



**Scientist Professional Advisory Committee  
Meeting Minutes**

**Tuesday, October 4, 2011  
1100-1300 (EDT)**

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

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

<b>Rank</b>	<b>Name</b>	<b>Role</b>	<b>Present</b>
CAPT	Williams-Fleetwood, Sharon	Chief Scientist Officer	Yes
CDR	Abe, Karon	Chair	Yes
CDR	Novak, Ryan	Vice Chair; Rules & Membership Chair	Excused
CDR	Eaton, Danice	Executive Secretary	Yes
LCDR	Boehmer, Tegan	COF Liaison	Yes
CDR	Aponte, Boris	Mentoring Chair	Yes
CDR	Avchen, Rachel	Science Co-Chair	Yes
CAPT	Bensyl, Diana	Mentoring co-Chair	Yes
LCDR	Breiding, Matt	Recruitment, Retention & Readiness Chair	Yes
LCDR	Facey, Judy	Billets and Direct Access Liaison	Yes
LCDR	Nicole Frazer	Policy Review Chair	Yes
CDR	Guo, Wei	Website Chair	Excused
CDR	Hu, Sally	Recruitment, Retention & Readiness Co-Chair	Excused
LCDR	Kenney, James	Awards Chair	Yes
Dr.	Meechan, Paul	Civil Service Representative	Yes
LCDR	Murphy, Matthew	Category Day Chair	Yes
CDR	Matthew Newland	Ex-Officio	Yes
CDR	Novak, Ryan	Vice Chair; Rules & Membership Chair	Yes
CDR	Robbins, Nisha	Visibility Chair	Yes
CDR	Sram, Jacqueline	Science	Yes
LCDR	Sydnor, Charlene	Career Development Chair	Excused
LCDR	Xu, Fei	Awards Co-Chair	Yes
<b>Other SciPAC Roles held by Nonvoting Members</b>			
CAPT	Moffett, Daphne	SciPAC Historian	No
CDR	Newman, Sara	COA Liaison	Yes
CDR	Schobitz, Richard	PSYPAG Liaison	Yes
LCDR	Steffen, Scott	JOAG Liaison	Yes
	Meechan, Paul	Civil Service Liaison	Yes

## Participation by Nonvoting Scientist Officers

Rank	Participant	Agency	Present
CAPT	Adekoya, Nelson	CDC	Yes
CAPT	Brett, Kate	CDC	Yes
CAPT	Hottenstein, Omar	DoD	Yes
CAPT	Murry, Michael	BOP	Yes
CAPT	Nelle, Timothy	FDA	Yes
CDR	Chu, Dan-My T.	FDA	Yes
CDR	Clingman, Chekesha S.	FDA	Yes
CDR	Dobmeyer, Anne C.	DoD	Yes
CDR	Dutton, Samuel S.	DHS	Yes
CDR	Glover, Maleeka	CDC	Yes
CDR	Methner, Mark	CDC	Yes
CDR	Newman, Sara	NPS	Yes
CDR	Schobitz, Rick	DoD	Yes
CDR	Sharma, Andrea	CDC	Yes
CDR	Spears, Ross	CDC	Yes
CDR	McGruder, Henraya	CDC	Yes
LCDR	Adjemian, Jennifer	NIH	Yes
LCDR	Bodart , Jennifer	DoD	Yes
LCDR	Carroll, Diana D.	CDC	Yes
LCDR	Colborn, James	CDC	Yes
LCDR	Davidson, Bryan	DoD	Yes
LCDR	Dee, Deborah	CDC	Yes
LCDR	Goodie, Jeffrey L.	DoD	Yes
LCDR	Goodrich-Doctor, Adrienne J.	NIH	Yes
LCDR	Jentes, Emily	CDC	Yes
LCDR	Myers, Todd	DoD	Yes
LCDR	Nielsen, Carrie	CDC	Yes
LCDR	Parks Brown, Sharyn	CDC	Yes
LCDR	Pauli, Ingrid	DoD	Yes
LCDR	Purfield, Anne	FDA	Yes
LCDR	Sancho, Alfredo	DoD	Yes
LCDR	Satterfield, William	DoD	Yes
LCDR	Sauber-Schatz, Erin K.	CDC	Yes
LCDR	Sloop, Sue L.	CDC	Yes
LCDR	Smith, Michael	FDA	Yes
LCDR	Spikes, Pilgrim	CDC	Yes
LCDR	Steffen, Scott	FDA	Yes
LCDR	Thomas, Jennifer Dolan	CDC	Yes
LCDR	Toussaint, Esra	FDA	Yes
LCDR	Wally, Jeremy	FDA	Yes

LCDR	Wise, Matt	CDC	Yes
LCDR	Yip, Fuyuen	CDC	Yes
LCDR	Zhou, Eric	NIH	Yes
LT	Cole, Jessica	FDA	Yes
LT	Garrett, Tiana	CDC	Yes
LT	Hassan, Iram R.	FDA	Yes
LT	Henderson, Tamara	FDA	Yes
LT	Houston, Keisha	CDC	Yes
LT	Huang, David	CDC	Yes
LT	Parker, Erin	CDC	Yes
LT	Perrine, Cria Gregory	CDC	Yes
LT	Rivera, Luz	FDA	Yes
LT	Yard, Ellen	CDC	Yes

**1) Call to Order and Welcome:** CDR Karon Abe

- Email CDR Danice Eaton (Deaton@cdc.gov) for roll call on the day of the call.
- Mute your phones when not speaking (press \*6 if you do not have a mute button).
- Do not place the conference call line on hold.

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

- Billets: Multidisciplinary billets are now in progress with all agencies. At this time, 81% of the officers have selected their standard billet titles. Therefore, the remaining 19% officers in multidisciplinary billets need to initiate the process by taking that first step. Officers failing to initiate the process by 14 days from the date they received the “step 1” email are in violation of POM 11-006 (Personnel Operations Memorandum signed the SG, June 2011). Officers that are in violation of this POM are subject to administrative actions. As for the overall progress, most officers are at the step 2 where the billet form needs to be filled in and returned.
- Category-specific billets are being reviewed by the Category and the agencies.
- 2011 COER: On-line COERs will be available October 5. New features for the 2011 COER will include more space for the raters comments and a more streamlined process (officer→rater↔officer→reviewing official→eOPF). Emails were sent Monday (10/3) announcing the availability of the COER website (on CCMIS click Services tab and then COER Information). The COER process needs to be completed by mid-November.
- T&E: On previous calls we discussed POM 11-005, “Entry Grade on Appointment to the Corps”, which places limits on training and experience for most professional category candidates coming into the Corps at 9 years. Many concerns were shared regarding the impact of this POM on the Category and on the Corps. Per our discussions, the Recruitment, Retention and Readiness Subcommittee compiled your concerns and forwarded them to me. During our previous discussions I mentioned that I would take a look at our T&E to try to gauge the potential impact on the Category. I determined that the average T&E for our category is above 9 years and further supports our concerns regarding the potential impact on the Category. Currently, this information has been shared with the CPO Board and discussions are on-going. I will keep you updated on this topic.
- National Prevention Strategy: Each Category is developing their NPS implementation plans, due December 1. The CPO Board will review the plans for each Category and then use them to construct a Corps-wide implementation plan by the end of January/February 2012. The Science Subcommittee is the lead on this effort and welcomes your assistance. More to come on this topic.

- Strategic Planning: The category has initiated a strategic planning effort. The intent of this effort is to think through short and long-term directions for SciPAC, as well as, the role of our Scientists in building key partnerships towards the overall promotion of science and protection of health. The Executive Board has initiated a Strengths/Weaknesses/Opportunities/Challenges (SWOC) effort. More to come on this topic.
- 2012 PHS Scientific and Training Symposium: Planning for next year's symposium is underway. It will be held in the DC metro area on the College Park campus of the University of Maryland. An abbreviated conference schedule is being discussed. Plans are also underway for a first time Women's Leadership Course prior to the Symposium. CDR Matt Murphy is our category lead for the Symposium planning and may have more details to share later on the call.
- New CPO: I wish to welcome CAPT Terri Clark, NIH, as the new Chief Professional Officer for the Veterinary Category effective October 1. We look forward to working with her and wish to thank CAPT Hugh Mainzer, CDC, for his efforts as the former CPO.
- New SciPAC Member: I am happy to welcome Dr. Paul Meechan, Director of the Office of Safety, Health and Environment, CDC, as our new civil service member of the SciPAC. We look forward to working with him in this role.

### 3) Report from the Chair: CDR Karon Abe

- Dr. Paul Meechan was approved to be our civil servant voting member a couple of weeks ago. He is currently the Director of the Office of Safety, Health, and Environment at CDC. Before that, he worked 7 years at Merck & Co as the Assoc. Director for Global Research Safety and Compliance. Welcome to the SciPAC, Dr. Meechan.
- RADM Giberson is the new Director of Commissioned Corps Personnel and Readiness, and no longer the PAC Chair liaison. The new PAC Chair liaison will be CAPT Gaustad, the current CPO for the Therapist PAC. He is currently working in White River, AZ as a chief clinical therapist with the White Mountain Apaches. He looks forward to working with the PAC.
- The Multi-disciplinary billets have rolled out to officers in most agencies by now.
- Once the multidisciplinary billets are completed, all billets will be uploaded to Direct Access on February 20<sup>th</sup>. After Feb 20<sup>th</sup>, new billets will be created in direct access. All officers receiving new personnel orders will receive billets in the new system.
- The 2012 promotion will not be affected by the new billet system.
- National Prevention Strategy
  - I am putting in extra plug in for the science subcommittee for volunteers to help write the white paper for our category that will show how we as scientist officer support the National Prevention Strategy. Please go to the NPS document and review the seven priority areas. If you work in any of these areas, please consider volunteering - <http://www.healthcare.gov/prevention/nphpphc/strategy/report.pdf>.

### 4) Report from Vice Chair: CDR Ryan Novak

- We have one new CAD to report. Welcome to LCDR Eric Zhou.

### 5) Subcommittee Reports

#### a. Awards: LCDR James Kenney; Co-Chair: LCDR Fei Xu

- A call for nomination packets for the Scientist Responder of the Year was posted on the Scientist list-serve at 11:13 on 04 October. This call included award criteria and nomination requirements. If there are any questions regarding the nomination process - please contact LCDR James L. Kenney at [james.kenney@fda.hhs.gov](mailto:james.kenney@fda.hhs.gov) or LCDR Fei Xu at [fei.xu@fda.hhs.gov](mailto:fei.xu@fda.hhs.gov).

#### b. Career Development: LCDR Charlene Sydnor; LCDR Michael Smith

- COER: The 2011 COER will be available in the secure section of the CCMIS website on October 5<sup>th</sup>. Information about the COER is available on the CCMIS website under the services tab. Officers are encouraged to review the information on the CCMIS website for the 2011 COERS.
  - CV Review: 32 CV's were received by the October 1st deadline and these will be sent to the primary and secondary reviewers by the end of the week. The reviewers were asked to send comments on the CV within three weeks to the officer submitting the CV.
  - OBC:
    - Six Scientists graduated from the September OBC class, LCDR Sydnor and LCDR Smith attended the graduation ceremony as representatives of SciPAC and presented a letter from the CPO and the Scientist coin to these officers.
    - A picture was taken of these officers and sent to CDR Guo to upload to the SciPAC website.
    - Two Scientist officers will be attending the October OBC.
    - The Career Development subcommittee is still looking for volunteers to attend future OBC graduation ceremonies and open houses. A listserv announcement will be sent out with additional information by COB October 7th.
  - SciPAC Handbook: No revisions this month.
  - Training Session:
    - After today's call, there will be a presentation from CDR Angela Mtungwa, promotion coordinator from OCCO, the title of her talk will be "Promotion Preparation for 2012." Slides for this presentation were distributed through the listserv on September 28, 2011.
    - The committee is trying to coordinate a future training session on the Post 9/11 GI bill.
- c. **Category Day:** LCDR Matt Murphy; Co-chair: LCDR Jennifer Adjemian
- The USPHS Scientific and Training Symposium will be held June 19th – 21st at the Univ. of Maryland, College Park Campus.
  - There will be a different format for the conference. The conference will start Tuesday evening and end the following Thursday night.
  - The Scientist category day will be on Thursday this year instead of Tuesday.
  - More conference details and deadlines will be forthcoming.
  - Please keep an eye out for abstract submission information that will likely be sent out later this month via the listserv.
- d. **Mentoring:** CDR Boris Aponte; Co-chairs: CAPT Diana Bensyl, CDR Mark Methner
- Update of Mentors-Mentees List. Mentors are being contacted by members of the mentoring sub-committee in order to update the mentoring related information. We will also be contacting mentees soon. Please respond to the emails or return the phone calls to help us expedite the process.
  - Analysis and Interpretation of Survey Results. Results will be summarized on a slide presentation and presented to the Executive Board and to the CPO.

- One-Page Resource Material. This one page tool will be shared with Scientist officers and will contain key aspects for mentors and mentees to consider in their relationship.
- e. **Policy Review:** CDR Nicole Frazer; Co-chair: LCDR Minglei Cui
- In September, we finalized our committee membership and our committee members reviewed our SOP.
  - We had no policies for review in September.
- f. **Recruitment, Retention & Readiness:** LCDR Matthew Breiding; Co-chair: CDR Sally Hu
- As of October 1st, 87.1% of scientists were basic qualified. The breakdown by rank is as follows:
    - 52.6% of O-3 officers were basic qualified
    - 92.3% of O-4 officers were basic qualified
    - 88.2% of O-5 officers were basic qualified
    - 87.4% of O-6 officers were basic qualified
  - A reminder to all scientist officers to check your OPF if you are not sure whether you are basic qualified and to address any unmet readiness criteria.
  - With the recent change in leadership the RRR Subcommittee has revised the Facebook Response Plan with new names and updated contact information. For those not familiar with the Facebook Response Plan, it is a process that spells out how to provide a quick response to a public inquiry posted to the PHS Facebook page should there be an inquiry that relates to our category.
- g. **Rules and Membership:** CDR Ryan Novak
- No report.
- h. **Science:** CDR Jackie Sram; Co-chair: CDR Rachel Avchen
- We had a kick-off meeting on 10/3/11. It was a very good turn out; we have many enthusiastic volunteers. The Science subcommittee has been tasked with a hugely significant project with a short timeline. The project is to develop a white paper to demonstrate how Scientist officers are actively supporting the seven strategic priorities discussed in the Surgeon General's National Prevention Strategy (NPS), which was rolled out in June 2011. All categories have been tasked to develop such a white paper. We have been given a due date of December 1st, 2011. We continue to welcome additional subcommittee members to help with this project.
  - The success of our white paper will depend on the content. Because our category has many diverse disciplines, our contributions to the NPS priorities will be multi-faceted. Even if officers are not as interested in actively developing the white paper, we ask for you to consider submitting information on the impact of your work, even if you feel that contribution does not specifically fit with the NPS priorities. The seven NPS strategic priorities are:
    - Tobacco Free Living
    - Preventing Drug Abuse and Excessive Alcohol Use
    - Healthy Eating
    - Active Living

- Injury and Violence Free Living
- Reproductive and Sexual Health
- Mental and Emotional Well-being
- Please review the NPS for detailed descriptions at <http://www.healthcare.gov/center/councils/nphpphc/strategy/report.pdf>.
- We will follow up with an email via the listserv. Any officers interested in joining the subcommittee or wanting to submit content information can contact LCDR Jacqueline Sram or CDR Rachel Avchen.

i. **Visibility:** CDR Nisha Robbins

- CDR Robbins introduced the new co-chair for Visibility. LCDR Ted Garnett, Ph.D. is a Microbiologist with the FDA. His location in Rockville, Maryland will allow him to attend the many visibility events in the Metro D.C. area.
- October 14th at 1400 will be the Newsletter Team and Editorial Board teleconference. CDR Ayala and LCDR Silvio will host that meeting.
- Any news-worthy articles or photographs? Please send them to CDR Ayala at [cia1@cdc.gov](mailto:cia1@cdc.gov) for consideration in the Scientist Newsletter.
- CDR Robbins will be organizing a Visibility subcommittee teleconference in the next two weeks for the members and any new potential members.

j. **Website:** CDR Wei Guo; Co-Chair: CAPT Cynthia Striley

- We had our first meeting on September 8, 2011. Our committee members are: CAPT Striley, CAPT Hayes, CDR Eaton, CDR King, CDR Guo, and LT Barbour.
- We have updated the SciPAC's website, and provided information and links for all subcommittees. We also completed meeting minutes archiving for easy access.
- We have completed all tasks on schedule, and are working on updating the Scientist Category information on USPHS website.
- Please visit our website and provide your feedback. Thanks.

## 6) Liaison Reports

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

- The multidisciplinary billets have been launched for all Agencies.
- Feb 12, 2012 is the deadline for which all billets have to be completed.
- After all the billets are processed, they will be populated into Direct Access.

b. **COF:** LCDR Tegan Boehmer

- As of October 4, 2011, our balance is \$2902.62.
- We have an inventory of 84 coins and 51 T-shirts.
- If you are interested in purchasing USPHS Scientist category coins or T-shirts, please see the order form on the home page of the SciPAC website or email me at [tboehmer@cdc.gov](mailto:tboehmer@cdc.gov).

c. **COA:** CDR Sara Newman

- On September 27th the COA Executive Director, CAPT (ret) Farrell sent DHHS Inspector General a letter requesting his review of the legality of furloughing PHS officers in the event of a government shutdown. A copy of the letter is also available on the COA website

(<http://www.coausphs.org/>). The position of the COA is that PHS officers, like sister services, should not be subject to furlough during a government shutdown and that the department cannot legally furlough officers without pay. COA continues to keep the pressure on HHS regarding this issue.

- Do you want to have an impact on the Corps at the national level? Please contact Sara Newman at [sara.david@verizon.net](mailto:sara.david@verizon.net) or call at 202-513-7225 if you are interested/available to serve on new forming committees with the COA Board of Directors.

d. **JOAG:** LCDR Scott Steffen

- JOAG began its operational year on October 1. I encourage all junior officers to join the list serve if you have the rank of O-1 to O-4.
- The first JOAG General Membership Meeting is this Friday, October 14 from 1300-1500. Call in number: 218-936-4700, passcode 791-9605
- We have coins and merchandise available for purchase. Please contact me if you are interested ([scott.steffen@fda.hhs.gov](mailto:scott.steffen@fda.hhs.gov)).
- Officers should be receiving letters of appreciation for their committee work the past year. Please let me know if you haven't received yours by the end of October.
- I encourage all officers to read the JOAG journal. The fall issue should be released soon. The JOAG journal can be accessed from the JOAG website ([www.usphs.gov/corpslinks/joag/](http://www.usphs.gov/corpslinks/joag/)).

e. **PSYPAG:** CDR Richard Schobitz

- The PsyPAG American Board of Professional Psychology (ABPP) Board Certification mentoring group has begun working to support officers interested in obtaining board certification
- PsyPAG has surveyed our membership on the role of the APA liaison position. The results of the survey are being tallied and will be used to shape the role of the individual in this position
- The next PsyPAG meeting is 5 Oct at noon eastern time. The call in number and password is the same as you used for this call: 1-877-691-9937; Passcode: 4549026. The topic of the meeting is Readiness and Deployment.
- The DoD SIG continues to meet & the new DoD/PHS Program manager, LCDR Joel Nelson, has joined the meetings

7) **Other Business, Questions, Comments**

- None

8) **Closing Remarks:** CDR Karon Abe

- None

9) **Special Seminar:** "Promotion Preparation for PY 2012"

Presenter: Angela Mtungwa, M.S.  
CDR, U.S. Public Health Service  
Office of Commissioned Corps Operations  
Div. of Commissioned Corps Officer Support

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