



Scientist Professional Advisory Committee Meeting Meeting Minutes

Tuesday, Apr 3, 2007

1100 – 1300

USA Toll Free Number: 866-705-4165

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PASSCODE: 1220522

Leader: Martin Sanders

I. Call to Order and Welcome

CDR Martin Sanders

- Send an email to tracy.macgill@fda.hhs.gov to register your attendance.

Participants

PAC Members	Agency	Discipline	X, if Present
CAPT Bill Burkhardt III	FDA	Microbiology	
CDR Christine J. Benally	IHS	Epidemiology	
CDR Jon R. Daugherty	FDA	Microbiology	X
CDR Mehran Massoudi	CDC	Epidemiology	X
CDR David McIntyre	IHS	Clinical Psychology	
CDR Daphne B. Moffett	ATSDR	Env. Health/Tox	X
CDR John Mosely Hayes	IHS	Epidemiology	X
CDR Martin Sanders	CDC	Microbiology	X
CDR Mark Seaton	FDA	Pharmacology	X
LCDR Rachel Avchen	CDC	Epidemiology	X
LCDR Marco Bennett	FDA	Medicinal Chemistry	X
LCDR Diana Bensyl	CDC	Epidemiology	
LCDR Wei Guo	FDA	Pharmacology/Biochemistry	
LCDR Rona LeBlanc	FDA	Microbiology	X
LCDR Tracy MacGill	FDA	Microbiology	X
LCDR Mark Methner	CDC/NIOSH	Env. Science/Indus. Hygiene	
LCDR Matthew Newland	HRSA	Epidemiology	X
LCDR Sara Newman	OS/OPHEP	Epidemiology	X
LCDR D. Ross Spears	CDC	Chemistry	
Dr. Dalton Paxman	OS/OPHS	Environmental Health/Tox	
CPO- RADM Helena Mishoe	NIH	Microbiology	X

Non-voting Scientist Participants

Participant	Agency
CAPT Drue Barrett	CDC
CAPT Lemyra BeBruyn	CDC
CAPT Omar Hottenstein	DOD
CAPT Francois Lalonde	NIH
CAPT Kevin M. McGuinness	NHCS
CAPT Bill Taylor	FDA
CDR John Eckert	OS
CDR Theresa Lawrence	OS
CDR John Mosely Hayes	IHS
CDR Michael Murry	BOP
CDR Timothy Nelle	FDA
CDR Donna Schuyler	BOP
CDR Doug Thoroughman	CDC
LCDR Brian Harcourt	CDC
LCDR Andrew Voetsch	CDC
LT Cheska Clingman	NIH
LT Paul Seo	CDC

II. Report from the CPO

RADM Mishoe

a) Recruitment

- The tag line for the upcoming recruitment initiative will be “America’s Responders”.
- In an upcoming article on recruitment, every officer is asked to be a recruiter. Each of us should work hard to talk to others with the goal of bringing one person into the Commissioned Corps.

b) Policy Issues

- Retirement
 - Currently, only Regular Corps officers (not Reserve) can extend service beyond the 30 yr retirement date.
 - RADM Moritsugu asked OCCO to clarify if this was due to operational or policy considerations because there is a need for these folks in the 3H billets.
- Assimilation
 - The Corps is reaching the maximum for assimilation. There is a proposal that future interservice transfers would need to be brought into the Corps as Regular Corps.
 - The concern is that there are many current Corps officers who have been and are still waiting to be assimilated.

c) Joint Health Diplomacy Missions

- As mentioned at the last PAC meeting, the President’s Advancing the Cause of Social Justice in the Western Hemisphere Program is a program will be sending the USNS Comfort to countries in Latin America and through the Caribbean to provide medical and dental care.

- Commissioned Corps officers will supplement Navy officers in these missions. These deployments will be 3 – 4 weeks to avoid sending officers away from their duty stations for prolonged periods.
- The first category tapped will be Dental and they will be performing dental sealing and fillings for pediatric patients.
- However, there has been a request for one senior (O-6) officer who will serve for the entire mission (4 months). This officer can be from any category.
- Interested officers should be aware of the mission requirements
 - Agency concurrence (the Agency liaison should be cc'ed on the email)
 - Meet Basic readiness standards
 - Have an official government passport
 - No adverse action
 - CPO concurrence
- There will be additional missions in the future.
- Per the request from the last meeting, several officers have sent emails to RADM Mishoe expressing interest in participating in these missions.
- While it is useful to have a list of interested officers, officers should realize that currently the requests are coming through the Agencies.

d) AMSUS Awards

- AMSUS is calling for nominations for the 2007 AMSUS awards. There are several awards that Scientist officers are eligible for.
- RADM Mishoe would like to encourage officers to look at the awards listed at (<http://www.amsus.org/awards/>) and consider nominating yourself or others.
- This would provide good visibility for both the Commissioned Corps and the category.
- For the first time, the entire process is online. In the past, RADM Mishoe compiled the nominations and forwarded them the OSG.
- Even though the process is online (direct) this year, RADM Moritsugu has asked that he be kept informed to ensure adequate representation. If you are a nominee, please cc RADM Mishoe so that she can forward the information to RADM Moritsugu.

III. Report from the PAC Chair

CDR Martin Sanders

a) Listserv messages

- There are several time sensitive listserv messages that cannot wait until next week when CDR Sanders returns from leave.

- If you have additional messages that need to be sent out, please send them to CAPT Lalonde. One message pertaining to JOAG already been sent to RADM Mishoe will be forwarded to CAPT Lalonde

b) Agenda format

- The agenda focusing on the work of the FACs and Transformation Working Groups will be used next month as well. There is a new Uniform working group, but the names of the Scientist representatives have not yet been provided.
- As for the previous two meetings, subcommittee reports will be on an “as needed” basis.

IV. Treasure’s Report

CDR Jon Daugherty

- Current balance of \$1577.51 with the addition of \$400 in coin sales.
- Of the 300 coins orders, 90 have been sold. There are plenty left. Please buy them.

V. Functional Advisory Committee Reports

a) Research FAC

CAPT Drue Barrett

- The only change from the previous version was the addition of the mental health category to the definition which now reads “research in public health, mental health, or medicine”.

b) Mental Health FAC

CAPT Kevin McGuinness

- Chartering documents, which will formalize how the FACs will interact with the PACs, are being crafted.
- The FACs are one profession composed of many categories and the PACs are one category consisting of many professions
- There is still work to be done to develop systems that maintain the PAC mission while the FAC is still evolving.
- The process is evolving with things changing from meeting to meeting. For example, one issue recently discussed is which group will cover mental health research.
- The group is currently reviewing the documents for areas that may need clarification and seeking a balance between filling the gaps and redundancy.
- CDR Sanders noted that the WPDGs are dealing with similar issues.
- With respect to PAC review and contribution to the work of the FAC, some are further along in the process than others. The FAC pace needs to be adjusted so that the FACs and PACs can move along “hand in glove”.

- RADM Mishoe noted that there have been discussions of the FACs meeting with the PAC chairs to improve integration and communication.

c) Applied Public Health FAC

CDR Kathleen McDuffie

- CDR McDuffie was unavailable for the call.

d) Clinical FAC

CAPT Francois Lalonde

- This FAC, like the others, is working to develop a FAC definition and criteria.
- The current status is that the final wording is still under development with syntax and wording for the criteria drafted.
- Also like the other FACs, the group has struggled to create language that is both general and distinct from the other FACs.
- A more permanent group will form in the summer.
- RADM Mishoe thanked CAPT Lalonde for serving on this FAC. Not all categories felt that it was appropriate to have representation on all of the FACs, but she felt that it was important for the Scientist category to have representation across the FACs.

VI. Transformation Reports

a) Sizing

CDR Richard Troiano

- CAPT Troiano was unavailable for the call.

b) Recruitment

CDR Martin Sanders

- The e bulletin article was a good summary of the recruiting initiatives.
- The last two weeks have been spent finalizing the phase I roll out, which will include the call center.
- Phase I will focus on the clinical categories.
- Commissioned Corps policies need to be modified to meet the realities of the new recruiting environment.
- The work of the group was originally scheduled to end in March, but the members have been extended to May to encompass Phase II, which will include additional categories.

- CAPT McGuinness noted that a lack of coordination between a specific functional group (e.g. mental health) and the other categories could result in a loss of information important for recruiting. The fact that WPDGs are ahead of the FACs could increase this possibility.
- It was further noted that as a field changes and different people are putting together the various components, an effort should be made to prevent recruiting from lagging behind the profession.
- CDR Sanders noted that the WPDGs do not control the strategic recruitment goals as those are decisions are made at a higher level. The group is given directives as to which categories will be targeted in each phase.

c) Discipline and Retention

CDR Doug Thoroughman

- Since CDR Moffett is unavailable, CDR Thoroughman will be giving the report.
- The group started by going through 13 current discipline policies, it then started work on a White Paper which is nearing completion. This paper outlines how discipline will be handled.
- The thinking is that the Agencies should work to make reductions necessitated by force management needs with a focus on recruitment instead of separation.
- RADM Mishoe asked how the decision will be made that fewer of a particular category is now needed.
- The Corps leadership will mandate increases or decreases and inform the Agencies. It is hoped that the Agencies will provide a person with additional opportunities other than separation.
- The group is trying to tease out force management from discipline and retention.
- The discipline component is complicated due to the diverse nature of the issues and the way they would need to be handled. For example, failure to meet height/weight standards would be a medical affairs issue while failures in Basic readiness and performance would fall under OFRD and the Agency, respectively.
- The hope is that the discipline and retention policies will focus on assisting officers with getting where they need to be rather than focusing on getting rid of them.
- The current proposal includes 5 levels of review during which an officer will be given an opportunity to meet the standards.
- Even though the goal of the Transformation is to meet the needs of the Corps, the Agency, and the officer, the group is trying to build in some officer protections. For example, when the Billets group considered limited tours, they proposed that the Agencies should give the

officer 12 to 18 months notice that the officer will not be renewed in their current billet. The Agencies should then assist the officer in finding another position in the Agency. Should no opportunities exist, the Agency should work with other Agencies to identify additional opportunities. If the person is offered a number of options and chooses not to accept them, they may face involuntary separation.

- RADM Mishoe asked where the responsibility in assisting officers with these sorts of activities would fall.
- CDR Thoroughman noted that in the original proposal this would fall to the CPOs, but it was decided that this would be too much considering the current CPO duties. The current proposal would be to have OCCO staff officers involved.
- CDR Thoroughman added that how quickly the boards can meet will be determined by which officers and what information the boards will be asked to review.

d) Three H (Isolated Hardship, Hazardous duty, Hard to fill) **CDR Doug Thoroughman**

- With only a few more meetings scheduled and many issues to cover, discussion has been intense.
- One topic of particular interest is the hardship incentive pay
 - It was originally proposed that officers in a Three H billet would need a 50 mile change in location to qualify for hazard pay.
 - Upon further discussion, it was decided that once an officer had completed a billet's tour (or before with Agency concurrence), they could move into a Three H billet at the same location and qualify.
 - In addition to other types of incentives, the group is recommending incentive pay with a minimum of \$150 per month (\$1800 per year) and a maximum of \$3000 per month (\$30000 per year).
 - The Agencies will decide which billets will receive a Three H designation. Once a billet is identified as Three H, the job description or draft billet should be sent to OCCO to request a Three H designation. One challenge is that many of these positions are multidisciplinary making it difficult to write a final billet before the person arrives.
 - While all billets of the same type at the same duty station should receive the same Three H designation, the policies are designed to give Agencies as much flexibility as possible.
 - Once a billet is designated Three H, the Agency is obligated to pay the bonus, but it

is up to the Agency to make the decision that a particular billet should receive a Three H designation.

- Incentive pay does not preclude the Agency from offering other incentives (e.g. family support networks).
- The group is working to finalize the factors to define Three H billets and set up tiers to serve as Agency guidelines with respect to how much incentive pay officers in a particular billet should receive.
- The group will be seeking Agency and category input.
 - In an effort to categorize and catalog the multitude of jobs performed by Corps officers, the characteristics of the officer (degrees and certifications) in each current billet is being examined.
 - Ultimately, this information will be used towards developing a point value for each billet.
 - The group started with an old pamphlet that was used by the Agencies to write billets.
 - Other factors that will be considered when assigning numerical billet scores will be readiness and deployability
 - Billet point values will then be translated into rank.
- Billet review
 - The group is reviewing the most relevant series for each category. In the Scientist category, most disciplines are represented in the 601-series billets (epidemiology, general health science).
 - However, it is important that all applicable billets be captured as to not limit future opportunities. It will be important for the system to contain flexibility.
 - The group has also been focusing on the KSA element of each billet.

e) Readiness

CDR Mark Seaton

- There are 7 issuances that were sent to the oversight team in January and have received feedback.
- The group met last week to discuss the first issuance.

- The oversight group agreed to most of the group's recommendations with a few modifications. For example, the group had suggested doing away with the side bridge, but the oversight group decided that it should stay.
- One area that generated many detailed comments was the relationship of the BMI standard to retention. Ultimately it was decided that the height/weight standard will be phased in. The language proposed read "shall be phased that new accessions will immediately meet the standard and allow older officers more time"
- The group has been asked to specify the time frame to allow people to meet the standard.
- CDR Sanders asked how and by whom the BMI will be measured. The answer was that the document treats this similar to the PT standard in that anyone designated as qualified by the SG (active duty officers, Tricare provider, or OSG designate).
- CDR Sanders further noted that previously officers were concerned about how this requirement would be measured, implemented and managed.
- There was general discussion about the challenges of meeting these additional requirements when resources have not been provided, especially for those folks in Three H billets. Since the DoD provides the necessary resources to meet physical requirements and the Corps does not, there should be consideration of the resource inequity of differing PHS assignments (e.g. NIH vs IHS).
- While more resources and support would be optimal, it does not look like it is coming. As such, the suggestion was made that officers seek out potential programs offered by the active, reserve, and guard components of the other services.

f) Billets Officer Profile and Collection System

RADM Helena Mishoe

- Since CAPT Ching is unavailable, RADM Mishoe will give the update.
- There are two major areas of consideration
 - Billets
 - Develop standardized billets with a grading system.
 - In the original proposal, each billet had a deployment factor (OFRD deployable, Agency deployable, mission critical). However, there was some concern that deployments are not controlled by officers who may ultimately be penalized.
 - The top leadership group decided that instead of using deployment availability being used for points, that the deployment role would be listed (Tier 1/2/3). The particulars of this are still under development.
 - The group identified three sections, adding training, licensure, and category specific areas. While the possibility of multidisciplinary billets was to be discussed this summer, RADM Mishoe decided to put forward a Scientist

category specific billet.

- This section was submitted to CAPT Bailey and will be sent to the other PACs for comment. Once those comments are received, the SciPAC will be asked to fill in the template.
 - Will access in a beta test phase.
 - Next assignment due April 13th.
- Officer profile system
 - This is to be an electronic system for recruitment and assignments that will be populated by the officers.
 - A White Paper was drafted to outline the structure, content, and development of the system.
 - One benefit will be the OCCO Staffing Officer who will be responsible for monitoring the system to identify officers who may be looking for the type of position for which there are openings. These Staffing Officers will also work with HR personnel. So, it will be important to have input from the civilian HR personnel.
 - The hope is that this system will provide greater access to assignments.
 - A White Paper is being drafted and will be sent for comment.

g) Training and Career Development

LCDR Sara Newman

- The work of the group is progressing and currently focusing on the details of the BOTC and then will move on to consider the more advanced courses.
- Should anyone have questions or concerns about the work of the group, they can contact Lcdr Newman (Sara_Newman@nps.gov).
- RADM Mishoe asked if there has been any discussion about the OCCO staff officers. Lcdr Newman replied that this particular issue had not been covered by the group.

VI. Subcommittee Reports

CDR Sanders

a. JOAG Report

LCDR Rona LeBlanc

- JOAG is currently accepting applications for new voting members. One of the positions that will be open is the Scientist category representative. The selected officer will serve a 2 yr term.
- Additional information and nomination forms to apply for JOAG membership can be found at (www.joag.org)
- JOAG will host a social at the USPHS Scientific and Training Symposium on June 5th at 7:30 PM.

b. Category Day

LCDR Marco Bennett

- There is nothing to report. Look for future updates through the listserv.

c. Rules

LCDR Rachel Avchen

- There will be a call for new SciPAC members coming soon and the subcommittee will be very active.
- Officers interested in assisting in this important effort should contact LCDR Avchen at rja5@cdc.gov

VI. Other Business

- RADM Mishoe would like to thank the Science subcommittee and PAC members for comments on the SG priorities document. The Scientist category submission addressed gap areas and was exactly the information that the committee needed.
- For those being nominated for the AMSUS awards, please remember to email a copy to RADM Mishoe so that she can forward to OSG.

VII. Closing Remarks

- The agenda for the next meeting will continue to focus on the work of the FACs and Transformation groups.
- If you are a subcommittee chair and would like to give a subcommittee report at the next meeting, please let CDR Sanders know in advance.

May SciPAC Call

May 1, 2007, 1100-1300 (EST)

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Leader: CDR Martin Sanders