



# Scientist Professional Advisory Committee Meeting Minutes

Tuesday, January 4, 2011  
1100–1300 (EDT)

Toll-Free Number: 1-877-691-9937  
Pass code: 4549026

## Chief Scientist Officer and 2010/11 SciPAC Voting Members

Rank	Name	Role	Present
CAPT	Williams-Fleetwood, Sharon	Chief Scientist Officer	Yes
CDR	Newland, Matthew	Chair	Yes
CDR	Abe, Karon	Vice Chair; Rules & Membership Chair	Yes
LCDR	Boehmer, Tegan	Executive Secretary	Yes
CAPT	Nelle, Timothy	COF Liaison	Yes
CDR	Aponte, Boris	Mentoring Chair	Excused
CDR	Avchen, Rachel	Category Day Co-Chair	Yes
CDR	Bensyl, Diana	Immediate Past Chair	Yes
CDR	Eaton, Danice	Website Chair	Yes
LCDR	Facey, Judy	Billets and Direct Access Liaison	Yes
CDR	Guo, Wei		No
LCDR	Hu, Sally	Career Development Chair	Yes
LCDR	Kenney, James	Awards Chair	Yes
Dr.	Mansoura, Monique	Civilian Service Liaison	No
LCDR	Murphy, Matthew	Category Day Chair	Yes
CAPT	Murry, Michael	Recruitment, Retention & Readiness Chair; PSYPAG Liaison	Yes
CDR	Novak, Ryan	Policy Review Chair	Excused
CDR	Robbins, Nisha	Visibility Chair	Yes
LCDR	Seo, Paul	Recruitment, Retention & Readiness Co-Chair	Yes
LCDR	Sram, Jacqueline		Yes
CDR	Zhang, Yi	Science Chair	Excused
<b>Other SciPAC Roles held by Nonvoting Members</b>			
CAPT	Moffett, Daphne	SciPAC Historian	No
CDR	Newman, Sara	COA Liaison	Yes
LCDR	Schobitz, Richard	PSYPAG Liaison	Yes
LCDR	Toblin, Robin	JOAG Liaison	Excused

## Participation by Nonvoting Scientist Officers

Rank	Participant	Agency	Present
RADM	Mishoe, Helena	NIH	Yes
CAPT	Brett, Kate	CDC	Yes
CAPT	Daugherty, Jon	FDA	Yes
CAPT	Hayes, John Mosley	IHS	Yes
CAPT	MacDonald, Leslie	CDC	Yes
CAPT	McLaughlin, Michael A.	FDA	Yes
CAPT	O'Connor, Ralph	CDC	Yes
CAPT	Thoroughman, Doug	CDC	Yes
CAPT	Williams, Stacey	DoD	Yes
CDR	Dobmeyer, Anne C.	DoD	Yes
CDR	Draski, Laura	FDA	Yes
CDR	Glover, Maleeka	CDC	Yes
CDR	Methner, Mark	CDC	Yes
CDR	Schuyler, Donna	BOP	Yes
CDR	Spears, Ross	CDC	Yes
CDR	Thompson, David	DoD	Yes
LCDR	Bennett, Marco	FDA	Yes
LCDR	Bhagwat, Aditya	DoD	Yes
LCDR	Bodart , Jennifer	DoD	Yes
LCDR	Breiding, Matthew	CDC	Yes
LCDR	Calanan, Renee	CDC	Yes
LCDR	Chen, Sanny	CDC	Yes
LCDR	Clayton, Mark	EPA	Yes
LCDR	Clingman, Chekesha S.	FDA	Yes
LCDR	Colborn, James	CDC	Yes
LCDR	Cui, Minglei	FDA	Yes
LCDR	Davidson, Bryan	DoD	Yes
LCDR	Davis, Shane	CDC	Yes
LCDR	Dee, Deborah	CDC	Yes
LCDR	Frazer, Nicole L.	DoD	Yes
LCDR	Goodie, Jeffrey L.	DoD	Yes
LCDR	Goodrich-Doctor, Adrienne J.	OS	Yes
LCDR	Lowther, Sara	CDC	Yes
LCDR	Purfield, Anne	FDA	Yes
LCDR	Rodgers, Loren	CDC	Yes
LCDR	Schobitz, Rick	DoD	Yes
LCDR	Sloop, Sue L.	CDC	Yes

LCDR	Smith, Michael	FDA	Yes
LCDR	Spikes, Pilgrim	CDC	Yes
LCDR	Steele, Angela	DoD	Yes
LCDR	Streeter, Emily	DoD	Yes
LCDR	Tate, Jacqueline	CDC	Yes
LCDR	Thomas, Peter	CDC	Yes
LCDR	Wally, Jeremy	FDA	Yes
LCDR	Xu, Fei	FDA	Yes
LCDR	Yip, Fuyuen	CDC	Yes
LCDR	Zapata, Lauren B.	CDC	Yes
LT	Cole, Jessica	FDA	Yes
LT	Demissie, Zewditu	CDC	Yes
LT	Freeland, Amy L.	CDC	Yes
LT	Gaines, Joanna	CDC	Yes
LT	Gieraltowski, Laura	CDC	Yes
LT	Hollis, NaTasha	CDC	Yes
LT	May, Ashleigh L.	CDC	Yes
LT	Myers, Todd	DoD	Yes
LT	Parks, Sharyn	CDC	Yes
LT	Sharp, Tyler M.	CDC	Yes
LT	Sydnor, Charlene	NIH	Yes

**1) Call to Order and Welcome: CDR Matthew Newland**

- Email LCDR Tegan Boehmer ([tboehmer@cdc.gov](mailto:tboehmer@cdc.gov)) for roll call on the day of the call.
- Note: To save time, LCDR Boehmer will no longer send a reply to the roll call emails she receives.

**2) Report from the CPO: CAPT Sharon Williams-Fleetwood**

- Good morning and Happy New Year. Hopefully all of you were able to take some much deserved time off during the holidays to spend with friends and family. Welcome back!
- 2011 Permanent grade promotion eligibility: Permanent grade promotion eligibility for 2011 was communicated to officers via email on December 9, 2010. Weekly emails are also supposed to be sent from the PHS promotion mailbox to allow for changes to the email address on record in Direct Access. Ready Reserve Corps officers were also included with the hope that these officers will be assimilated to the Regular Corps by Senate action prior to the commencement of the promotion year. If assimilation to the Regular Corps has not occurred by then, promotions will be held pending assimilation.
- Billets: We had expected to launch the category-specific billets with our Scientists currently in those billets on December 21, 2010. However, due to some unforeseen obstacles, the launch was rescheduled for today. Therefore, I will resend a message to these officers that we expect to launch this afternoon.
- CC Accountability Structure Working Groups: The Officer of the Surgeon General (OSG) is seeking nominations for PHS officers to serve on various working groups to review the OSG CC Accountability Structure released on November 15, 2010. The task of these groups will be to evaluate the structure document and provide recommendations on (1) what is needed to maximize effectiveness, (2) specific roles and responsibilities of each team, branch, and division,

(3) cross-cutting activities that could reside in more than one box, and (4) implementation of organizational units to allow success in their missions (including staffing needs). The first meeting will be held around mid-January 2011 with deliverables expected by late February 2011. Please send your nominations (indicating name, grade, affiliation, office mailing address, contact telephone, e-mail address and supervisory approval) to CDR Newland and me by COB today so that we can respond to the OSG by Wednesday (1/5/2011). A message requesting nominees will also go out following the PAC call through our list serv.

- OCCO support: Once the “pause” is lifted we anticipate that much work will be needed to bring officers on board that have applied to the Corps. The CPOs are working closely with OCCO to identify how the categories can best support OCCO when this occurs. The two areas identified for support are: 1) provide assistance in determining whether applicants in the queue to join the Corps are still interested and 2) provide support to the Career Assignment Managers (CAMs). This announcement serves as a heads up. Once I receive additional information clarifying the desired skills and roles and responsibilities, I will share that with the category to request your assistance in supporting this effort.
- Congratulations are in order for CDR Newland. He was recently selected to serve as the Chair of the PAC Chairs group. We know that he will provide the same great leadership to the PAC Chairs group as he is currently doing with our PAC.
- Questions:
  - CDR Avchen asked whether the volunteers for the OSG Accountability Structure Working Groups are limited to the Washington DC area and if it is known how the meetings will be conducted. CAPT Williams-Fleetwood replied that there has been no mention of limiting the working group members or chairs to DC area officers. After the call, CAPT Williams-Fleetwood confirmed that non-DC area officers will be able to participate in the in-person meetings via teleconference.

### **3) Report from the Chair: CDR Matthew Newland**

- OSG met with OMB last month for a management review and to discuss the restructuring of the Corps. The meeting went very well. OMB was impressed with our mission and wanted to learn more about the Corps, especially how we respond to crises.
- OSG also reports that the hiring pause will be lifted soon, but no date has been provided.
- Inter-service transfers are moving forward.
- The Last Readiness Review was conducted on December 31, 2010. Please remember to maintain Basic Readiness even when you are not up for promotion. Make sure to update your CV and Continuing Education documents on annual basis.
- Scientist Billet Transformation is scheduled to happen sometime during the first week in January, 2011. There are four Scientist Rapid Responders who can address questions about the system as it relates specifically to the Scientist component. These officers are CAPT Pamela Ching, CAPT Kevin McGuiness, CDR Matthew Newland, and LCDR Judy Facey. All other questions should be directed to OCCO.
- Promotion Benchmarks
  - The Assimilation Benchmark may be removed. Please stand by as this depends on further discussion among the CPOs.
  - The Officer Basic Course (OBC) Benchmark under the “Public Health Training/Experience” factor may also be regarded.
- All officers writing awards through their OP/DIVs or for the PAC are strongly encouraged to seek feedback and assistance prior to submission. Other sources to be considered may include experienced officers and technical advisory committees at your OP/DIV.
- Please let CAPT Williams-Fleetwood and CDR Newland know of any forthcoming retirement for Scientists.

#### 4) **Report from Vice Chair:** CDR Karon Abe

- No report

#### 5) **Subcommittee Reports**

##### a. **Awards:** LCDR James Kenney; Co-chair: LCDR Minglei Cui

- We received seven nomination packets for our Scientist Responder of the Year. The selection process is still ongoing and will be completed before January, 31, 2011, which is the deadline for submitting the Scientist Responder of the Year as a candidate for the USPHS Responder of the Year Award.
- Junior and Senior Scientist of the Year Nomination packets will be officially requested on or about February 14, 2011. All officers who are interested in submitting a Scientist of the Year nomination packet should start thinking about putting together their packets.

##### b. **Career Development:** LCDR Sally Hu; Co-chair: LT Charlene Sydnor

- On December 13, 2010, a revised version of S. 3447, Chairman Daniel Akaka's (D-HI) bill was passed in the Senate. This revised bill gives the USPHS and the NOAA corps the transferability of Post-9/11 GI Bill benefits. The authority for transferability would become effective in August 2011 if it is passed by the House.
- The last career development training on the Post-9/11 GI Bill was very successful. The presentation slides are posted on the SciPAC Home page under "Announcements" and on the Officer Resources page under "Useful Information" for your future reference.
- The topic for our next career development training is retirement. Knowledge about retirement is important for all officers (not just senior officers who are close to retiring) because it affects decisions that we make throughout our career.
  - Mr. Thomas Berry agreed to give a teleconference training on February 1, 2011 following the SciPAC call. Mr. Berry is the PHS retirement coordinator in the Compensation Branch, Office of Commissioned Corps Support Services. He has previously given one-day retirement seminars to different PHS groups. Because he has so much information to share, we may have one more retirement training after February's training if Mr. Berry is available.
  - The February 1, 2011 training will include 30 minutes for the slide presentation and 15 minutes for Q&A. Before the training, we will send the slides to the listserv and ask that you email your question to CDR Amy Park and LCDR Sally Hu. After the training, we will post the slides on the SciPAC website and will include notes from the Q&A session in the meeting minutes for officers who cannot attend. Please feel free to contact CDR Park and LCDR Hu if you have any further questions or suggestions regarding SciPAC training projects.
- There were not any Scientist graduates in the January OBC class, so we will not send any one to attend the OBC graduation ceremony on January 21, 2011.
- We have updated the COER section of the Scientist Handbook. This information is now available on the SciPAC website. We are still making revisions to the Promotion section of the handbook, but we hope to have this section completed soon. We will also begin making updates to the Education, Training, and Professional Development section of the handbook in the near future. We are still looking for a volunteer to assist with updates to

the Officership section of the handbook. If anyone is interested in helping out with this effort, please contact LT Charlene Sydnor at [sydnorc@mail.nih.gov](mailto:sydnorc@mail.nih.gov) or LCDR Sally Hu at [hus@mail.nih.gov](mailto:hus@mail.nih.gov).

- Questions:
  - RADM Mishoe suggested that we consider how to best use Mr. Berry's time during the 1-hour seminar (e.g., provide questions to him in advance of the call) in light of the fact that his retirement seminars are usually two days long. CDR Hu replied that the first training is intended to be more general and applicable to all officers, but that perhaps they could plan for a second training later in the Spring that is focused on senior officers. CDR Abe added that Mr. Berry gave a 1-hour session to the Physician PAC about a year ago, so he likely has something prepared for this situation. LCDR Sram requested that the presentation slides be sent out prior to the training to assist officers with directing questions.
  - CAPT O'Connor informed officers that the OPDIV the officer is in at the time of retirement is responsible for paying final relocation costs for PHS officers; however, other military services pay final relocation costs out of a central fund. He inquired as to whether this issue has been discussed among CPOs at a higher policy level. It can be a financial burden on programs to pay these unexpected costs and it is important to spread costs around. CAPT Williams-Fleetwood said she would bring this issue up to other CPOs to gauge their interest. CAPT Hayes agreed that it is worth discussing.

c. **Category Day:** LCDR Matt Murphy; Co-chair: CDR Rachel Avchen

- The 2011 USPHS Scientific and Training Symposium will be held June 20–23 in New Orleans.
- You can now reserve your room at the Sheraton New Orleans. Visit [www.phscofevents.org](http://www.phscofevents.org) to book your room at the federal per diem rate of \$131 (plus applicable taxes). The rate is valid from June 14 to June 29. There should be no hotel cancellation fee if you are unable to attend the meeting, but please read the fine print because in the past that has been known to change.

d. **Mentoring:** CDR Boris Aponte; Co-chair: CDR Mark Methner

- CDR Aponte attended an "all category" mentoring meeting on December 14, 2010 and gave a presentation outlining the SciPAC Mentoring subcommittee.
  - The next step after the PHS-wide mentoring meeting will be the development of a Draft Operational Plan for category mentoring activities.
  - The Mentoring subcommittee plans to prepare a short summary document of the meeting to disseminate to the Scientist listserv.
- We are always looking for senior officers to serve as mentors.
- We are working on developing a method/instrument/questionnaire to be used to measure/track mentoring relationships and the effectiveness of such relationships.
- We plan on updating the current list of Mentors/Protégés.
- Questions:
  - CAPT Williams-Fleetwood asked whether the "short summary document" referenced by CDR Methner in his report was the same as the "white paper" that was mentioned to her by RADM Rodenbeck. CDR Methner replied that this is a

different, shorter document that the subcommittee will try to send out sooner to Scientist officers.

e. **Policy Review:** CDR Ryan Novak; Co-chair: LCDR Fuyuen Yip

- We received no requests for policy review during the month of December.

f. **Recruitment, Retention & Readiness:** CAPT Michael Murry; Co-chair: LCDR Paul Seo

- As of the beginning of January 2011, there are a total of 303 Scientist officers on board
  - 40 Officers listed as “exempt”
  - 22 Officers listed as “not qualified” as follows: O6=13, O5=6, O4=3
  - Not including exempt officers, our category is 91.0% qualified
- There is still a backlog of immunization data at MAB. Officers who needed to send in immunization data to meet basic readiness have likely received multiple messages about it.
- The Division of Commissioned Corps Recruitment (DCCR) is hoping to fund 3 recruiting events for each category. As a category with many professions, our subcommittee is seeking input from SciPAC on what our top priorities are for recruiting events (e.g. national meetings, conferences, job fairs, etc.). Ideas are welcome and can be emailed to LCDR Paul Seo at [Paul.Seo@fda.hhs.gov](mailto:Paul.Seo@fda.hhs.gov).
- Questions:
  - CAPT Williams-Fleetwood updated officers that CAPT Coppola is planning to schedule a call to discuss recruitment efforts. LCDR Seo replied that he has received no formal request yet and that the subcommittee is taking steps prior to the call.
  - CDR Newland updated officers that the OSG has requested that a representative from MAB attend a call with each category during the next month.

g. **Rules and Membership:** CDR Karon Abe

- I have sent out a track version of the changes made to the SciPAC SOP and charter to members of the Rules and Membership subcommittee for their review and comments. Please send me your response by January 15, 2010.

h. **Science:** LCDR Yi Zhang

- No report.

i. **Visibility:** CDR Nisha Robbins; Co-Chairs: LCDR Matthew Breiding, LCDR Fei Xu

- CDR Ayala and LT Silvio have submitted the first Scientist newsletter to the editorial board for review. We expect to have it available on the website around January 15, 2011.
- Co-chair LCDR Matt Breiding will be sending a call for abstracts and photos for the 2011 Scientist Poster out via the listserv. The poster will highlight the work of Scientist officers and will be displayed at the USPHS Symposium.
- Thanks to all Scientists who submitted articles and pictures for the newsletter! Please continue to email CDR Robbins with your visibility efforts at [drobbins@cdc.gov](mailto:d Robbins@cdc.gov).

j. **Website:** CDR Danice Eaton; Co-chair: CAPT Cynthia Striley

- We request that each of the subcommittee chairs take a few minutes to review the SciPAC website at [www.usphs-scientist.org](http://www.usphs-scientist.org). Please pay particular attention to any content related to your subcommittee and let us know if any corrections or updates are needed, or if you

have new content to post. Any questions or requests can be sent directly to me at [deaton@cdc.gov](mailto:deaton@cdc.gov).

## 6) **Liaison Reports**

### a. **Billet Transformation Review:** LCDR Judy Facey

- No additional updates beyond what was reported earlier by CAPT Williams-Fleetwood.
- Questions:
  - CDR Avchen asked how long the process is expected to take for the category-specific billets and whether we will be able to see data on how officers were distributed across the different billets. CAPT Williams-Fleetwood replied that the category-specific billet process should take 90 days. The multidisciplinary billets will be rolled out later in the Spring. She expects that summary information will be distributed to the CPOs, but she is not sure in what format or to whom it will be disseminated to.

### b. **COF:** CAPT Timothy Nelle

- As of January 1, 2011, our balance is \$2601.42.
- We have an inventory of 134 coins and 52 T-shirts.

### c. **COA:** CDR Sara Newman

- No report. See CDR Hu's report above regarding Transferability of Post-9/11 GI Bill benefits.

### d. **JOAG:** LCDR Robin Toblin [Note: report received via email; not given during call.]

- Junior officers should join the JOAG listserv, which can be found on the JOAG homepage: [www.usphs.gov/corpslinks/joag](http://www.usphs.gov/corpslinks/joag)
- The Awards Committee is preparing a comprehensive awards guidance document which will provide guidance to junior officers as well as their supervisors on the nomination process for Commissioned Corps Awards.
- A proposal for a Longevity of Service Award has been reviewed by the PAC Chairs Group. The PAC Chairs' feedback has been incorporated into the proposal and the proposal's next review will be by the CPO Board.
- Journeymen Series: The tentative topic for the presentation on Friday, January 14, 2011 (1300 to 1400 EST) is Humanitarian Missions for the Corps. The call-in number is: (218) 936-4700; Passcode: 791-9605.

### e. **PSYPAG:** LCDR Richard Schobitz

- The Psychology Professional Advisory Group (PsyPAG) held an executive committee planning meeting for on December 21, 2010 led by our new Chair, LCDR Nikki Frazer. The focus of the meeting was to identify goals for 2011 and discuss our current subcommittee structure to determine if changes are needed.
- The next PsyPAG general meeting is scheduled for February 2, 2011.
- PsyPAG would like to invite all Psychologists to participate in PsyPAG. Please check out our website at: [http://usphs-hso.org/pags/psypag/psypag\\_main.shtml](http://usphs-hso.org/pags/psypag/psypag_main.shtml) to learn about our group and opportunities to serve on PsyPAG subcommittees.

## 7) Other Business, Questions, Comments

- CAPT Williams-Fleetwood reminded officers that OCCO is aware of the Medical Affairs Branch delay in updating immunization status and officers will not be penalized. However, it is recommended that officers keep paper copies of all documents sent to MAB, including fax confirmation sheets with the date.
- CDR Bensyl asked a question about the promotion process that came up while reviewing CVs. How should officers list assimilation on their CV? If done incorrectly, will officers be penalized?
  - CDR Newland: Assimilation is still a promotion benchmark. He recommended including “Applied for assimilation on mm/yyyy” on your CV to show commitment as we have done in the past. He suggests officers act under supposition that “Affordable Care” act is not yet enacted.
  - CDR Avchen: Everyone is considered “fully fledged officers” with the exception of the 2010 EIS officer class.
  - CAPT Williams-Fleetwood: CDR Avchen is correct that everyone in the Corps is now “Regular Corps.” Assimilation should not be an item of concern for officers during the promotion process and it will be handled with flexibility.
- RADM Mishoe asked whether the 2012 benchmarks have been finalized and whether assimilation will still be included.
  - CAPT Williams-Fleetwood: There is no clear guidance yet. The CPOs are working together on how we can provide consistent guidance.
- CDR Bensyl stated that she has been receiving notifications about being “noncompliant” regarding licensure even though she does not require a professional license.
  - CAPT Williams-Fleetwood will submit an inquiry to determine the extent of the issue and asked that other officers contact her if they are experiencing the same thing.
- CAPT Daughtery commented that the deadline for submission of promotion materials to eOPF was extended to January 16, 2011. CAPT Williams-Fleetwood clarified that the extension only applies to officers who received email notification of their eligibility for permanent grade promotion.
- CDR Newland provided another update on the transition to Regular Corps. The final step in the process is to send a letter to each officer, and these have not been issued yet.
- LCDR Boehmer informed officers on the call that she will no longer send a reply to the roll call emails she receives as it turned out to be quite time consuming.
  - CAPT Thoroughman stated that he is not surprised given that now approximately 25% of Scientist officers (about 75–80) participate on the call each month. This is a dramatic increase in participation since he began joining calls in 1999 with only about 30 officers.

## 8) Closing Remarks: CDR Matthew Newland

- None

**NOTE:** Next meeting **Tuesday, February 1, 2011 @ 1100–1300 EDT**