

JUNIOR OFFICER ADVISORY GROUP (JOAG)
 UNITED STATES PUBLIC HEALTH SERVICE



Junior Officer Advisory Group
U.S. Public Health Service
 Voting Membership Planning Meeting
 November 13, 2009
 1400-1530 EST
 SUMMARY DOCUMENT

I. Roll Call

LCDR Jamie Mutter:

Voting Membership					
Attendance	Rank	Last Name	First Name	OPDIV	Category
Excused	LCDR	Bair-Brake	Heather	CDC	Veterinarian
✓	LCDR	Ball	Harvey	DHS	Therapist
✓	LCDR	Bell	Carlos	FDA	HSO
✓	LCDR	Constantine	Amy	FDA	HSO
✓	LT	Coriz	Christina	NIH	HSO
✓	LCDR	Dailey	Alex	IHS	Engineer
✓	LCDR	Denkinger	Blakeley	FDA	Dietitian
✓	LCDR	Feda	Jessica	BOP	Therapist
Excused	LCDR	Glover	Maleeka	CDC	Scientist
✓	LCDR	Janisko	Thomas	ASPR	HSO
✓	LCDR	Kozlosky	Merel	NIH	Dietitian
✓	LCDR	Maycock	Brett	DHS	HSO
✓	LCDR	Mody	Rajal	CDC	Physician
✓	LCDR	Mutter	Jamie	CDC	EHO
✓	LCDR	Ngo	Diem-Kieu	FDA	Pharmacist
✓	LCDR	Palmer	Corey	HRSA	HSO
✓	LCDR	Rice	Morrisa	HRSA	HSO
Excused	LT	Taxera	Martin	IHS	Nurse
✓	LCDR	Toblin	Robin	BOP	Scientist
✓	LCDR	Waples	Yvette	FDA	Pharmacist

II. Executive Committee Reports

Ex-Officio Report

LCDR Maleeka Glover

- No report submitted

Chair Report

LCDR Diem-Kieu Ngo

- Certificates of recognition for 2008-2009 Executive Committee (EC) members, liaisons, committee Chairs, Co-Chairs, and outstanding non-voting active participants are in process and hopefully will be sent out by the end of November.
- The next quarterly update of JOAG activities to the Office of the Surgeon General (OSG) will be in early January so all committee Chairs and Co-Chairs should provide LCDR Ngo with major committee updates/accomplishments/proposals from Oct 2009 - Dec 2009 by **COB December 31, 2009**.
- Guidelines for JOAG listserv postings have been developed with last year and current year's Executive Committee input. Only the Executive Committee members and Communications and Publications Committee Chair have administrative rights for the listserv.
- All new or majorly revised JOAG documents/proposals must be reviewed and approved by the JOAG Executive Committee before it leaves JOAG, even if it is to another USPHS entity. Procedures for document/proposal review by the Executive Committee: once the document/proposal is reviewed and approved by the committee Chair/voting member Co-Chairs, the document/proposal should be forwarded to the committee's EC Liaison by the committee Chair/voting member Co-Chairs. The EC Liaison will review the document and either 1) send it back to the committee Chair/voting member Co-Chairs for further revision or 2) send it to the JOAG Exec Secretary who will place it in the HHS portal and assign it as a tasking for the EC to review. Once the EC has reviewed the document, the JOAG Chair will provide feedback/approval to the committee Chair/voting member Co-Chairs.
- The USPHS World blog site (<http://www.usphsworld.org/groups>) is not an official USPHS site and has not been endorsed by the OSG. Since JOAG is an entity under the OSG, JOAG voting members should not be participating in this blog site's activities as a voting member of JOAG. Voting members can not be representing JOAG in any manner on this website. If voting members choose to do so, please make it clear that you are doing so as an individual junior officer in the USPHS and not as a voting member of JOAG.
- LCDR Ngo requested a JOAG Q&A session on Direct Access and Basic Readiness for all junior officers across all categories with all OPDIVs/Agencies. Currently in communication with CAPT Beck and CDR Glabach regarding their availability; hoping to schedule a 1 hour session during the week of November 16th. Additionally, the FDA's Q&A session from November 11 was recorded by LT Hiren Patel (C&P Committee participant) and will be transcribed by LCDR Lorraine Williams (C&P Committee participant). Both the audio recording and transcription will be reviewed by CDR Glabach and CAPT Beck before dissemination to the JOAG listserv.
- LCDR Ngo has provided JOAG feedback to the OSG on proposed policy and policy changes, including: Substance Abuse and Dependency Policy, Uniforms for Male Officers, Special Uniform Situations, Uniforms and Appearance, Insignia and Devices, and Uniforms for Female Officers.
- LCDR Ngo has provided JOAG feedback on the proposed 2011 Promotion Benchmarks to the Chair of the PAC Chairs Group.
- LCDR Ngo sent a letter to the ACOA Community Service Subcommittee Co-Chair, CDR Ed Weiss, to address ACOA's concerns with JOAG policies. ACOA leadership has not responded to the letter so hopefully their concerns were adequately addressed.
- Items of interest from the November Combined SGPAG/CPO/PAC Chairs meeting:
 - Officers up for promotion should be patient with the eOPF postings and are asked to NOT fax in their documents multiple times.
 - OFRD reminds officers that the H1N1 vaccine is not a basic readiness requirement but OFRD would like to keep track of officers who have received the vaccine since

some deployments/missions may require it. OFRD is currently working on a process/method in which officers can report their H1N1 vaccination to OFRD. In the meantime, officers should be sending documentation of their H1N1 vaccination to the Medical Affairs Branch (MAB).

- OFRD is working on a memorandum that lists all the different international training missions that Commissioned Corps officers can be involved with, to include missions in Africa, South America, and Vietnam to name a few. CPOs will be involved in selecting officers for these international missions.
- OFRD is planning for another field training in Spring/early Summer 2010 and will not involve as many people as the Fort AP Hill training did this past summer.
- OFRD reported that the Corps has exceeded 94% basic readiness.

Vice Chair Report

LCDR Blakeley Denkinger

- No update at this time

Chair-Elect Report

LCDR Carlos Bell

- **The HOSA Workgroup:** The call for nominations for members was sent to the listserv. LT Samuel Schaffzin, Chair, received 11 nominations and submitted his top 5 to the EC for final approval. The EC will select the top 4-5 candidates and inform LT Schaffzin of their selection. Additionally, LT Schaffzin is currently working on creating the workgroup's charter, which will outline and define the purpose (mission, objectives) and structure of the workgroup.

Financial Liaison Report

LCDR Alex Dailey

- The title of Treasurer will be changed to Financial Liaison to avoid the impression that JOAG holds accounts independently. Our account is managed by COF.
- LCDR Dailey has gotten in touch with new COF liaison for account, Christine Grill. An update of our account information has been requested and he has started discussions about a contribution toward the COF scholarship fund.
- Current funds: \$3040.93

Secretary Report

LCDR Jamie Mutter

- Please do not forget that the EC, committee chairs, and liaisons need to submit their reports by COB Wednesday before the Friday meetings. If you do not have anything to report, please send me an email stating this.
- Also, please be aware that abbreviations and acronyms are difficult for new junior officers to decipher. Please try and type out the entire word or phrase instead of using these abbreviations, etc.

III. Committee and Liaison Reports

Committee & Workgroup Reports

Awards Committee: LCDR Merel Kozlosky & LCDR Morrissa Rice

- The most recent Awards Committee meeting took place on 2 NOV and the next meeting will take place on 7 DEC. The Awards Committee meetings will take place on the first Monday of each month at 1200 Eastern Time.
- The Awards Committee oversees the verification of JOAG Voting Members' time contributions to JOAG for recommendation for Special Assignment Awards at the conclusion of their terms. The Awards Committee Co-Chairs recently e-mailed blank activity logs and instructions for recording time spent on JOAG activities to all JOAG Voting Members. The activity logs will be collected at the conclusion of a Voting Member's term. Any Voting Members with questions about tracking their time should contact LCDR Merel Kozlosky and LCDR Morrissa Rice.
- The Call for Nominations for the Junior Officer of the Year, JOAG Excellence Award, and VADM Richard Carmona Inspiration Award are being finalized with a projected submission date to the JOAG EC within the next two weeks.
- A proposal for a Longevity Service Award is being finalized with a projected submission date to the JOAG EC within the next two weeks. Once approved by the JOAG EC, the proposal will be forwarded to the PAC Chairs Group for comments.
- The status of the Outstanding Volunteer Service Award proposal (proposal and white paper drafted in a previous operational year) is being investigated so that it can be moved forward.
- An Awards Guidance document is being reviewed and updated to conform to current awards policies. Once done, it will be submitted to the JOAG EC for review and finalization. This document will be posted on the JOAG website.
- Other initiatives the Awards Committee is working on include developing the Awards Committee section of the JOAG website and developing recommendations for PACs and advisory groups on how to increase recognition of junior officers.
- Reminder about activity log for upcoming year. Please keep track of all the activities. An email was sent out on October 30, 2009 to voting members to clarify what activities should be included on the log.

COF Planning Committee: LCDR Heather Bair-Brake and LT Scott Williams

- LT Scott Williams, DDS has recently been selected as the new Dental Category voting member and Co-Chair of the COF Planning Committee. Calls have been scheduled to bring him up to speed.
- The COF Planning Committee members have divided into 4 working groups in accordance with the SOP. The working groups are: the Volunteer Assistance Working Group, the Registration Working Group*, the SOP Working Group, and the Program Coordination Working Group. Our committee has noted that the Registration Working Group may be phased out depending on need.
- Each working group has been temporarily assigned a leader based on who was involved in that working group previously.
- The working groups have been charged with meeting together, establishing a true leader and setting up a call schedule before November 16th.
- LT Matthew Weinburke and LCDR Heather Bair-Brake will be following up with each working group after the 16th to check progress.

Communications & Publications Committee (CPC): LT Christina Coriz

- Established our monthly meetings (fourth Wednesday of each month from 1400-1500 EST) and our first meeting was held October 23, 2009.
- LT Racquel Stephenson will serve as the committee secretary for operational year 2009-2010.

- JOAG Journal: LT Tilghman is the editor for the next issue of the JOAG Journal. All articles have been sent to proofreaders for review. The newsletter should be finalized by the end of next week, November 16th. The theme for the Winter Edition of the JOAG Journal is TBD.
- The creation of an Editor Workgroup is underway. Workgroup members will be informed of the duties/responsibilities of an editor and the succeeding JOAG Journal Editor (s) will be selected from this workgroup.
- JOAG Website: The merchandise section and the roster for committee chairs have been updated on the website. Updates will soon be submitted for the JOAG meetings (minutes, dates/times, and a new link for the archive minutes), Journeyman Series, and Voting Member Biographies. As we move forward, the Website Workgroup will be working with the JOAG committees to create their individual sections of the website.
- Next Meeting: November 25, 2009 at 14:00 – 15:00 PM EST may be cancelled due to the Thanksgiving Day Holiday.

Development Committee: LCDR Thomas Janisko

- Soliciting ideas from the committee for next year's merchandise.
- Ensuring all documents produced are clear that proceeds from merchandise goes to the COF, not JOAG.
- Completed inventory of all items.

Inter-Services Collaboration Committee: LCDR Brett Maycock

- The next Inter-Services Committee meeting will be on December 8, 2009, 11:30 -12:30 EST.
- The Community Services Workgroup will be participating in the National Family Volunteer Day, November 14, 2009, from 0800 – 1200 EST. This Navy sponsored activity, along with other uniformed services, will work to beautify the Armed Forces Retirement Home in Washington DC; 199 Upsher Road NW, (202) 543 - 0539. The Armed Forces Retirement Home is one of America's oldest veterans' retirement homes. If anyone is interested in participating, please contact LT Avena Jackson at (202) 353 – 4733 or aljackson@bop.gov. Uniform of the day will be Black PHS T-shirts, jeans, Black PHS Cap (No Rank Insignia) and black coats/jackets, for outside activities. Some of the activities will include, organizing the library, interacting with the residents, helping children make Holiday decorations, cleaning the theater and dining hall, and doing some light landscaping.
- The Community Services Workgroup will also participate in another Navy sponsored volunteer activity on December 12, 2009. More details to follow. Also the workgroup is going to start working with volunteer activities in the Atlanta area in the coming months.
- LT Theresa Zach was selected as the new Inter-services Committee Secretary.

Membership Committee: LCDR Robin Toblin

- The Membership Committee had its first meeting of the year and currently has a roster of 55 junior officers.
- The committee plans to have three subcommittees: webpage, voting membership, and general membership.
- The voting membership subcommittee will focus on the duties and tasks typically engaged in by the Membership Committee which are to focus on the recruitment of applicants for JOAG voting membership and the subsequent selection process.
- The general membership subcommittee will have a number of workgroups focused on engaging those junior officers who have been in PHS for a while, but have not been active with JOAG. Currently, the three subcommittees are forming. The ideas for the general membership subcommittee have been submitted to the JOAG EC.
- Idea of putting together a quick reference sheet of ways you can get involved with the Corps (MOLC, JOAG, PAC, etc). Questioned whether or not any other JOAG committee has done anything similar before.

- LCDR Toblin would like to discuss mentoring ideas with the Professional Development Committee. LCDR Toblin will touch base with LCDR Raj Mody offline regarding mentoring ideas.

Policy and Procedures Committee (P&P): LCDR Carlos Bell

- **“Take a Junior Officer to Work” Workgroup**
 - A draft survey to gauge interest in developing a shadowing program was created by last year’s PPC and reviewed by the 08-09 EC.
 - Survey was beta tested by 3 members of the committee. The feedback has been incorporated to the survey and will now be piloted by all members of the PPC.
 - Results of the pilot study will be sent to the EC for review and to determine whether to move forward and disseminate the survey to the entire JOAG listserv.
- **Charter Workgroup**
 - LT Aaron Long will be the lead for the Charter Workgroup.
 - This workgroup will be responsible for updating the JOAG Charter and making sure it is in-line with the current JOAG By-laws.
 - Once the Charter has been updated, it will be sent to the EC for review, and eventually to the OSG for approval.
- **JOAG By-Laws Workgroup**
 - This year’s By-Laws Workgroup will be led by LT Damon Smith.
 - Ballot revising “Treasurer” to “Financial Liaison” was distributed to VMs for voting.
 - The By-Laws have been updated to include last year’s seven approved revisions.
 - Three revisions have been received that will address:
 - Awards for JOAG related events by outside entities needing EC approval.
 - Requirements of the Special Assignment Awards for 1 yr and 2 yr term VMs.
 - Process for removing a JOAG Chair if circumstances warrant.
 - Workgroup will develop language and submit to EC for revisions, after which, a ballot will be created for VMs to vote on.
- **2009-10 Projects**
 - The committee will be reviewing and updating the **JOAG Strategic Plan** so that it’s in line with the current direction of the Commissioned Corps.
 - The committee will begin developing a **Member Satisfaction Survey** to identify and assess gaps in the organization as viewed by JOAG’s constituents.
 - The committee will work with CPC to compile a list of sites/links frequently used by officers. Once completed, the Resource Document will be posted on the JOAG website.

Professional Development Committee (PD): LCDR Harvey Ball & LCDR Rajal Mody

- The proposed Career Pyramid and complement text have been submitted to the EC for review.
- The Office of the Surgeon General recommended that we send the documents to the PAC Chairs Group to get their input before we post it to the JOAG website. The EC will forward it to the PAC Chairs Group once the EC review of the document is finalized.
- JOAG Journal
 - LT Garza and LT Arceneaux have proposed a newsletter article comparing the new and the old GI bills
 - LCDR Denkinger suggested a newsletter article on the Yellow Ribbon Award as a way to fund advanced degree training
 - LCDR Lau has asked for officers interested in serving as Publications Subcommittee Chair to contact him
- Journeymen Series
 - CAPT Jonathan Mermin will speak on Friday, 13 November at 1300, on public health management and policy perspectives overseas
 - CDC’s CDR Ross Spears will speak during the January Journeyman slot on PHS awards
- Professional Development Survey

- The survey team is in the process of modifying the protocol as it will now be first sent only to PD committee members.
 - The team hopes to have the survey released to committee members by early to mid December.
- New topics
 - Several members are checking on availability of officers to access Rosetta Stone language software from their agencies.
 - LCDR Ball has asked LT Arceneaux to put together a program to familiarize junior officers with the COER and facilitate mentoring between junior officers and their supervisors. The objectives are to train new junior officers on the COER requirements, and how to communicate with their supervisors to determine: a) what the goals and benchmarks for their positions are, and b) regularly meet with supervisors (perhaps quarterly), to determine if their performance is meeting or exceeding the goals (if it is not, what the officer should do to improve their performance).
- Next PD committee meeting: 08 December 2009 , 10:30 - 11:30 EST
(Dial-in Number: 712-451-6175, Access code: 911718)

Recruitment & Retention Committee (R&R): LCDR Jessica Feda and LCDR Corey Palmer

- The Recruitment and Retention Committee met on Wednesday, November 4th. Our next meeting is January 13th at 1230-1330 EST. Call-in number 1-906-481-2000; Passcode: 833928.
- The Recruitment and Retention Committee is off to a rapid and busy start for the new operational year. We are currently working on workgroup revisions, finalizing our SOP and annual objectives.
- The Recruitment and Retention Committee currently has five primary workgroups: COSTEP Connection Program, Alumni Contact Program, Career Fairs Information Workgroup, Publications Workgroup, and the Online Career Resources Workgroup. The COSTEP Connection Program and Career Fairs Information Workgroup are well established and well on their way to another successful year. We have downsized the JOAG Information Workgroup to one person to continue to follow the progress of the JOAG Accomplishments Comprehensive List and the JOAG Brochure/PowerPoint presentation for use at the COF Symposium. The Alumni Contact Program is waiting on template approval prior to moving forward with workgroup initiatives. The Publications Workgroup is looking for mission revision and a new workgroup Chair. The Online Career Resources Workgroup is awaiting information from DCCR prior to revisiting their mission.
- The Recruitment and Retention Committee's leadership is as follows:
 - **Co-Chairs:** LCDR Corey Palmer and LCDR Jessica Feda
 - **Committee Recorder:** Currently accepting nominations
 - **Committee Secretary:** Currently accepting nominations
 - **Committee Website Coordinator:** Currently accepting nominations
 - **COSTEP Connection Program Chair:** LCDR Tara Cozzarelli and LT Joel Hustedt
 - **Career Fairs List Chair:** LCDR John Kathol
 - **JOAG Information Contact:** LCDR Mark Miller
 - **Alumni Contact Workgroup Chair:** LT Liatte Krueger
 - **Recruitment and Retention Committee Publications Workgroup:** Currently accepting workgroup chair nominations
 - **Online Career Fair Resources Workgroup:** LTJG Daveta Bailey - awaiting further information from DCCR to determine viability of workgroup
 - **TAPS Workgroup:** LCDR David Lau
- The R&R Committee is off to a running start this year with over 140 members!
- R&R Committee Mission: To increase the number of officers within the commissioned corps.
- Workgroup missions and updates:
 - **COSTEP Connection Program:** One of the R&R Committee's oldest and most successful workgroups. This past year they were able to match 105 junior COSTEPS with junior

officer preceptors. This workgroup serves to coordinate preceptors with junior COSTEPS to enhance the COSTEPs overall experience and their knowledge of career benefits with the Public Health Service. This workgroup is also currently working on developing a proposal regarding contacting COSTEP non-selects and continuing to encourage them in pursuing a career with the PHS.

- Career Fairs Information Workgroup: Another of the R&R Committee's most established workgroups. Their goal is to compile and disseminate a list of career fairs throughout the academic year at many colleges and universities. In addition, they update and monitor the Career Fairs Resources Guide which is a very informative and interactive guide to constructing and successfully recruiting at a career fair booth.
- The Alumni Contact Workgroup is in development stages, however this workgroup has unlimited potential. They are working to devise a program that would capitalize on junior officer alumni contacts and allow a personal, yet free targeted recruiting effort. They have devised template letters which could easily be modified by each officer to email to their alumni university counselor, career counseling office, professors, student body list serve, etc. The template letters are currently under review in DCCR. Once approved, the workgroup will work to first pilot the program within the R&R Committee and then initiate piloting within JOAG.
- The Online Resources Workgroup was originally designed to post free PHS career advertisements on job posting websites. This could be especially useful if the advertisements were posted on discipline specific websites. Currently, this workgroup is on hold until we can gain further insight and collaboration from DCCR.
- The R&R Committee Publications Workgroup: This committee was designed to publish articles on the R&R Committee's operations and PHS recruiting in the JOAG Journal, COA Frontline, etc. To date, this workgroup has published a number of articles in these venues. Over the past year, the workgroup focused on the Social Networking Initiative and therefore will require mission re-direction. We are currently looking for a new chair for this workgroup and are hoping to resume updates on recruiting in PHS and junior officer related postings. In addition, we are hoping that this workgroup could serve to disseminate our committee information to each of the PACs recruiting subcommittees to enhance communication.
- TAPS Program: This is a collaborative effort by the R&R Committee and the Inter-Services Committee. This workgroup serves to discern the possibility of PHS officers recruiting at our sister-services TAPS programs. TAPS programs are transitional assistance programs that all exiting service members are required to attend. The TAPS workgroup has determined which TAPS programs would be amenable to having PHS officers speak or leave printed materials and are working on a proposal to enact the program.
- JOAG information workgroup will most likely be downsized down to one person and will continue to make sure that the JOAG brochure and PowerPoint is updated and present at the JOAG booth at the COF symposium.
- LCDR Ngo asked that LCDR Feda and LCDR Palmer to summarize all the items waiting review from DCCR and send them to her and she will facilitate the communication between JOAG and DCCR regarding these questions.
- Other updates:
 - LT Patel-Larson is working on developing a proposal to capitalize on recruiting efforts through agency training programs.
 - The R&R Committee is looking forward to another busy and successful year!

Welcoming Committee: LCDR Amy Constantine & LCDR Yvette Waples

- Number of new Call to Active Duty (CAD) officers attending Officer Basic Course: October (51); November (51)
- Number of CAD Welcome e-mails sent: September total (108); October total (75)

- New Officer Guide update in progress
- JOAG slides for OBC currently being updated. Proposed deadline to submit to EC: 11/20/2009
- Next Welcoming Committee Call:
December 4, 2009; 1400-1500.
Call in number: (712) 432-0111
Participant Access Code: 228673#

Liaison Reports

COF Board: LCDR Blakely Denkinger

- No update at this time

OCCFM: LCDR Kyle Lyons

- Meetings were held to discuss the Assignment Incentive Pay (AIP) and plans to make recommendations for improving the program. To date, OCCFM has received and processed 1394 AIP applications, including 1140 applications that have been approved as Critical Public Health Assignments (CPHA) eligible for AIP, and 93 PHS-7065 (Contracts) and 93 PHS-1662 forms. Application criteria requested included: Hazardous Duty (105), Isolated Hardship (541), Medical and Dental (440), and Critical Needs Assignments (308); 85.8% (1197) requested \$2001-\$3000 per month, 0.3% (42) requested \$1001- \$2000 per month, and 11.11% (155) requested \$100-\$1000. AIP applications by professional category are as follows:

AIP Applications Submitted by Category		
PROFESSIONAL CATEGORY	NUMBER SUBMITTED	PERCENT of TOTAL
Medical	291	20.8%
Dental	225	16.1%
Nurse	252	18.7%
Engineer	28	1.2%
Scientist	18	1.2%
Environmental Health	14	0.1%
Veterinary	11	0.1%
Pharmacy	161	11.5%
Dietitian	28	0.2%
Therapy	35	0.2%
Health Service	296	21.2%
Multidisciplinary	35	0.2%
Total	1394	100.0%

- The Department of Veterans Affairs (VA) has advised that the assessment for FY 2009 Servicemembers' Group Life Insurance is \$575,753.00, due 1 April 2010. PEOD continues to evaluate ways to improve the process for the execution of these interagency agreements in an effort to meet the Department's fiscal responsibilities to the VA.
- The project to revise the Commissioned Officers' Effectiveness Report (COER) continues to progress. The instructions for the form were sent out for review by civilian supervisors for feedback on clarity and the feedback was positive. The building of the computer program continues on schedule as well. The COER is an essential part of an officer's personnel record and is used in multiple personnel functions. Meeting the needs of officers assigned to numerous HHS Operating Divisions/Staff Divisions and non-HHS organizations and stationed in geographically dispersed, culturally diverse locations has been a major goal and challenge of the project.

- PEOB is collaborating with the Physicians Professional Advisory Committee in a comprehensive study to determine the factors that affect retention of medical officers. The first focus group, hosted on 7 October, went very well.
- RMIS is working with the Commissioned Corps Systems Branch to consolidate and update all of the Corps IT system security forms. This work is part of both the Service Level Agreement project as well as the effort to meet HHS departmental security requirements.
- RMIS is working with the Division of Commissioned Corps Assignments, physical qualifications team to help fit the eCAD production system into their business processes.
- Participated in the Interagency Disability Educational Awareness Showcase (IDEAS) on at The George Washington University to learn more about Sections 504 and 508 of the Rehabilitation Act as well as Section 508 compliance requirements related to Corps information systems.
- Participated in the monthly contractor meeting with Macro International, Inc. to discuss the current status and next steps of various Corps recruitment and marketing activities.
- Participated in the monthly Compensation Policy Advisory Board (CPAB) meeting.
- Participated in the biweekly Military Advisory Panel meeting to approve new Basic Allowance for Housing rates and discuss policy management.
- Conducted monthly CPAB meeting to discuss implementation of new pay authorities.
- Policies under development - See <http://dcp.psc.gov/eccis/>
- Recently Signed by The Secretary
 - 29 September - CCD, "Uniform Regulations."
- Recently Submitted.
 - Dated 30 September – Proposed PPM, “Revision to Limited Tours of Active Duty
 - Dated 6 October – Proposed PPM, “Aiguillettes.”
 - Dated 7 October – Proposed CCI, “Uniforms and Appearance.”
 - Dated 7 October – Proposed CCI, “Special Uniform Situations.”
 - Dated 7 October – Proposed CCI, “Uniforms for Female Officers.”
 - Dated 7 October – Proposed CCI, “Uniforms for Male Officers.”
 - Re-dated 30 September (from 30 April) - Proposed CCI, "Substance Abuse." *OCCFM received OGC and OSC comments. Numerous meetings have been held with OGC, OCCO, OSG and PSC to address concerns. Mr. Goldstein from OPHS was also included in the meetings. The most recent issue that OGC has been asked to address is the applicability of certain Departmental regulations (42 CFR Part 2) to the Corps. The law was changed after the regulations were published, explicitly excluding Uniformed Services.*
- Awaiting Review and Signature from Office of the Secretary (OS).
 - Re-dated 20 August (originally dated 30 March) Proposed CCD, "Health Professions Special Pays." *Transmittal and decision memorandum signed by ASH on 1 September and sent to OS. Received OGC comment on 8 September which was inserted into the CCD. The proposed CCD was resubmitted to OS on 17 September.*
 - Re-dated 11 September (from 7 July and 18 June) - Proposed CCD, "Force Management." *Transmittal and decision memorandum signed by ASH on 7 May and sent to OS. OCCFM received OS OGC comments on 8 June. OCCFM re-submitted entirely new package to ASH with OGC's comments incorporated. On 9 July, Dr. Koh approved and package was forwarded to OS. OGC made additional comments. On 11 September, OCCFM submitted a revision to the 7 July document. The Acting SG, Senior Assistant to the ASH on Transformation, and Director of OCCFM all were in agreement regarding the changes.*
 - Re-dated 8 June – Proposed CCD, “Deployment Readiness.” *Transmittal and decision memorandum signed by ASH on 7 October and sent to OS. In February, OCCFM received OGC comments from OS. On 5 May, OCCFM received additional*

comments from OGC on OCCFM's draft dated 20 March. Resubmitted entirely new package on 8 June. On 12 June, Acting ASH signed DM and forward package to the Office of the Secretary. Awaiting signature of the Secretary.

- **Blanket Memorandums of Agreement (BMAs) - Details**
 - Recently signed BMA
 - **Signed by ASH and WRAMC** BMA - Walter Reed Army Medical Center.
 - **Signed by ASH and AFHSC** BMA – U.S. Army - Armed Forces Health Surveillance Center
 - Draft review stage
 - **NOAA** BMA - National Oceanic and Atmospheric Administration – (Draft 31 March) NOAA submitted comments to OCCFM on 7 October. OCCFM is reviewing.
 - **NNMC** BMA - National Naval Medical Center - (Draft 20 April and 12 June) OCCFM received an inquiry regarding a draft BMA with NNMC. Meeting was set-up and NNMC postponed the meeting. On 11 June, NNMC indicated intention to move forward. OCCFM will prepare a final draft for NNMC's review; awaiting required text and information from NNMC. OCCFM received an e-mail from NNMC on 16 October and on 19 October OCCFM submitted another draft MOA to NNMC.
 - **BOP** BMA – Federal Bureau of Prisons – (Draft 5 August) To RADM Kendig. BOP contacted OCCFM requesting a meeting.
 - **USDA** BMA – U.S. Department of Agriculture. (Draft 18 December 2008) OCCFM submitted final draft BMA to USDA for approval. Recent changes in the USDA leadership have delayed progress on this MOU.
 - **USMS** BMA - U.S. Marshals Service. (Draft 2 December 2008) OCCFM submitted draft to USMS. USMS made some suggested changes. Discussion between USMS and OCCFM on 31 March. USMS is revising
 - **CG** BMA - U.S. Coast Guard – (Draft 11 February) CG is reviewing.
 - **DoD TMA** BMA – Department of Defense TRICARE Management Activity (Draft 20 August). DoD TMA is reviewing.
 - **EPA** BMA – Environmental Protection Agency – (Draft 4 May/No response from EPA/OCCFM sent updated version 19 August).

OCCO: LCDR Mary McCormick

- **Division of Commissioned Corps Officer Support**
 - **Promotions** - It is extremely important that officers preparing their records for review by the PY10 Promotion Boards be alert to where they should be sending documentation. Officers should review the Promotion Information web page (http://dcp.psc.gov/promotions_table_of_contents.aspx) and the OFRD web page (<http://ccrf.hhs.gov/ccrf/>) for the proper disposition of required documentation. A brief listing of common errors follows.
 - ALL medical information and Annual Physical Fitness Test (APFT) results go to the Medical Affairs Branch (**some MUST be mailed** – see web sites cited above).
 - Licensure/Certifications must be faxed to the Licensure Coordinator (NOT THE e-OPF). See web sites cited above for proper fax numbers.
 - CV's and Basic Life Support (BLS) certifications should be faxed to the officer's e-OPF. See web sites cited above for proper fax numbers.
 - DO NOT fax CV Cover Sheets separately from the CV itself. The last CV submitted will overwrite the previous submission. If you submit a CV and then

- submit a CV cover sheet, only the cover sheet will appear in the e-OPF (or vice versa)
 - o DO NOT copy more than one document onto a single sheet for inclusion in your e-OPF. File each document separately.
 - o There is no provision for letters of recommendation for promotion. Please DO NOT fax these to the e-OPF. Thank You Letters and Letters of Appreciation for work done outside your position are appropriate and provided for in the e-OPF.
- **Assimilation** – Boards have been completed, but approval to raise the ceiling to 4000 Regular Corps officers is still pending signature authority.
- **Division of Commissioned Corps Assignments**
 - The new eCAD system is scheduled to launch in January. It will begin with the Pharmacy & Engineer categories; other categories will be added quarterly.
- **Division of Commissioned Corps Recruitment**
 - The Associate Recruiter Program continues to be “under construction”. An update should be posted on the CCMIS website later this month.
 - They have a new marketing & recruitment contract in support of the DoD Initiative & overall growth of the Corps.
- **Division of Commissioned Corps Training & Career Development**
 - OBC continues to be held monthly at the National Training Center. The class size has been increased from 45 to 55 to keep up with the rate of CADs. Most officers now attend OBC within 6 months of their CAD & a few at CAD. Our goal is to have new officers attend OBC as close to CAD as possible.
 - The Transitional OBC (TOBC) & Intermediate Officer Course (IOC) are both “under construction”. We expect to launch the Transitional OBC (on-line version) in the Spring of 2010.

OFRD/OSG/OS: LT Damon Smith

- No report submitted

MOLC: LCDR Nicole D. Gaskin-Laniyan

- The reception ceremony in honor of Dr. Koh, Assistant Secretary for Health has been set for December 8 at 1:30pm EST. The Asian Pacific Officers Committee is leading this project and CDR Soju Chang and LCDR Hu are leading the planning committee.

Dental Category: LT Scott Williams

- No update at this time

Dietitian Category: LCDR Blakeley Denkinger

- The Dietitian PAC has been working on the development of 6 weight management modules designed for USPHS officers that are trying to lose weight
- The series of 6 modules are intended to be completed in succession with each module taken approximately 1 week apart
- The modules will be placed on the OFRD Blackboard site within the next week and can be accessed by all PHS officers
- The Dietitian PAC intends to add voice recordings to each module and hopes to be able to provide web-based interactive sessions in the future
- Details of the next Dietitian PAC call will be announced via the listserv.

EHO Category: LCDR Jamie Mutter

- Updated CV and Continuing Education templates are available at <http://www.ehopac.org/index.cfm?fa=career>.
- Still looking for 1-2 individuals interested in presenting during the EHO Category Day on May 25, 2010. If you are interested in being a speaker for Category Day, please contact LCDR Carrie

Oyster at Carolyn.j.oyster@uscg.mil LCDR Jill Shugart at Jill.Shugart@hhs.gov LCDR Aimee Treffeletti at alt5@cdc.gov

- EHO PAC is now taking nominations for EHOPAC Responder of the Year Award. More information can be found at <http://www.ehopac.org/index.cfm?fa=awards>.
- The minutes for meeting 155, 156 and 157 are now available on the EHOPAC website. <http://www.ehopac.org/index.cfm?fa=minutes>

Engineer Category: LCDR Alex Dailey

- An EPAC meeting was held on Thursday, October 22, 2009. The following summarizes this meeting and other EPAC issues since the last report sent:
- CDR Longstaff introduced the next chief engineer, CAPT Sven Rodenbeck.
- CAPT Rodenbeck provided introductory comments to those on the call. CAPT Rodenbeck also reported the VA has instituted a new program with help from the PHS which will assign case workers to wounded warriors. The case workers will serve as advocates for wounded warriors, guiding them and keeping track of their health care and making sure they are getting the health care including mental health.
- CDR Longstaff requests recommendations/suggestions for changes to the Engineer Category Promotion Benchmarks for 2011. The promotion board task force has recommended the abolition of Precept 5 as basic readiness is a requirement for all Corps and is therefore covered under Officership (Precept 4). CDR Longstaff also indicated that it is important for officers to place letters of appreciation in their eOPF to verify statements in CVs.
- CDR Peter Nachod has been elected EPAC Chair Elect for 2010 and will be the EPAC Chair in 2011.
- LCDR Savalia reported that there are few nominations for the engineer awards which are due October 30th. LCDR Savalia proposed that EPAC members send announcements to their respective agencies calling for nominations for the RADM Jerrold M. Michael Engineer Award and the PHS Engineer Responder of the Year Award. CDR Longstaff tasked voting EPAC members to get these announcements out to their respective agencies.
- CAPT Beck and CDR Longstaff reported Corps Readiness was 94.37% overall and 95.32% for Engineers.
- There will be no EPAC meeting in November. The next EPAC meeting will be held on Thursday, December 10th, 2009 from 1500-1630 EST.
Conference Line Information:
Toll-free: 1-866-556-9886
Passcode: 4756330.

HSO Category: LCDR Brett Maycock

- There is a call for nominations for the Health Services Responder of the Year Award. The person selected for this distinguished award will be announced at the Annual Commissioned Officer Foundation (COF) meeting, to be held in San Diego, CA during the Health Services Category Day. The nomination deadline for this award is November 13, 2009. For additional details, please contact CDR Travis Fisher at travis.fisher@ihs.gov
- Please join RADM Michael Milner (CPO) and LCDR Rebecca Bunnell (Chair) at the annual Holiday Awards Luncheon on Friday, December 4, 2009 from 12:00pm – 3:00pm at Timpano's Restaurant, 12021 Rockville Pike, Rockville, MD 20852. If you have any questions about the luncheon, please contact LTJG Tracy Tilghman at Tracy.Tilghman@foh.hhs.gov.
- The next HS PAC meeting will be held on December 4, 2009, from 1000 – 1500 hours.
- As a reminder to Subscribe or Unsubscribe to the HSO Listserv, please go to <http://RowellAir.com/Listserv/hsolisterv.php>

Nurse Category: LTJG Martin Taxera

- No report submitted

Pharmacy Category: LCDR Yvette Waples

- PharmPAC started its new operational year Nov 1st.
- PharmPAC Executive Committee (11/1/2009 – 10/31/2010)
Chair: CDR Michael Shiber
Vice Chair: CDR Ed Stein
Exec Secretary: LCDR Troy Bernardo
- Selection for new CPO is in progress. RADM Pittman term as CPO will end February 5, 2010. He will be retiring March 1, 2010.
- RADM Pittman informed PharmPAC of the electronic CAD program implemented by OCCO. The Pharmacy Category will begin utilizing the system in December.
- PharmPAC is requesting nominations for the Pharmacist Responder of the Year Award.
 - This award recognizes a pharmacist (Commissioned Corps, civil service, or temporary federalized responder) that has provided outstanding emergency preparedness, disaster response, and contributions to national or international public health threats within the past 12 months.
 - Details of the award criteria and nomination packets are available on the *Award Section* of the PharmPAC Web site – <http://www.usphs.gov/corpslinks/pharmacy/award2.html>.
 - Please submit nomination and appropriate documentation to CDR Jennifer Fan electronically at jennifer.fan@samhsa.hhs.gov by **COB, Monday, December 07, 2009**.
- **Next PharmPAC General Meeting:**
December 3, 2009
Call in number: 1-800-621-8626
Participant Access Code: 81099

Physician Category: LCDR Rajal Mody

- No report submitted

Scientist Category: LCDR Robin Toblin

- The Scientist Category recently closed its call for abstracts for 2010 Category Day. SciPAC also welcomes its new CPO, CAPT Sharon Fleetwood-Williams of ATSDR. The first inaugural Scientist Officer Newsletter was also released recently and is a good way to become acquainted with on goings in the category and different scientist officers.

Therapist Category: LCDR Jessica Fedra

- The TPAC last met on October 9th, 2009
- **Next TPAC meeting: December 11th, 2009 - 1200 EST**
Call in number: 1-866-705-8612, passcode 9396977
- The TPAC recently completed a manual review of the PAC's Policy and Procedures statement and Charter.
- There is ongoing discussion to pursue a "Blackboard" forum for conducting PAC business once the website has transitioned to the OCCFM site.
- Promotion Benchmarks for 2010 are complete and posted on the TPAC website.
- 2010 COF Symposium will be in San Diego, CA. CDR Sue Newman will Chair the Planning Committee. Any officers interested in serving on the Planning Committee can email CDR Newman at Sue.Newman@fsis.usda.gov
- TPAC Executive Secretary: LCDR(s) Chris Barrett.
Field Representative Coordinator is LCDR Matt Armentano
- CDR Grogan, TPAC Chair, has transferred to Fort Carson, CO to serve in a DoD MOU position. Email contact: Laura.Grogan@AMEDD.ARMY.MIL
- Please consider mentoring an incoming therapist officer, please contact CDR Eric Payne at epayne@bop.gov if interested. It is a great learning experience for both parties and demonstrates leadership for future promotion boards.

JUNIOR OFFICER ADVISORY GROUP (JOAG)
UNITED STATES PUBLIC HEALTH SERVICE



JOAG Voting Member Planning Meeting

November 13, 2009; 1400-1430 EST

CALL IN NUMBER: 712-451-6175 (long distance fees apply)

PASSCODE: 119302#

HHS Portal call-in information

1430-1530 EST

1. Please join my meeting.

<https://www1.gotomeeting.com/join/698487408>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial 218-844-4922

Access Code: 698-487-408

Audio PIN: Shown after joining the meeting

Meeting ID: 698-487-408

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- III. Roll Call
 - IV. EC Reports
 - III. Committee and Liaison Reports
 - IV. Old Business
 - V. New Business
 - VI. HHS Portal Training
 - VII. Final Announcements / Adjournment