

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



General Meeting Minutes

Friday, April 13, 2012
 1300 – 1500 EST

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

I. Roll Call

a. LT Brittany Laymon, JOAG Acting Executive Secretary, took attendance via roll call

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

- i. No report.

b. Chair Report: LCDR Damon Smith

- i. The JOAG mid-year report is being finalized. RADM Halliday advised JOAG to mark it as an accomplishment and share it with the Corps.

c. Vice-Chair Report: LCDR Brett Maycock

- i. Registration is still open for the 2012 USPHS Scientific and Training Symposium. Visit <http://www.phscofevents.org/> to register and get the full details on the Symposium.

d. Chair-Elect Report: LT Tracy Tilghman

- i. No updates at this time.

e. Executive Secretary Report: LT Brittany Laymon (for LCDR Eva McLanahan)

- i. LCDR Eva McLanahan is on maternity leave, and mom and baby are both doing well. LT Brittany Laymon is Acting Executive Secretary until LCDR McLanahan returns. Please direct all e-mails to LT Brittany Laymon at Brittany.Laymon@fda.hhs.gov, with a cc: to LCDR McLanahan.

f. Financial Liaison Report: LCDR Glendolynn Johnson

- a. No updates at this time.

III. Committee Reports

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

i. Current Activities/Updates

1. The most recent Awards Committee meeting was held on 7 March 2012, went over the awards timeline and finalized the list of volunteers to serve as de-identifiers and reviewers for the three JOAG awards.
2. The Award Leads are finishing up de-identifying the award nominations and are preparing to begin the review process. The JOAG Chair will announce the award recipients at the USPHS Scientific and Training Symposium this June.
3. The next Awards Committee meeting is scheduled for 7 May, 2012 at 1200 EST.

ii. Accomplishments

1. The Call for Nominations for the three JOAG awards (JOAG Excellence Award, Junior Officer of the Year Award, and the VADM Richard H. Carmona Inspiration Award) closed on March 23rd. We received a total of 38 nominations. LT Sara Azimi-Bolourian is the lead for the Junior Officer of the Year, LCDR Adora Ndu is the lead for the JOAG Excellence Award, and LCDR Anne Marie Bott is the lead for the VADM Richard H. Carmona Inspiration Award.

b. COF Planning Committee: LCDR Latonia Ford

- i. Current Activities/Updates
 1. Encouraged members to participate in the JOAG t-shirt contest design for the 10 year anniversary. The APFT t-shirt will be distributed and sold by JOAG.
 2. The APFT (not the 5K) is scheduled on 20 June 2012, with a time change to 2030 EST.
 3. The JOAG Social / 10 year anniversary event will be held on Wednesday, 20 June 2012 at Stamp Student Union from 1930 – 2130.
- ii. Accomplishments
 1. Room share program-
<https://docs.google.com/spreadsheet/ccc?key=0Akhy3CsG18QadHg2Y3diZ24tR1VsbnpSOTJGUW92Unc>
 2. The link to the preconference session details can be found here:
<http://www.phscofevents.org/Agenda/PreConDetails12.cfm>
 3. Preconference events- Community outreach project on Monday, 18 June 2012 at the New Hope Academy and Charles Carroll Middle School located in Prince George's County

c. Communications & Publications Committee: LCDR Janice Arceneaux & LCDR William Lanier

- i. Current Activities/Updates
 1. Like all other USPHS websites, the JOAG website is in process of transition. Further edits and updates to the website cannot be made at this time. We appreciate your patience. Please consider alternate means of information distribution during this time, including the JOAG and PAC listserves. Any requests for updates received during this time will be noted and acted upon once the new website is functional. Please submit requests for JOAG website updates to William.Lanier@fda.hhs.gov.
 2. There was a call for Spring articles for the JOAG Journal. Submissions were due by close of business on Friday, March 23, 2012.
 3. The Editing subcommittee is currently editing submitted articles and plans to have the next Journal publication disseminated within the next two weeks.
- ii. Accomplishments
 1. The Winter 2012 Issue of the JOAG Journal was distributed to the JOAG Listserve in March. POC for future article submissions- e-mail: David.Wright@tma.osd.mil (note email change) and Janice.Arceneaux@cms.hhs.gov.
 2. Volume 5 of With Pride and Distinction was distributed to the JOAG Listserve in March.
 3. The JOAG Brochure has been updated and sent to the EC for approval.
 4. The roster of CPC members has been updated.
 5. JOAG Voting Member Q&A meeting on March 7, 2012 was recorded and transcribed. [The transcription was distributed to the JOAG Listserve in March by the JOAG Membership Committee (that committee might mention this).]
 6. New CPC Transcription Subcommittee Lead: LCDR Kara King.

d. Development Committee: LCDR Kate Sawyer

i. Current Activities/Updates

1. Research and selection subcommittee has determined which items will be offered for sale at COF; has selected vendor and will be ordering the merchandise next week.
2. T-shirt slogan contest closed on March 30. This year's slogan topic was the JOAG 10 year anniversary. We received many great submissions. The subcommittee is in the process of choosing their top selections and they will be forwarded to the EC before a final winner will be announced. The winner will be announced in the next couple of weeks.
3. The next general Development Committee meeting will be May 4, 2012 at 1200 EST. Call in number 712-775-7300 Passcode 225253#

e. Inter-Services Collaboration Committee: LCDR Jennifer Graf (for LT Mitchel Holliday)

i. Current Activities/Updates

1. The JOAG Inter-Services Committee, Community Services Subcommittee is looking for volunteers to assist with a service project at the Potomac River Watershed Cleanup on Saturday, April 21, 2012, at Bolling Air Force Base, Washington, DC. USPHS volunteers will work alongside volunteers from the US Air Force and US Navy to help beautify our environment as part of the annual area-wide Potomac River Watershed Cleanup sponsored by the Alice Ferguson Foundation. This event is open to family members. The names of volunteers, including family members and friends, must be submitted by COB, April 16, 2012. If you are interested, please notify the POCs for this event, LCDR Kari Harris or LT Dana Robison at the email addresses or phone numbers that were submitted via this activities JOAG listserv announcement that was sent out on 9 APRIL, 2012.

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

i. Current Activities/Updates

1. SOP- A proposal has been forwarded to the Executive Committee to determine if the current scoring and selection process for Voting Membership should be updated. This review is in-progress.
2. Voting Membership- The nomination process closed on Friday, March 30th, with the exception of the Nurse Category and Dental Category, which were re-opened until April 25th. The Voting Membership subcommittee will be reviewing all applications and verifying information in the next few weeks prior to forwarding applications to current JOAG Voting Members for scoring. We will need to verify all application information and eligibility before we can determine the number of valid applications.
3. Two Meet and Greets are scheduled, one on 13 April 2012 in conjunction with General JOAG meeting and one on 18 April 2012 in Oklahoma City, OK.

ii. Accomplishments

1. Six Meet and Greets to date
2. 35 CAD Anniversary letters have been set out to officers two date

- g. Policy and Procedures Committee: LCDR Tracy Powell (for LT Tracy Tilghman)**
 - i. Current Activities/Updates
 1. Working on final drafts to standardize JOAG Committee SOPs.
 - ii. Accomplishments
 1. Set out policy survey, which will be sent out for the next couple weeks to garner additional responses.
 2. Completing standardization of JOAG Committee SOPs.

- h. Professional Development Committee: LCDR Heidi Hudson & LCDR Samuel Schaffzin**
 - i. Current Activities/Updates
 1. Journeyman Series scheduled for May 11, 2012 and June 13, 2012
 2. Committee members will participate in the PHS Awareness Day on April 17, 2012
 3. The FDA PHS pilot shadowing program will start around the end of April on the White Oak Campus
 4. If you are interested in volunteering at the uniform inspection booth at the 2012 COF Symposium please contact LCDR Skip Payne at skip.payne@hhs.gov.

- i. Recruitment and Retention Committee: LCDR Martin Guardia & LCDR Krista Pihlaja**
 - i. Current Activities/Updates
 1. The subcommittees are developing individual SOPs that will be attached to the R&R SOP as appendices. The due date for the draft SOPs is 27 April 2012.
 2. The COSTEP Connection Subcommittee is waiting for Senate confirmation of the selected COSTEPs for 2012 before distributing the names to the volunteer recruiters. The subcommittee has received a tremendous response for volunteers and does not need any more volunteers.
 3. The Retention Subcommittee is developing a Corps-wide survey to determine focus areas for the subcommittee.
 4. The TAPs Subcommittee has been transitioned from the ISCC and is currently reviewing their charter and sent out a call for volunteers.
 - ii. Accomplishments
 1. The COSTEP Non-Select Recruiting Program 2011 final report has been submitted to DCCPR.
 2. An article regarding the Post 9/11 GI Bill was published in the most recent edition of the JOAG Journal and an article regarding a pilot recruitment campaign has been submitted for the upcoming edition of the JOAG Journal. The article regarding the new paradigm in recruitment was published in the January 2012 edition of the SciPAC newsletter.
 3. The Agency Liaison Subcommittee has changed its name to the Agency Training Subcommittee to help clarify their purpose.

j. Welcoming Committee: LCDR Scott Steffen

i. Current Activities/Updates

1. Had our fourth bi-monthly Welcoming Committee teleconference on 04/06/12.
2. We are collaborating with the JOAG COF committee in preparation for the 2012 USPHS Scientific and Training Symposium. We supplied two volunteers (LCDR Shen and LCDR Page) for LT Tilghman to help manage photos and prepare a slideshow/video and poster commemorating the 10 year anniversary of JOAG.
3. The Welcoming Committee's COF subcommittee is presently compiling photos for this year's JOAG poster. The subcommittee is also looking for means of printing posters (e.g. annual JOAG poster and JOAG 10 year anniversary poster) for free or at a reduced cost. If any Junior Officer has a connection or means to get posters printed for free or at a reduced rate please contact me at scott.steffen@fda.hhs.gov.
4. The Welcoming Committee's SOP has been placed into its Dropbox folder. Moving forward, the committee is considering the use of Dropbox as a repository for their meeting minutes.
5. We have distributed SOP templates to all the subcommittee leads to help facilitate the review of the Welcoming Committee's SOP.

ii. Accomplishments

1. We had 43 and 33 new CADs for the months of February and March, respectively. This calendar year 129 new officers have gone through OBC.
2. Welcoming emails have been sent to all these officers.
3. We have been able to provide at least one voting member for every OBC Open House and Graduation for this operational year. The Committee would like to acknowledge LCDRs Martin Guardia, Kun Shen, Tina Nhu, Samuel Schaffzin, and LT Tilghman for their participation in these events.

iii. Other

1. We will be reviewing the New Officer Guide (NOG) in the near future. The chair and co-chair will first review the relevance of the present content. The document will then be given to the NOG subcommittee for comment, revision, and confirmation of websites. The resulting document will then be sent to the EC for review. We hope to have this document to the EC by the end of May.
2. We are waiting on the revised JOAG brochure for distribution in our CAD emails and at OBC.

IV. Workgroup/Program Reports

a. Forward Thinking Workgroup: LCDR Joel Nelson

- i. Workgroup is on "hold" pending approval of action plan by OSG.

b. Historian Workgroup: LT Joe Hill

- i. No updates at this time

c. HOSA Workgroup: LCDR Samuel Schaffzin (for LCDR Stefanie Glenn & LCDR Skip Payne)

- i. The FDA PHS Awareness Day is on April 17, 2012
 1. LCDR Glen and LCDR Schaffzin will present on the following topic: Cultivating the Public Health Leaders of Tomorrow.

V. Agency/Organization Reports

a. COF Board: LCDR Brett Maycock

- i. See Vice-Chair Report

b. MOLC: LCDR Karen Ho Chaves

- i. Current Activities/Updates
 1. The next meeting is scheduled for 17 April 2012 at 1400 EST.

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 Damon Smith

- i. Current Activities/Updates
 1. The 31 March 2012 Readiness report is in-progress and related areas of Direct Access are off-line until the report is complete.
 2. CAPT Elenberg has accepted a position with DoD and will be leaving OFRD in June 2012.

VI. PAC Liaison Reports

a. Dental Category: LT Scott Williams

- i. No updates at this time.

b. Dietitian Category: LCDR Jennifer Graf (for LT Mitchel Holliday)

- i. Current Activities/Updates
 1. The new Dietitian PAC operational year began on 1 APRIL, 2012. CDR Mary McCormick is the new DietPAC Chair and four subcommittees have newly appointed voting members as newly appointed chairs.
 2. The next Dietitian PAC meeting is scheduled on Thursday, 17 MAY 2012 @ 12:30 EST.

c. Environmental Health Category: LT Brittany Laymon (for LCDR Eva McLanahan)

- i. Current Activities/Updates
 1. On track to bring on 20-21 COSTEPS for the summer with most going to Indian Health Service. We are pursuing how to increase these numbers and understand potential roadblocks to hiring COSTEPS.
 2. Our Marketing and Recruitment Subcommittee is actively working with DCCPR to understand our applicant pool (i.e., of those current applicants which ones are still “viable”) which will inform whether we need to request that EHO category begin accepting new EHO applications.

d. Engineer Category: LCDR Benjamin Chadwick

- i. No updates at this time.

e. Health Services Category: LCDR Brett Maycock

i. Current Activities/Updates

1. The HSPAC meetings are held every other month, on the first Friday of every month. The meeting schedule for 2012 is as follows: AUG 3, OCT 5, DEC 7. All meetings are held from 1230 - 1600 EST in the Parklawn Building, RM (12A-55), Rockville, MD. Dial-in Number: (888) 455-8166; Conference Code: HSPAC
2. The HSPAC is seeking members for a 3-year term beginning January 1, 2013. Application information can be found on the HSPAC website. Nominations are due June 29, 2012.
3. The HSPAC Mentoring Subcommittee is seeking volunteers to participate in the HSPAC Mentoring program. If interested in volunteering, please contact iris.valentin-bon@fda.gov

f. Nurse Category: LCDR Janice Arceneaux

i. Current Activities/Updates

1. The Nurse PAC conducted a NPAC business call meeting on 6 April 2012.
2. 2012 Nurse Recognition Day registration is open. Dr. Julie Sochalski, Director Division of Nursing, of Human Resource Services Administration (HRSA) will serve as our Keynote Speaker. This year's theme is "*Nursing on the Forefront: United in Health*" and will highlight the various achievements of nurse leaders on the front lines as well as recognizing nursing publication award recipients who will present their contributions to the field of public health. The 21st Annual U.S. Public Health Service Nursing Recognition Day is a full day (7:30 – 5:00 pm) event that will be held on the main campus of the National Institutes of Health (NIH) in the Natcher Conference Center, Building #45 located in Bethesda, MD. Please send your completed registration form by April 27, 2012
3. NPAC Poster. A team has been formed to develop a poster about the NPAC that can be used at NRD and COF. NPAC is looking for a NPAC voting member who can assist in developing the poster. It is anticipated as a 3 month commitment.
4. Next N-PAC Business meeting, 10 May 2012 1300-1400 EST. Mark your calendars.

g. Pharmacy Category: LCDR Liatte Krueger

i. Current Activities/Updates

1. The next PharmPac General meeting is 3 May 2012, from 1400 to 1530 EST, White Oak SCU Building; Room 2045; Telecon# 866-901-3913; Meeting ID 65419#.
2. Junior Officers, the 2013 Benchmarks are now published on the CCMIS website at <http://dep.psc.gov/ccmis/promotions/PY2013.aspx> and are similar to the 2012 benchmarks. If you are up for promotion, you should take a look at the document.

ii. Accomplishments

- a. Pharmacy Vacancy Workgroup has done an excellent job of maintaining a monthly vacancy document and showing these vacancies on zeemap: [http://www.zeemaps.com/USPHS Pharmacy Duty Stations](http://www.zeemaps.com/USPHS_Pharmacy_Duty_Stations)

h. Physician Category: LCDR Kate Sawyer

i. Current Activities/Updates

1. The PPAC March 20 meeting was POSTPONED--next meeting is April 19 (Th) 1300-1500. Watch for PPAC email for call in number.

i. Scientist Category: LCDR Scott Steffen

i. Current Activities/Updates

1. Attended the March and April SciPAC meetings
2. A large number of SciPAC award packets were received this year. They are presently under review.
3. Scientist Category Day is scheduled for Thursday, June 21, 2012. A complete agenda will be provided in the upcoming SciPAC minutes.
4. The SciPAC Mentoring Committee recently finished a Mentorship Agreement Form to act as a means of documenting mentorship activities. All officers are being requested to contact their assigned mentor to discuss and complete this form. Officers are encouraged to complete this form even if they were not assigned their mentor through the SciPAC Mentoring Program.
5. The next SciPAC meeting is scheduled for Tuesday, May 1, 2012.

ii. Accomplishments

1. SciPAC will have a booth at the USA Science and Engineering Festival on April 28&29 in DC. All interested Scientist officers are encouraged to contact LCDR Ted Garnett (theodore.garnett@fda.hhs.gov).
2. There will be a PHS Awareness Day on Tuesday, April 17, 2012 from 1100-1300. The function will be held on the FDA White Oak Campus in Building 31 in the Great Room.

j. Therapist Category: LCDR Kit Burnham

- i. No updates at this time.**

k. Veterinarian Category: LT Brittany Laymon (for LCDR William Lanier)

i. Current Activities/Updates

1. In January 2012, I sent an e-mail "survey" (one question) to the veterinary category Junior Officers asking if they were on the JOAG Listserve. Initially, I found that only 63% were signed up. I encouraged others to join, and now we are at 83%. Some officers are signed up with their personal e-mail address; officers might be more reachable by their work e-mail address. This kind of outreach/effort is something other category liaisons might consider. Also, all incoming officers should sign up for the JOAG listserve.

VII. New/Old Business

- a. None.**

VIII. Final Announcements / Adjournments

- a. The call adjourned at 1425 EST.**

