



Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, December 2nd, 2008.

1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 1- 866-724-8991

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

Participants

SciPAC Executive Sub-committee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	excused
LCDR	Boris Aponte	Secretary/ Officer Health Program	X
LCDR	Wei Guo	COF Liaison	excused
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	X
CDR	Martin Sanders	Awards	X
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	excused
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	X
CDR	Timothy Nelle	Policy Review	excused
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	excused
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	
CAPT	Christine Benally	Policy Review	excused

Non-voting Scientist Participants

Participant	Agency
CAPT Kathleen McDuffie	CDC
CAPT Nelson Adekoya	CDC
CAPT Arnold Farley	CMS
CAPT Doug Thoroughman	CDC
CAPT Kate Brett	CDC
CDR Danisha Robbins	DIHS
CDR Bill Albrecht	EPA
LCDR Tegan Boehmer	CDC
LCDR Judy Facey	EPA
LCDR Rona LeBlanc	FDA
LCDR Anne Dobmeyer	USAF
LCDR Chekesha Clingman	FDA
LCDR David Thompson	DOD
LCDR Margaret A. Riggs	CDC
LCDR Dianna Densmore	CDC
LCDR Fei Xu	FDA
LCDR Renee Calanan	CDC
LCDR Henraya McGruder	CDC
LCDR John Stansberry	NIH
LT Robin Toblin	CDC
LT Vanessa Jarquin	CDC
LT Ashleigh May	CDC
LT Jennifer Adjemian	CDC

I. Call to Order and Welcome

CDR Rachel Avchen

EMAIL LCDR Boris Aponte Boris.Aponte@ahrq.hhs.gov for roll call.

II. Report from the CPO

RADM Helena Mishoe

- a) RADM Mishoe joined the call from Africa, where she is currently serving under the CDC's International Experience and Technical Assistance Program. She wished all Scientist Officers have had a Happy Thanksgiving holiday. She shared that she will be returning home in one week, and will stop in Atlanta, and will be contacting Scientist Officers in the Atlanta region for a possible dinner while in town. She also mentioned her interest in sharing with Officers the details of her work while in Africa.
- b) RADM Mishoe discussed the response of the CPO Board to a request from the ASH regarding the present policy of not including full length photos for eOPF for deployments and promotion purposes. The CPO Board recommended further discussion on this issue. A final determination has not been made at this time. There has been an interest from OFRD in the past for the inclusion of photos in the e-OPF for deployment purposes. CDR Avchen reported that the SciPAC Policy Sub-committee recommended that no photos be included on the OPF.
- c) Discussion on the recent changes to the COER:
 - i) CDR Sara Newman shared her concerns that the new COER template has been problematic due to the word-count feature for each item of the narrative section.
 - ii) CDR Martin Sanders also expressed concerns with the word-count feature, and added that a better definition of new terms included in the COER is needed in the instructions section.
 - iii) RADM Mishoe shared her expectation that these issues will be rectified during 2009.

- iv) CDR Avchen shared that JOAG has been collecting data on Officers concerns with the new COER.
- v) CAPT Kathleen McDuffie asked whether the COER is moving away from the inclusion of narrative and about the reasons for the question in the COER regarding the existence of a performance plan for Officers.
- vi) CDR Sanders clarified that OCCO is only asking this question as a data collection issue.
- vii) RADM Mishoe concluded that at this point the data is being collected, but a Performance Plan is not a requirement for Officers yet. She added that a performance plan should show the roles and responsibilities that a Commissioned Corps Officer has and that three COER working groups have agreed on this. Currently, there are officers who are on a Performance Plan at their agency in addition to completing the COER. The movement of officers to a performance plan was not supported by the COER working groups.
- viii) CAPT Nelson Adekoya asked how this issue is going to be addressed if the data collected may not be consistent.
- ix) RADM Mishoe clarified that the data collected will identify trends regarding whether more officers are being placed on Performance Plans. Also, regarding the new COER, she indicated that it is anticipated that data to provide insight as to whether COER inflation still exists after the new COER will likely be collected and analyzed.
- d) RADM Mishoe commented that the Corps solicited nominations for individuals to serve on the Appointment Standards Working Integrated Team (WIPT). The OSG selected CAPT Betty Tai, and CAPT Kate Brett (alternate) for this working group. Each CPO will be able to address the WIPT. RADM Mishoe is scheduled to present her recommendations on December 15, 2008. Recommendations are due by Feb 15 with draft recommendations by the end of January.
- e) The request for nominations for the Scientist Category CPO have been extended to Dec 5. This is the third extension. RADM Mishoe encouraged Officers to apply. She will serve as CPO until the next appointment is in place.
- f) Functional Groups for transformation. Four workgroups have been established to work on the transformation of the PHS. Each workgroup has a Chair, charged with reviewing roles and responsibilities of the workgroups. CDR Kevin McGuinness is the Chair for the group on mental health, and CDR Moffett is the Chair for the research group. The groups have a number of roles and responsibilities proposed including strategic planning and developing assessment methods for deployments. RADM Mishoe indicated that a Functional Group presentation by RADMs Kendig and Kweder took place at the last CPO Board meeting. The CPOs felt that there is a role for the Functional Groups but expressed concern about duplicating efforts, adding another formal governance structure, and additional burden to agencies.
- g) Questions:
 LCDR Marco Bennett asked if the temporary suspension of assimilations mean that there will be changes in the promotion board interpretation of the benchmarks as these are used as criteria for promotion. RADM Mishoe clarified that there have not been changes in how assimilation is being interpreted by the boards

III. Report from the PAC Chair

CDR Rachel Avchen

- a) An Appointment Board WIPT was formed. Representing SciPAC are Dr. Betty Tai and CAPT Kate Brett (alternate)
- b) No new CAD, holding at 267.

IV. COA Report

CDR Daphne Moffet

- a) CDR Moffet announced a call for nominations, already posted at the COA website, for the Health Leader of the Year Award.
- b) Officers are invited to look for the October issue of JAMA which includes an article on the Surgeon General at: <http://jama.ama-assn.org/cgi/reprint/300/16/1869.pdf?ijkey=dzuMR5dOIRVGZze&keytype=finite> .

COA's Executive Director was one of many people interviewed by the author while researching the subject.

- c) CDR Moffett's term as Scientist representative on the COA Board is expiring in 2009. She invited Officers to consider nominating themselves. The official call will be coming out this next spring.

V. Sub-committee reports

a) Awards

CDR Martin Sanders

- i) Unit commendations for service to the WPDGs have been entered into officer's eOPFs. If Officers think that they were assigned to one of the WPDGs and did not receive recognition, they need to forward questions to their leadership of the specific WPDG.

b) Career Development

LCDR Karon Abe

- i) The request for opinions regarding the continuation of vacancy announcements on the SciPAC Listserv showed that a majority of Officers preferred to continue with this practice.
- ii) Vacancy announcements will be posted weekly, and those with a short turnaround time will be posted immediately. Announcements should be sent to LCDR Abe at (kabe@cdc.gov).
- iii) Officers can also contact LCDR Abe for questions regarding their CV revision.

c) Category Day

LCDR Paul Seo

- i) The Next planning meeting with COF is Wednesday, 12/3/2008.
- ii) The agenda for the Category Day will be finalized by December 12th. Currently there are 10 abstract submissions. The speakers and possible alternates will be selected by end of the week and notified the week of December 8th.
- iii) CAPT Doug Thoroughman shared his concern that only ten abstracts have been submitted and the possibility that some scientist Officers could have submitted their abstract directly to COA instead of to the Category Day Planning Sub-committee. LCDR Paul Seo clarified that he understands that the COA meeting coordinators will forward to the Category Day Sub-committee those abstracts mistakenly sent to them. CAPT Thoroughman suggested sending a message via the Listserv to make officers aware that they need to follow-up on their submitted abstracts. He also suggested making this abstract submission process a single one.

d) Mentoring

CDR Mark Methner

- e) Currently there are 49 Mentors and 63 mentees enrolled in the mentoring program. Those interested in the program can contact CDR Methner at mm5@CDC.GOV.

f) Policy Review

CDR Avchen

- i) Last month, the sub-committee received one new item to review: a proposed revision of Commissioned Corps Directive (CCD) CC46.3.1, "Uniform Regulations". The impetus for this revision came for the ASH's July 2007 memo requiring OCCFM (Office of Commissioned Corps Force Management) to amend and align the uniform, personal appearance and grooming standards of the Corps to that of the Navy.

Changes in this CCD include enhanced descriptions of current uniform components and new specifications that insignia must meet and follow the military specifications (MilSpec) as specified by OCCO and the Institute of Heraldry. However, it still retains language that uniforms "shall be comprised of basic clothing articles that are prescribed for wear by U.S. Navy Officers" and will include insignia to differentiate us as Corps Officers. It also still allows for "specific special-uniform or special purpose uniforms" that are not covered in Navy uniform regulations.

g) Readiness and Response

LCDR Marco Bennett

- i) As of Nov. 1st our Category readiness (basic qualified) level stands at 85%.
- ii) Based on feedback from our sub-committee a general reminder will be sent to all members via the Listserv to check on their readiness status. It appears that OFRD is contacting Officers prior to the date of expired documents in their files.
- iii) LCDR Judy Facey suggested sending a regular flyer, as a reminder, containing information on how to maintain readiness.
- iv) LCDR Matthew Newland commented on the practice of HRSA of directly sending gentle reminders to its Officers.
- v) LT Robin Toblin shared the problem she faced while responding to the OFRD request for volunteers to deploy during for the President's Inauguration in January. It appears that the link to respond to this request is no longer active. LCDR Newland mentioned that no additional information on this request has been received from OFRD.

h) Recruitment and Retention

CDR Michael Murry

- i) The Division of Commissioned Corps Recruitment plans to introduce the revised Associate Recruiter Program in early 2009. They plan to have quarterly meetings with representatives of the PACs and to work closely with the PACs implementing the program.
- ii) Progress on the DOD initiative. Only a small number of mental health providers have filled the vacancies as part of the DOD initiative. For the Scientist Category that translates mostly to a need to recruit more Scientist psychologists.

i) Rules and Membership

CDR Avchen

- i) No new CAD.

j) Science

LCDR Brian Harcourt

No report.

k) Visibility

LCDR Sally Hu

- i) The sub-committee has secured a free booth at the 16th annual NBC4 Health and Fitness Expo on January 10th & 11th, 2009, at the Washington Convention Center, from 9:00 AM to 5:00 PM. The event will be a great opportunity to promote our mission and also provide lots fun activities for families. Over 200 businesses and organizations will be conducting activities and exhibits for more than 85,000 participants.
- ii) The sub-committee will call for volunteers and send out detailed information related to the event in the near future.

l) Website

CDR Danice Eaton

- i) OCCFM announced the PACs website transition has been delayed due to other year end activities.
- ii) The website sub-committee received preliminary instructions from OCCFM regarding the needs for the website transition. OCCFM will provide some "support" to help PACs transition to the new website, but the nature of the support has not been detailed yet. The PACs are only expected to maintain content on their sites that are specific to the category (e.g., minutes)). OCCFM stated they would be providing 508 compliant templates for documents such as the minutes.

VI. Liaison Reports

a) Billet Transformation Review

LCDR Mathew Newland

- i) No significant changes until early 2009.

b) COF Liaison

CDR Avchen

- i) Current balance is \$2,500.
- ii) Sub-committees are asked to submit spending request for 2009, if they have any.

c) JOAG

CDR Avchen

- i) JOAG next meeting is December 12th.

d) PSYPAG

CDR Michael Murry

No report.

e) Officer Health Program

LT Robin Toblin

No report.

f) Civilian Service

Dr. Monique Mansoura

No report.

VII. Other Business

- a) CAPT McDuffie asked for clarification on the document titled “Guidance and Sample Curriculum Vitae for Scientist Officers”, available on the SciPAC website, regarding whether to include conferences attended by every Officer as part of the continuing education list. LCDR Abe offered to discuss this with CAPT McDuffie directly.

VIII. Closing Remarks

CDR Rachel Avchen

- a) SciPAC Voting Member LCDR Yi Zhang delivered her daughter, Isabella, on November 9, 2008. Congratulations to Yi and her family!

NOTE Next meeting:

Tuesday, January 6th, 2009; 1100-1300 EST

Call in number is: 1-866-724-8991. Passcode for participants is: 1081160.