



# Scientist Professional Advisory Committee Meeting

## Meeting Minutes

Tuesday, January 3, 2006  
1000 – 1300

USA Toll Free Number: 866-632-2864

USA Toll Number: +1-517-623-2000

PASSCODE: 9374222

Leader: Ross Spears

### I. Call to Order and Welcome

LCDR Spears

### Participants

PAC Members	Agency	Discipline	X, if Present
CDR Christine J. Benally	IHS	Epidemiology	X
CAPT Bill Burkhardt III	FDA	Microbiology	X
CDR Jon R. Daugherty	FDA	Microbiology	X
LCDR Wei Guo	FDA	Pharmacology/Biochemistry	X
CDR John Mosely Hayes	CDC	Epidemiology	X
LCDR Rhonda Koch	HRSA	Clinical Psychology	-
LCDR Rona Leblanc	FDA	Microbiology	X
CDR Robin Lyerla	CDC	Biostatistics	X
LCDR Leslie MacDonald	CDC/NIOSH	Ergonomics	X
LCDR Tracy Macgill	FDA	Microbiology	X
CDR Mehran Massoudi	CDC	Epidemiology	-
CDR David McIntyre	HRSA	Clinical Psychology	X
LCDR Mark Methner	CDC/NIOSH	Env. Science/Indus. Hygiene	X
CDR Daphne B. Moffett	ATSDR	Env. Health/Tox	X
LCDR Sara Newman	DIHS/DHS	Epidemiology	-
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	-
CDR Carlton Pyant	BOP	Forensic Psychology	-
LCDR Martin Sanders	NIH	Microbiology	X
CDR Mark Seaton	EPA	Pharmacology	X
LCDR D. Ross Spears	CDC	Chemistry	X
<b>CAPT Helena O. Mishoe</b>	<b>NIH</b>	<b>Microbiology</b>	<b>X</b>

Guests:

LCDR Rachel Nonkin Avchen  
LT Marco Bennett  
LCDR Diana M. Bensyl  
CDR Heidi Blanck  
CAPT Pamela Ching  
CDR Lemyra DeBruyn  
CDR Joseph L. Despina  
LCDR Danice Eaton  
CDR John J. Eckert.  
LCDR Dominic R. Frasca  
LCDR Dara Spatz Friedman

LCDR Susan Hariri  
CDR Tom Hendricks  
CAPT G. Bryan Jones, Ph.D.  
CDR Francois M. LaLonde  
CDR Theresa Lawrence  
CDR Kathleen Y. McDuffie  
CAPT Michael A. McLaughlin  
CDR Michael D. Murry  
LCDR Melanie F. Myers  
LCDR Timothy Nelle  
LCDR Hae-Kyung Amy Park

LCDR Leigh Ramsey  
CDR Cynthia Striley  
LCDR David A. Thompson  
CDR Doug Thoroughman  
CDR Richard P. Troiano  
LT Paul Seo  
LT Andrea Sharma  
CDR Clem Welsh  
CDR O'Neal Walker  
CAPT William D. Watkins  
LT Lauren Zapata

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

### **CAPT Mishoe**

- Presented a couple of items in follow up to the December 2005 meeting.
- Three and Freeze: The SG PAC and CPO Board met with Surgeon General Carmona about the promotions. He requested that the concerns about the promotion be documented and submitted to him. He will also entertain written comments.
- Five workgroups were established for transformation. CAPT Mishoe is on the assignment work group that will address how people are assigned and will commit one day a week. Each group will communicate with the CPO and SG PAC.
- Officer can self nominate to be on the Category Appointment Board. CDR Marjorie Wallace needs a core group to help out.
- Action: CAPT Mishoe will inquire on whether officers need to be stationed in the DC area.
- Special Assignment Service Award. The initial set was shaken out. The second set sent up in September was tracked the last three months. Jane Sprouse hopes to have get them out by mid January.

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

### **LCDR Spears**

#### **a. Goals and Challenges for the New Year**

- Three and Freeze
- Personnel Manual
- Deployment Issues
- Sixth Percept
- Maintain high moral and spirits
- Bring on one person into the Corp, into the Scientist Category. We have 254 Scientists.
- The transformation workgroups' deadline is January 18, 2006. The groups are 1) size, 2) revise billets, 3) assignment, 4) recruitment, and 5) readiness.

**b. Promotion Deadline Reminder**

- OPF documentation due January 23, 2006.

**c. PSYPAG By-laws Discussion and Vote (CAPT Kevin McGuinness)**

- CAPT McGuinness was not present to discuss.

**d. Treasure's Report**

- No change. \$1892.36.
- CDR Daugherty will look into options for fund raising.
- CDR Hayes will prepare a proposal on Microsoft Frontpage for the Website Subcommittee.
- CDR Moffett motioned to fund two awards given at the CAO meeting to awardees to place on a plaque that looks professional in the amount of \$140.00. CDR Benally second the motion. LCDR Spears will send out a ballot.

**IV. Subcommittee Reports**

**LCDR Spears**

**a. JOAG Report**

**LCDR Rona LeBlanc**

Information was presented by the CPO and PAC.

**b. Awards Subcommittee**

**CDR Mehran Massoudi**

The awards are to be announced for the May COA meeting.

**c. Category Day Subcommittee**

**LCDR Newman**

Agenda complete. Confirmations are complete. The next call is tomorrow.

**d. CCRF Subcommittee**

**CDR Mark Seaton**

The committee needs an IHS and two NIH representatives. If interested email CDR Seaton.

**e. Career Development**

**CAPT Bill Burkhardt**

CDR Hayes will refer reassign two officers from Website subcommittee to Career Development.

**f. Emergency Preparedness Subcommittee**

**LCDR Tracy Macgill**

The SERT course deadline is tomorrow. More information will be available if there is a limit of the number of enrollment. Many Scientist officers have deployed as SERT LNO, and the key is to get trained.

**g. Mentoring Subcommittee**

**LCDR Mark Methner**

There are 32 mentors and 20 mentees. LCDR Spears mentioned that anyone who is an O-5 or below needs to have a mentor and to contact LCDR Methner at [mmm5@cdc.gov](mailto:mmm5@cdc.gov).

**h. Policy Review**

**LCDR Martin Sanders**

No report. Has three members and has a back up list.

**i. Recruitment and Retention Subcommittee**

**CAPT Carlton Pyant**

No report.

**j. Rules Subcommittee**

**LCDR Leslie MacDonald**

The Standard Operating Procedures need to be updated. Each subcommittee chair is requested to send a three to four sentence purpose statement with updated email address and contact. The new PAC selection is due at the end of April. Three to four volunteers are needed. If interested email LCDR MacDonald at [lmacdonald@cdc.gov](mailto:lmacdonald@cdc.gov), 513-841-4529.

**k. Science**

**CDR Moffett**

No meeting. Proposed to prepare a SG Report to showcase leadership, accomplishments, and historic achievements in all categories, and to offer program evaluation and surveillance consultation for all OPDIVS and for PH decisions.

**l. Visibility Subcommittee**

**LCDR Wei Guo**

Has nine members. The subcommittee will work in two things: 1) collect the information of big impact and 2) make it known to others. Requests availability of flyers, posters, and other promotional items. Susan Caviness prepared the COA poster for 11 years. She needs photos and two-three sentences on disaster response or normal job. The poster for the COA meeting is 7' wide but can be printed half the size upon request. LCDR Spears will check on policy to publish in newsletter or magazine. Scientist Officers are requested to LCDR Guo news to share, [wei.guo@fda.hhs.gov](mailto:wei.guo@fda.hhs.gov), 301-827-1257.

**m. Website**

**LCD John Mosely Hayes**

Prepared a purpose statement. Updating the handbook. The next meeting is 1/31/06.

**V. Closing Remarks**

**LCDR Spears**

Next meeting: February 7, 2006; 1000-1300 ET. Same number and code. Will try to open more lines. Get documents into OPF before January 23, 2006.