



# Scientist Professional Advisory Committee Meeting

**Minutes**  
**Tuesday, May 5<sup>th</sup>, 2009.**  
**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	excused
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary	X
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	X
CDR	Daphne Moffett	Historian COA Board	X
CDR	Martin Sanders	Awards	
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	
CDR	Timothy Nelle	Policy Review	X
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	X
LCDR	Sally Hu	Visibility	X
CDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	X
CAPT	Christine Benally	Policy Review	X
Dr.	Monique Mansoura	Civil Service Liaison	

## Non-voting Scientist Participants

Participant	Agency
CAPT Kevin McGuinness	HRSA
CAPT Richard Troiano	NIH
CAPT Nelson Adekoya	CDC
CAPT Omar. Hottenstein	DOD
CAPT Joseph Despins	FDA
CAPT Jon Daugherty	FDA
CDR James Osterhout	FDA
CDR Amy H. Park	HRSA
CDR Laura J Draski	FDA
CDR Steven Sparenborg	NIH
LCDR Tegan Boehmer	CDC
LCDR Judy Facey	EPA
LCDR Mike Smith	FDA
LCDR Chekesha Clingman	FDA
LCDR Jorge Ruano-Rossil	FDA
LCDR Christine Hunter	NIH
LCDR John Stansberry	NIH
LCDR David Skanchy	FDA
LCDR Rashida Dorsey	HHS
LCDR Mathew Murphy	CDC
LT Robin Toblin	CDC
LT Charlene Sydnor	NIH
LT James Kenney	FDA
LT Jeremy L. Wally	FDA
LT Loren Rodgers	FDA

### 1) Call to Order and Welcome

**CDR Diana Bensyl**

EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call.

### 2) Report from the CPO

**RADM Helena Mishoe**

- a) RADM Mishoe announced the recent confirmation of Kathleen Sebelius as the new HHS Secretary. She also shared the news of the nomination of Dr. Howard Koh as the next Assistant Secretary of Health (ASH), as a Commissioned Officer.
- b) At this point there is no update on the nomination of a new Surgeon General.
- c) Promotion Boards are coming to a completion of their work and will have a recommendation list to the ASH by mid-May.
- d) The DOD mental health initiative project is going well. There are 42 recently called for active duty (CAD) officers working in the project in addition to other officers transferred from other services.
- e) There has been a call for volunteers for a Working Integrated Project Team (WIPT) on the topic of leave. This WIPT will be looking at the present cap of 60 days of total accumulated leave in light of other services raising the cap to 75 days. Also, other types of leave such as “adoption leave” and “paternal leave” will be considered.
- f) There will be the announcement of two new CPOs (for the Medical and Dietician categories) in time for the end of the term of the present CPOs in July 31.

- g) There is no update at this time on the appointment of a CPO for the Scientist Category. RADM Mishoe reminded officers that her term ends on July 31. The OSG wants to make the announcement of the new Scientist CPO soon.
- h) The first CPO insignia badge has been created.
- i) RADM Mishoe invited officers to attend the upcoming COF meeting in Atlanta which will be her last as the Scientist CPO, and invited officers to listen to her experiences while detailed in Angola.

Questions/Comments:

CAPT Rick Troiano stated that he would have expected to see the entire PHS activated in response to the H1N1 flu crisis. RADM Mishoe agreed and stated that a TV interview with RADM Galson would air in the next few days. CDR Sara Newman added that the RDFs have been put on alert to possibly respond to this crisis.

CAPT Adekoya asked whether the new HHS Secretary has met with the PHS leaders. RADM Mishoe answered that since Secretary Sebelius has been giving priority to the H1N1 flu crisis, this has not happened yet.

**3) Report from the PAC Vice Chair**

**CDR Diana Bensyl**

CDR Bensyl provided the Chair report for CDR Avchen who is on maternity leave.

- a) Clarification on Leave policy questions: At some agencies, station leave and sick leave do not require a leave slip upon return to the office. All officers should keep track of sick leave for their own records, regardless of whether the agency requires submission. For extended sick leave, documents should be submitted to your leave granting authority and Medical Affairs Branch.
- b) The uniform of the day for the COF meeting is the service khaki. For the Scientist dinner at the COF meeting (Tuesday night): civilian attire. All are invited even if not attending COF.

**4) Sub-committee reports.**

- a) Awards  
No report.

**CDR Martin Sanders**

- b) **Career Development**

**LCDR Karon Abe**

- i) Officers who want to announce job vacancies on the Scientist listserv, please send them to LCDR Abe at [kabe@cdc.gov](mailto:kabe@cdc.gov).

- c) **Category Day**

**LCDR Paul Seo**

- i) LCDR Seo reminded officers that the registration deadline for the COF Meeting has been extended, and that the SG 5K run/walk will take place on Thursday June 4<sup>th</sup>.

- d) **Mentoring**  
No report

**CDR Mark Methner**

- e) **Policy Review**  
No report

**CDR Tim Nelle**

- f) **Readiness and Response**

**LCDR Marco Bennett**

- i) As of end of April 2009, there are 226 officers from the scientist category listed by OFRD as “basic qualified” which represents ~~a~~91% ~~from of~~ our category (not including exempt officers). Twenty three (23) officers were listed as “not qualified” (15 CAPTs, 3 CDRs, and 5 LCDRs), and 17 were listed as “exempt”.

**g) Recruitment and Retention**

**CDR Michael Murry**

- i) The main task of the committee has been the follow-up to the newly revised Associate Recruiter Program. The broad outline of the new ARP was announced a couple of months ago, but the specifics of implementation have not been announced. CAPT Adekoya will brief us when the details of the new program implementation are announced.
- ii) The DOD Mental Health Initiative is going well and progress is being made in recruiting to fill the DOD positions.

**h) Rules and Membership**

**CDR Bensyl**

- i) One new CAD, LCDR Alfredo Sancho.
- ii) The call for new SciPAC members will come out soon. Volunteers are needed to help choose new members for 2009-2010. Please email [dbensyl@cdc.gov](mailto:dbensyl@cdc.gov) if interested in volunteering to help. Please do not volunteer if you are planning to submit your name for PAC membership. [Update: Volunteers are no longer needed.](#)

**i) Science**

**LCDR Yi Zhang**

- i) The Science Subcommittee is currently working on an article on PHS Scientist Officers to be submitted to CDC's Public Health Reports.

**j) Visibility**

**LCDR Sally Hu**

- i) LCDR Hu invited officers who will attend the COF annual meeting next month, to visit the SciPAC poster at the meeting.
- ii) For the DC area officers, volunteers are needed to man our table at the NIH food fair. The date is May 20<sup>th</sup>, Wednesday; the time is from 11:30 am to 1:30 pm (it is a two hour event), at the NIH campus in Bethesda.

**k) Website**

**CDR Danice Eaton**

- i) No Report

**5) Liaison Reports**

**a) Billet Transformation Review**

**LCDR Mathew Newland**

- i) The Officer Profile System (OP) is a searchable database containing records of individual officer's accomplishments, knowledge and capabilities. Its purpose is to place data into Direct Access to create a searchable database that matches officer attributes to Corps opportunities. This information will be captured in Direct Access (DA), the Corps's new human resources information system. DA will allow OP to match to the newly collected billets, as they share similar data fields. Officers may update their profile at any time.

Correction: The new Officer Profile System is not up and running yet. It should be by June 1<sup>st</sup>, 2009. However, at present, when officers log onto CCMIS, under the "Officer" menu, they may click on "Profile Data Entry." This will allow them to update Training and Licensure/Certification. If officers do this now, this will help to front load the Officer Profile System when it is live on June 1st. It is not clear yet where the new system will be placed: on CCMIS or a new direct access platform.

**ii) Billets.**

The Issue: Contrary to other uniformed services, USPHS current billets tend to reflect officer capabilities rather than position responsibilities. Therefore, USPHS can not effectively monitor

vacancies by position (identify the best officers for the best positions), monitor skills shortages, recruit to meet our mission, etc.

For officers: Clarity and specificity of responsibilities is crucial as well as objectively graded billets, real-time vacancy monitoring and enhanced career development (transparency to the officers for positions within the Corps)

For agencies: They would have real-time identification of officers for positions and receive electronic referrals for qualified candidates

Categories have already collected and beta tested category specific billets since 2007. It is projected that 85% of the billets will remain unchanged. However, there remain many billets that are not category specific that will be reviewed by agencies, their liaisons and assigned CS descriptors.

- iii) Civil Service Descriptors are applied to each officer's billet. CS descriptors are typically provided by an officer's OP/DIV and approved by the agency liaison. In cases when CS Descriptors are not provided, OCCO selects CS descriptors from a drop-down menu. OCCO generally chooses the best descriptor available from the ones available.

Some officers have expressed concern that their current billets and CS descriptors do not adequately describe their positions and would have a negative impact on their Promotion Information Report (PIR). However, Officers' CVs are usually better descriptors of actual duties and given significantly more attention during Promotion Boards.

Forthcoming: OCCO wants to have all systems: Officer Profile System, eOPF and the Billet & Civil Service Descriptors connected.

**b) COF Liaison**

**LCDR Wei Guo**

- i) There is a balance of \$2994.44 as of May 31, 2009.
- ii) There is a large number tee-shirts available, at \$12.
- iii) The SciPAC coins have been sold out and more are being ordered.

**c) COA**

**CDR Daphne Moffett**

- i) The registration deadline for the COF Meeting has been extended.
- ii) The Atlanta Aquarium activity was initiated by the VetPAC and open for all Categories.
- iii) The voting process for the selection of COA Board members is still open.

**d) JOAG**

**LCDR Maleeka Glover**

No report

**e) PSYPAG**

**CDR Michael Murry**

No report

**6) Closing Remarks**

**CDR Rachel Avchen**

The regular SciPAC meeting for June has been canceled since it coincides with the Category Day meeting.

Next Meeting: **Tuesday, July 7<sup>th</sup>, 2009; 1100-1300 EST**

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