to DCP since the fax machine can back up. Prepare in advance to ensure your materials are received.

#### **d. Assimilation**

- Still waiting.

#### **e. Scientist Poster Reminder**

- Officers are encouraged to submit photos of themselves in uniform.

#### **f. PSYPAG By-Laws Discussion and Vote (CAPT Kevin Mcguinness)**

Group history (CAPT McGuinness): establish a collaboration with psychologists from other PHS categories that can provide a unified voice for psychologist officers. PSYPAG formed by HSOs initially. Designed to help increase the capacity and disaster response regarding mental health services. PSYPAG elections coming up, and they desire SciPAC to recognize the group and formally participate as a cross-category advisory group. (Martin Sanders -By-Laws): materials forwarded via e-mail this morning to PAC members. Main concern raised – discipline-based advisory group crossing categories is unprecedented, which may dilute the role of the category-specific PACs. Ross: advantages of SciPAC participation is that it would allow psych officers to interface with HSO psychologists and professional development opportunities. **PAC Members to vote via e-mail to Ross by this Friday.**

#### **g. Creation of Website Subcommittee Discussion and Vote (CDR John Mosely Hayes)**

(CDR John Mosely Hayes): Acknowledgement: Denise Eaton taking the lead on SciPAC website redesign. Website effectiveness requires regular maintenance to ensure materials are updated and screened. Content issues would be directed to the relevant PAC Subcommittee Chairs. The new Subcommittee would provide the coordination and guidance. A dedicated subcommittee for this

activity will provide the support and recognition to those who would devote the time and effort to keep the website updated. (Denise Eaton): a group of volunteers has been reviewing the PAC website and identifying redesign needs. **PAC Members to vote via e-mail to Ross by this Friday.**

**h. Creation of the Science Subcommittee Discussion and Vote (CDR Daphne Moffett and Doug Thoroughman)**

(CDR Daphne Moffett): a new subcommittee proposed to highlight scientific issues (e.g., conferences, job postings) relevant for Scientist Officers that may not otherwise get “air time” due to other PAC matters that often demand our immediate attention.

**IV. Subcommittee Reports**

**LCDR Spears**

**a. JOAG Report**

**LCDR Rona LeBlanc**

Group meets once/month. Last meeting – Jerry Farrell, COA President spoke. ASH Confirmation on hold. PH Leadership Institute – one day before the COA Conference. Foundation wants to publish deployment stories.

**b. Awards Subcommittee**

**CDR Mehran Massoudi**

Clem Welsh will be Co-Chair. Responder of the Year – categories will submit nominations. Unknown who will make the final decision. Call for nominations for Jr and Sr Scientist Officer coming out in Spring.

**c. Category Day Subcommittee**

**LCDR Newman**

Agenda complete. Confirmations underway.

**d. CCRF Subcommittee**

**CDR Mark Seaton**

The committee follows up with officers who are not basic qualified.

**e. Emergency Preparedness Subcommittee**

**LCDR Tracy Macgill**

LCDR MacIntyre will be Co-Chair. The committee is an information resource. Liaison with OFRD to obtain clarification about readiness requirements. This year: want to establish a relationship with OFRD staff to develop transparency about deployment procedures. This will hopefully open up new deployment roles and training opportunities.

**f. Mentoring Subcommittee**

**LCDR Mark Methner**

Report by Ross: contact the subcommittee chair or co-chair if you are interested in being a mentor or mentee.

**g. Professional development**

**LCDR Martin Sanders**

New subcommittee formed last year to be able to respond (critical reviews) to new policy review for comment – e.g., 6<sup>th</sup> precept, CCPM updates. CV reviews completed. Scientist Handbook being updated by about August, 2006.

**h. Recruitment and Retention Subcommittee**

**CAPT Carlton Pyant**

Identify / target individuals for commissioning in the PHS. Strategies planned: work with human resources personnel within agencies, talking directly to new employees during their orientation, letters to doctoral students. Increase membership in the Associate Recruiter Program.

**i. Rules Subcommittee**

**LCDR Leslie MacDonald**

Activities for the coming year: distribute SOP supplements to appropriate PAC members, coordinate the completion of SOP supplements for the awards subcommittee and the website subcommittee (if this subcommittee is approved), coordinate the generation of new subcommittee descriptions for inclusion in the PAC SOP, and select new PAC members in the spring.

**j. Visibility Subcommittee**

**LCDR Wei Guo**

The ads will be emailed via listserv by mid-December. Will work with website committee.

**V. Closing Remarks**

**LCDR Spears**

Next meeting: January 3rd, 2006; 1000-1300 ET  
Happy Holidays!