



**Scientist Professional Advisory Committee Meeting**  
**Minutes**  
**Tuesday, February 5, 2008**  
**1100 – 1300 (Eastern Time)**

**Toll Free Numbers: USA 866-723-8146**

**Participant Passcode: 7713400 Leader: CDR Sara Newman**

**Participants**

**SciPAC Executive Committee 2007/8 Voting Members**

Rank	Name	Agency	Role	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
<b>RADM</b>	Helena Mishoe	NIH	CPO					X
<b>CAPT</b>	Bill Burkhardt III	FDA		No	2005	2008	3	
<b>CAPT</b>	Jon R. Daugherty	FDA	Recruitment and Retention	Yes	2005	2008	6	
<b>CAPT</b>	Mehran Massoudi	CDC	Science	No	2005	2008	3	X
<b>CAPT</b>	John Mosely Hayes	IHS	Website	Yes	2005	2008	6	X
<b>CDR</b>	Rachel Avchen	CDC	Vice-Chair Rules and Membership	No	2006	2009	2	X
<b>CDR</b>	Christine Benally	OS	Policy	Yes	2007	2010	4	
<b>CDR</b>	Diana Bensyl	CDC	Secretary	No	2006	2009	2	X
<b>CDR</b>	Tracy MacGill	FDA	Emergency Preparedness	No	2005	2008	3	X
<b>CDR</b>	David McIntyre	IHS	Emergency Preparedness	Yes	2007	2010	4	
<b>CDR</b>	Mark Methner	CDC	Mentoring	Yes	2006	2009	5	
<b>CDR</b>	Daphne Moffett	CDC	Historian	Yes	2004	2012	7	X
<b>CDR</b>	Sara Newman	NPS	Chair	Yes	2007	2010	4	X
<b>CDR</b>	Martin Sanders	CDC	ExOficio	Yes	2007	2010	4	
<b>CDR</b>	Mark Seaton	FDA	OFRD	No	2005	2008	3	X
<b>CDR</b>	D. Ross Spears	CDC	Career Development	Yes	2006	2009	5	X
<b>LCDR</b>	Marco Bennett	FDA	Category Day	No	2006	2009	2	X
<b>LCDR</b>	Maleeka Glover	CDC	JOAG	No	2007	2010	1	X

			Category Day					
<b>LCDR</b>	Wei Guo	FDA	Visibility	No	2005	2008	3	X
<b>LCDR</b>	Rona LeBlanc	FDA	Recruitment and Retention	No	2005	2008	3	X
<b>LCDR</b>	Matthew Newland	HRSA	Treasurer Awards	No	2006	2009	2	X
<b>Dr.</b>	Dalton Paxman	OS		Yes	2005	2008	6	

### Non-voting Scientist Participants

Participant	Agency
Nelson Adekoya	CDC
CDR Bill Albrecht	EPA
LT Tajah Blackburn	EPA
LCDR Chekesha Clingman	
CAPT Pam Ching	CDC
LCDR Judy Facey	EPA
LT Adrienne Goodrich-Doctor	ASPR
LCDR Wei Guo	FDA
CAPT Omar Hottenstein	CBRN
LCDR Sally Hu	NIH
CAPT Francois Lalonde	NIH
CDR Kathleen McDuffie	CDC
LCDR Henraya McGruder	CDC
CAPT Michael McLaughlin	FDA
CDR Timothy Nelle	FDA
LCDR James L. Osterhout	FDA
Amy Park	
CDR Lisa Pealer	CDC
LCDR Margaret A. Riggs	CDC
LT Kanta Sircar	CDC
LCDR Dave Skanchy	FDA
CDR Cynthia Striley	CDC
LCDR Richard Taylor	CDC
CDR Doug Thoroughman	CDC
LT Robin Toblin	CDC
LCDR Robert Williams	ATSDR
LCDR Fei XU	FDA

**I) Call to Order and Welcome**

**CDR Sara Newman**

**EMAIL [dbensyl@cdc.gov](mailto:dbensyl@cdc.gov) for roll call.**

**Put phone on mute when not talking.**

**When talking, please state who you are.**

**II) Report from the CPO**

**RADM Helena Mishoe**

- a) CPO/SG combined meeting undergoing substantial changes. Normally this meeting is informational. Would like to make the meeting more useful and more policy discussion oriented. Reporting can be done on a conference call. ADM Galson attended the last CPO/SG combined meeting and plans to attend as often as he can.
- b) Thanks to those who have taken time to help ensure our category voice is heard by volunteering on various projects.
- c) Anchor and Caduceus dinner very nice and well attended. Dr. Gerberding gave an inspiring talk that was global health oriented. Dr. Koop attended and gave a speech although brief it was very inspiring. ADM Galson and RADM Moritsugu (retired) were also in attendance.
- d) Currently working on change in psychologist appointment standards to allow those who are license- eligible to be commissioned. This will be an asset to help meet the rising need of mental health professionals.
- e) CDR MacGill: MOU with DOD
- f) How is Corps policy made? RADM Canton CPO/SG Members requested an extensive discussion on how Corps policies are developed by OCCFM. RADM Canton noted that a workgroup has been established to address this issue. An update will be provided at an upcoming meeting.
- g) OCCO requested CPO Board to look at promotion criteria for promotion recommendation, especially concerning those who are “Not Recommended” for promotion. The goal is to ensure consistency across categories regarding the use of the “Not Recommend” category. The “Non Recommend” recommendation can have negative consequences for an officer. The recommendation is to create a third category to defer an officer for promotion. The deferral options should be used sparingly but would allow an alternative option to the “Non Recommend” for officers who cannot be recommended for promotion the specific promotion cycle. Deferral does not trigger sending an officer to a retention board.
- h) CDR Thoroughman: Can you get deferred for promotion, yet score higher than someone who was recommended?  
Answer: It’s possible. A justification should be listed on materials as to why.

**III) Report from the PAC Chair**

**CDR Sara Newman**

- January minutes approved.
- 3 new active duty Scientists.
- Thanks for participating in NBC event especially Hu and Guo.
- Thanks ADM Mishoe for article in Frontline.
- RADM Carol Romano is acting chief of staff.
- Blue CAM team [camblue@hhs.gov](mailto:camblue@hhs.gov). Inform the CAM team about jobs or opportunities in our agency.
- Thanks CDR Seaton for chairing OFRD. Messages have helped identify gaps in readiness. Now up to 87% for our category

#### IV) Treasurer's Report

**LCDR Matthew Newland**

Balance: \$2559.51

Commissioned Officers Foundation will manage funds as it does for other categories.

Placed orders for SciPAC t-shirts. Will arrive in the next 2 weeks. 100% cotton with SciPAC logo on packet and PHS on back. \$12 each. Will bolster treasury to pay for junior officers travel to COA meetings.

#### V) Subcommittee reports

##### a) Career Development

**CDR Ross Spears**

Update of SciPAC website. Updated chapters going up soon. Sample award narratives also available.

##### b) Category Day Glover

**LCDR Marco Bennett and LCDR Maleeka**

USPHS Symposium 2008

Category Day June 10, 2008 in Tucson, Arizona

Just a few reminders:

- o Dr. Richard Carmona will be our keynote speaker. The title of his talk is "The Cornerstone of Public Health."
- o We also look forward to other interesting presentations from members of our category.
- o Hotel rooms at the Riverpark Inn are sold out! A second block of rooms is available at Hotel Arizona which approximately 1 block from the convention center.
- o Online registration is now available. Early bird registration is by April 21.  
(<http://www.phscofevents.org/registration.cfm>)
- o Please remember to email LCDR Maleeka Glover ([maleeka.glover@cdc.hhs.gov](mailto:maleeka.glover@cdc.hhs.gov)) if you plan on attending, even if you are sure about funding. We need the number of attendees to plan for our social after category day.

CAPT Massoudi: CDC ILA cannot pay registration fees if not on approved list.

##### c) OFRD Subcommittee

**CDR Mark Seaton**

##### d) Policy Review

**CDR Christine Benally and LCDR Tim Nelle**

##### e) Visibility Subcommittee

**LCDR Wei Guo and LCDR Sally Hu**

##### f) Website Eaton

**CAPT John Mosely Hayes and LCDR Danice**

- **SciPAC web team Comments on DRAFT Commissioned Corps Entity Web Sites Rules of Use January 31, 2008**
- 1. All PAC, JOAG, MOLC, and Ensemble Web sites must comply with government-wide and HHS Web guidance. For government-wide guidance on applicable laws, regulations, policies, and best practices, see [www.webcontent.gov](http://www.webcontent.gov). For HHS-specific guidance and standards, see the HHS Web Communications and New Media Division site at [www.hhs.gov/web/](http://www.hhs.gov/web/). *Yes, all PACs must comply. The team will review these links.*
- 2. HHS places special emphasis on full compliance with Section 508 regulations governing Web accessibility for users of assistive technology and content must be fully 508-compliant. (For detailed

guidance, see <http://www.hhs.gov/web/policies/index.html#508>.) *The guidance seems thorough and quite detailed, but given that the volunteers that maintain the SciPAC site are not professional full time web content managers, where can they go with they have a question. Also, how will adherence to 508 principals be monitored? Will 508 issues be addressed in the periodic website reviews? Some content decisions are not black and white with respects to their 508 compliance. We have some concerns that being required to justify content decisions may become a burden to the content managers and hinder the content upkeep and development.*

- 3. Each Web site will have a properly trained Content Manager(s) who updates their site. At a minimum, quarterly updates are required. *This requirement seems to state that the people who will manage the website should be competent but is more implied here? The DotNetNuke(tm) web based content management tool will be offered to the PACs at this time, and the contractor assigned to assist in the migration phase is in place to offer assistance. Will training and/or tutorials be available? When/if the contract with Macro International ends who will offer technical assistance. Will there be ongoing training available to address issues of PAC membership turnover. When people leave the group, sometimes there may be no one available train new volunteers. Will some type of documentation be required to demonstrate that the website has been updated at least quarterly? Number 6 (below) states that quarterly reports of major changes must be submitted. If updates made are not considered "major," how would compliance with this standard be evaluated?*
- 4. Each PAC/JOAG/MOLC/Ensemble Chair (or his/her designee) and the Content Manager(s) will be held accountable for appropriate content on their site. OSG will notify CPO/PAC Chair of content areas that are inappropriate and must be removed. *This seems to be PAC initiated, and it seems logical, but what does it mean to be "held accountable"*
- 5. Any material that mentions or quotes the Health and Human Services Secretary, the Assistant Secretary of Health (ASH) or the Surgeon General (SG) must be approved by OSG and Jennifer Koentop, OPHS Office of Public Affairs, before it is posted. ([Jennifer.Koentop@hhs.gov](mailto:Jennifer.Koentop@hhs.gov)) *I believe we need more guidance on this from Office of Public Affairs. Perhaps examples can be given? What does it mean to Mention something and then require clearance? If one of these officers were to attend a SciPAC event and pictures were taken, would it mean that all pictures of the officer in question would need to be cleared through the Office of Public Affairs? We are concerned that the need to get clearances may become a burden. We need more information on the scope of this rule.*
- 6. Content Managers will send a quarterly report of all major changes to content on their Web site to Jennifer Koentop, Office of Public Affairs, and LTJG Stacey McBryde, OCCFM, for review. ([Jennifer.Koentop@hhs.gov](mailto:Jennifer.Koentop@hhs.gov) and [Stacey.McBryde@hhs.gov](mailto:Stacey.McBryde@hhs.gov)) *Since the web team members are volunteers fitting content management into their jobs, we need some guidance on what constitutes a major change. Quarterly reports could be a burden. Sometimes websites with updated with great frequency. Being required to keep some type of log of all little changes and updates would be a hindrance to maintaining and developing new content.*
- 7. Periodic reviews of Web sites will occur. *Who will be doing this and how will the information be released to the web team and SciPAC. How will the review be performed? What items will be looked for on the sites? Is there a protocol for these reviews?*

#### **g) JOAG Report**

**LCDR Maleeka Glover**

- I want to remind everyone about the JOAG awards. Please nominate yourself or another officer. Information is available on the JOAG website.

- USPHS Symposium – we will again this year the JOAG PD committee be having a Uniform Inspection station. We have requested a room this time so it will be a bit more private. Some of the focus will be on the new uniform changes in particular.
- JOAG Speaker Series – the Fridays every other month that we aren't holding the JOAG General Meeting. Previous speakers have included: CAPT Kathleen Downs and CAPT Craig Shepherd, the OICs on the USS Peleliu and USNS Comfort, respectively. Potential Future Speakers include: CAPT Jerry Farrell and RADM Rutstein. Some of the future sessions will also include some instructional topics as well.
- The Forward Thinking Training is finalized for the weekend of March 7-9, 2008 in Rockville, MD! Also, please note that there will be a Forward Thinking Retreat in Tucson, AZ prior to the start of the COF/PHS Symposium. This will be a 2 and 1/2 day retreat starting in the morning on Saturday, June 7 and ending around noon on Monday, June 9. (The symposium officially begins on Monday afternoon.) The JOAG VMs who participated in the training will help facilitate this retreat. This retreat is being led by RADM Kendig, and geared toward us planning for the future of the Corps.
- The JOAG Vice Chair is moving forward with collecting information from all of the PAC liaisons in order for PACs to try to find ways that we can work together and benefit both of our groups. So all of the Liaisons have given LCDR Rash a list of our committees, a description of each and the names and contact information of our committee chairs. This will give us the first step in trying to identify areas in which our goals coincide and we can work together, perhaps establishing umbrella groups or at least sharing experiences about what works, what doesn't, etc. So please look for communications in the future regarding project collaborations.

**h) Awards Subcommittee**

**LCDR Matthew Newland**

**i) Science Subcommittee**

**CAPT Mehran Massoudi and LCDR Yi Zhang**

**No update.**

**j) Emergency Preparedness Subcommittee**

**CDR Tracy MacGill/CDR David McIntyre**

The Scientist officer readiness and deployment survey that is being developed by the EP subcommittee is almost ready for distribution for comments. It will first be reviewed by the committee and then sent out to the SciPAC for further review and comment.

**k) Mentoring Subcommittee**

**CDR Mark Methner**

**No update.**

**l) Recruitment and Retention Subcommittee**

**CAPT Jon Daugherty and LCDR Rona**

**LeBlanc**

**No update.**

**m) Rules and Membership Subcommittee**

**CDR Rachel Avchen**

Welcome to new CAD's

<b>LT KENNEY</b>	<b>JAMES</b>	08-Jan-2008	Regulatory Management Officer	FDA
<b>LCDR CUI</b>	<b>MINGLEI</b>	07-Jan-2008	Regulatory Review Officer	FDA
<b>CDR SPARENBERG</b>	<b>STEVEN</b>	07-Jan-2008	Director Research Scientist Officer	NIH

**VI) Closing Remarks**

**CDR Sara Newman**

CDR Thoroughman: Benchmarks on SciPAC website—still says See Attachments, but they aren't there anymore.

**Next meeting: MARCH 4, 2008; 1100-1300 EST**