



Scientist Professional Advisory Committee Meeting

Minutes for Tuesday, November 6, 2007

1100 – 1300

USA Toll Free Number: 866-723-8146

PASSCODE: 7713400

Leader: CDR (Sel.) Sara Newman

I. Call to Order and Welcome

CDR Sara Newman

Participants

SciPAC Executive Committee 2007 Voting Members

Rank	Name	Agency	Discipline	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
CAPT	Bill Burkhardt III	FDA	Microbiology	No	2005	2008	3	
CAPT	John Mosely Hayes	IHS	Epidemiology	Yes	2005	2008	6	
CDR	Christine Benally	OS	Epidemiology	Yes	2007	2010	4	X
CDR	Diana Bensyl	CDC	Epidemiology	No	2006	2009	2	X
CDR	Jon R. Daugherty	FDA	Microbiology	Yes	2005	2008	6	X
CDR	Tracy MacGill	FDA	Microbiology	No	2005	2008	3	X
CAPT	Mehran Massoudi	CDC	Epidemiology	No	2005	2008	3	X
CDR	David McIntyre	IHS	Clinical Psychology	Yes	2007	2010	4	
CDR	Mark Methner	CDC	Env. Science/ Indus. Hygiene	Yes	2006	2009	5	
LCDR	Maleeka Glover	CDC	Epidemiology	No	2007	2010	1	X
CDR	Sara Newman	NPS	Epidemiology	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	Microbiology	Yes	2007	2010	4	
CDR	Mark Seaton	FDA	Pharmacology	No	2005	2008	3	
CDR	Rachel Avchen	CDC	Psychology	No	2006	2009	2	X
CDR	D. Ross Spears	CDC	Chemistry	Yes	2006	2009	5	
LCDR	Marco Bennett	FDA	Medicinal Chemistry	No	2006	2009	2	X
LCDR	Wei Guo	FDA	Pharmacology/ Biochemistry	No	2005	2008	3	
LCDR	Rona LeBlanc	FDA	Microbiology	No	2005	2008	3	
LCDR	Matthew Newland	HRSA	Epidemiology	No	2006	2009	2	X
	Dr. Dalton Paxman	OS/ OPHS	Environmental Health/Tox	Yes	2005	2008	6	
RADM	CPO-Helena Mishoe	NIH	Microbiology					X

Non-voting Scientist Participants

Participant	Agency
LCDR Karon Abe	CDC
CDR Heidi Blanck	CDC
CAPT Kate Brett	CDC
CAPT Joseph Despins	FDA
LT Jennifer Dolan	CDC
LT Deborah Dee	CDC
LCDR Henraya McGruder	CDC
LCDR Brian Harcourt	CDC
LT Keisher Highsmith	HRSA
LCDR Michael King	CDC
CDR Leslie McDonald	CDC
CAPT Michael McLaughlin	FDA
CDR Daphne Moffett	CDC
LCDR Joel Montgomery	CDC
CDR Michael Murry	BOP
CDR Timothy Nelle	FDA
CDR Amy Park	
CDR Lisa Pealer	CDC
LCDR Margaret Riggs	CDC
LT Paul Seo	FDA
LCDR Andrea Sharma	CDC
CAPT Joyce Smith	IHS
LCDR John Stansberry	NIH
LCDR Richard Taylor	CDC
CDR Doug Thoroughman	CDC
Clement Welsh	ATSDR
LCDR Lauren Zapata	CDC
LCDR Yi Zhang	FDA

I. Oct notes approved

II. Report from the PAC Chair

LCDR Sara Newman

- a) Blurbs about Scientist activities – send your job description to CDR Newman
- b) Promotion notifications posted
- c) Review policy – readiness, uniform wear
- d) 7 scientists will graduate from new BOTC (Officer Basic Course) on November 16, 2007.
- e) Covers: Don't wear them inside, put them on a bar, or put them on the table where you will be eating. The first two listed may result in buying drinks for others and the last one is not good manners.
- f) Minutes
 - Please send short bullets on any updates given during the call to CDR Bensyl (dbensyl@cdc.gov).
 - Please state name clearly on call; we will check attendance periodically from phone roll call.
 - Please state name when making comments during the call.

- Send email to let CDR Bensyl know you are on the call. Include your rank and your agency in the email.

III. Report from the CPO

RADM Helena Mishoe

- a) Surgeon General update
 - The Acting Surgeon General is RADM Steven Galson.
- b) Readiness: Be vigilant and maintain readiness.
- c) Counseling: Counseling details for those not recommended for promotion will not be seen by the promotion board. Those not recommended should seek counseling.
- d) COER Rater: Make sure you assigned the correct rater. Check-in on the website to make sure COER is processing.
- e) Intraservice transfers.
- f) Thanks from CAPT Ching and RADM Mishoe for doing the billet testing.

IV. Treasurer’s Report

LCDR Matthew Newland

V. Functional Advisory Committee Reports (as needed)

- No updates.

VI. Transformation Reports (as needed)

- Intensity has slowed considerably. There may be an award, such as a citation, for those who served. Stay tuned.

VII. Subcommittee Reports (As Needed)

LCDR Newman

a. Rules Subcommittee

LCDR Rachel Avchen

Welcome to new CAD Officers (JUN – OCT):

LT ABURTO 01-Jul-2007

LT ADJEMIAN 25-Jun-2007

LT BOORE 30-Jun-2007

LT CALANAN 01-Jul-2007

LT CHEN 01-Jul-2007

LT DAVIS 02-Jul-2007

LT DEE 30-Jun-2007

LT DOLAN 23-Oct-2007

LT DUTTON 02-Jun-2007

LT HEROUX 04-Sep-2007

LT HIGHSMITH 06-Aug-2007

LT MACNEIL 01-Jul-2007

LT MURPHY 29-Jun-2007

LT SIRCAR 02-Jul-2007

LT TOBLIN 01-Jul-2007

LT TONGREN 02-Jul-2007

LT TRANCHITA 20-Aug-2007

b. Awards Subcommittee

LCDR Matt Newland

- **Scientist Responder of the Year Award**
 - Documents received. CPO will choose who to put forward.
- **Junior and Senior Scientists of the Year:** Will announce a call for nominations in December

c. Visibility Subcommittee

LCDR Wei Guo, LT Sally Hu

- No update.

d. Science Subcommittee

CAPT Mehran Massoudi, LCDR Yi Zhang

- Science Subcommittee currently has 17 members. We had our first meeting on 10/12/07. Our next subcommittee meeting will be on 11/15/07. The main goal of Science Subcommittee is to write a manuscript highlighting the PHS Officers' contribution in different fields. Currently, we are working on the article for COA frontline request by RADM Mishoe. This article includes some historical aspects along with PHS officers' accomplishments. The draft of the article will be due by Thursday 11/08/07.

e. JOAG Report

LCDR Maleeka Glover

- Last JOAG Meeting was October 7, 2007, 1300-1500
- Voted to change membership process - 1 category representative and 9 "at-large" members
- Development and Inter-Services workgroups were voted to transition to Committees
- 10 Committees all doing great work; many opportunities for Junior Scientists to participate
- I announced SciPAC's new leadership; encouraged Scientists to join the calls, take advantage of services to officers, join a subcommittee, and visit the website
- Friday Nov 9th, RADM Sam Shaker will be speaking to the voting members

- Next General Body Meeting is Dec 14th, 1300-1500

f. Career Development Subcommittee CDR Ross Spears

- We have assigned all CV reviews and most are done. We can still take CVs until December, but not advisable to wait past mid November. If you have submitted a CV, but not gotten any comments please let CDR Spears know by email.
- We have a full slate of volunteers for the handbook. Some have volunteered but not heard back. We will still use you, but bear with us. We were flooded. We have some sections ready for posting and should have more in December.

g. Category Day Subcommittee LCDR Marco Bennett, LCDR Maleeka Glover

- 2008 USPHS Scientific and Training Symposium, Tucson AZ
- The category day subcommittee had a meeting on October 30th. Thanks to LCDR Maleeka Glover for providing the conference number to facilitate our discussion.
- The Symposium Theme is "Public Health Strategies for the New Millennium"
- Scientist Category Day is June 10, 2008
- Call for abstracts deadline is Friday Nov 9th, 2007. If you would like to present a topic area for which you do not have completed study results or program impact at this time, but will have these results within the next several months, please submit your information to LCDR Marco Bennett at marco.bennett@fda.hhs.gov. If you have any questions you can reach him at 301-827-5744.
- The Surgeon General 5K run/walk tentatively scheduled for early morning of Wednesday June 11, 2008
- Symposium registration and information on available scholarships will be available online soon
- Hotel rooms for the Symposium are currently available at federal per diem rate at the Riverpark Inn Tucson. Call the hotel toll-free at (800) 551-1466 and ask for the "Commissioned Officers" rate.
- As the conference date approaches, additional information about the conference at the COA website at <http://www.coausphsconference.org/>
- The next category day subcommittee meeting is scheduled on November 27th.

h. Emergency Preparedness Subcommittee CDR Tracy MacGill, CDR Dave McIntyre

- No update.

i. Mentoring Subcommittee CDR Mark Methner

- No update.

j. OFRD Subcommittee

CDR Mark Seaton

- No update.

k. Policy Review Subcommittee CDR Christine Benally, LCDR Tim Nelle

- The Policy Review committee met on November 1, 2007 at 1:00 pm by teleconference. This was the first meeting of the year to get acquainted and to discuss the role of the Committee.
- In the past, the Policy Review Committee was given a draft policy to review. Each member reviewed is individually and provided comments back to the PAC Chair. The committee was not informed of what was forwarded and a feed back on the outcome. The Committee was not provided on what happened to the policy; whether it was shelved or implemented. If implemented, what was the final language that was forwarded and what was the language that was accepted. No update or acknowledgement was provided to the Committee.
- For any future policy reviews, the Policy Review Committee would like to:
 - 1) be provided with the draft policy,
 - 2) discuss it as a committee,
 - 3) a summary statement be prepared to forward to the Chair and CPO, and
 - 4) a feedback mechanism via email, meeting or conference, or reference to a policy be provided.
- The members of the Committee agreed the goal would be to receive and review policy updates, and forward to the agency and constituents (fellow officers).
- There were questions on the Billets Beta testing. CAPT Ching will be analyzing the data and drafting a summary. The Policy Review would like to be provided a copy of the summary.
- Members of the Committee: CDR Christine J. Benally, OCCFM, CDR Mark Seaton, FDA, LCDR James L. Osterhout, FDA, LCDR Tim Nelle, FDA

l. Recruitment and Retention Subcommittee LCDR Rona Leblanc, CAPT Jon Daugherty

- Met on 10/24/07.

The following issues were discussed during the meeting. We received related information from CAPT O'Neal Walker of the Division of Commissioned Corps Recruitment. This information is included below:

1. Reimbursement for Recruiting Activities:

Planning is in the works for funding to reimburse ARPs for travel expenses. One problem is that some locations do not have the ability to process credit card orders.

2. Category Sheets in Recruiting Brochures:

There will be both student sheets and category specific sheets placed in the brochures (phase 2 item for contractor). Category specific information will also be provided to OBC students (documentation and via category representatives). Points of Contact for Applicants

There is a toll-free number through which the applicant is routed to the appropriate category contact in the Division of Commissioned Corps Recruitment. A website and phone-based system is being implemented (next two weeks). In addition to the contacts in DCCR, hiring

is ongoing for Career Assignment Managers (7 of 12 positions have thus far been filled), one for each category. These managers will do some of the legwork for applicants in finding job opportunities. For example, if 4 jobs are offered and none are acceptable to the applicant, then that person will go to the back of the line. Applicants can still search on their own for agency positions.

Many of the items above are being considered by the recruitment wipdig. They then have to be approved and implemented.

3. Recruiting Activities – which to count towards ARP requirements?

The Division of Commissioned Corps Recruiting is working with associate recruiter leads, with input from category leads, to rewrite the specific requirements e.g., which activities will count (need documentation of activities, such as contact names, addresses, etc.)

m. Website Subcommittee CAPT John Mosely Hayes, LCDR Danice Eaton

- No update.

VIII. Other Business

PHS-2 RDF PIO/LNO position

Any scientist officers interested in this position should forward their CVs to Captain Michael McLaughlin with a short cover sheet describing their relevant qualifications by 15 Nov 2007. While the preferred officer will be an O-5 to O-6, exceptional candidates in other ranks will also be considered. Officers that live within 200 miles of DC, have approval to be assigned to a Tier 1 team, and meet the other specified requirements, should consider applying.

This RDF team also has openings for Logistics staff that have experience in communications, facilities management, and food and transport.

XI. Closing Remarks

- The next PAC call will be the first Tuesday in December. (December 4, 2007). Please note call in January will be on WEDNESDAY, January 2, 2008 due to New Year's Day holiday.

<p>December SciPAC Call</p> <p>December 4, 2007, 1100-1300 (EST)</p> <p>USA Toll Free Number: 866-723-8146</p> <p>PASSCODE: 7713400</p> <p>Leader: CDR Sara Newman</p>
