

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



General Meeting Minutes

Friday, October 14, 2011

1300 – 1500 EDT

 Call in number: (218) 936-4700
 Passcode: 791-9605

I. Roll Call

a. LCDR Eva McLanahan, JOAG Executive Secretary, took attendance by performing roll call

Voting Membership					
Attendance	Rank	Last Name	First Name	OPDIV	Category
✓	LCDR	Arceneaux	Janice	CMS	Nurse
✓	LCDR*	Bell	Carlos	FDA	HSO
Excused Absence	LCDR	Burnham	Kit	BOP	Therapist
✓	LCDR	Chadwick	Benjamin	IHS	Engineer
✓	LCDR	Chan	Irene	FDA	Pharmacist
✓	LCDR	Ford	Latonia	FDA	Nurse
✓	LCDR	Guardia	Martin	FDA	HSO
✓	LT	Holliday	Mitchel	BOP	Dietitian
✓	LCDR	Hudson	Heidi	CDC	HSO
✓	LCDR	Johnson	Glendolynn	FDA	Pharmacist
✓	LCDR	Krueger	Liatte	FDA	Pharmacist
✓	LCDR	Lanier	William	FDA	Vet
✓	LCDR	Maycock	Brett	DHS	HSO
✓	LCDR	McLanahan	Eva	EPA	EHO
✓	LCDR	Pihlaja	Krista	IHS	ENG
✓	LCDR	Sawyer	Kate	PSC	Med
Excused Absence	LCDR	Schaffzin	Samuel	OSG	HSO
✓	LCDR	Smith	Damon	OFRD	HSO
✓	LCDR	Steffen	Scott	FDA	Scientist
✓	LT	Tilghman	Tracy	FDA	HSO
✓	LT	Williams	Scott	IHS	Dentist

*Ex-Officio/Past Chair, non-voting member.

II. Executive Committee Reports

**** No reports from Ex-officio or Chair Elect**

a. Chair Report: LCDR Damon Smith

- i. Activities for upcoming year
 1. Looking to establish an Ad Hoc committee to work on events/activities to support activities of Surgeon General. If you are interested in leading this committee – email LCDR Smith (damon.smith@hhs.gov).
 2. December will be JOAG 10th anniversary
 - a. We're looking into the possibility of holding a special anniversary celebration around COA this year.

b. Vice-Chair Report: LCDR Brett Maycock

- i. The 2012 USPHS Scientific and Training Symposium will be held June 19 – 21, 2012 at the University of Maryland. The theme for this year's conference is **“Prevention Strategies for a Healthy Nation: Building on the Basics of Public Health”**.

c. Executive Secretary Report: LCDR Eva McLanahan

- i. If you are not receiving attachments via the JOAG listserv, it may be because you have subscribed to the “digest” option. Log onto <https://list.nih.gov> to change your subscription option to “regular” and the problem should resolve.

d. Financial Liaison Report: LCDR Glendolynn Johnson

- i. Voting Members (VM) will be provided with a funding request form; which should be used to request all funds. Detailed instructions will be provided with the form.
- ii. JOAG merchandise is available via the JOAG website. In addition, the Welcoming Committee will be selling the following items at OBC: JOAG Medallion Coins (\$10), CORE Value Coins (\$10), T-shirts (\$15) and Mugs (\$5). Email LCDR Johnson (glendolynn.johnson@fda.hhs.gov) to purchase merchandise.

III. Committee Reports

a. Awards Committee: LCDR Liatte Krueger & LCDR Benjamin Chadwick

- i. Current Activities/Updates
 1. This year's Awards Committee Co-Chairs are LCDR Chadwick and LCDR Krueger. Our first committee meeting is scheduled for November 7th at 1200 EST, conference call-in information 712-432-0111, passcode 492-866#.
 2. The Awards Committee SOP has been finalized and will be distributed to all committee participants prior to the first committee meeting.
 3. Letters of appreciation for active committee participants from this previous operational year will be distributed by the end of October.
 4. The Awards Committee Co-Chairs will soon e-mail blank activity logs and instructions for recording time spent on JOAG activities to all JOAG Voting Members for the Special Assignment Award.
- ii. Accomplishments

1. Earlier this year, the Office of the Surgeon General concurred with and signed off on JOAG's USPHS Commitment to Service Award Proposal. This is the first time that JOAG has been the lead in an award proposal.
 2. An endorsement package for the Special Assignment Award has been prepared for the 11 current Voting Members who have not yet received this award.
- iii. Action Items
1. The Awards Committee will have a need for many volunteers throughout the upcoming operational year. We need volunteers for our various subcommittees and initiatives as well as volunteers to serve as de-identifiers and reviewers for the three JOAG awards. Anyone interested in volunteering, should contact LCDR Chadwick at Benjamin.Chadwick@ihs.gov and LCDR Krueger at Liatte.Krueger@fda.hhs.gov.
- b. **COF Planning Committee: LCDR Latonia Ford**
- i. Current Activities/Updates:
 1. The COF Planning Committee had its first meeting of the operational year on October 6, 2011@1400 with 11 officers present
 2. The COF 2012
 - a. Dates: June 19-21, 2011
 - b. Location: University of MD (College Park Campus)
 - c. Theme: Prevention Strategies for a Healthy Nation: Building on the Basics of Public Health
 - d. JOAG Meet & Greet will be June 20, 2012 between 8am-9:15am
 - e. JOAG Social will be June 20, 2012 between 7pm-9pm (*Note: May hold the anniversary event in place of the social*)
 - ii. Accomplishments:
 1. The chair described the duties of the subcommittees and invited participants to choose which one they wanted to be involved with.
 2. David Schwab will remain the Co-Chair/Lead for Program Coordination subcommittee
 3. LT Debra Wagner will be the lead for the JOAG Meet and Greet/General Meeting session
 4. LT Danielle Smith will be the lead for the JOAG Social
 5. LT Elizabeth Thompson will be the lead for the Volunteer Subcommittee
 6. LCDR Latonia Ford will serve on the pre-conference committee with the Conference organizers
- c. **Communications & Publications Committee: LCDR Janice Arceneaux & LCDR William Lanier**
- i. Current Activities/Updates
 1. The **Editor Subcommittee** ---The Editor Subcommittee has published the 2011 - summer Journal-that highlighted topics like health and fitness, recruitment, and volunteering. The **Editor Subcommittee** is in the process of finalizing the Fall edition. The Fall Journal is due to be published within the next two weeks.
 2. The Website subcommittee still has to update the following:
 - a. Add JOAG Inter-Services Collaboration Committee Webpages

- b. Update JOAG website links containing references to Inter-Services Collaboration links
 - c. Added JOAG Communications and Publications Committee Subcommittees page
 - d. Added Get Fit August 2011 PDF edition and link to it.
 - e. Added missing JOAG minutes PDF files
 - f. Address black box issues with some Committee web pages
3. With Pride and Distinction is in the process of writing a quick, short history article this month to accompany the uniform article (same format as always) and having a timeline “second page”, which could make the document still printable as one page, double sided. The first With Pride and Distinction uniform announcement was distributed on the JOAG listserv June 9, 2011. The Subcommittee received a lot of positive feedback.
 4. CPC needs to fill the following positions:
 - a. Website lead
 - b. JO spotlight coordinator (recently filled by LT Amy Luo)
 5. The Website subcommittee will be updating the website to include new and updated VM Bios (by OCT 15, 2011). Specifically VM Bios, VM Roster and the Committee Roster pages.
 6. The **Get Fit-Stay Fit** webpage was designed to encourage junior officers to stay motivated and provide useful physical fitness and nutrition information. CPC is working with the Inter-Services Collaboration, Physical Training Subcommittee to post Health and Fitness Tips on the JOAG Website. In collaboration with the ISC, Physical Training Subcommittee, CPC presented the first installment of the health and fitness information announcements on the JOAG Website. To view the Get Fit-Stay Fit webpage please go to the Junior Officer Resource Webpage, on the JOAG Website.
 7. The **JOAG Recorder** is an officer that records meetings, seminars and educational sessions to make information available to junior officers who are unable to attend these events. Recordings are also available to junior officers who would like to refer back to the recorded information. JOAG Meetings are available for this operational year as they were successfully recorded. Audio Recordings are available ‘on demand’ by emailing LCDR Hiren Patel at Hiren.Patel@fda.hhs.gov

d. Development Committee: LCDR Kate Sawyer

- i. Thank you to those of you who have already contacted me about your interest in joining the Development Committee. I will send out an email in the next week to gauge interest regarding leadership roles within the committee.
- ii. Please contact LCDR Kate Sawyer at kate.sawyer@foh.hhs.gov if you are interested in joining the Development committee, or join us for the first call of the 2011-2012 operational year. This call will be held on Friday, November 4, 2011 at 1230 EST. Call in number is 712-775-7300, access code 255253#.

e. Inter-Services Collaboration Committee: LT Michel Holliday

- i. Current Activities/Updates
 1. The Inter-Services Collaborations Committee met on October 11, 2011, from 1130-1230 EST.

2. Physical Training Sub-Committee Update
 - a. The Get Fit - Stay Fit Fitness Tips will now be posted quarterly on the JOAG Website.
 - b. The next Officer Fitness Spotlight article will be published by the end of the calendar year. If you know of a good candidate with a specific health, wellness, or fitness achievement to profile, please email LT John Diehl (John.Diehl@fda.hhs.gov).
 - c. The Sub-Committee is proposing to change its name from the "Physical Training Sub-Committee" to the "Health and Wellness Promotion Committee". This request is pending approval.
 - d. The Sub-Committee is drafting a proposal to work with the Let's Move campaign. Five members of the Sub-Committee are working on different parts of the proposal with anticipation of submission to the Committee Chair by the end of October.
 - e. The Sub-Committee is presently working on a race resources guide that will focus on races that would provide interaction with other services, such as the Army Ten Miler, Marine Corps Marathon, etc.
3. Community Services Sub-Committee Update
 - a. The 2011 Make a Difference Day in Washington D.C is coming up October 22nd. Make a Difference Day is an annual national day of volunteering. This year volunteers will assist the National Park Service with winterizing the Kenilworth Aquatic Gardens. This event is pending approval. If the event is approved, there will be a JOAG listserv message asking for volunteers to register.
 - b. A Toys for Tots event is coming up October 24th to be offered in conjunction with the Marine Corps in Atlanta, and will be collecting toys at different CDC locations. A JOAG listserv message asking for volunteers to register was sent out on October 11th.
 - c. The National Family Volunteer Day is an event coming up in the Washington DC area on November 12th. It takes place at the Armed Forces Retirement Home. Volunteers help with Christmas decorations, clean up the different areas, and play games with the residents. It is a family day so volunteers are encouraged to bring their children with them. This event is pending approval. If the event is approved, there will be a JOAG listserv message asking for volunteers to register.
4. MWR Sub-Committee Update
 - a. The ISCC Sub-Committee information has been compiled by members of the MWR Sub-Committee with all information presently available on the JOAG Website at: (http://www.usphs.gov/corpslinks/joag/index_files/JOAG_ISC_Home.htm).
 - b. The Sub-Committee was approved to publish an article in the winter edition of the JOAG Journal about the Armed Forces Vacation Club.
 - c. A final draft of the MWR Resource Guide, which provides links to a variety of DoD-wide MWR resources and activities, has been completed. It includes national resources, local resources, lodging, recreation, and smartphone apps. This document is pending approval. If the document is approved, it will be posted to the JOAG website and made available for all officers to utilize.
5. TAPS Sub-Committee Update

- a. The Sub-Committee met recently regarding the proposal for the TAPS pilot program. No additional details are available at this time.

f. Membership Committee: LCDR Irene Chan & LCDR Kit Burnham

i. Current Activities/Updates:

1. The last JOAG Membership Committee (MC) meeting for the 2010-2011 operational year took place on Wednesday, September 14, 2011.
2. Letters of Appreciation for the 2010-2011 operational year were distributed in September.
3. The first MC meeting for the 2011-2012 operational year took place Wednesday, October 12, 2011 from 1300 to 1400 EST.
4. Future meetings will take place every other month on the 2nd Wednesday of the month. The dial-in number is (712) 451-6175 and the passcode is 674654#.
5. A call for nominations for subcommittee leads, secretary, and alternate secretary was distributed on Friday, September 30, 2011. We are looking for subcommittee leads for the following subcommittees: CAD Anniversary Subcommittee, Meet and Greet (M&G) Subcommittee, Website Subcommittee, and the Standard Operating Procedure (SOP) Subcommittee. Nominations should be in the form of an e-mail including the following: Name of officer, rank, subcommittee(s) being nominated for, category, agency of employment, and a statement of interest including any skills or experiences conducive to the position and, if applicable, past involvement in JOAG. An individual may be nominated for more than one subcommittee lead position; however, a statement of interest will need to be included for each position. Self nominations are welcome. The original deadline for nominations was COB Friday, October 7, 2011 to LCDR Irene Z. Chan at Irene.Chan2@fda.hhs.gov; however, this deadline has been extended to Wednesday, October 19, 2011.

ii. Accomplishments

1. Facilitated the selection of 11 Voting Members for the 2011-2013 term.
2. Completed substantial revisions to the Membership Committee's SOP including the creation of new sections for our subcommittees. The edited SOP was submitted to the JOAG Chair.
3. There were 12 MG in 12 different regions across the country with 15 different events held with 130 attendees.
4. Sent nearly 500 CAD Anniversary congratulatory emails to new officers who reached their one-year anniversary.
5. MC webpage was created for the JOAG website and is up-to-date with information on the committee.
6. Completed the first-ever guidance document for JOAG Committee Chairs/Co-Chairs which has already been disseminated to existing and incoming Voting Members.

iii. Action Items

1. Our revised SOP has been forwarded to EC and we are awaiting approval
2. We are working on a proposal for a new subcommittee, PAC Liaison Subcommittee, that will be presented to the EC.

g. Policy and Procedures Committee: LT Tracy Tilghman

i. Current Activities/Updates

1. The Policy & Procedures Committee held their first meeting of the 2011-2012 operational year on Thursday, October 6th. We discussed an overview of the subcommittees and their projects from the past operational year, and available volunteer opportunities.
- ii. Action Items
 1. Update and complete P&P SOP. Work on developing a standardized SOP template for all Committees to utilize.
 2. Update P&P website and related documents on the JOAG webpage. Currently in search of a volunteer to take on this leadership role.
 3. Looking for a Alternate-Secretary for P&P. Contact LT Tilghman if you are interested.

h. Professional Development Committee: LCDR Heidi Hudson & LCDR Samuel Schaffzin

- i. Current Activities/Updates
 1. First meeting for this operational year will be held on Monday, October 17th at 10:30 AM EST. Meetings will occur the second Monday of every month at 10:30 AM EST.
 2. Currently working on articles regarding leadership, new PHS structure (OCCO/OCFM), and COSTEP for Winter JOAG Journal. Integrating the past two JOAG Journeyman Speaker Series on leadership and officership in winter submission.
 3. Journeyman Speaker Series “Applying for Awards” with CAPT Ross Spears scheduled for 4 November. “Post 9-11 GI Bill” has been scheduled for 13 January 2012.
 4. Adding a Journeyman Series Corner to JOAG Journal and future goals for JSS
 5. Recruiting volunteers for 2011-2012 operational year for two activities
 - a. Journeyman Speaker Series: Looking for 1-2 actively engaged officers to volunteer. Contact LT Ashleigh May: amay@cdc.gov
 - b. Secretary: looking for 1-2 actively engaged officers to volunteer. Contact LCDR Samuel Schaffzin: Samuel.Schaffzin@cms.hhs.gov
- ii. Accomplishments
 1. Submitted the JO Shadowing Program Proposal to EC for review.
 2. Journeyman Speaker Series: “Preparing for promotion” September had good attendance, 130 officers (although the one last year had 151). LT May received good feedback on 2 September JSS with RADM Williams on “Leadership in Challenging Environments”.
 3. An article on deployment to the Arctic Circle has been submitted for the Fall JOAG Journal.
- iii. Action Items
 1. Uniform Inspection Subcommittee - Reviewing edits and comments from EC on draft guidance for a uniform matrix.
 2. Update PD-C Reading List
- iv. Other
 1. Recognition to 2010-2011 Officers who served on PD-C.
 - a. LCDR Mody (co-chair past 2 years)
 - b. LCDR Mutter (rep to JOAG EC)

- c. LCDR Frasca (Secretary)
- d. LCDR Elza (Undersecretary)
- e. LT Passman (Journeyman Speaker Series)

i. Recruitment and Retention Committee: LCDR Martin Guardia & LCDR Krista Pihlaja

- i. Current Activities/Updates
 - 1. We are currently soliciting committee members for subcommittees. Co-leads have been selected.
 - 2. Surveys have been sent out to COSTEP mentors and COSTEPs who participated in last cycle's COSTEP Connection Program.
 - 3. The next Career Fairs list for January 2012 is being worked on and should be completed by 11/15/11, and it will be sent through the JOAG listserv and posted on the JOAG webpage.
 - 4. The COSTEP Non-Select Program for 2011 is currently underway. Volunteer recruiters have been matched with the non-selects and training will begin shortly.
- ii. Accomplishments
 - 1. The new co-secretaries and webpage coordinators have been chosen.
 - 2. The career fair lists for September, October, and November have been posted on the JOAG webpage.
 - 3. The Committee webpage errors have been corrected.
- iii. Action Items
 - 1. End-of-Year appreciation letters will be sent out prior to the first regular committee meeting in November.
 - 2. The PAC update memo will be drafted and routed for approval in November.

j. Welcoming Committee: LCDR Scott Steffen

- i. Current Activities/Updates
 - 1. The first Welcoming Committee meeting for the 2011- 2012 operational year was held on Friday, October 7, 2011.
 - a. The co-chair position for the welcoming committee was delegated to LT Beth Osterink.
 - b. The chair defined the chain of command for JOAG in reference to submitting ideas to the EC.
 - c. The definition of observer versus participant as per the JOAG General SOP was provided by LT Osterink.
 - d. Each subcommittee lead provided a brief description of the tasks their group does. They also provided any new ideas and volunteer needs for the year. The needs of the Welcoming Committee are estimated at 15-17 volunteer split among the subcommittees. Two volunteer slots have been filled.
 - e. The JOAG WC Webpage will be updated once the lead is back from leave.
 - f. Several good ideas were fostered from this teleconference:
 - i. PAC attachment for CAD emails
 - ii. New CAD email referring the officer to their PAC
 - iii. Compile and Maintain a FAQ document from CAD email responses. It was proposed to incorporate this information into the New Officer Guide.
 - iv. Placing WC SOP on WC website

- v. Placing WC Tip of the Month on WC website, JOAG journal, and CAD emails.
 - vi. Officer photo generation at OBC
 - vii. Mentoring program with JOAG peers
 - viii. Centralized excel sheet for VMs to schedule their attendance at OBC and graduation
2. Accomplishments
- a. We have obtained a list of the 2012 OBC schedule.

IV. Workgroup/Program Reports

- a. **Forward Thinking Workgroup: LCDR Joel Nelson**
 - i. No updates at this time
- b. **Historian Workgroup: LT Joe Hill**
 - i. We have a JOAG Gmail account that is used with a picture editing and publishing software application. Please send me pictures of all JOAG events to joag.usphs@gmail.com
- c. **HOSA Workgroup: LCDR Stefanie Glenn & LCDR Timothy Thomas**
 - i. No updates at this time

V. Agency/Organization Reports

- a. **COF Board: LCDR Brett Maycock**
 - i. No updates at this time
- b. **MOLC: LCDR Karen Ho (unable to attend)**
 - i. No updates at this time
- c. **OCCFM: LCDR Kyle Lyons**
 - i. No updates at this time
- d. **OCCO: LTJG Andrew Okolo**
 - i. No updates at this time
- e. **OFRD/OSG/OS: LCDR Andrei Nabakowski**
 - i. Current Activities/Updates
 - 1. CAP Teams set to provide medical support for upcoming Joint Session of Congress
 - 2. 5 officers will be needed to support the IRCT for the Asian-Pacific Economic Development Summit in Hawaii (November 12-13)
 - ii. Accomplishments:
 - 1. Supported response activities for tornadoes in Joplin, MO and Birmingham, AL
 - 2. Supported response activities along the Eastern seaboard for Hurricane Irene

VI. PAC Liaison Reports

a. Dental Category: LT Scott Williams

- i. Encourage officers to go to DPAC listserv to sign-up for bulletin board and listserv.
- ii. Will announce next all hands dental call in next few weeks (should be held in early 2012)

b. Dietitian Category: LT Mitchel Holliday

- i. Three nominations were received and voting closed on September 13, 2010 for the new DietPAC Chair. CDR Mary McCormick was selected based on the majority of the votes; she will serve as PAC chair elect from October 1, 2011 - March 31, 2012; then as PAC chair from April 1, 2012 - March 31, 2013. Congratulations CDR McCormick!
- ii. The next Dietitian PAC meeting is scheduled on Thursday, 17 NOV 2011 @ 12:30 EST.

c. Environmental Health Category: LCDR Eva McLanahan

- i. Current Activities/Updates
 1. EHOPAC is in the process of finalizing our annual agency specific elections.
 2. Officer elections will be held during the next EHOPAC meeting in December.
 3. Responder of the Year Award nomination packets will be released soon.
- ii. Accomplishments
 1. 22 2011 JRCOSTEPs served in the EHO Category.
 2. EHOPAC website (www.ehopac.org) now has a place for EHO specific job postings. Anyone can post and view announcements.

d. Engineer Category: LCDR Benjamin Chadwick

- i. The next Engineer Professional Advisory Committee (EPAC) meeting is scheduled for Wednesday, October 19th at 1400 EST. Call-in information on EPAC website or contact LCDR Chadwick.

e. Health Services Category: LCDR Brett Maycock

- i. The HSO Category Day Planning Committee is soliciting volunteers to plan, implement, monitor Category Day events during the COF Scientific and Training Symposium. As a volunteer, officers will be expected to attend monthly meetings and occasional bi-monthly meetings, assist in coordinating the HSO Category Day meeting schedule, and represent their PAG/Discipline in soliciting, selecting, and assisting with the presentations and speakers. If you interested in volunteering, please contact LCDR Joseph Shurina at joseph.shurina@phs.dhs.gov or LCDR Rebecca Bunnell at Rebecca.bunnell@hhs.gov by COB, Friday, October 14, 2011.
- ii. The Information Technology Advisory Group (ITPAG) is seeking officers to serve as voting members for a 3-year appointment. Interested officers should submit a letter of intent, CV, and brief description of past and current involvement with the ITPAG to CDR Jason Ortiz at jason.ortiz48@sbcglobal.net by November 15, 2011. Please indicate **"ITPAG Voting Membership Application"** in the subject line of the e-mail.
- iii. Nominations are being sought for **2011 Health Services Responder of the Year Award**. The nominee must have made extraordinary contributions to the Public Health Service and the Health Services Category with regard to responding to critical events

impacting the health of others. The recipient of this award may earn this prestigious honor in a number of ways, including a combination of the following contributions:

1. Having one-time extraordinary impact on public health preparedness and response and /or
 2. Having a career of contributions to emergency preparedness and/or disaster response and/or
 3. Having played a significant role in one or multiple deployments
 4. Having completed training and education applicable to preparedness and preparedness response
 5. Having participated in publications and/or presentation in the public arena related to preparedness and response
 6. Having a significant impact on the agency's mission: the deployment of the officer crucially affects their duty station
 7. **Other requirements**
 - a. The recipient of this award must also demonstrate a willingness to give credit to the U.S. Public Health Service for deployment activities, including wearing the uniform with pride and distinction while deployed, crediting the U.S. Public Health Service in presentations and publications and exemplifying the roles and responsibilities of a Commissioned Corps Officer. Additionally, the nomination must demonstrate how the accomplishments are above and beyond their usual duties and responsibilities of the nominee per their billet or job description.
 - b. Commissioned corps officers from the Health Services category and equivalent civil service professionals, excluding current voting members of the 2011 HS-PAC, are eligible for these awards. Nominations must be received by November 4, 2011, Close of Business. The award will be presented at the 2012 U.S. Public Health Service (USPHS) Scientific and Training Symposium.
 - c. Nominations that do not follow the correct format will not be reviewed. Award criteria and nominations forms may be obtained from the HS PAC webpage at <http://www.usphs-hso.org> or by contacting: CDR Cecile Town at cecile.town@ihs.gov or by calling 505-248-4233.
- iv. The Public Health Professional Advisory Group (PHPAG) is seeking dedicated officers to volunteer on the Career Development Committee. The PHSPAG Career Development Committee is tasked with serving as a resource and advisory group for coordinating, developing, training, and evaluating activities related to the public health professional disciplines among Health Services Officers in the PHS. If you are interested in volunteering, please contact LCDR Deidre Washington-Jones at dWASHINGTON-JONES@hrsa.gov.
- v. Please join the HS PAC for an afternoon of fellowship, networking, and fund as we celebrate another year of HSO accomplishments!
1. **Date:** Friday, December 2, 2011
 2. **Time:** 12:00 - 3:00 P.M.
 3. **Location:** Maggiano's (Chevy Chase)
5333 Wisconsin Avenue, NW
Washington, DC 20015-2050
(Nearest Metro: Friendship Heights Station)
 4. **Price:** \$35 (price includes taxes and gratuity)

5. **Food:** Italian-Family Style Buffet
 6. **RSVP:** For planning purposes, we need to get a count of how many officers will be attending. If you are interested in attending, please send an e-mail to LCDR Kimberly Hawkins at khawkins@hrsa.gov
 - vi. The Dental Hygiene Professional Advisory Group (DHPAG) is seeking nominations for voting membership, for a 3-year period. The deadline for submitting a nomination package is October 28, 2011. More information on the requirements for voting membership can be found at http://usphs-hso.org/pags/dhpag/dhpag_main.shtml
 - vii. The Optometry Professional Advisory Group (OPAG) is seeking nominations for the Edward Hamilton and Lester Caplan Awards. The Edward Hamilton Award is presented to a career USPHS Optometry Commissioned Officer who is recognized by his/her peers for outstanding work as evidenced by a specific accomplishment(s) toward the mission of the PHS. This award may be presented annually by the Optometry Professional Advisory Group (OPAG). The Lester Caplan Award is to recognize a PHS tribal direct hire or PHS civil service optometrist who has demonstrated exemplary work as evidenced by a specific accomplishment(s) toward the mission of the PHS. You can find more information at http://usphs-hso.org/pags/opag/opag_award.shtml. All nominations should be sent to Pamela Steffes at (pamelas@searhc.org) or Sarah Stienbarger at (sstienbarger@scf.cc)
 - viii. The next HSPAC meeting will be held on December 2, 2011, from 1230 – 1600 EST.
 - ix. As a reminder to Subscribe or Unsubscribe to the HSO Listserv, please go to <http://usphs-hso.org/phsdb/listserv>
- f. Nurse Category: LCDR Janice Arceneaux**
- i. Multidisciplinary billet transformation underway. Phase I should have been completed by now. Officers are encouraged to coordinate and discuss with supervisor during this process.
- g. Pharmacy Category: LCDR Liatte Krueger**
- i. Current Activities/Updates:
 1. Encourage officers to sign up for PharmPAC listserv
 2. Congratulations to following junior officers who will begin their term as PharmPAC Members effective 01 November 2011:
 - a. Indian Health Service: CDR Brittany Keener, LCDR Tiffanie Myers, LCDR Jodi Sparkman, LT Khang Ngo
 - b. BOP: LCDR Troy Bernardo
 - c. JOAG Liaison (Ex-officio member): LCDR Liatte Krueger
 - d. Executive Secretary (Ex-officio member): LCDR Juliette Toure
 - e. Associate members: LCDR Kenda Jefferson, LT Jai Patel
 3. The USPHS Pharmacy Prevention Strategy is now available and will be posted on PharmPAC website toward end of Oct.
 - a. The PharmPAC is very pleased to share with you the USPHS Pharmacy Prevention Strategy, which outlines many of the activities that pharmacists perform to contribute to prevention and wellness. The Pharmacy Prevention Strategy will be posted on the PharmPAC website by the end of the month.

4. All PharmPAC officers who are promotion ready and interested in having their CV reviewed, contact LCDR Jefferson Fredy (jefferson.fredy@ihs.gov) or LCDR Tiffanie Myers (tmyers@bop.gov) for more information.
 5. FDA Pharmacists, beginning on October 17th, the Division of Training and Development will require ALL FDA pharmacists to have CPE Monitor numbers in order to be awarded CPE credits. If you have not acquired your number, please click on the following link <http://www.acpe-accredit.org/pharmacists/cpemonitor.asp> to get your number as soon as possible.
 6. The "Pharmacist Vacancy Document" from September 2011 is on the recruitment section of the website <http://www.usphs.gov/corpslinks/pharmacy/pdf/vacancy.pdf>. This document is updated monthly.
 7. For those interested in purchasing PHS Pharmacy Challenge Coins, the order form is on the PharmPAC website under the Administration section. The cost of the coin is \$12 (includes shipping). Contact person for ordering is CDR Laura Pincock (laura.pincock@fda.hhs.gov).
- ii. Next PharmPAC Meeting: 03 November 2011, from 1400 to 1530 EST, Surgeon General's Conference Room; Agenda and call-in information will be distributed prior to the meeting.

h. Physician Category: LCDR Kate Sawyer

i. Current Activities/Updates

1. Because mentoring has been included as part of the 2012 promotion benchmarks, PPAC Career Development and Training Sub-committee is interested in knowing the extent of unofficial mentoring activities in the medical category in order to formalize a mentoring program. They are asking that Medical Officers answer a brief survey concerning mentoring activities. The survey should take about a minute and the results will be communicated during an upcoming PPAC meeting. The survey can be found at: <http://www.surveymonkey.com/s/X8BCF83>.

ii. Upcoming Meetings

1. Next PPAC Open Forum is WEDNESDAY, October 19, 1300-1500 EST. Topic: "Corps Promotions Process" with a guest speaker from OCCO. Call-in number: 866-816-2251 or 517-477-5361, code: 9700730
2. Next PPAC Business Meeting will be TUESDAY, November 15, 1300-1500 EST. Call-in number: 866-816-2251 or 517-477-5361, code: 9700730.

i. Scientist Category: LCDR Scott Steffen

i. Current Activities/Updates

1. The second SciPAC meeting for the 2011- 2012 operational year was held on Tuesday, October 4, 2011.
2. It was announced that Multidisciplinary Billets are now in progress. Billets will be uploaded to Direct Access February 20th.
3. The On-line COER will be available October 5th. The process must be completed by mid-November.
4. Concerns about the 9 year T&E cap (POM 11-005) submitted to the SciPAC CPO. The finding of the CPO is that this policy could negatively impact the Category. This information has been shared with the CPO board.

