



**General Meeting Minutes**

Wednesday, June 20, 2012

0800 – 0900 EDT

USPHS Scientific & Training Symposium - Jimenez Room

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 Call in number: (218) 936-4700

Passcode: 791-9605  
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**I. Roll Call**

a. LCDR Damon Smith took attendance by performing roll call.

Voting Membership					
Attendance	Rank	Last Name	First Name	OPDIV	Category
UA	LCDR	Arceneaux	Janice	CMS	Nurse
✓	LCDR*	Bell	Carlos	FDA	HSO
AA	LCDR	Burnham	Kit	BOP	Therapist
UA	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
AWA	LCDR	Hudson	Heidi	CDC	HSO
✓	LCDR	Johnson	Glendolynn	FDA	Pharmacist
✓	LCDR	Krueger	Liatte	FDA	Pharmacist
AA	LCDR	Lanier	William	FDA	Vet
✓	LCDR	Maycock	Brett	DHS	HSO
✓	LCDR	McLanahan	Eva	EPA	EHO
✓	LCDR	Pihlaja	Krista	IHS	ENG
AWA	LCDR	Sawyer	Kate	PSC	Med
AWA	LCDR	Schaffzin	Samuel	CMS	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.

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

## II. Executive Committee Reports

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

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

- i. No report at this time

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

- i. No report at this time

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

- i. No report at this time

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

- i. No report at this time

## III. Committee Reports

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

- i. Committee Chair Awards presented
  1. Outstanding Non-VM Secretary: LCDR Adam Hughes
  2. Outstanding Non-VM Participant: LT Sara Azimi-Bolourian, LCDR Merel Kozlosky
- ii. Current Activities/Updates
  1. The three award recipients for the JOAG Excellence Award, Junior Officer of the Year Award, and the VADM Richard H. Carmona Inspiration Award have been selected and notified. The JOAG Chair will announce the award recipients at the Awards luncheon.
  2. The draft policy and rationale documents for the Longevity of Service Award are currently being reviewed by the JOAG EC.
  3. The next Awards Committee meeting is scheduled for 9 July, 2012 at 1200 EDT.
- iii. Accomplishments
  1. The JOAG Awards Committee recently completed the awards process for the three JOAG awards: JOAG Excellence Award, Junior Officer of the Year Award, and the VADM Richard H. Carmona Inspiration Award). We received a combined total of 38 nominations for all three awards. We want to thank the award leads as well as all the Awards Committee volunteers who helped throughout the awards process.
  2. Completed JOAG award certificates for committee secretaries and outstanding committee non-voting members.

**b. COF Planning Committee: LCDR Latonia Ford**

- i. Committee Chair Awards presented
  1. Outstanding Non-VM Secretary: LCDR Katherine Won
  2. Outstanding Non-VM Participant: LT David Schwab, LCDR Elizabeth Thompson
- ii. Current Activities/Updates
  1. Exhibit hall booth 412 JOAG Merchandise
  2. Exhibit hall booth 414 JOAG Uniform Inspection
  3. Tuesday, June 19, 2012 18:30 to 21:00 Anchor and Caduceus dinner at the Alumni Riggs Hotel at the University College Park

4. Wednesday, June 20, 2012 8:00 AM 9:00 JOAG General Meeting and Meet and Greet at the Student Union in the Jimenez
  5. Wednesday, June 20, 2012, 1830 EST to 2030 APTF at the Track
  6. Wednesday, June 20, 2012 19:30 to 21:30 JOAG Social/10 year anniversary at Student Union in the Atrium
  7. June 18<sup>th</sup> Community Outreach Projects at the New Hope Academy and Charles Carroll Middle School in Prince George's County an health fairs at one of two locations - the Community Place Cafe in Hyattsville, MD or at a Senior Center in Capital Heights
- iii. Accomplishments
1. COF Room Share Program successful
- c. **Communications & Publications Committee: LT Tilghman for LCDR Janice Arceneaux & LCDR William Lanier**
- i. Committee Chair Awards presented
    1. Outstanding Non-VM Secretary: LCDR Karen Chaves, LT Shauna Mettee
    2. Outstanding Non-VM Participant: LCDR David Wright, LT Jessica Schwarz
  - ii. Current Activities/Updates
    1. Transition of website is complete
    2. Spring JOAG Journal just published
- d. **Development Committee: LT Stephenson on behalf of LCDR Sawyer**
- i. Committee Chair Awards presented
    1. Outstanding Non-VM Secretary: LCDR Chauna Brooks
    2. Outstanding Non-VM Participant: LT Racquel Stephenson
  - ii. Current Activities/Updates
    1. JOAG T-shirt slogan contest was held. LCDR Qiao Bobo was this year's winner with the slogan: "JOAG: A decade of service, a lifetime of commitment." LCDR Bobo will receive a free t-shirt and the slogan is featured on this year's JOAG Anniversary t-shirt.
    2. JOAG merchandise was ordered and will be sold at the JOAG booth at the symposium. Merchandise available for sale: coin racks, PHS challenge coins, JOAG Anniversary t-shirt, "Not the Navy" t-shirt, PHS towels, PHS water bottles, JOAG Medallion.
    3. JOAG booth is fully staffed for the symposium and volunteers have been briefed on their responsibilities.
  - iii. Accomplishments
    1. Researched and ordered new merchandise: water bottles, Not-the-Navy t-shirts, JOAG anniversary t-shirts, and towels
    2. Organized the JOAG t-shirt slogan, with the winning slogan featured on the JOAG 10 year anniversary t-shirt.
    3. Organized the JOAG Booth, recruited 25 volunteers to staff the booth, and held an informational call to help volunteers understand their responsibilities.
    4. Worked with the Welcoming Committee to have JOAG merchandise sold at the OBCs.
    5. Developed a JOAG Refund Policy

**e. Inter-Services Collaboration Committee: LCDR Tammy White on behalf of LT Michel Holliday**

- i. Committee Chair Awards presented
  1. Outstanding Non-VM Secretary: LCDR Tammy White
  2. Outstanding Non-VM Participant: LCDR Jennifer Graf, LCDR Kelly Summers
- ii. Current Activities/Updates
  1. Thank you to those officers and the EC for the support to the MWR Subcommittee 2012 USPHS Scientific and Training Symposium Resource Guide. If you did not receive this guide via the JOAG listserv, through your PAC, off the Symposium homepage, or at the registration table and would still like one, LCDR White does have a few copies available at the meeting.
- iii. Accomplishments
  1. Physical Training Sub-Committee
    - a. Officer Fitness Spotlight articles have been published in each of the 2011-2012 quarterly JOAG Journals and a number of Get Fit-Stay Fit Fitness Tips have been posted on the JOAG Website.
  2. Community Services Sub-Committee
    - a. The Community Services Subcommittee has offered several community service opportunities to officers already this JOAG operational year including service at:
      - The Day of Remembrance in September.
      - Toys for Tots events in October and November
      - National Family Volunteer activities in November
      - The clean-up of Wreaths at the Arlington National Cemetery in January.
      - The Special Olympics Bowling Championship in February and March
      - The Potomac River Clean-Up in April
  3. MWR Sub-Committee
    - a. Have completed two resource guides including a MWR Resource Guide distributed to officers via the JOAG listserv and posted on JOAG website. Members as development and distributed a 2012 USPHS Scientific & Training Symposium MWR Resource Guide that has been distributed and made available to officers via a number of communication/distribution channels.
  4. Other
    - a. Successful transition of the TAPs Subcommittee over to the R&R Committee has been complete.

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

- i. Committee Chair Awards presented
  1. Outstanding Non-VM Secretary: LT Stacey Harper
  2. Outstanding Non-VM Participant: LT Tina Walther, LTJG Kazuhiro Okumura
- ii. Current Activities/Updates
  1. Scoring is underway for voting membership. We anticipate that we will be able to announce results in July.

2. Since the 2011-2012 term began, we have contacted 38 officers for their 1 year anniversary. The low number reflects the hiring pause that took place during 2010-2011.
- iii. Accomplishments
  1. Completed collection of voting membership applications
  2. Cleared all voting membership applications for all eligibility requirements
  3. Disseminated survey monkey scoring and uploaded all cleared voting membership applications
- g. Policy and Procedures Committee: LT Tracy Tilghman**
  - i. Committee Chair Awards presented
    1. Outstanding Non-VM Secretary: LCDR Jacinta Smith
    2. Outstanding Non-VM Participant: LCDR Gia Lawrence, LCDR Tracy Powell
  - ii. Current Activities/Updates
    1. Working to standardize JOAG SOPs
    2. Analyzing results from Policy and Procedure/Info Dissemination Survey
  - iii. Accomplishments
    1. Completed Policy and Procedure/Info Dissemination Survey
- h. Professional Development Committee: LCDR Garza on behalf of LCDR Heidi Hudson & LCDR Samuel Schaffzin**
  - i. Committee Chair Awards presented
    1. Outstanding Non-VM Secretary: LT Cara Halldin
    2. Outstanding Non-VM Participant: LCDR Ashleigh May
  - ii. Current Activities/Updates
    1. Next Journeyman Speaker Series (JSS): On 13 July 2012 (1300 EDT) on the objectives of AMSUS, the 2012 AMSUS Conference and ways through which JOs can become involved/collaborate with AMSUS officers. September JSS will focus on an overview of Aide De Camp by officers Cody Thornton and LaKeisha Jones.
    2. JOAG Pilot Program, "Take a Junior Officer to Work Day" Pilot announced in June, planned to announce monthly. If you are interested in participating or helping with the mentoring pilot programs please contact LCDR Smith ([shani.smith@fda.hhs.gov](mailto:shani.smith@fda.hhs.gov)) and LCDR Weinburke ([Matthew.Weinburke@nps.gov](mailto:Matthew.Weinburke@nps.gov)).
    3. JOAG Journal: working on article to cover previous JSS presentations on assignment details and the Affordable Care Act.
    4. Uniform Inspection Booth: Will be at the USPHS Symposium; seeking onsite coordinator. If interested, please contact LCDR Skip Payne at [skip.payne@hhs.gov](mailto:skip.payne@hhs.gov).
  - iii. Accomplishments
    1. Article on PD-C Survey results and on the future activities of the PD-C, summarizing the Take an Officer to Work Day was featured in Spring JOAG Journal
    2. JSS: Received good response from May JSS with CAPT Ravenall-Brown on Assignment Details; Approximately 120 officers joined the call.
  - iv. Other
    1. The Executive Committee (EC) of the Junior Officer Advisory Group (JOAG) has been in talks with the Division of Commissioned Officer Training and Career Development (DCCTCD) on ways JOAG can support DCCTCD and the Officer

Basic Course. The EC would like to create a new subcommittee under the Professional Development committee that would assist DCCTCD with curriculum development/review, course content and other meaningful activities related to OBC. PD-C will be meeting with CDR Jill Eich, DCCTCD Director, so we can begin to formulate specific activities for this new subcommittee. This is an opportunity to have a great impact on new CADs who will mostly be junior officers.

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

- i. Committee Chair Awards presented
  - 1. Outstanding Non-VM Secretary: LCDR Quocbao Pham, LT Daveta Bailey
  - 2. Outstanding Non-VM Participant: LT Erin Nichols, LCDR Christina Eaker
- ii. Current Activities/Updates
  - 1. The TAPs Subcommittee continues to move the program forward with the support from the JOAG leadership and Senior Advisor. The Charter has been reviewed and sent to the R&R Chairs for review and comment. The subcommittee now has 18 members that are involved with three teams.
  - 2. The 2012 COSTEPs have been confirmed by the Senate and the COSTEP Connection Subcommittee is awaiting the list from DCCPR. After receiving the list, the subcommittee will match the JOAG mentors with the COSTEPs.
  - 3. The Career Fair Information Subcommittee is developing a new format for the career fair lists and continues to work with PACs to make the information provided useful.
  - 4. The Retention Subcommittee is finalizing a survey to be deployed Corps-wide to determine the main reasons for officers leaving the Corps.
  - 5. The Agency Liaison Subcommittee changed their name to the Agency Training Programs Liaisons Subcommittee to help clarify their purpose.
- iii. Accomplishments
  - 1. A conference call regarding the submitted COSTEP Non-Select final report for the 2011 cycle was held with DCCPR. DCCPR provided feedback to improve the program for the next cycle and will send out appreciation letters to the JOAG members who volunteered with the program.
  - 2. The semi-annual PAC update memo was submitted to the JOAG Chair for distribution to the JOAG PAC liaisons.
  - 3. Several subcommittees completed SOPs for their individual subcommittee. The SOP Subcommittee is incorporating these individual SOPs as appendices to the R&R SOP.

**j. Welcoming Committee: LCDR Scott Steffen**

- i. Committee Chair Awards presented
  - 1. Outstanding Non-VM Secretary: LTJG Joyce Davis, LT Chitra Mahadevan
  - 2. Outstanding Non-VM Participant: LCDR Dawn Dineyazhe, LCDR Laurelle Cascio
- ii. Current Activities/Updates
  - 1. Had our fifth bi-monthly Welcoming Committee teleconference on 06/01/12.
  - 2. The committee received the New Officer Guide from LCDR Bell. The chair and co-chair reviewed the document and provided comments. The document was then forwarded to the New Officer Guide sub-committee to provide further comments and to incorporate all edits. The subcommittee requested 60 days to accomplish this task.

Afterwards, the document will be reviewed again by the chair and co-chairs and then submitted to the EC for approval.

3. The committee provided video to LT Tilghman for the 10 year anniversary slide show.
  4. The Tip of the Month subcommittee provided tips to the group about making sick calls, using deployment packing list, and overall deployment preparation.
  5. We have received SOPs from 6 of our 9 subcommittees. These SOPs will be used to help evaluate the Welcoming Committee's SOP.
- iii. Accomplishments
1. We had 35 and 42 new CADs for the months of April and May, respectively. This calendar year 206 new officers have gone through OBC.
    - a. Welcoming emails have been sent to all these officers.
  2. We were able to get two copies of the JOAG poster printed free of cost. The Committee would like to personally thank LT Beth Osterink for providing us with this service. We encourage all officers to come visit this poster (exhibit #412).
  3. The Welcoming Committee in collaboration with LCDR Glendolynn Johnson wrote an article discussing the role of JOAG in the Officer Basic Course and how individuals can get involved. This article is in the spring issue of the JOAG Journal.
  4. We have been able to provide a JOAG representative for every OBC Open House and Graduation for this operational year. The Committee would like to acknowledge LCDR Glendolynn Johnson and LT Michelle Dittrich for their participation in these events.

#### **IV. Workgroup/Program Reports**

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

#### **V. Agency/Organization Reports**

- a. **COF Board: LCDR Brett Maycock**
  - i. No report at this time
- b. **MOLC: LCDR Karen Ho Chaves**
  - i. Current Activities/Updates
    1. OCCFM update: trying to align policies about Alternate Worksite Policies that are being done at the civilian and DOD sides. Federal Register Notice was published officially establishing the Division of Commissioned Corps Personnel and Readiness (DCCPR). Currently watching the National Defense Authorization Act which does not directly impact USPHS officers but might impact Chief Professional Officers.

Whistle blower protection for officers for PHS and NOAA is underway, passed Senate but not House yet.

2. APAOC will be at VietFest 2012.
  3. BCOAG COF Meet & Greet is scheduled for Wednesday, June 20 at Hyattsville Busboys and Poets from 1900-2100. BCOAG is co-sponsoring the pre-conference community service project.
- ii. Accomplishments
1. APAOC award winners have been selected and will be presented at COF in UMD.
  2. HOAC has nominated 2 new voting members.
  3. MOLC new website has gone live but they are still testing it.
  4. MOLC Award Ceremony Committee - all tasks are ready except the advertisement (including the flyer and program).
- c. **OCCFM: LCDR Kyle Lyons**
- i. No report
- d. **OCCO: LTJG Andrew Okolo**
- i. No report
- e. **OFRD/OSG/OS: LCDR Damon Smith**
- i. No report at this time

## VI. PAC Liaison Reports

- a. **Dental Category: LT Scott Williams**
- i. No report at this time
- b. **Dietitian Category: LT Mitchel Holliday**
- i. Current Activities/Updates
    1. The Dietitian and Physical Therapy Categories have a joint wellness booth in the exhibit hall. Please stop by the booth and support this joint effort if you have not already done so.
- c. **Environmental Health Category: LCDR Eva McLanahan**
- i. Current Activities/Updates
    1. 23 COSTEPS brought on (18 went to Indian Health Service) this year. We are identifying roadblocks that may prevent other agencies from pursuing hiring a COSTEP and exploring ways to encourage non-IHS Agencies to hire.
    2. EHOPAC is working with DCCPR to vet the EHO applicants. We currently have 37 viable applicants that don't already have jobs with agencies.
    3. Two junior EHO officers received awards this year that will be announced at the American Academy of Sanitarians reception (June 28) at the National Environmental Health Associations annual conference.
- d. **Engineer Category: LCDR Benjamin Chadwick**
- i. No report 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.

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

**i. No report at this time**

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

**i. No report at this time**

**h. Physician Category: LCDR Kate Sawyer**

**i. Current Activities/Updates**

1. NEW PPAC SUBCOMMITTEE: "Visibility & Culture". The mission of this committee is: "To: 1) Increase the visibility of the Commissioned Corps among the public, health professionals, and other uniformed services; 2) Improve the morale and esprit de corps of Corps medical officers; and 3) Advise the CPO on issues related to the uniformed service culture of the Corps." Interested officers can email CAPT Hamilton [dh0@cdc.gov](mailto:dh0@cdc.gov).
2. CALL FOR NOMINATIONS: PPAC is looking for new Voting Members for 2013. For more information about the PPAC and for additional information regarding requirements for and selection of voting membership, please visit the website at <http://usphs-ppac.net/>.

**i. Other**

1. NO PPAC JUNE MEETING: There will be NO June PPAC call due to the USPHS S&T Symposium next week. The next call will be Thursday, July 19 at 1300 EDT. Call-in numbers will be emailed to this listserv prior to the meeting.

**i. Scientist Category: LCDR Scott Steffen**

**i. Current Activities/Updates**

1. After reviewing a large number of SciPAC award packets, I am pleased to announce that LT Seth Green was the recipient of the 2012 Junior Scientist Officer of the Year Award.
2. The SciPAC Mentoring Committee will be holding a Meet and Greet with mentors and mentees during the conference. The event will be held today from 13:15-15:15 in the Harriet Tubman room of the Stamp Union. The committee will also be following up with mentees who have not submitted contract agreements with their mentors. These agreements are not mandatory, but highly encouraged.
3. As a reminder, a spreadsheet is being maintained for all SciPAC officers interested in being deployed. This is merely an alternative method for CAPT Williams-Fleetwood to select officers when she receives deployment requests. Participation in

