



Junior Officer Advisory Group
<http://www.usphs.gov/corpslinks/joag>

Committee/Workgroup/Liaison Reports
November 2010

I. Executive Committee Reports

Ex-Officio Report: CDR Diem-Kieu Ngo

- No updates at this time

Chair Report: LCDR Carlos Bell

- The Surgeon General has announced that the new organizational structure for the immediate Office of the Surgeon General will soon be released. This will most likely affect the organizational structure of such Commissioned Corps offices as the Office of Commissioned Corps Operations (OCCO), Office of Commissioned Corps Force Management (OCCFM), Office of Force Readiness and Deployment (OFRD).
- We were informed the initial structure will be “bare bones”. The “meat” of the structure will be added by forming special committees which will help to determine how the new structure will be implemented. It is expected that the new organizational structure will be implemented by spring of 2011.
- JOAG stands ready to serve as a resource to OSG and provide guidance and advice on any issues relating to junior officers. When appropriate, the JOAG Leadership will try to assure junior officers are represented in these high level meetings/committees.

Vice-Chair Report: LCDR Yvette Waples

- No updates at this time

Chair-Elect Report: LCDR Damon Smith

- No updates at this time

Executive Secretary Report: LCDR Jamie Mutter

- No updates at this time

Financial Liaison Report: LCDR Robin Toblin

- No updates at this time

II. Committee Reports

Awards Committee: LCDR Merel Kozlosky & LT Benjamin Chadwick

- The JOAG Awards Committee had its first full committee meeting of the operational year on 5 November. The next full committee meeting will be in January (date to be determined).
- 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 Merel Kozlosky at kozloskym@cc.nih.gov and LT Benjamin Chadwick at Benjamin.chadwick@ihs.gov.
- The Awards Committee oversees the verification of JOAG voting members' time contributions to JOAG for recommendation for Special Assignment Awards. The Awards Committee Co-Chairs will soon e-mail blank activity logs and instructions for recording time spent on JOAG activities to all new JOAG voting members.
- The Commissioned Corps Awards Subcommittee, led by LCDR Washington-Jones, is finalizing a draft comprehensive awards guidance document which will be submitted to the Awards Committee Co-Chairs and then the JOAG Executive Committee for review soon. The intent of this document is to provide guidance to junior officers as well as their supervisors on the nomination process for Commissioned Corps Awards.
- The Junior Officer Recognition Subcommittee, led by LT Brandon Heitmeier, drafted a survey that is intended to be completed by representatives of PACs and other advisory groups. The data collected is expected to focus the efforts of this subcommittee on the areas of need in relation to increasing recognition of junior officers by groups throughout the Commissioned Corps. Once the Awards Committee Co-Chairs review the survey, they will forward it to the JOAG EC Liaison for review prior to distribution.
- A proposal for a Longevity of Service Award has been reviewed by the PAC Chairs Group. The PAC Chairs' feedback has been incorporated into the proposal and the proposal's next review will be by the CPO Board.
- The Awards Committee is discussing a new idea of increasing recognition of junior officers who have authored publications. The committee is exploring various possible recognition routes, including contacting the Publications and Communications Committee about recognizing junior officer publications in the JOAG Journal.

COF Planning Committee: LCDR Heather Bair-Brake & LT Scott Williams

- The Co-Chairs of the COF Planning Committee have contacted previous subcommittee chairs and determined that nearly all officers would be returning to their roles.
- Our first organizational meeting is Friday, November 12th.

Communications & Publications Committee (CPC): LCDR Christina Coriz & LCDR Janice Arceneaux

- We have updated the **Guidelines for Submitting Articles to the JOAG Journal**. The updated version includes specific information on how to submit articles (including review and approval if necessary) and several reasons why articles are not chosen for the Journal. Articles that have not received prior approval will not be featured in the current issue.
- The fall Journal is still going through last minute edits and should be released within the next couple of weeks. **Please make sure to review extensively and provide me with any questions/comments/suggestions you may have for discussion at our next quarterly meeting.**
- **Committee Secretary:** LT Danielle Mills has volunteered to serve in this role
- **JOAG Committee Webpages:** Romerl Elizes is currently working on an SOP. Will update.
- **VM Bios:** Bios are posted to the JOAG Website
- **JOAG Journal:** Winter 2010 Editor and Journal (Subcommittee meeting NOV 1, 2010)
 - Editor for winter issue – LCDR Samantha Fontenelle
 - Potential Journal themes – We are still in search of a potential Journal theme for the winter issue.

- Update to Standard Sections – There is a potential update to the standard sections that are featured in the JOAG Journal. Typically we have the letter from the Chair, JO Spotlight, Uniform Corner, calls to active duty, promotions, and announcement. Recently I received an email from the Inter-Services Collaboration Committee, Physical Training Subcommittee, and they would like to have a standard section in the JOAG Journal.
- Current timeline/pending tasks
 - Updated JOAG Journal Timeline – The JOAG Timeline has been edited by the JOAG Chair, LCDR Carlos Bell, to reflect the current JOAG Operational year. We should strive to abide by these dates as best as possible. While delays will continue to occur (depending on the current needs/issues of JOAG), it is our responsibility to try and stay within these boundaries as best as possible. I will post the timeline to the HHS portal and also send it out to everyone at the conclusion of this meeting.
- Upcoming Projects
 - Possible projects-- One project that's of importance is standardizing past issues of the JOAG Journal that have been uploaded to the JOAG website. Some of the formatting is a bit off, which sometimes happens when you switch from Word to HTML, etc. This can be a potential long-term project that would pretty much involve using Microsoft FrontPage and standardizing all the headers and articles to the current font style and size. All fonts should not be Times New Roman. The size of the font will vary according to the heading. If you are interested in assisting with this project please let me know.
- **Uniform Subcommittee:** Lead identified for the uniform subcommittee
- **Committee SOPs:** Updated SOPs from last operational year have been submitted to the Executive Committee and are pending approval

Development Committee: LCDR Corey Palmer

- **Chair:** LCDR Corey Palmer
Co-Chair: LCDR Kevin Bates
Secretary: LCDR Monica Jessup
Website Coordinator: LT Keisha Johnson
- **Mission:** To develop, manage and promote activities related to JOAG merchandise.
- **Purpose:** The Committee works with COF to plan, promote, and implement development activities that benefit public health professionals, including USPHS junior officers. The Committee also coordinates the JOAG Booth at the annual COF Symposium.
- **Updates:**
 The Development Committee held its first meeting on Friday, November 5th. We are in the process of forming our Research and Selection Subcommittee, and selecting our Project Leads for the T-Shirt Slogan and JOAG Booth Initiatives. The Committee is also working with the Communication and Publication Committee on the development of its webpage. We are now fully staffed and looking forward to a very productive year.

Inter-Services Collaboration Committee: LCDR Brett Maycock

- The Inter-Services Committee held a meeting on November 12, 2010, from 1130 – 1230 EST.
- The Community Services Subcommittee will be participating in the National Family Volunteer Day at the Armed Forces Retirement Home in Washington DC, on Saturday, November 13, 2010, from 0830 – 1200. Volunteers will participate with cleaning the chapel and theater, organizing and dusting the library, cleaning the tables and chairs in the dining facility, and assisting in a children's craft project.
- The Physical Fitness Committee has drafted a proposal for the JOAG EC on three different times. The first proposal is to submit articles about officers and their fitness achievements to the JOAG Journal, which will provide motivation to other officers. The second proposal is to maintain a page on the JOAG website with physical fitness and nutrition information. The third proposal is to work with OFRD about providing recognition to officers who achieve a Level 3

or Level 4 fitness. The OFRD website states there is recognition for such achievements, but there is nothing in place at this time.

- The MWR Subcommittee had been working on preparing articles to have in the queue for submission to the JOAG Journal regarding MWR and travel benefits. There is one article that is waiting to go out in the next JOAG Journal and there is another article that the Subcommittee needs to edit so it can be ready for a future JOAG Journal.
- LCDR Wiggins is stepping down as the chairperson to the MWR Subcommittee. Volunteers are being sought for this position. Those who are interested in serving as the chair to the MWR Subcommittee should contact LCDR Brett Maycock (Brett.Maycock@dhs.gov), and copy LCDR Theresa Zach (Theresa.Zach@hhs.gov).
- LCDR Lau provided a report on the 116th Annual AMSUS Meeting, which took place in Phoenix, Arizona. There was a good turnout for the meeting. The meeting had many breakout sessions for officers of all categories. The USPHS Plenary Session was on Tuesday with a total of 8 speakers, including a foreign speaker CDR Nolte, who spoke about the German Military and some initiatives and training that may be available in the U.S. There was a broad range of speakers from junior officers to Admirals. There was also a social visit to the Phoenix Indian Medical Center in which more than 100 people attended, including several flag officers (RADM Lushniak, RADM Helminiak, RADM Bailey, RADM Nessler, & Tom McGuiness (TRICARE). There were lots of opportunities for junior officers to get involved, including opportunities to serve as aide-de-camps for the flag officers.

Membership Committee: LCDR Irene Chan & LCDR Kit Burnham

- The JOAG Membership Committee Subcommittee Leads were announced for the 2010-2011 operational year. The leads and updates for the subcommittees are as follows;
 - CAD Anniversary Subcommittee
LT Brittany Laymon (brittany.laymon@fda.hhs.gov)
Update: Will be sending CAD Anniversary e-mails utilizing the officer locator tool this month
 - SOP Subcommittee
LT Mark Miller (miller.mark@epa.gov)
Update: Will begin working on subcommittee sections in the SOP beginning this month
 - Meet & Greet Subcommittee
LT Racquel Stephenson (Stephenson.Racquel@epa.gov)
Update: Currently planning future meet and greet events this month
 - Website Subcommittee
LT Chinyelum "Chi-Chi" Umejei (cumejei@yahoo.com)
Update: Will be sending information forward to the Communication and Publication committee by the end of this month
 - Voting Member Subcommittee
Update: No Updates
 - JOAG Committee Chair Guidance Document Task Force
LT Robert Kosko (robert.kosko@fda.hhs.gov)
Update: We will begin recruiting volunteers and creating a work plan this month. Volunteers may begin contacting existing committee chairs this month.
- Re-introduced the idea of bringing a friend to JOAG and working with JOAG PAC liaisons to recruit junior officers to join JOAG. Presented these ideas again at our last meeting and determined that we will want working groups to develop these ideas more concretely. We asked for volunteers to serve as leads for these working groups.
- LCDR Yoon Kong (yoong.kong@fda.hhs.gov) was selected to serve as the Alternate Secretary.
- Our next meeting will be held Wednesday, December 8, 2010 at 1300EST. Call-in # 712-451-6175 passcode 674654. The meeting agenda will be sent a few days prior to the meeting.

Policy and Procedures Committee (P&P): LCDR Damon Smith

- **JOAG 5-Year Strategic Plan**

- The Executive Committee (EC) is currently reviewing the JOAG 5-Year Strategic Plan. The comments/feedback from the EC will be used to help guide develop an updated strategic plan for JOAG.
- **The Take a Junior Officer to Work (TJOW) Program**
 - A summary report for the proposed TJOW program was developed during the 2009-2010 operational year. The EC is currently reviewing the TJOW summary report to determine next steps in the implementation process for this program.
- **Membership Satisfaction Survey**
 - The Membership Satisfaction Survey will be folded into the Professional Development Questionnaire being drafted by the Professional Development Committee.
- **Bylaws**
 - The revisions to the JOAG bylaws were approved by the 2009-2010 EC. The revisions have now been incorporated into the actual bylaws.
 - The P&P Committee has already received another set of proposed revisions and will begin the reviews process in December.
- **Charter**
 - The EC is currently reviewing the JOAG Charter. Once finalized, it will be sent to OSG for final approval.
- **P&P Webpage**
 - The P&P Committee is currently reviewing the content of its webpage on the JOAG website.

Professional Development Committee (PD): LCDR Rajal Mody & LCDR Samuel Schaffzin

- Leadership changes:
 - LCDR Matthew Weinburke will serve as lead to the Mentoring Subcommittee.
- Journeyman Series: upcoming presentations include:
 - Friday, November 12 (1300 to 1400 EST), CAPT Holly Williams and CDR Margaret Riggs, Topic: Haiti Deployment
- Professional Development Survey
 - PD Committee members met with the JOAG EC to discuss next steps in administering a revised survey to all JOAG participants and have come up with a plan to update and roll out over the next fiscal year. The existing PD survey will be combined with a survey developed to assess JOAG membership satisfaction
- Mentoring
 - The subcommittee identified a new lead (LCDR Matthew Weinburke).
 - The two activities outlined by the subcommittee include development of guidance on how the HHS Mentoring program can best meet the needs of PHS officers and development of a proposal to delineate mentoring resources and best practices that can be shared with all PACs
- Next PD committee meeting: November 9, 2010, 10:30 – 11:30 EST
Dial-in Number: 712-451-6175; Access code 911718

Recruitment & Retention Committee (R&R): LT Martin Guardia & LT Krista Pihlaja

- The new Recruitment & Retention Committee Secretary is LCDR Laurelle Cascio and Recorder is LTJG Christine O’Leary. Thank you to our outgoing Secretary LT Brittany Laymon and Recorder LT Chinyelum Umejei!
- **Subcommittee/Initiative Updates:**
 - The **COSTEP Connection Program (CCP)** conducted a meeting with DCCR in October to finalize the COSTEP Non-Select Recruitment Program. The Executive Committee reviewed and revised the documents and the R&R Committee Chairs signed the document and is currently at DCCR for signature. A “call for volunteers” for non-select volunteer recruiters was sent to R&R Committee members and then the entire JOAG membership via

the listserv. The submission date for volunteering is November 8, 2010 and training for the volunteers should commence shortly.

- The **Career Fairs List Subcommittee** sent out a “call for volunteers” to generate interest in the subcommittee. The submission date for volunteering is November 10, 2010. The January 2011 career fairs list is currently being developed and will be sent out on the JOAG listserv and posted under the Junior Officer Resources section of the JOAG website when completed.
- The **R&R Publications Subcommittee** plans to publish an article on the Alumni Contact Program in the next edition of the JOAG Journal.
- The **Alumni Contact Initiative** proposed documents have been reviewed and revised by the Executive Committee.
- The **Online Career Resources Initiative** has no update since last report.
- The **TAPS Initiative** white paper effectuating the TAPS recruiting program submitted by the JOAG Inter-Services Collaboration Committee is currently under review in the Executive Committee.
- **Other updates:**
 - End of Year Summary has been completed and submitted to the JOAG Chair.
 - Letters of Appreciation for active 2009-2010 R&R Committee members have been e-mailed to active members and will be submitted in officer’s OPF by November 12, 2010.
 - The PAC Update Memo was distributed to the JOAG Category Liaisons for submission to PAC Recruitment Committees on November 8, 2010.
 - The next R&R Committee meeting is Wednesday, November 10, 2010 at 1200-1300 EST. The call-in number is 712-432-0111, passcode 633865.

Welcoming Committee: LCDR Glendolynn Johnson

- The next Welcoming Committee meeting will be Friday, December 3, 2010.
- The Welcome Letter, JOAG Brochure, and link to website were distributed via email to seven (7) officers during the month of October.
- The WC is coordinating the attendance of JOAG Voting members in the DC area at each OBC graduation and Open House.
- The WC SOP was submitted to the JOAG executive liaison to review.
- The New Officer Guide is being reviewed by committee chair and will be submitted to the JOAG executive liaison soon.

III. Workgroup/Program Reports

Foreign Language Proficiency Workgroup: LCDR Jialynn Wang

- No updates at this time

Forward Thinking Workgroup: LCDR Hollie Cook & LCDR Joel Nelson

- No updates at this time

Historian Workgroup: LT Joe Hill

- No updates at this time

HOSA Workgroup: LCDR Stefanie Glenn & LCDR Timothy Thomas

- The draft documents that were sent up for the first review by the JOAG Executive Committee have been reviewed, and are being prepared to be sent back up to the JOAG Executive Committee for another review.
- The seven pilot sites for the mentoring program have been selected from a list provided by Karen Koeninger (she works for HOSA at their national headquarters). The seven sites were chosen by the WG based upon size of chapter and # of JO's within an estimated 60 minute or

less commute from their duty stations to the proposed site. We are still awaiting a list of JO's in the area surrounding the pilot sites from LCDR Bell so that we may start calling JO's in the areas surrounding the pilot sites to be the lead contact/mentor for that site. The list we utilized to make the mentor site selections just gave us the officers category and duty station zip code.

- Deliverables:
 - We have started developing a FAQ that will consist of the mission of the pilot project as well as objectives and anticipated questions the JOAG officer and the HOSA advisor might need answered (this will be a work in progress as the pilot rolls out). This document will be further discussed in our upcoming meeting.
- Next JOAG WG Meeting: November 18, 2010, at 14:00 hrs.
- Feel free to contact either LCDR Glenn or LCDR Thomas if you have any questions.

Officer Intermediate Course: LCDR Jessica Feda

- No updates at this time

Training & Career Development Steering Committee: LCDR Merel Kozlosky

- No updates at this time

Uniform Advisory Committee: LCDR Gene Gunn, Jr.

- No updates at this time

IV. Agency/Organization Reports

COF Board: LCDR Yvette Waples

- The Scientific Program Committee invites interested individuals to [submit an abstract](#) for a concurrent session for the Symposium. The theme for the 2011 Symposium is **Public Health Leadership: The Key to a Healthier Nation**. The deadline for submissions is **December 17, 2010**.

MOLC: LT Karen Ho

- MOLC has requested JOAG assistance with the next "Reception for the ASH". The 4 minority groups have approved this activity. CDR Soju Chang, MOLC Chair, will send the formal proposal for assistance to the JOAG Executive Committee in December for review.
- Registration for the MOLC Disparities Symposium on December 10, 2010 is now closed due to room capacity. RSVPs are being accepted to the waiting list only. All attendees will be asked to confirm attendance closer to the date and those on the waiting list will be notified if extra space is available. To RSVP please contact LT Karen Ho at karen.ho@ahrq.hhs.gov. For updates and information, please see the MOLC website http://www.molcusphs.org/MOLC_Health_Disparity_Symposium_Webpage.htm

OCCFM: LCDR Kyle Lyons

- Commissioned Corps Management Review being finalized
- New Headquarters level reorganization to be formally announced soon.

OCCO: LCDR Mary McCormick

- No updates at this time

OFRD/OSG/OS: LT Olin Bakke

- OSG

- The SG has selected RADM Boris Lushniak & RADM Christopher Halliday to serve as Deputy Surgeon General and Chief of Staff respectfully. Congratulations to both of our Senior Leaders.
- The OSG continues to work hard to address the issues that will allow the OMB to lift the pause.
- The SG has named LT Christine Collins & LTJG Cody Thornton to serve as OSG's 2 new Special Assignments!
- **OFRD**
 - **Training**
 - **Officer Basic Course (OBC)** – OBC-39 Begins Sunday, 7-November and concludes with graduation on Friday, 19-November. If you are in the DC area and available, please attend the graduation held at the Gaithersburg Holiday Inn, 2 Montgomery Village Avenue, Gaithersburg, MD 20879.
 - **Provisional OBC (POBC)** – POBC was designed to provide training for officers who have not completed all requirements for BOTC/IOTC and have never attended an OBC. The first iteration of POBC was successfully navigated by 18 officers and POBC-0002 will begin 25-October. 21 officers have enrolled which does not meet the maximum number of enrollees; the maximum is 30 per class. For additional information please contact LCDR Dean Trombley of OCCO-COTA. Please see page 3, **APPENDIX A**
 - **Integrated Training Summit (ITS)** – The 2011 Integrated Training Summit will be held at the Gaylord Texan in Dallas in May 2011. Pre-conference workshops occur 1-2 May, and the conference runs from 3-5 May. Interested parties will want to contact CDR Patrick Denis. Please see **APPENDIX B**, page 4.
 - **OFRD BLS Instructor Cadre** – OFRD is actively recruiting highly motivated officers who wish to teach BLS to the colleagues attending OBC or their co-workers. All those interested should contact LT Olin Bakke.
 - **Public Health/ Medical Missions – Domestic**
 - **IHS Mental Health Mission** – OFRD currently has officers from MHT#3 deployed in response to two suicide clusters. One of the clusters was addressed and concluded. MHT-3 will remain onsite to assist the remaining cluster to conclude Saturday, 6-November.
 - **Recruiting for Tier 1 and 2 Team Members** – Recruiting Notices for Tier 1 and 2 teams are expected to be released by OFRD-Response in November. If you would like to inquire about vacancies on Tiers I and II response teams, please send your CV to OFRD-Response@hhs.gov.
 - **Public Health/ Medical Missions – Global Operations**
 - **Continuing Promise 2010 (CP10)** – OFRD currently has officers deployed aboard the USS Iwo Jima (LHD 7) in support of Continuing Promise 2010 which conducts direct care and public health missions in Latin America and the Caribbean. The USS Iwo Jima (LHD 7) has departed Suriname early to reposition off Haiti for possible relief operations due to Tropical Depression Tomas. Additional mission details will be provided should Haiti relief mission be executed.
 - **Site Survey Training (Tanzania)** – This event is still in the planning stages but expected to occur. No dates are available for posting yet.
 - **Future Training** – Standby for an official solicitation to come from OFRD-Global looking to roster officers for next years Ship-based missions. Additionally, Land-Based missions are being actively planned to include but not limited to Peru (April/May 2011) and Dominican Republic (April/May 2011).
 - **Basic Readiness and FMRB**
 - MAB is now the keeper of 5-Year Physical Exams and all immunization data following a massive immunization-data migration.
 - OFRD works closely with MAB to complete this data migration and verify that no officer will be disadvantaged if their immunization information results in them being

listed as Not Qualified as of 30-September. OFRD expects to release the next Official Readiness Report as of 30-September shortly.

- Please use the OFRD website to view the latest Readiness Guides in order to view your Projected Status on Direct Access. You will also find other helpful links.
- Please send all readiness related questions to OFRD@hhs.gov.
- **Field Medical Readiness Badge (FMRB) Update:** OFRD recently conducted a FMRB evaluation to determine which officers met the criteria for this award and we expect to conduct another FMRB evaluation before 31-December to ensure eligible officers receive their FMRB for consideration when the next promotion boards meet.
- **Finally:** If you have questions about your Readiness Status, please visit your Direct Access profile and view your Projected Status as of 1-October.

V. PAC Liaison Reports

Dental Category: LT Scott Williams

- Be alert for notification regarding the upcoming billet transformation. We were scheduled for October and have been delayed due to delays in completion of the Nursing Category. Please pay close attention to the following statement from DePAC, and complete these items prior to notification for an expedient completion of the dental billet transformation process.
- **All dental officers, supervisors, and reviewing officials must complete the online billets tutorials prior to their participating in the BCS process.** The 15-20 minutes required to view the video tutorial will dramatically improve understanding of the BCS process. Below is the link to the required video tutorial: http://dcp.psc.gov/Billets_Tutorial.aspx
- **For a section on the Frequently Asked Questions (FAQ) about the BCS:** <http://usphs.gov/transformation/billet.aspx>
- Feel free to contact any of the 3 dental officers below if you have questions or comments:
 - CDR Phillip Woods, DePAC Chair (Pwoods@bop.gov)
 - CDR Angie Roach, DePAC Vice Chair (Aroach@bop.gov)
 - CDR Khoi Ngyuen, DePAC Billets Work Group Chair (Khoi.N.Nguyen@uscg.dhs.gov)

Dietitian Category: LCDR Merel Kozlosky

- The Professional Development Subcommittee, under the leadership of LCDR Chris Dunbar, finalized the new CV, CV Summary Page, and CV Instructions . These documents were distributed to the category via an e-mail from CDR Kirsten Warwar on 28 OCT 2010. Dietitians should use the new format for the CV and CV Summary Page from this point forward, including for the upcoming Promotion cycle.
- The timeline on the Billet Collection System (BCS) for Dietitians is now pending. Stay tuned for an update on when dietitian billets will go through the process.
- CDR Suzan Gordon has been selected as the Dietitian PAC Chair Elect through 31 MAR 2011 when she will then become the Chair for a one-year term.
- The 2011 USPHS Scientific and Training Symposium will be held on 20-23 JUN 2011 (Monday through Thursday) in New Orleans, and Category Day will be held on Tuesday, 21 JUN.
- The next Dietitian PAC meeting will be 23 Nov 2010 from 1200 to 1330 Eastern Time.

EHO Category: LCDR Jamie Mutter

- CAPT Mike Noska of FDA is the new EHO PAC Chair. CAPT Dellapenna retired at the end of October.
- Nominations for the 2011 EHO Responder of the Year are due **November 30, 2010**. The nomination form is available on the EHOPAC website: <http://www.ehopac.org>
Nominations should be sent to EITHER:
CAPT Michael Welch - michael.welch@ihs.gov

CAPT Michael Noska - michael.noska@fda.hhs.gov

CDR Scotty Hargrave - scotty.hargrave@fda.hhs.gov

Engineer Category: LT Benjamin Chadwick

- The Engineer category billet transformation process has begun; it is expected to take several months to complete. During this time, engineering officers are encouraged to work with their supervisors in order to provide an appropriate billet title and description.
- The EPAC Career Development Subcommittee hosted a conference call on November 10th to discuss the promotion process. Officers eligible for promotion in 2011 were encouraged to join the call. Chief Engineer, RADM Sven Rodenbeck and other senior officers provided information on the changes to the promotion process as well as helpful tips to prepare for promotion.

HSO Category: LCDR Brett Maycock

- Congratulations to the 81 HSOs selected for permanent promotion. We had 10 O-6, 25 to O-5, 45 to O-4, and 1 to O-3.
- The HSPAC will be having a holiday awards luncheon, Friday, December 3, 2010, from 1200 – 1400 EDT. This event will take place at Dave and Busters – DC Metro Region, 11301 Rockville Pike, Ste. 300, Kensington, MD 20895. The price is \$30 - \$40 (price dependent on the number of RSVPs that are received). There still might be some space left. If you are interested in attending, please RSVP via e-mail to LTJG Tracy Tilghman at tracy.tilghman@fda.hhs.gov
- The Health Service Public Health Professional Advisory Group (PHPAG) is seeking nominations for its first executive committee beginning January 1, 2011. The PHPAG was created to provide professional guidance and career advancement to officers working in the various multi-disciplines of Public Health (i.e., Epidemiology, Health Education Promotion and Prevention, Policy to name a few). Officers interested in becoming voting members of the PHPAG are asked to complete the self-nominating application (can be found on the HSPAC website) and send it along with a cover letter and curriculum vitae (including summary sheet). The completed package must be submitted via e-mail (e-mail is preferred; submit a scanned file of the signature page with signatures), mail, or fax by December 1, 2010 to:

Karen Sicard JD, MPH, RDH
CDR United States Public Health Service
Senior Public Health Advisor
Division for Heart Disease and Stroke Prevention
4770 Buford Highway, MS K-47
Atlanta, GA 30321
Phone: (770) 488 – 5839
ksicard@cdc.gov
Fax: (770) 488 - 8151

- The HSPAC Mentoring Subcommittee has launched a new Mentoring Program that matches a mentor and mentee for a 1-year period, provides online mentoring training and resources, tracks progress, and includes an evaluation of each pair at the 6-month and 1-year mark. Officers can sign-up for the Mentoring Program online at <http://usphs-hso.org/phsdb/mentordb>
- The next HSPAC meeting will be held on Friday, December 3, 2010. This will be the final HSPAC meeting of the year with a luncheon/awards ceremony to follow. The call-in information 800-988-0281, passcode “HS PAC”.
- As a reminder to Subscribe or Unsubscribe to the HSO Listserv, please go to <http://usphs-hso.org/phsdb/listserv>

Nurse Category: LCDR Janice Arceneaux

Appendix A – Provisional OBC

Provisional Officer Basic Course (POBC)

The Provisional Officer Basic Course (POBC) online course has been developed for officers who have **not** successfully completed the 2, 3, or 5 day Basic Officer Training Course & Independent Officer Training Course (BOTC & IOTC) or attended the residential Officer Basic Course (OBC).

The Provisional Officer Basic Course (POBC) has been implemented to provide officers who have not received the Commissioned Corps Training Ribbon (CCTR), with the mechanism to do so through the completion of this **8** week online course. The goal of POBC is to provide the participants updated, relative, useful information (officership, readiness, and deployment topics) that is needed by all officers to meet our mission “To protect, promote and advance the health and safety of the nation”.

All officers that have not been award the CCTR (1200 plus officers) have been sent and email with a Survey Monkey link for them to denote their level of interest with participating in this course. Those that denote interest in participating will be sent a list of future POBC dates for the rest of Fiscal Year (FY) 2011. If they are interested in participating in this online training course ***they must*** :

1. Meet the requirements as listed:
 - a. Officer must be basic ready to enroll in course
 - b. Officer must own all three required uniforms (SDB, BDU, and Summer Whites)
 - c. Officer must send full length, front and side view photos in each of the three required uniforms
 - d. Officer will fully participate in all activities
 - e. Integrity (nothing more need be said)
 - f. Participation in all of the weekly modules, discussion questions and quizzes is mandatory and must be completed within allotted time
 - g. Officer will complete the course on his/her own time, it is not an expectation that an agency will allow duty time to complete the course
 - h. Officer must be available for the 2 hour capstone call in order to enroll in course

2. Read, accept, and sign POBC “Officer’s Expectations Form” and have your supervisor sign.

3. Fax the signed Expectation Form NLT 3 weeks prior to start date of your class to:

Division of Commissioned Corps Training and Career Development

Attn: LCDR Dean R. Trombley

Fax #: 240-453-6141

4. Verify your ability to log onto the Blackboard Learning Management System

Once they have completed these steps will be placed on the list of potential participants and will be notified when they are placed in a specific class. They are asked ***not*** to make direct contact with anyone from the Division of Commissioned Corps Training and Career Development regarding POBC until they have been notified that they have been selected for class time and only if they are instructed to do so.

Questions: Dean.Trombley@hhs.gov

Appendix B – Integrated Training Summit



Be sure to mark your calendars now and save the date!

The 2011 Integrated Medical, Public Health, Preparedness and Response Training Summit will be held May 1-5, 2011 in Grapevine, Texas. Pre-training workshops will take place May 1-2, 2011 and the Main Training Summit will be held May 3-5, 2011.

This Integrated Training Summit is co-sponsored by the U.S. Department of Health and Human Services (HHS) and the Chesapeake Health Education Program, Inc. The Training Summit brings together HHS partners including the National Disaster Medical System (NDMS), the Office of the Civilian Volunteer Medical Reserve Corps (OCVMRC), the Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP), and the Office of Force Readiness and Deployment (OFRD).

For additional information, please go to www.integratedtrainingsummit.org. Registration for the training summit and hotel information will be posted on this website this December.

We hope you can join us in Texas in May 2011!

Questions: OFRD-Training@hhs.gov or Patrick.Denis@hhs.gov