

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



**Junior Officer Advisory Group**  
**U.S. Public Health Service**  
 Voting Membership Planning Meeting  
 January 8, 2010  
 1400-1500 EST  
 SUMMARY DOCUMENT

**I. Roll Call**

**LCDR Jamie Mutter:**

Voting Membership					
Attendance	Rank	Last Name	First Name	OPDIV	Category
✓	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 Absence	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
✓	LT	Taxera	Martin	IHS	Nurse
✓	LCDR	Toblin	Robin	BOP	Scientist
✓	LCDR	Waples	Yvette	FDA	Pharmacist
Excused Absence	LT	Williams	Scott	IHS	Dentist

**II. Executive Committee Reports**

**Ex-Officio Report**

**LCDR Maleeka Glover**

- No report submitted

## **Chair Report**

### **LCDR Diem-Kieu Ngo**

- The Office of the Surgeon General (OSG) tasked JOAG to send out the call for nominations for the ROA VADM C. Everett Koop Award - USPHS Junior Officer of the Year. The nomination email will be sent out this afternoon. JOAG voting members are able eligible for this award.
- LCDR Ngo's quarterly meeting with the OSG had to be rescheduled to a date to be determined due to scheduling conflicts.
- JOAG did not receive a formal invitation to the SG swearing in ceremony. LCDR Bell and LCDR Denkinger will represent JOAG on LCDR Ngo's behalf.
- 2009 JOAG letters of appreciation were faxed to officers' eOPF before Dec 31. The original signed hard copies will be sent out as soon as LCDR Ngo receives them from LCDR Glover
- Currently, committees are using the term "Workgroups" and "Sub-Committees" interchangeably. In order to minimize confusion and standardize our committees, Committee Chairs should start referring to any groups in their committees as "Sub-Committees" and their leads as Leads. The term s "Project" or "Initiative" can also be used instead of "Sub-Committee". Additionally, the term "ad-hoc" can be used to refer to sub-committees with defined time limits in order to differentiate them from standing sub-committees. The term "Workgroup" will be used to refer to any ad hoc groups that are reporting directly to the Executive Committee (i.e. HOSA Workgroup, Forward Thinking Workgroup, etc.). Leads of these Workgroups will also be referred to as Leads.
- The term "Chair" will be used only for committee chairs and JOAG Chair.

## **Vice Chair Report**

### **LCDR Blakeley Denkinger**

- No update at this time.

## **Chair-Elect Report**

### **LCDR Carlos Bell**

- JOAG HOSA Workgroup Update
  - The Workgroup has completed its Charter. As the EC representative for the Workgroup, I am currently reviewing the Charter before it goes to the rest of the EC for review.
  - The next JOAG HOSA Workgroup call will be held on 28 January, at which time the group will be finalizing the Charter (incorporating any edits from the EC), and begin to move forward with their deliverables and develop with "Next Steps".
  - LCDR Ngo asked if any of the voting members objected to having LT Schaffzin come to future JOAG VM and General Meetings to provide HOSA updates so that we hear directly from him. The voting members did not object to this suggestion. LCDR Bell will extend the invitation to join the meetings to LT Schaffzin (also to LT Joel Nelson, Forward Thinking Workgroup Lead, once his workgroup is more established).

## **Financial Liaison Report**

### **LCDR Alex Dailey**

- Current balance of the COF account is \$2,132.93, which includes a recent deposit of \$92.00 for coin sales.

- A draft financial tracking spreadsheet has been developed and submitted to the EC for approval.
- The Funding Request Form has been updated to reflect the change of title for the Financial Liaison, and the form was distributed to the EC and voting members.
- Reminder: requests for JOAG funds should be approved before items are purchased so that officers will know that they're covered for the expenses.
- JOAG EC webpage development was tasked to the Financial Liaison and is underway.
- The possible expenses for the JOAG Meet and Greet at the USPHS Scientific and Training Symposium in San Diego was discussed.

## Executive Secretary Report

### **LCDR Jamie Mutter**

- No update at this time.

### **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 4 JAN and the next meeting will take place on 1 FEB. The Awards Committee meetings will take place on the first Monday of each month at 1200 Eastern Time.
- The Call for Nominations for the three JOAG awards (Junior Officer of the Year Award, JOAG Excellence Award, and the VADM Richard H. Carmona Inspiration Award) was approved by the JOAG Executive Committee and sent out on the JOAG listserv on 24 DEC 2009. The deadline for award nomination submissions is 15 February 2010.
- In the past, members of the JOAG Awards Committee were not eligible to be nominated for the Junior Officer of the Year Award or the JOAG Excellence Award. This is no longer the case. Members of the JOAG Awards Committee are eligible to be nominated for the Junior Officer of the Year Award and the JOAG Excellence Award. However, a nominee cannot be a JOAG Awards Committee Award Lead, De-identifier, or Reviewer for the award they are nominated for.
- In the past, JOAG voting members were not eligible to be nominated for the Junior Officer of the Year Award. This is no longer the case. JOAG voting members are eligible to be nominated for the Junior Officer of the Year Award. JOAG voting members continue to not be eligible to be nominated for the JOAG Excellence Award.
- Nominees for the Junior Officer of the Year Award must be an active duty Commissioned Corps officer. Nominees for the JOAG Excellence Award must be a Commissioned Corps officer but do not have to be an active duty officer.
- Award nominations must be submitted in Adobe PDF format this year. This format will be used to decrease any chance of award nominations being modified during the de-identification or review process. The De-identifiers will be trained to use the Adobe Redaction Tool to de-identify the documents.
- The Call for Nominations will be distributed in the near future on the JOAG website, Category PAC listservs, OPDIV listservs, COA Branch listservs, and CCMIS e-Bulletin. All members of the JOAG Awards Committee are encouraged to spread the word about the Call for Nominations.
- The proposals for an Outstanding Volunteer Service Medal and USPHS Longevity of Service Award are currently being reviewed by the Executive Committee. After the review, feedback will

be provided regarding any revisions to be incorporated before the proposals are submitted through the chain of command.

- A suggested Awards Guidance document is being reviewed and if approved as a JOAG sponsored document, a workgroup will be formed to work on the revisions. Once the revisions are made, the document will be submitted to the JOAG EC for final approval and posting on the JOAG website in the future.
- Other initiatives the Awards Committee is working on include the Junior Officer Recognition Initiative to develop recommendations for PACs and advisory groups on how to increase recognition of junior officers and JOAG Website Transformation to develop the awards committee section of the JOAG website.
- The JOAG Awards Committee is not able to accept new members at this time, but welcomes any officers who want to tune in to the meetings via conference call for informational purposes .
- LCDR Ngo mentioned that we are trying to move away from using the term 'committee member' or 'general member', but instead use 'committee observer' and 'committee participants'.
- Active participants are on at least 50% of calls and volunteer to help with projects.
- LCDR Ngo mentioned that committee rosters should have two sections: participants and observers.
- LCDR Ngo reminded the committee chairs to clean up their rosters and remove those people that have not called into the meetings and have not been involved in any projects. She asked the committee chairs to go through their roster at mid-year and email officers who have not been active and ask them if they would like to continue their activity with the committee. If the officer states that they would like to remain on the committee, please ask them if and how they would like to become involved. If the officer states that they would no longer like to be on the committee, remove them. It would be beneficial to email officers directly to see if they would like to help with the committee.
- LCDR Ngo also mentioned that there is nothing in the Bylaws to preclude an inactive reservist from participating in JOAG committees. Please do not turn away an inactive reservist if they are volunteering for a committee.

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

- LCDR Heather Bair-Brake, Chair of COF Planning Committee is pregnant and due June 25<sup>th</sup>. She will be unable to attend the USPHS Symposium due to the proximity of her due date but is working with her co-chair LT Scott Williams and her assistant, LT Matthew Weinburke to ensure all of the activities go on as planned.
- We have been in close communication with Tim O'Neil and by the time this report is published, all of the officers should have received their thank you letters from the 2009 USPHS Symposium.
- The San Diego COA has not yet said that they would be assisting with the room-mate match program this year.

#### **Communications & Publications Committee (CPC): LT Christina Coriz**

- *JOAG Journal*: The Fall issue of the *JOAG Journal* should be available any day. The *Journal* was forwarded for publication on December 18, 2009. LTJG Tracy Tilghman is the Editor for the Winter issue and LTJG Lauren Brewer will shadow LTJG Tilghman to learn the Editor role. Initial ideas for articles were due by January 6, 2009 and final drafts are due by January 27, 2009.
- Editor Subcommittee: The subcommittee held its first meeting on January 6, 2009. There are five members of this subcommittee, including LCDR Renee Calanan, LCDR William Lanier, LT Christopher Jones, LTJG Lauren Brewer and LTJG Tracy Tilghman who will serve as Lead of the subcommittee. The purpose of this subcommittee is to work with JOAG leadership and junior officers to create the *JOAG Journal*. The subcommittee will also focus on streamlining the process to create the *JOAG Journal*. Currently, LCDR William Lanier is creating a timeline for the distribution of the Winter 2010, Spring 2010, and Summer 2010 issues to ensure the *Journal* is distributed in a timely and efficient manner.
- *JOAG Website*: The *JOAG: JO Resource Page* subcommittee is editing the Resource Document, which includes favorite links submitted by the Policy and Procedures Committee. The

subcommittee will use the Resource Document to create the favorite links webpage on the JOAG Website. To view the JOAG website please visit, <http://www.usphs.gov/corpslinks/joag/>

- JOAG Uniform Slides: The JOAG Uniform Liaison, LCDR Gene Gunn, has created a JOAG Uniform Power Point presentation that reflects the Uniform Policy changes. The presentation is undergoing some formatting updates. Upon completion, the JOAG Uniform Slides will be uploaded to the JOAG Website JO Resource Page. LCDR Ngo mentioned that the aiguillette change needed to be inserted.
- JOAG Recordings-Transcripts: The JOAG Billet Transformation presentation recorded December 3, 2009 has been transcribed and is under review. Upon approval by CAPT Byron Bailey, the transcript will be posted to the JOAG JO Resource Page along with the other JOAG recorded transcripts. The JOAG Journeyman Speaker Series: *Awards* will be recorded and transcribed.
- HHS Portal: The committee will receive HHS Portal training at our next committee meeting. The committee plans to start utilizing the HHS Portal to share, store and track documents or projects.
- Next Meeting: January 20, 2010 at 14:00 – 15:00 PM EST. The focus of our meeting will be the JOAG *Journal* and HHS Portal Training.
- JOAG Brochure: LCDR Samantha Fontenelle and LT Brenda Fergel have volunteered to update the JOAG Brochure. Once the brochure is updated, it will be forwarded to the Executive Committee for approval. Upon approval, the brochure will be shared with the Welcoming Committee and COF Planning Committee Chairs.
- The Communications and Publications Committee needs volunteers to actively participate on committee projects. If you are interested in joining the Communications and Publications Committee, please contact the Chair, LT Christina Coriz, at [corize@niddk.nih.gov](mailto:corize@niddk.nih.gov). There was an interactive discussion on how to get committee participants more involved on the committee calls.

#### **Development Committee: LCDR Thomas Janisko**

- Continuing identification of product line for the 2010 USPHS Scientific and Training Symposium.

#### **Inter-Services Collaboration Committee: LCDR Brett Maycock**

- The Community Service and MWR sub-committees will be submitting articles to the JOAG *Journal*.
- LCDR Maycock mentioned that the TAPs program lead has yet to be identified.
- The next Inter-Services Committee meeting will be on Tuesday, January 12, 2010, 11:30 -12:30 EST.

#### **Membership Committee: LCDR Robin Toblin**

- Meet and Greets- Atlanta hosted its first last month; if other regions are interested, please contact [rtoblin@bop.gov](mailto:rtoblin@bop.gov)
- The Voting Membership Subcommittee will meet next Tuesday to discuss the schedule for the voting membership application procedure.
- The committee is considering a program to contact junior officers on the anniversary of their Call to Active Duty (CAD) date to congratulate them and invite them to get active with JOAG

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

- “Take a Junior Officer to Work” Sub-Committee
  - Survey used to gauge interest in developing a shadowing program was finalized and sent out on the JOAG Listserv.
  - If you haven’t done so already, please consider putting aside 5 minutes to take the survey, as this will help JOAG determine how to move forward.
  - The survey can be found at: <http://www.surveymonkey.com/s/63JTDN9>
  - Deadline for taking the survey is January 31st, 2010. After which, the P&P Committee will create a report and submit it to the EC for review.
  - As of Wednesday:
    - 225 total surveys taken after 1 day

- 190 JOs, 35 SOs
  - Majority not participating in the HHS Mentoring Program
  - 72% JO & 73% SO interested in participating in the program
- JOAG PAC and MOLC Liaisons were asked to forward the email to their respective PAC Listserv.
- Survey will also be sent to the Chair of the Combined PAC Chairs Group.
- Questions on the program/survey can be sent to LCDR Carlos Bell at [Carlos.Bell@fda.hhs.gov](mailto:Carlos.Bell@fda.hhs.gov)
- Charter Sub-Committee
  - Lead: LT Aaron Long
  - LT Aaron Long has been communicating with CDR Greg Davis at OSG to update the JOAG Charter
  - CDR Davis recommended that we make most of our changes to the Bylaws and not to the Charter.
  - The Sub-Committee will review the Charter and have a draft to me by the end of January.
- Bylaws Sub-Committee
  - Lead: LT Damon Smith
  - The Sub-Committee is currently in the process of revising 8-10 items from the Bylaws.
  - Their first priority will be to clarify the voting membership eligibility criteria, which is due to LCDR Bell by the 3rd week in January.
  - Remaining revisions will be sent to LCDR Bell by the February P&P Committee meeting.
- SOP Sub-Committee
  - Lead: LCDR Tammy White
  - In order to streamline the process of editing and reviewing committee specific SOPs, the Sub-Committee suggested removing the General SOP language from each Committee SOP. The Committee SOPs will now only have language specific to the procedures of that committee.
  - The EC will be responsible for reviewing and updating the JOAG General SOP on a yearly basis.
  - Except for the Membership SOP, which has been reviewed by the EC, last year's Committee SOPs will be sent back to each committee for review after the P&P Committee has reformatted each SOP.
  - So instead of having the EC review 10 documents twice, the EC will review each SOPs after this year's committees review and update the SOPs that were submitted during the 2008-09 year.
- Website Sub-Committee
  - Lead: LCDR Shary Jones
  - Created and submitted the Governing Documents section of the website.
  - Page will contain the latest version of the JOAG Charter, Bylaws, SOPs, and Strategic Plan.
  - Sub-Committee has also been working on the first draft of the P&P Committee Website and they are hoping to have it up before the end of the month.
- Strategic Plan Sub-Committee
  - Lead: LT Christopher M. Jones
  - Initial edits have been made.
  - Sub-committee will meet in the next 2 weeks to finalize draft.
  - Solid draft will be submitted to me before the February P&P meeting.
  - The sub-committee plans to have a final draft to the EC, and ready for the JOAG Chair's April meeting with the OSG.
- Member Satisfaction Survey Sub-Committee
  - Lead: LCDR Djenaba Joseph
  - The Sub-Committee has come up with roughly 20 questions.
  - Questions will focus on the following topics: Leadership, Communication, Topics for Speaker Series, and General Organization

- Survey will be developed using SurveyMonkey and will be distributed using the JOAG Listserv once it has been reviewed and sign off by the EC.

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

- No meetings have been held since the submission of the December report
- Interim updates:
  - Professional development survey will be sent out to PD committee members in early January
  - The Code of Conduct document is currently with the EC for comment.
  - RADM Milner will be the speaker for the March Journeyman Series
- Next PD committee meeting: 12 January 2010, 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 currently has five primary workgroups: the 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. The JOAG Information Workgroup is currently in the process of transitioning its work into a recently approved Historian position under the Executive Committee, which consisted of developing the JOAG Accomplishments Comprehensive List and the JOAG Brochure/PowerPoint presentation for use at the COF Symposium. The Alumni Contact Program has received approval from Division Commissioned Corps Recruitment (DCCR) on their general template. However, DCCR is working with its contractors to polish it up and brand the template with the PHS logo and color code it. Next steps, the Alumni Contact program will work on submitting a proposal to DCCR.
- The COSTEP Connection Program has drafted a proposal for the COSTEP Non-Select Contact Pilot. The purpose of this initiative is to make contact with COSTEP applicant who qualified but were not selected for a COSTEP position due to various reasons, such as limited billets, funding and resources. The COSTEP Connection Program is working closely with the Division of Commissioned Corps Recruitment to operationalize the COSTEP Non-Select Program. This document is currently under review at DCCR and will then be sent to the JOAG EC for final review.
- The R&R Committee has a new secretary and recorder.
- The Recruitment and Retention Committee's leadership is as follows:
  - Co-Chairs: LCDR Corey Palmer and LCDR Jessica Feda
  - Secretary: LTJG Brittany Laymon
  - Committee Recorder: LT Chinyelum Umejei
  - Committee Website Coordinator: LTJG Daveta Bailey
  - COSTEP Connection Program Chair: LCDR Tara Cozzarelli and LT Joel Hustedt
  - Career Fairs List Chair: LCDR John Kathol
  - JOAG Information Contact: LCDR Mark Miller
  - Recruitment and Retention Committee Publications Workgroup: LT Shani Smith
  - Online Career Fair Resources Workgroup: Pending Workgroup Lead Determination
  - 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 junior officers within the commissioned corps.
- Workgroup missions and updates:
  - COSTEP Connection Program: 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 the 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 listserve, etc.
- 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.
- 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. In addition, we are hoping that this workgroup could serve to disseminate our committee information through the JOAG liaisons to each of the PACs recruiting subcommittees to enhance communication.
- TAPS Program: This is a collaborative effort by the R&R Committee and the Interservices 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.
- Other updates:
  - LT Patel-Larson is working on developing a proposal to capitalize on recruiting efforts through agency training programs.
  - To limit redundancy in effort between PACs, JOAG and DCCR, the JOAG PAC Liaisons will pass information from the R&R committee to their respective PACS to enhance collaboration.
  - The Forward Thinking Proposal – LCDR Fedra mentioned that the BOP reviewed it and added some revisions and additional information.
  - The COSTEP survey is now with the EC awaiting review.
- Our next meeting is **January 13<sup>th</sup>** at 1230-1330 EST. Call-in number 1-906-481-2000; Passcode: 833928.

**Welcoming Committee: LCDR Amy Constantine & LCDR Yvette Waples**

- Welcome Letter, JOAG Brochure and JOAG link were distributed via email to 40 newly commissioned officers in the month of December.
- Fifty-one officers attended Officer Basic Course (OBC) in the month of December.
- Revisions to the New Officer Guide will be completed and submitted to the EC this month.
- Revisions are being made to the JOAG Informational PowerPoint presentation to include OBC-FAQ Slide(s)
- Revisions to draft S.O.P for receiving access to the Officer Locator Tool is in progress
- Next Welcoming Committee Call:  
February 5, 2010 (2 – 3 PM)  
Call in number: (712) 432-0111  
Participant Access Code: 228673 #

### **COF Board: LCDR Blakely Denkinger**

- COA has developed a grassroots letter writing campaign for which it is asking its members to write letters to their U.S. Senator and Representative in support of providing transferability of Post-9/11 GI Bill benefits for PHS Commissioned Corps officers.
- COA has created a document with rules to follow and helpful hints to keep in mind when writing elected representatives. This document as well as sample letters can be found on the COA website at: <http://www.coausphs.org/lainitiatives.cfm>
- After writing letters to elected representatives, officers are being asked to send copies of all of the letters to the COA Government Relations Director, Judith Rensberger at [jrensberger@coausphs.org](mailto:jrensberger@coausphs.org). COA will send follow-up letters to the Representative and Senator, thus doubling the impact of the letters.

### **MOLC: LCDR Nicole D. Gaskin-Laniyan**

- No report submitted

### **OCCFM: LCDR Kyle Lyons**

- The first phase of system testing for the revised Commissioned Officers' Effectiveness Report (COER) has been completed. Testing revealed some problems and we are now engaged in additional system testing prior to installing the new system. The COER is an essential part of an officer's personnel record and is used in multiple personnel functions.
- OCCFM is preparing to launch a study of the new revised COER with a random sample of officers. The purpose of this study is to get a sense of issues that may require special attention as we prepare to launch the new revised COER in 2010.
- OCCFM has convened a Medical Advisory Panel with representatives from the Office of Commissioned Corps Operations, the Office of Commissioned Corps Support Services (Medical Affairs Branch), and the Office of Force Readiness and Deployment to review medical policies and make recommendations. This panel is expected to complete its initial work in January.
- Received various sample artwork drawings for the military specifications (MilSpec) of numerous metal Corps insignia and devices from the Institute of Heraldry for review and clearance.
- Received several sample artwork drawings of the newly authorized Global Health Campaign and Global Health Initiatives Service Medals. Currently working with Transformation and OCCO to narrow down options and stylings.
- Participated in the biweekly Military Advisory Panel meeting to discuss Basic Allowance for Housing for Temporary Duty and alignment of the Joint Federal Travel Regulations with the Joint Travel Regulations.
- The December Commissioned Corps Bulletin was posted to the Commissioned Corps Management Information System.
- Attended meeting of Perdiem, Travel and Transportation Allowance Committee (PDTATAC) Principals at the Pentagon to review PDTATAC items for 2010.
- Conducted the Compensation Policy Advisory Board meeting to discuss implementation of special pays.
- Met with the Commissioned Corps Support Branch (CCSB) and prioritized the development and bug fixing activities; there are more than 60 active change requests and more than 4 bug fixes in the work queue. Highest priorities are the bug fixes to the current Commissioned Officers' Effectiveness Report along with two critical changes to the eCAD software.
- CCSB has made the preliminary changes to the eCAD Medical Module so that the Medical Determination drop down list matches the required Medical Determinations for Corps applicants. Currently testing the changes in the eCAD staging environment.
- Met with the Division of Commissioned Corps Recruitment (DCCR) to discuss changes to the DCCR applicant handling business process and changes to the way Web site contact data are collected and are routed.

- Facilitated a meeting between the Coast Guard Direct Access support team and the CCSB COPS10GDB interface team. The purpose of the meeting was to determine the work necessary to improve the scalability of the Direct Access to COPS10GDB XML interface, since the current interface implementation will not scale effectively to the anticipated data exchange volume.
- Participated in meeting with Booze, Allen, Hamilton (contractor) to discuss Section 508 compliance roles and responsibilities related to USPHS.gov Web site.
- Participated in Transformation Implementation Planning Coordination Group meeting.
- Participated in Protocol & Etiquette Work Group meeting.
- Participated in Junior Officer Advisory Group Billets Transformation Q&A Session via teleconference.
- Participated in eCAD meeting featuring demo presentation.
- Participated in 2010 USPHS Scientific and Training Symposium Pre-Conference Workshop Planning Meeting via teleconference.
- Participated in viewing the *Open Government Plan* presented by U.S. Chief Information Officer and U.S. Chief Technology Officer via live stream broadcast; *Open Government Plan* furthers the President's commitment to increasing transparency and accountability in Washington, D.C., and ensuring greater access and information to the American people.
- Participated in Commissioned Officers' Effectiveness Report (COER) testing by the Lewin Group (contractor) in preparation for 2010 COER.
- Facilitated and participated in meeting with CDC to discuss collaborative recruitment and marketing efforts related to CDC Quarantine Officer Program.
- Policies under development – See <http://dcp.psc.gov/eccis/>
  - Receiving Signed by ASH and Posted:
    - PPM 10-002, Aiguillettes
  - Awaiting Review and Signature:
    - CCD: Promotions.
  - Awaiting Review and Signature from Office of the Secretary (OS):
    - CCD: Health Professions Special Pays; Force Management; Deployment Readiness.
  - Returned to OCCFM:
    - PPM: AIP Extension. CCIs: Substance Abuse; Uniforms and Appearance; Special Uniform Situations; Uniforms for Female Officers; Uniforms for Male Officers.
- Blanket Memorandums of Agreement (BMAs) - Details to non-HHS organizations:
  - Draft review stage:
    - BMAs: NOAA; NNMC; BOP; USDA; USMS; CG; DoD TMA; EPA.
- Legislative: Post 9/11 GI Bill amendments submitted for approval.
- Top Challenges:
  - Resource limitations are hampering ability to complete projects in a timely fashion; the SLA project has been delayed indefinitely due to a lack of manpower necessary to monitor SLAs already in place.
  - Commissioned Corps Systems Branch (CCSB) is still waiting delivery of the development software that OCCFM purchased to support code changes to the eCAD software. Until the software arrives, CCSB will have a difficult time making code changes to the front-end eCAD Web pages.

#### **OCCO: LCDR Mary McCormick**

- Division of Commissioned Corps Recruitment
  - DCCR has 57 recruitment events scheduled during 2010.
  - The Recruitment Service Ribbons will be distributed by the end of this week.

- The Co-Step applications will be reviewed the end of this month. They have received 126 Senior Co-Step applications and 665 Junior Co-Step applications.
- Division of Commissioned Corps Assignments
  - The eCAD system is up and running; they have processed their first officer completely through eCAD to active duty earlier this month.
  - An Early Commissioning program is being piloted with dentists.
  - The Assignment Incentive Pay program will expire the end of 2010. It was a pilot program, and the ASH decided it was not effective to renew it.
- Division of Commissioned Corps Officer Support
  - **Promotions** – They are filing and indexing all of the recent submissions for inclusion in the eOPFs. At this time, they've filed everything that was submitted by 15 December 2009 and are continuing to work on this in preparation for the boards this spring.
  - **Assimilation** – The list of nominations from the 2008 and 2009 boards has been signed by the ASH. It's now waiting for the Secretary of Health's signature to authorize raising the cap to 4000 officers.
  - Applications for the 2010 Assimilations Board are being accepted through February. The boards will convene in May.
- Division of Commissioned Corps Training and Career Development
  - Starting in April, the Officer Basic Course (OBC) will begin on the second Sunday of each month, rather than the first Sunday of the month. This change will be posted on the DCCTCD section of the CCMIS webpage.
  - The Transitional Officer Basic Course (TOBC) should begin this spring. This course is being designed for officers who did not complete BOTC/IOTC and are not eligible to attend OBC, but would still like the opportunity to complete the training.

#### OFRD/OSG/OS: LT Damon Smith

##### **OSG**

- The Swearing In and Change of Command ceremony for VADM Regina Benjamin and is scheduled for January 11, 2010. **This event is invitation only.**
- From the OSG to all Commissioned Corps Officers, our best wishes to all. Have a safe and enjoyable Holiday season. We hope you and your families enjoy health, happiness, and great joy at this special time of year and throughout the New Year. Practice good public health and be careful so we can see your smiling faces in 2010!

##### **OFRD**

- ***Public Health/ Medical Missions – Domestic***
  - **Mescalero Mental Health Mission** – OFRD currently has four PHS officers (three from MHT#4 and one from Tier III Roster D) deployed to the Mescalero Apache Reservation in response to an increase in the number of suicide deaths and attempts.
  - **BARDA H1N1 Vaccine Support Mission** – OFRD currently has four PHS officers deployed to support the acquisition of H1N1 vaccine at several BARDA warehouses throughout the country.
  - **State of the Union Address** – OFRD will deploy Capitol Area Provider Team #4, and officers from Tier Three Roster D, in support of the 2010 State of the Union Address in Washington, DC.
- ***Public Health/ Medical Missions – International***
  - **Pacific Partnership 2010 (PP10)** is a U.S. Navy ship-based training mission scheduled to begin in early May and run through August of 2010. PP10 will utilize the hospital ship USNS Mercy (T-AH-19) which will conduct direct care and public health missions in the Western Pacific.

- **Continuing Promise 2010 (CP10)** is a U.S. Navy ship-based training mission scheduled to begin in July and run through November 2010. CP10 will utilize a U.S. Navy amphibious ship (TBD) and conduct direct care and public health missions in Latin America and the Caribbean.
- **Peru Riverine Medical Readiness and Training Exercise (MEDRETE)** is a training exercise with the U.S. Air Force and host nation personnel, to provide direct patient care and public health and preventative medicine activities. Roughly ten USPHS officers will be embarked along with Peruvian military medical personnel on two Peruvian Navy vessels and provide humanitarian assistance operations along the Amazon River over two weeks. U.S. Air Force personnel will provide logistical, communications and security support for the mission.
- If you are interested in participating in any of these missions, please forward your name, CV, a recent full-length photo of yourself in uniform and a statement of interest as well as all pertinent information (including official passport status, preferred mission/role, and government credit card status) to LCDR Andrei Nabakowski in OFRD International Operations at [Andrei.Nabakowski@hhs.gov](mailto:Andrei.Nabakowski@hhs.gov).
- **Basic Readiness**
  - Access to the secure area of the OFRD website has been disabled as we conduct the 31 December 2009 readiness check.
  - The next update for the Field Medical Readiness Badge will be 01 March 2010.
- **Response Team Vacancies**
  - If you would like to inquiry about vacancies on Tiers I and II response teams, please send your CV to [OFRD-Response@hhs.gov](mailto:OFRD-Response@hhs.gov)

**Uniform Advisory Committee Liaison: LCDR Gene Gunn**

- No update at this time

**Dental Category: LT Scott Williams**

- The DePAC has selected 5 new voting members for a 3 year term (2010-2012). They are as followed:
  - CDR Flauryse Baguidy (IHS)
  - CDR David Foley (DHS)
  - Dr. Jeremy Lappington (IHS Civil Service)
  - CDR Khoi Nguyen (USCG)
  - CDR Juan Packer (IHS)
- 2010 DePAC Executive Committee
  - Chair—CDR Phillip Woods
  - Vice-Chair—CDR Angie Roach
  - Immediate Past Chair—CAPT Coleman Palmertree
  - Executive Secretary—CDR A. Michelle Thomas
  - Chief Dental Officer—RADM Christopher Halli
- DePAC has completed the voting for the new members for next year. They will be announced in the next week. People interested in becoming a voting member should consider working on a workgroup or subcommittee first. Any dentists wishing to get on a workgroup/subcommittee in the next year should contact the DePAC secretary at this time.

**Dietitian Category: LCDR Blakeley Denkinger**

- No update at this time.

**EHO Category: LCDR Jamie Mutter**

- No update at this time.

**Engineer Category: LCDR Alex Dailey**

- No update at this time.



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

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**JOAG Voting Member Meeting Agenda  
Friday, January 8, 2010 1400-1500 EST  
CALL IN NUMBER: (712) 451-6175; PASSCODE: 119302#**

**I. Roll Call**

**II. Executive Committee Reports**

Ex-Officio	LCDR Maleeka Glover
Chair	LCDR Diem-Kieu Ngo
Vice Chair	LCDR Blakeley Denkinger
Chair-Elect	LCDR Carlos Bell
Financial Liaison	LCDR Alex Dailey
Secretary	LCDR Jamie Mutter

**III. Committee and Workgroup Reports**

Awards Committee	LCDR Merel Kozlosky & LCDR Morrisa Rice
COF Planning Committee	LCDR Heather Bair-Brake & LT Scott Williams
Communications & Publications Committee	LT Christina Coriz
Development Committee	LCDR Thomas Janisko
Inter-Services Committee	LCDR Brett Maycock
Membership Committee	LCDR Robin Toblin
Policy and Procedures Committee	LCDR Carlos Bell
Professional Development Committee	LCDR Harvey Ball & LCDR Rajal Mody
Recruitment and Retention Committee	LCDR Jessica Feda & LCDR Corey Palmer
Welcoming Committee	LCDR Amy Constantine & LCDR Yvette Waples

**IV. Old Business**

**V. New Business**

**VI. Final Announcements / Adjournment**