

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



General Meeting Minutes

Friday, December 9, 2011

1300 – 1500 EST

 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
UA	LCDR	Arceneaux	Janice	CMS	Nurse
UA	LCDR*	Bell	Carlos	FDA	HSO
✓	LCDR	Burnham	Kit	BOP	Therapist
✓	LCDR	Chadwick	Benjamin	IHS	Engineer
AA	LCDR	Chan	Irene	FDA	Pharmacist
✓	LCDR	Ford	Latonia	FDA	Nurse
AA	LCDR	Guardia	Martin	FDA	HSO
✓	LT	Holliday	Mitchel	BOP	Dietitian
AA	LCDR	Hudson	Heidi	CDC	HSO
AA	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
AA	LCDR	Schaffzin	Samuel	OSG	HSO
✓	LCDR	Smith	Damon	OFRD	HSO
✓	LCDR	Steffen	Scott	FDA	Scientist
✓	LT	Tilghman	Tracy	FDA	HSO
AA	LT	Williams	Scott	IHS	Dentist

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

AA=Approved absence; AWA=absent with alternate; UA=Unapproved absence

II. Executive Committee Reports

a. **Ex-officio: LCDR Carlos Bell**

- i. No report at this time

b. **Chair Report: LCDR Damon Smith**

- i. Changes to application process for Commissioned Corps.
 1. Will continue to accept all new applications through the end of this year
 2. At start of Jan 2012 will be limiting categories—see information sent recently via listserv
 3. Will focus to fill vacancies from current applicant pool.
 4. No timeline for how long this will last is available at this time.
 5. This may affect some of JOAG's recruitment activities.
- ii. Readiness – OFRD
 1. Working on readiness for the Corps. Having some issues with IT and President's Challenge tracking of participant data.
 2. OFRD is working through this to have issues squared away as soon as possible.
 3. Use website to contact OFRD with any questions on readiness.
http://ccrf.hhs.gov/ccrf/readiness_assistance_form.htm

c. **Vice-Chair Report: LCDR Brett Maycock**

- i. The Scientific Program Committee for the 2012 USPHS Scientific & Training Symposium is inviting officers and civilians to submit an abstract for presentation at the Symposium, which will be held June 19 - 21 at the University of Maryland, College Park, in the Washington, DC metropolitan area. The theme for the 2012 Symposium is **Prevention Strategies for a Healthy Nation: Building on the Basics of Public Health**. The deadline for submissions is **December 21, 2011**. Visit www.phscofevents.org/agenda/speakerinf.cfm for more information or to submit.

d. **Executive Secretary Report: LCDR Eva McLanahan**

- i. Nothing to report

e. **Financial Liaison Report: LCDR Glendolynn Johnson**

- i. Nothing to report

III. Committee Reports

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

- i. Current Activities/Updates
 1. The Awards Committee held its first committee meeting of the operational year on 7 November 2011, the duties of the various subcommittees and volunteer opportunities were covered.
 2. The minutes for the November 7th awards committee meeting will be sent out to the committee members on December 9th as well as posted on the JOAG website.
 3. Within the next month, a specific call for leads and volunteers for the various subcommittees will be distributed.
 4. The next Awards Committee meeting is scheduled for 9 January, 2012 at 1200 EST.

- ii. Accomplishments
 - 1. Letters of appreciation for all active participants on the Awards Committee during the 2010-2011 operational year were sent out the week of November 21st. If you have an inquiry about not receiving a letter, please email LCDR Chadwick or LCDR Krueger.
 - 2. The Special Assignment Awards for the eligible voting members from the 2010-2011 operational year should have been placed in their eOPF last month.

- b. **COF Planning Committee: LCDR Latonia Ford**
 - i. Current Activities/Updates
 - 1. Chair, LCDR Ford will serve and represent JOAG on the Community Outreach Pre-planning committee and Symposium planning committee
 - 2. COF 2012 Symposium Pre-conference event will be held at FDA White Oak campus
 - 3. JOAG Meet & Greet will be held June 20, 2011 0800 to 0915hrs Stamp Union on Campus
 - 4. JOAG Social/10 year Anniversary Celebration will be June 20, 2012 between 1900-2100hrs, place TBA
 - 5. David Schwab, Co-Chair/Lead for Program Coordination will design a flyer for JOAG COF events
 - ii. Accomplishments
 - 1. Spreadsheet established to collect COF Planning Membership
 - 2. Chair, LCDR Ford participated in two pre-conference meeting November 8, 2011 & November 22, 2011
 - 3. Chair, LCDR Ford participated in Symposium planning November 30, 2011
 - 4. LT Elizabeth Thompson, JOAG Volunteer Subcommittee will be working with LCDR Michelle E. Arena COA Volunteer Coordinator to organize the logistics & needs of JOAG officers.

- c. **Communications & Publications Committee: LCDR Janice Arceneaux & LCDR William Lanier**
 - i. Current Activities/Updates
 - 1. Deadlines for JOAG Journal Winter issue article submissions extended as follows:
 - a. Initial ideas for articles was extended to close of business on Wednesday, December 7th, 2011
 - b. Final drafts will be due by close of business on Monday, December 19th, 2011
 - 2. Working with POC for each JOAG Committee regarding JOAG website updates.
 - ii. Accomplishments
 - 1. Fall issue of JOAG Journal was sent via the JOAG listserv on 11/8/11
 - 2. New Editing Subcommittee (JOAG Journal) Lead: LCDR David Wright
 - 3. New Website Subcommittee Lead: LCDR Julian Jolly

d. Development Committee: LCDR Kate Sawyer

- i. Current Activities/Updates
 - 1. Met on November 4; 15 members of committee; discussed goals/objectives and came up with timeline for our activities this year
 - 2. Working now on researching and selecting merchandise that will be sold at various PHS events throughout the year, such as JOAG booth during COF Symposium
 - 3. Website coordinator in process of updating the Development Committee webpage on the JOAG site
- ii. Accomplishments
 - 1. Subcommittees formed, leaders chosen
 - 2. Research and selection subcommittee working on selecting merchandise with a goal to finalize the top merchandise selections in early January

e. Inter-Services Collaboration Committee: LT Michel Holliday

- i. Current Activities/Updates
 - 1. A Get Fit-Stay Fit Fitness Tip was recently approved.
 - 2. A 2012 Race Resources Guide was recently approved.
 - 3. Two Wreaths Across America events will be taking place December 10th. One at Arlington National Cemetery in Arlington, VA and one at Southview Cemetery in Atlanta, GA. Officers still interested in participating in these events can contact the officers noted on these Listserv announcements for additional details.
 - 4. TAP recruitment efforts will be put on hold until further notice due to recent DCCPR announcements regarding decreased acceptance of certain professions.
- ii. Accomplishments
 - 1. 8 Officers volunteered with National Family Volunteer activities.
 - 2. A Toys for Tots event took place October 24th in conjunction with the Marine Corps in Atlanta and collected toys at different CDC locations.

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

- i. Current Activities/Updates
 - 1. Subcommittee lead/co-leads selections have been finalized
 - a. **SOP Subcommittee:** LCDR Yoon Kong
 - b. **CAD Subcommittee:** LT Robert Kosko and LT Racquel Stephenson
 - c. **Website Subcommittee:** LCDR James Cummings
 - d. **PAC Liaison Subcommittee:** LCDR Jacinta Smith
 - e. **M&G Subcommittee:** LT Tina Walther and LTJG Kazuhiro Okumura
 - f. **Secretary:** LT Stacy Harper; **Alternate-Secretary:** LCDR Kimmine Pierce
- ii. Accomplishments
 - 1. A Meet & Greet was held on November 17, 2011 in Phoenix, AZ with great success.

g. Policy and Procedures Committee: LT Tracy Tilghman

- i. Current Activities/Updates
 - 1. Continue revising the P&P SOP.
 - 2. Work on standardizing all SOPs for all JOAG Committees

- h. Professional Development Committee: LCDR Heidi Hudson & LCDR Samuel Schaffzin**
- i. Current Activities/Updates
 - 1. Committee members will be at PHS Awareness Day - Uniform Inspection Booth and mini-presentations.
 - 2. Currently working on articles integrating the past JSS on leadership and officership in Winter Journal submission.
 - 3. Journeyman Speaker Series "Post 9-11 GI Bill" has been scheduled for 13 Jan 2012.
 - 4. The Uniform Inspection Subcommittee is starting to ramp up work for an inspection booth at USPHS Scientific and Training Symposium
 - ii. Accomplishments
 - 1. LT May received good feedback on 4 November JSS on USPHS Honor Awards with CAPT Ross Spears; approx. 92 Officers joined the call.
 - iii. Other
 - 1. For future ideas on JSS topics, please email LT May (amay@cdc.gov)
- i. Recruitment and Retention Committee: LCDR Martin Guardia & LCDR Krista Pihlaja**
- i. Current Activities/Updates
 - 1. Letters of Appreciation for 2010-2011 active committee participants were sent out.
 - 2. PAC update memo has been finalized and sent out to the JOAG category liaisons.
 - 3. The Publications subcommittee has proposed an article topic for the upcoming issue of the JOAG Journal under the "Recruitment and Retention Matters" recurring segment.
 - 4. A conference call regarding the future of the TAPs Subcommittee was held with the ISCC on December 5th.
 - ii. Accomplishments
 - 1. Held two training sessions for volunteer recruiters for the COSTEP Non-Select Recruiting Program.
 - 2. The January career fairs list has been generated and was sent out via the JOAG listserv. The list should be posted soon on the JOAG website.
 - 3. The committee Website Coordinators have sent revisions to the C&P Committee for the R&R webpage update.
- j. Welcoming Committee: LCDR Scott Steffen**
- i. Current Activities/Update
 - 1. Second bi-monthly Welcoming Committee meeting was held on 12/09/2012
 - 2. Obtained the OBC schedule up to December 2012. This schedule was incorporated into the Google document for JOAG representative sign-ups to help.
 - 3. Used the Officer Locator Tool to confirm the number of New officers for the following months: September -- 35, October -- 28, and November -- 40
 - 4. Issued CAD emails to all officers except those that came on board the second half of November
 - 5. JOAG Facebook page to be discussed within the EC when LCDR Johnson returns.
 - ii. Accomplishments
 - 1. Submitted updated information for the JOAG Welcoming Committee website
 - 2. Created a document as part of a proposal to incorporate a CAD attachment containing PAC information. The proposal was not approved.

3. Submitted a proposal for pertaining to Officer portraits. The proposal was denied as written. COTA was contacted.

IV. Workgroup/Program Reports

- a. **Forward Thinking Workgroup: LCDR Joel Nelson**
 - i. No updates at this time
- b. **Historian Workgroup: LT Joe Hill**
 - i. No updates at this time
- c. **HOSA Workgroup: LCDR Stefanie Glenn & LT Skip Payne**
 - i. No updates at this time

V. Agency/Organization Reports

- a. **COF Board: LCDR Brett Maycock**
 - i. No additional updates at this time – see COF Planning Committee Report above (IIIb)
- b. **MOLC: LCDR Karen Ho**
 - i. Current Activities/Updates
 1. Working on revising charter.
 2. Last meeting of the year will be held on December 13, 2011.
 - ii. Accomplishments
 1. MOLC has completed an update of the report on the diversity of USPHS Commissioned Corps Officers. This will be posted on the MOLC website soon.
- c. **OCCFM: LCDR Kyle Lyons**
 - i. No report at this time
- d. **OCCO: LTJG Andrew Okolo**
 - i. No report at this time
- e. **OFRD/OSG/OS: LCDR Damon Smith**
 - i. Current Activities/Updates
 1. OFRD is currently working on readiness for December 2011. This readiness update will also include an FMRB update.
 2. OFRD Training is developing a plan for response team training in 2012.
 3. There are two ongoing deployments: the ACF disaster case management support mission in Albany, NY and the Aberdeen IHS support mission. These missions will conclude in December.
 - ii. Accomplishments
 1. Certificates for officers who participated in field training in 2011 were mailed to officers in November. If you did not receive your certificate, please contact OFRD Training at ofrd-training@hhs.gov.

VI. PAC Liaison Reports

a. Dental Category: LT Scott Williams

- i. Current Activities/Updates
 1. The All Hands on Meeting will be on Wednesday, January 11, 2012, at 1400 EST. Call in information will be distributed closer to the time of the call on the dental listserv.
 2. Any Dental Junior Officers who are not signed up for the Dental Category Bulletin Board or Listserv, please use the website below. This is the primary source of dental category information used by DePAC and the CPO.
(<http://www.usphs.gov/corpslinks/dentist/listserv.html>)

b. Dietitian Category: LT Mitchel Holliday

- i. Current Activities/Updates
 1. Dietitian Category Coins are for sale. The coins are \$10.00. Interested individuals can contact CAPT Jean Makie at Jean.Makie@fda.hhs.gov or CAPT Edith Clark at Edith.Clark@ihs.gov.
 2. An announcement for nominations for 2012-2014 DietPAC Voting Membership was submitted to the Category on November 21st. Nomination packets need to be submitted by December 12th to CAPT Suzan Gordon at Suzan.Gordan@fda.hhs.gov.
 3. On November 30th, LCDR Susan Steinman was announced as the new DietPAC Readiness and Deployment Subcommittee Chair.
 4. The due date for submission of nominations for the Senior Dietitian of the Year, Junior Dietitian
- ii. Accomplishments
 1. The Dietitian Category created a working group to assess how dietitians can contribute to the National Prevention Strategy (NPS): *America's Plan for Better Health and Wellness*. See <http://www.healthcare.gov/center/councils/nphpphc/strategy/index.html> for more details. At the time of the DietPAC meeting, the Dietitian Category was one of only two categories that had submitted a National Prevention Strategy document to the SG PAC for consideration. Thus, we are proud to be in the forefront of planning our involvement in the National Prevention Strategy.

c. Environmental Health Category: LCDR Eva McLanahan

- i. Current Activities/Updates
 1. Next EHOPAC Meeting is scheduled for December 13th 1200-1400 EST. Meeting will be in person in DC area and via teleconference and WebEx. Details were sent to EHOPAC listserv on December 2nd.
 2. EHOPAC leadership for 2012 will be elected during the closed portion of the December 13th meeting (1400-1500).

d. Engineer Category: LCDR Benjamin Chadwick

- i. Current Activities/Updates
 1. The next and final EPAC meeting for 2011 is scheduled for 14 December, 2011 at 1400 EST. Please take note that this is a change from the typical 3rd Wednesday of the month. Conference call-in details will be forthcoming.

e. **Health Services Category: LCDR Brett Maycock**

i. Current Activities/Updates

1. Nominations are being accepted for the Joint Services: Health Services Junior Officer Award of Excellence. This award recognizes outstanding Junior Medical Service Corps Officers who have made significant contributions and have performed in an exceptionally outstanding manner. The Army has invited the Public Health Services to participate and recognize five Junior (O-2 - O-3) Health Service Officers. Nominations will be accepted from Junior Officer's supervisor or peer. Nominations are due by 16 December 2011. Nomination information can be found on the HSO website.
2. The Optometry Professional Advisory Group (OPAG) is seeking nominations for the Edward Hamilton and Lester Caplan awards. The Edward Hamilton Award recognizes an optometrist that has contributed to the mission of the PHS. The Lester Caplan Award recognizes a PHS tribal direct hire or civil service optometrist that has contributed to the mission of the PHS. Nominations for both awards are due on 31 December 2011. Nomination information can be found on the HSO website.

f. **Nurse Category: LCDR Janice Arceneaux**

- i. No report at this time

g. **Pharmacy Category: LCDR Liatte Krueger**

i. Current Activities/Updates

1. Officers up for promotion in 2012, please take a moment to review the Career Guidance section of the PharmPAC website <http://www.usphs.gov/corpslinks/pharmacy/career/guidance.asp> as well as the Promotion Year 2011-2012 Checklist on the CCMIS website: http://dcp.psc.gov/CCMIS/promotions/2012_Promotion_Year_Checklist.aspx.
2. Junior Officers are encouraged to represent the Pharmacy Category and submit an abstract for presentation at the 2012 COA Symposium, which will be held June 19 - 21 in the Washington DC metropolitan area. The theme is **Prevention Strategies for a Healthy Nation: Building on the Basics of Public Health**. The deadline for submissions is **December 21, 2011**. Visit <http://www.phscofevents.org/agenda/speakerinf.cfm> for more information or to submit.
3. Next PharmPAC General Meeting: 05 January 2012, from 1400 to 1530 EST, White Oak Conference Room, Building 22, Room 1201; Agenda and call-in information will be distributed prior to the meeting.
4. Officers up for promotion in 2012 who want their CVs reviewed by a senior officer, please send them to Tiffanie Myers (tlmyers@bop.gov) or LCDR Jefferson Fredy (jefferson.fredy@ihs.gov) NLT 12/15/11. Please note that a new CV template was posted for a short time on the PharmPAC Career Development page of the PharmPAC website. It was taken down and replaced with the former CV template. Officers can use either template. The promotion board will be briefed by RADM Giberson to look for content. Officers will not be penalized for differences in formatting.

Miss a meeting? JOAG digitally records each meeting, including the Journeyman Series. For an mp3 copy of the recording, email LCDR Hiren Patel, hiren.patel@fda.hhs.gov

Respectfully submitted,
LCDR Eva McLanahan
JOAG Executive Secretary