



**Scientist Professional Advisory Committee
Meeting Minutes**

**Tuesday, September 6, 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	Abe, Karon	Chair	Yes
CDR	Novak, Ryan	Vice Chair; Rules & Membership Chair	Yes
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	Excused
CDR	Guo, Wei	Website Chair	Yes
CDR	Hu, Sally	Recruitment, Retention & Readiness Co-Chair	Yes
LCDR	Kenney, James	Awards Chair	Yes
LCDR	Murphy, Matthew	Category Day Chair	Yes
CDR	Newland, Matthew	Ex-Officio	Yes
CDR	Robbins, Nisha	Visibility Chair	Yes
CDR	Sram, Jacqueline	Science Chair	Yes
LCDR	Sydnor, Charlene	Career Development Chair	Yes
LCDR	Xu, Fei	Awards Co-Chair	Yes
Other SciPAC Roles held by Nonvoting Members			
CAPT	Moffett, Daphne	SciPAC Historian	Yes
CDR	Newman, Sara	COA Liaison	Yes
CDR	Schobitz, Richard	PSYPAG Liaison	Yes
LCDR	Toblin, Robin	JOAG Liaison	Yes

Participation by Nonvoting Scientist Officers

Rank	Participant	Agency	Present
CAPT	Adekoya, Nelson	CDC	Yes
CAPT	Moffett, Daphne	CDC	Yes
CAPT	Murry, Michael	BOP	Yes
CAPT	Nelle, Timothy	FDA	Yes
CAPT	Thoroughman, Doug	CDC	Yes
CDR	Ayala, Carma	CDC	Yes
CDR	Dobmeyer, Anne C.	DoD	Yes
CDR	Draski, Laura	OS	Yes
CDR	Dutton, Samuel S.	DHS	Yes
CDR	Glover, Maleeka	CDC	Yes
CDR	Newman, Sara	NPS	Yes
CDR	Schneider, Diana	ICE	Yes
CDR	Schuyler, Donna	BOP	Yes
CDR	Seo, Paul	FDA	Yes
CDR	Stansberry, John	NIH	Yes
CDR	Zhang, Yi	FDA	Yes
LCDR	Adjemian, Jennifer	NIH	Yes
LCDR	Cui, Minglei	FDA	Yes
LCDR	Davidson, Bryan	DoD	Yes
LCDR	Demby, M. Lela	BOP	Yes
LCDR	Demissie, Zewditu	CDC	Yes
LCDR	Garnett, Theodore	FDA	Yes
LCDR	Geissler, Aimee	CDC	Yes
LCDR	Hatch, Arlin	DoD	Yes
LCDR	Hess, David	DoD	Yes
LCDR	Highsmith, Keisher	HRSA	Yes
LCDR	Jentes, Emily	CDC	Yes
LCDR	Lowther, Sara	CDC	Yes
LCDR	Nielsen, Carrie	CDC	Yes
LCDR	Parks Brown, Sharyn	CDC	Yes
LCDR	Purfield, Anne	FDA	Yes
LCDR	Satterfield, William	DoD	Yes
LCDR	Schobitz, Rick	DoD	Yes
LCDR	Sharma, Andrea	CDC	Yes
LCDR	Sloop, Sue L.	CDC	Yes
LCDR	Smith, Michael	FDA	Yes
LCDR	Spikes, Pilgrim	CDC	Yes
LCDR	Steffen, Scott	FDA	Yes
LCDR	Yip, Fuyuen	CDC	Yes

LT	Cole, Jessica	FDA	Yes
LT	Gieraltowski, Laura	CDC	Yes
LT	Henderson, Tamara	FDA	Yes
LT	Huang, David	CDC	Yes
LT	Hudson, Naomi	CDC	Yes
LT	Rivera, Luz	FDA	Yes
LT	Steele, Matthew	FDA	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

- I hope everyone had a wonderful Labor Day weekend and were not much affected by the recent VA/DC area earthquake and stormy weather throughout the US.
- Billets:
 - Multidisciplinary billets have launched with the first two waves of agencies, including CMS, BOP, HRSA, ACF, AHRQ, CIA, DHS, DOC, DOD, EPA for a total of 583 officers. 261 of the 583 officers have selected their billet titles and some officers have completed their position-specific information, had their billets reviewed by their supervisors and reviewing officials. The schedule for the remaining agencies are FDA (week 3), then IHS, Interior, Justice, NIH, OS, PSC, SAMHSA (week 4), and then CDC and ATSDR (week 5).
 - Category-specific billets are being reviewed by the category and the agencies. As a category we saw the majority of our billets remain the same grade although we did have a good number of increases and some decreases. The category review will cover all category-specific billets. In addition, we are working with the agencies during this review to ensure consistency.
- 2012 Promotion Eligibility: Officers eligible for the 2012 promotion cycle will be notified this week via email messages. Eligibility will also be publicized through E-Bulletin and Gov Delivery.
- New DCCPR (Division of Commissioned Corps Personnel and Readiness) Director selected: RADM Scott Giberson, the current Chief Professional Officer for the Pharmacy category, was selected as the new Director, effective September 1, 2011. We wish to congratulate RADM Giberson on his new position and look forward to his leadership in that capacity.
- National Prevention Strategy: Our category will identify ways that our officers are contributing to the NPS. The CPOs agreed that our categories will use a similar template to demonstrate these contributions. More to come on this topic.
- T&E POM: On our August call we discussed the Personnel Operations Memorandum posted this summer which places limits for permanent grade on appointment to no more than 17 years of training and experience for Medical and Dental category candidates and 9 years of T&E for all other professional category candidates. We also discussed that this is a temporary fix to reduce the impact of constructive credit. We discussed concerns regarding the potential impact of this POM on the Scientist category as well as the Corps. To explore the potential impact, I am obtaining data to review our T&E as a category. More to come on this topic.

- 2012 PHS Scientific and Training Symposium: Planning for next year's symposium is about to get underway. CDR Matthew Murphy is going to serve as our category lead for this planning. We look to hearing more from him as planning gets underway.
- The 2012 Armed Forces Public Health Conference (June 4-8) is now soliciting abstracts through October 25. More details to follow on the listserv.

3) Report from the Chair: CDR Karon Abe

- The new executive board is in place effective Sept 1, 2011 with 6 voting members added on for a new term. Please check out the Scientist website for the list of names of your voting membership and contact information.
- The Office of Management and Budget (OMB) requested a comprehensive management review of the Commissioned Corps focusing on three areas:
 - The development of an accountability structure that identifies which office is responsible for each component of the Commissioned Corps operations;
 - The creation of a system for tracking and supporting officers; and
 - The implementation of a revised billet system.
- We are all feeling the effects of these changes as well as from the new appointment standards that affect Scientist Officers. We as a PAC want to hear your opinions and perspectives. When doing so, it is important for us to use our chain of command—email respective subcommittee chairs, myself, or CAPT Williams-Fleetwood.
- Regarding the furlough status of officers, discussions are continuing on this topic at high levels. There is both a legal and policy interpretation of the furlough status of USPHS officers and these are being debated.
- Leadership is also aware of the Senate Bill 679 that streamlines the process of bringing on new CADs by eliminating the need for senate confirmation. This process is not on parity with DOD. It still needs to be passed by the House of Representatives
- The executive board has met to do some strategic planning for the SciPAC. As we move forward, we want to be sure that we are maintaining our core functions (e.g., our CV reviews, our readiness) but at the same time we want to look to where we can strengthen our PAC, better defining who we are as Scientists in the USPHS, how we as Scientists contribute to the public health needs of the country, and how best we can deliver that message. To that effect, we are strategically prioritizing areas to focus on. We want to address the new appointment standards and look at how we as Scientist can support the SG National Prevention Strategy initiative. As we put these thoughts to paper, we will be sharing these ideas with the category for input. This could be great opportunity for our category. We will need your help, your experience, and knowledge.

4) Report from Vice Chair: CDR Ryan Novak

- It is an honor to serve as Vice Chair for 2011-2012, and I look forward to working with CAPT Sharon Williams-Fleetwood and the rest of the Executive Board, as well as all scientist officers.
- There are a number of cross-cutting activities that will be implemented in 2011-2012. There will be opportunities for officers to get involved, so stay tuned.
- Welcome to 1 new Call to Active Duty Scientist officer, LT Michelle Rodriguez.

5) Subcommittee Reports

- a. **Awards:** LCDR James Kenney; Co-Chair: LCDR Fei Xu
- No report.
- b. **Career Development:** LCDR Charlene Sydnor; LCDR Michael Smith
- SciPAC's Career Development Subcommittee is now offering its Curriculum Vitae (CV) reviewing service. This service is open to officers who are eligible for 2012 promotion. If you would like to take advantage of this opportunity, please email your CV by OCTOBER 1, 2011 to LCDR Charlene Sydnor at sydnorc@od.nih.gov and please include "CV Review 2012" in the subject line.
 - We encourage officers to review our 2012 Scientist Benchmarks as well as our sample CV which can be found under the Career Development Subcommittee website at: <http://usphs-scientist.org/careerdev.htm>.
 - Our team is also looking for senior officers (O-5/O-6) to help review CV submissions. A primary and a secondary reviewer will be assigned to each CV. Reviewing officers should provide written and/or verbal feedback to the officer within three (3) weeks of receipt of the CV.
 - There will be an OBC Open House on Thursday, September 15th, 2011. We will be sending a representative from SciPAC to greet scientist officers and to answer any questions regarding the PAC.
 - The next OBC graduation is scheduled for Friday, September 23rd, 2011. There are 6 scientists graduating this month. We will be sending a representative from SciPAC to present the graduates with a letter and CPO coin and to take a picture with the new Scientists for postage on the SciPAC website.
 - We are continuing to finalize the OBC and Training sections of the SciPAC Handbook. We hope to have the revised versions posted onto the website soon.
 - We are planning to have a training session in either October and/or November. The training topic will be covering either "Promotions" or "Post-911/GI Bill Transferability".
 - We are looking for volunteers to serve on the Career Development Subcommittee. If you are interested in serving as a CV reviewer or you are stationed in the DC/MD/VA area and want to serve as a representative of SciPAC at OBC graduation or you would like to update the SciPAC handbook or you would like to help organize trainings that may be of interest to the PAC, then please join the Career Development Subcommittee. Please email LCDR Charlene Sydnor at sydnorc@od.nih.gov regarding your interest.
- c. **Category Day:** LCDR Matt Murphy; Co-chair: LCDR Jennifer Adjemian
- There were no updates regarding next year's USPHS Scientific and Training Symposium as the location and date has not yet been set.
 - The subcommittee welcomes LCDR Jennifer Adjemian as co-chair for this year's Category Day subcommittee.
- d. **Mentoring:** CDR Boris Aponte; Co-chairs: CAPT Diana Bensyl, CDR Mark Methner
- The mentoring sub-committee welcomes CAPT Diana Bensyl along with CDR Mark Methner as Co-Chair, and CDR Angela Smith as new member.
 - The main projects for the year are:

- Analysis and Interpretation of Survey Results: At the present time, an analysis of the data from the recently conducted survey is being completed, which will be narrated by a report of the significant findings. These findings will lead to the restructuring of the mentoring program and to the development of the necessary tools and activities.
 - Development of a One-Page Resource Material: Since the next promotion cycle is nearing, an easy to use one-page reference information sheet to help mentors in addressing the needs of their mentees is being developed at the present time.
 - Mentors-Mentees List Update: The sub-committee is updating the status of all the existing mentor-mentee matches. Contact will be made by email or phone with the purpose of updating all necessary or missing information.
 - PHS-wide Mentoring Whitepaper: It was discussed that the PHS-wide mentoring workgroup led by the Engineering Category requested SciPAC representation for the development of a “whitepaper” on the status of all PHS mentoring activities. LCDR Sancho is representing the Scientist Category on this workgroup and submitted a draft of the section assigned to our Category.
- e. **Policy Review:** CDR Nicole Frazer; Co-chair: LCDR Minglei Cui
- The Chair of Policy Review Subcommittee, CDR Nicole Frazer is on leave today. The Co-chair, LCDR Minglei Cui, gave an update for Policy Review Subcommittee.
 - The Subcommittee received no requests for policy document review during August 2011.
 - The Subcommittee will be reviewing Committee membership in September.
- f. **Recruitment, Retention & Readiness:** LCDR Matthew Breiding; Co-chair: CDR Sally Hu
- I would like to thank CDR Sally Hu for agreeing to serve as co-chair of the subcommittee this year.
 - In August, 93.2% of scientists were basic qualified. A reminder to all scientist officers, but particularly the 24 who were not basic qualified, the next OFRD review will be September 30, 2011. Now is a good time to review your readiness checklist to see if you have anything that will expire in the next three months and get those issues resolved (e.g., a license renewal, a PPD or BLS expiring).
 - CAPT Williams-Fleetwood mentioned previously Personnel Operations Memorandum 11-005 related to the T & E cap for non-medical and dental officers. Previous RRR co-chairs conducted a survey of SciPAC members related to this issue and are working on a compilation of the responses. They plan to finish the compilation in the next week or two and will then present it to SciPAC leadership.
- g. **Rules and Membership:** CDR Ryan Novak
- No report.
- h. **Science:** LCDR Jackie Sram; Co-chair: CDR Rachel Avchen
- We are currently discussing the goals and priorities for the science subcommittee for 2011-2012. One focus will be on reviewing the National Prevention Strategy (NPS) and indentifying ways to highlight the contributions of scientist officers to activities that align with the goals of the NPS.

- The subcommittee also is exploring various outlets for promoting the good work of scientist officers, such as in publications in Frontline or the Scientist newsletter.
- We are continuing discussions with CDR Abe and once priorities are finalized we will issue a call for subcommittee members. Please be on the lookout for ways to get involved.

i. **Visibility:** CDR Nisha Robbins

- The latest Scientist newsletter is now posted! Please visit the SciPAC website at www.usphs-scientist.org and click on "newsletter" to the left to see the newsletter. Thank you to editors CDR Ayala and LCDR Silvio along with the Editorial Board for their wonderful efforts.
- If you are interested in serving as a co-editor of the Scientist newsletter, please email CDR Robbins (Danisha.l.robbins@amedd.army.mil) or CDR Ayala (cia1@cdc.gov). Similarly, if you are interested in serving as a co-chair for the Visibility subcommittee or would like to serve on this subcommittee, please email CDR Robbins.
- The Visibility subcommittee welcomes articles that Scientists may wish to write on topics related to our work as Scientists. Please also let us know if there are new sections you would like to see in your newsletter!

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

- Thanks to CDR Eaton, our prior Chair, and CAPT Striley, our long term co-chair.
- Website subcommittee had an orientation meeting for new members last week. We discussed our responsibilities, work plans, and procedures, in reference to our SOP.
- We will have our first subcommittee meeting next week. We currently have 6 members, we have received some requests already to join the subcommittee, and we are currently working on them. We are proposing to expand our horizon to reach out for content, not just wait for requests. We would like to actively go out and find information that is of interest to Scientist officers. This new content would be posted to the website after going through certain approval procedures.
- We welcome suggestions from all PAC members.

6) Liaison Reports

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

- We launched the multidisciplinary billets. Your contacts in case you need assistance are your Agency Liaison and CAPTs Bailey and Freund (byron.bailey@hhs.gov and eugene.freund@hhs.gov). If you need help go through the agency liaison, but also do not hesitate to contact LCDR Facey (facey.judy@epa.gov). FDA will be launched this week or next.
- You can expect the following timeline:
 - After you receive the initial e-mail, you will have 2 weeks to complete the first step.
 - Following the initial step, you will receive another e-mail with information on how to complete the billet, and you will have 21 days to complete this step.
- Please meet with your supervisor and complete your billet information on time because this is being done on a very short time frame.
- The multidisciplinary billets launch will roll out as follow:
 - Week 1 (8/25/2011) : CMS, BOP and HRSA

- Week 2: ACF, AHRQ, CIA, DHS, DOC, DOD, EPA
- Week 3: FDA
- Week 4: IHS, Interior, Justice, NIH, OS, PSC, SAMHSA
- Week 5: CDC, ATSDR

b. **COF:** LCDR Tegan Boehmer

- As of September 1, 2011, our balance is \$2852.62.
- We have an inventory of 89 coins and 51 T-shirts.
- If you are interested in purchasing official USPHS Scientist category coins or T-shirts, please email me at tboehmer@cdc.gov.

c. **COA:** CDR Sara Newman

- The Commissioned Officers Association Board had our annual meeting in August to set our agenda for the next year. One of our main objectives for this year is to enhance Corps participation in the National Prevention Strategy to support the SG's efforts and hope to involve many officers in this effort. More on this soon.
- The Trust for America's Health just put out a new report "Remembering 9/11 and Anthrax: Public Health's Vital Role in National Defense."
- While the report does not explicitly address the role of PHS Commissioned Corps officers, several of the contributors are current or former PHS officers. More importantly, the report does emphasize a message that COA has been delivering – the fundamental importance of protecting public health in the providing for our national security. That role forms an essential basis for having a uniformed corps of public health warriors.
- This report is one example that makes a case for the Corps' expansion and increased role in emergency preparedness and response.
- Feel free to contact me for copies of the report. Sara_newman@nps.gov
- Please check out the article in this month's Scientist Officer Newsletter titled "Commissioned Officers Association COA Update" with a synopsis of this past fiscal year's highlights of issues/challenges faced by the Corps and COA's role in those issues and also how to become more active to support the Corps.

d. **JOAG:** LCDR Robin Toblin

- Journeyman Series: Preparing for Promotion in PY2012 and Beyond by CAPT Angela Mtungwa on Friday, 9 September at 1300 EDT; Call in: 1-213-342-3000; Access Code: 864814
- JOAG Meet and Greets are being held in Anchorage, Baltimore, Raleigh/Durham and Atlanta. Contact LCDR Toblin for more details (robin.l.toblin@us.army.mil).
- JOAG donated four junior officer scholarships for next year's COF symposium
- The JOAG operational year turns over on 1 October 11; LCDR Scott Steffen will be the new SciPAC liaison for JOAG: scott.steffen@fda.hhs.gov
- Call for volunteers for JOAG committee members will come out at the end of the month - this is a great way to network with junior officers across the country and OPDIVs and to develop leadership skills through the many opportunities afforded by JOAG

- Sign up for the JOAG listserv: <https://list.nih.gov/cgi-bin/wa.exe?SUBED1=JOAG&A=1> to receive the call for volunteers for committees and details on various events and phone meetings such as the Journeyman series

e. **PSYPAG:** CDR Richard Schobitz

- The last PsyPAG meeting was held on August 3rd. This meeting featured CAPT Sharon Fleetwood-Williams (CPO for Scientists) and CAPT John Lopez, Jr. (who is the Director, Office of Special Population Health, Bureau of Primary Health Care, Health Resources and Service Administration, HHS) who provided advice on the promotion process from their perspectives of having served on promotion boards.
- PsyPAG is forming an American Board of Professional Psychology (ABPP) board certification support/mentoring group as part of our Professional Development Committee efforts. This group will be led by LCDR Tony Satterfield.
- PsyPAG is continuing to work with the Scientist Category and HSO Category CPOs to advance the special pays platform. We appreciate the Scientist Category Leaderships support in this area!
- PsyPAG is further developing the role of the APA liaison and will be sending a survey to our PsyPAG members asking for their input. We have selected our 2012 liaison, LT Luz Rivera, so she can overlap with current liaison, LCDR Dave Hess, and further develop the role.
- The new Chair for our COA committee is CDR Sam Dutton. CDR Dutton is working on actions for next year's meeting.
- The next PsyPAG meeting is scheduled for October 5th, at noon eastern. The call in number for that meeting is 1-877-691-9937, and the passcode is 4549026.

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

- None.

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

- During the previous SciPAC year (2010-2011), each subcommittee submitted an SOP. LCDR Jackie Sram edited each SOP to ensure standard formats across the SOPs. CDR Abe has sent each subcommittee chair the final, edited SOP to initial and return. Once all are received, they will be posted on the SciPAC website.

NOTE: Next meeting **Tuesday, October 4, 2011 @ 1100–1300 EDT**