

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



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

General Membership Meeting Minutes
 April 8, 2011
 1300-1500 EST

 Call In: 218-936-4700
 Pass Code: 791-9605

I. Roll Call

- LCDR Jamie Mutter, JOAG Executive Secretary, took attendance by performing roll call.

Voting Membership					
Attendance	Rank	Last Name	First Name	OPDIV	Category
Unexcused Absence	LCDR	Arceneaux	Janice	CMS	Nurse
Excused Absence	LCDR	Bair-Brake	Heather	CDC	Veterinarian
✓	LCDR	Bell	Carlos	FDA	HSO
✓	LCDR	Burnham	Kit	BOP	Therapist
Unexcused Absence	LT	Chadwick	Benjamin	HIS	Engineer
✓	LCDR	Chan	Irene	FDA	Pharmacist
✓	LCDR	Coriz	Christina	NIH	HSO
Excused Absence	LT	Guardia	Martin	FDA	HSO
✓	LCDR	Johnson	Glendolynn	FDA	Pharmacist
✓	LCDR	Kozlosky	Merel	NIH	Dietitian
✓	LCDR	Maycock	Brett	DHS	HSO
Excused Absence	LCDR	Mody	Rajal	CDC	Physician
✓	LCDR	Mutter	Jamie	CDC	EHO
✓	CDR*	Ngo	Diem-Kieu	FDA	Pharmacist
Excused Absence	LCDR	Palmer	Corey	HRSA	HSO
✓	LCDR	Schaffzin	Samuel	OSG	HSO
Unexcused Absence	LT	Pihlaja	Krista	IHS	Engineer
✓	LCDR	Smith	Damon	OFRD	HSO
✓	LCDR	Toblin	Robin	DoD	Scientist
✓	LCDR	Waples	Yvette	FDA	Pharmacist
✓	LT	Williams	Scott	IHS	Dentist

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

II. Executive Committee Reports

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

Senior Advisor Report: CAPT Dan Beck

- CAPT Beck spoke to the general membership regarding the Period of operation in the absence of appropriations (POAA).

Chair Report: LCDR Carlos Bell

- I know this has been a rough week for us all, not just as government employees but as well as Commissioned Corps officers and I know that many of you have questions regarding the potential closing of the government and how or why this is affecting us. Unfortunately I don't have any more information than what we have all seen over email.
- As always, I would just like to say keep your heads up and continue to do the great work that you all do each and every day. As I mentioned in the email I sent out this week, I would recommend that each of you go through your individual agency's chain of command to determine if you will be excepted or non-excepted to be furlough.
- On a different note, I do want to point out that we are half way through our Operational Year. Hard to believe that it's already been six month already. I want to thank you all for all the work you've done so far and hopefully, most of you will be able to make it out to the Symposium this year. I look forward to meeting you all in person at the Symposium, and hopefully if you are attending you will be able to come to the JOAG General Meeting and Meet and Greet on Sunday, June 19th from 6-8 p.m CST.

Executive Secretary Report: LCDR Jamie Mutter

- We are no longer taking attendance during the general membership meetings so there is no need to send me your attendance.

Financial Liaison Report: LCDR Robin Toblin

- The current account balance is just under \$2000. Much of this will be spent on COF for goodie bags, merchandise, awards plaques and junior officer scholarships.
- T-shirts are available for pre-order and can be picked up at COF or shipped directly to an officer. They will be \$15. Order forms will be updated shortly and this will be announced on the listserv.

III. Committee Reports

Awards Committee: LCDR Merel Kozlosky & LT Benjamin Chadwick

- The most recent full Awards Committee meeting was held on 14 MAR. The next full committee meeting will be held on 9 MAY at 1200 Eastern Time. An agenda and reminder will be sent to committee participants.
- 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 25 MAR. We received a total of 22 nominations. The Award Leads are now coordinating the de-identification and review of the nominations. LT Adora Ndu is the lead for the JOAG Excellence Award, LCDR Barbara Cohn is the lead for the Junior Officer of the Year Award, and LCDR Tiffany Sanders is the lead for the VADM Richard H. Carmona Inspiration Award. The JOAG Chair will announce the award recipients at the USPHS Symposium this June.

- Three Award Historians (LT Sara Azimi-Bolourian, LT Kelly Leong, and LT Elizabeth Thompson) are tracing the history of each of the three JOAG awards. They will write a history of each award, including a listing of all past recipients to publish on the JOAG website.
- The Office of the Surgeon General concurred with and signed off on JOAG's USPHS Commitment to Service Award Proposal (previously referred to as the Longevity of Service Award). JOAG has had the opportunity in the past to give input in other awards, but this is the first time that JOAG has been the lead in an award proposal. This proposal has been a multi-year effort for the JOAG Awards Committee. The proposal included that JOAG would take the lead on developing the draft implementation policy and ribbon design, so stay tuned for the next steps.
- The Awards Committee oversees the verification of JOAG Voting Members' time contributions to JOAG for recommendation for Special Assignment Awards. JOAG Voting Members, who have not yet received a SAA for their current term, will receive an e-mail request within the next few days to turn in their activity logs for review by Friday, 22 APR. Our goal is to submit an SAA endorsement package for all eligible Voting Members to OSG in time to present the SAA at the USPHS Symposium if possible.
- Two other projects in progress are the Commissioned Corps Awards Subcommittee's awards guidance document and the Junior Officer Recognition Subcommittee's survey of junior officer recognition efforts of PACs and other advisory groups. The JOAG Awards Committee Co-Chairs are working to move these projects forward as soon as time permits.

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

- Planning for the 2011 USPHS Symposium is in full swing.
- The COF Planning Committee has reserved all of the rooms, tables and equipment needed to date by the various JOAG committees. If there are any further requests for equipment, please contact LT David Schwab at David.Schwab@fda.hhs.gov.
- The COF Planning Committee is investigating ways to conduct a roommate match program; more information on this program and how to sign up will soon be distributed via the JOAG listserv.
- Gift bags are again being planned for the General JOAG Meeting and Meet and Greet taking place at the Symposium on Sunday, June 19th, 2011 (6-8 pm CST). The meeting will take place at the hosting hotel, room number will soon be distributed.
- The JOAG Social will take place on Wednesday, June 22, 2011 at 7pm. at Pat O'Briens.
Pat O'Briens Courtyard Restaurant.
624 Bourbon Street
New Orleans, LA 71030
www.patobriens.com

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

- **JOAG Website:** The CPC continues to work with the Awards, COF Planning, Inter-Services Collaboration, and Professional Development Committees to create their web page on the JOAG Website. Please go to the following link to view the committee web pages.

http://www.usphs.gov/corpslinks/JOAG/index_files/Committees.htm . The completed committee web pages will be updated, as needed.

- **JOAG Journal:** The JOAG Journal was distributed March 23, 2011 via the JOAG listserv and can also be found on the JOAG website. The Spring Journal is under creation and will include information for the JOAG Social and JOAG General Meeting to be held at the 2011 USPHS Scientific & Training Symposium. If you have any questions regarding the JOAG Journal, please contact LTJG Tracy Tilghman Tracy.Tilghman@fda.hhs.gov .
- **Uniform Subcommittee:** To educate and promote the appropriate wear of the PHS uniform we have created a bi-monthly announcement entitled, “With Pride and Distinction.” The first announcement will be distributed on the JOAG listserv in the coming months.
- **Health and Fitness Tips:** To encourage junior officers to stay motivated and provide useful physical fitness and nutrition information we are working with the Inter-Services Collaboration, Physical Training Subcommittee to post Health and Fitness Tips on the JOAG Website.
LCDR Carlos Bell asked if the Health and Fitness Tips was related to the article that the C&P Committee is including in The JOAG Journal.
 - *LCDR Coriz stated that it will be related, but different information will be presented in The JOAG Journal and on the website.*
- **Next Meeting:** Our next committee meeting will be held April 20, 2011 at 14:00 – 15:00 PM EST. Please feel free to join the Communications and Publications Committee meetings, held the 3rd Wednesday of each month at 1400 EST. Call Information: Dial In 712-775-7200, Participant Access 420864 #.

Development Committee: LCDR Corey Palmer (LCDR Kevin Bates, Alternate)

- **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 final selections for potential merchandise to offer at this year’s COF Symposium were submitted to the JOAG Executive Committee (EC) for approval.
 - The winner of both the “Serious” and “Funny” JOAG T-shirt Contest is LT Keisha Johnson. She will receive two complimentary T-shirts with each of the slogans on it. This announcement was sent out on the JOAG listserv along with the winning slogans.
 - **Serious Slogan:** “U.S. Public Health Service: Building the Foundation for a Healthier Nation”
 - **Funny Slogan:**
“Uniform pants that actually fit: \$41
Ribbon for doing what you were hired to do: \$1

Protecting, promoting and advancing the health and safety of our nation:
Priceless”

- We are also in the process of planning the logistics for the coordination of the JOAG Booth at the COF Symposium. For those officers planning to attend this year’s Symposium and would like to volunteer to staff the booth, there will be a call for volunteer announcement sent out on the JOAG listserv soon.

Inter-Services Collaboration Committee: LCDR Brett Maycock

- The next Inter-Services Committee meeting will be on April 12, 2011, from 1130 – 1230 EST.
- The Community Service Subcommittee is still looking for volunteers to take the lead on community service opportunities from the Naval District Washington Regional Community Service Program. So far, leads have been identified for May (Honor Flight), June (Honor Flight), July (Easter Seal Cruise for Kids), and September (Make a Difference Day) volunteer events. Please contact LCDR Jenna McClellan if you would like to participate or lead an event.

LCDR Carlos Bell requested that LCDR Maycock send him a list of those events that still need leads. He would like to send out a request on the listserv.

Membership Committee: LCDR Irene Chan & LCDR Kit Burnham

- **Voting Membership Subcommittee:** Thus far we have received 32 applications; however, we did not get applications for the medical or dental categories. We are following up to try to find applicants for these two liaison positions. We will begin the applicant verification process shortly.
- **SOP Subcommittee:** A draft of the edited MC SOP was given to me last week. We are currently working on fine tuning this document before moving it forward to the EC. We anticipate having a draft ready for the EC by the end of April.
- **Meet and Greet Subcommittee:** M&G was held on April 1, 2011 in Washington DC with great success. Over 20 officers attended the event. M&G are going to be held in Raleigh/Durham on April 7, Oklahoma City on April 13 and Atlanta on April 29.

LCDR Carlos Bell inquired if an after action report was being put together.

- *LCDR Burnham stated that they are keeping track of how many officers attend, but nothing specific. They do have the sign in sheet for the meet and greets. The subcommittee lead is compiling this information.*
 - **CAD Anniversary Subcommittee:** 140 congratulatory emails have been sent in January, February, March and April. Awaiting for the update from about the SOP from the SOP subcommittee.
 - **Website Subcommittee:** No new updates
 - **Taskforce for FAQ Document for JOAG Committee Chairs:** The lead, Robert Kosko, anticipates receiving the finalized JOAG SOP by the end of this week. He will need this in order to complete his draft of the FAQ document. Once he has this information, we can move forward with finalizing this document.
- LCDR Bell asked who he should send the SOP to.*
- *He can send the SOP to LCDR Chan.*
 - If you have any specific questions, please feel free to contact Irene or myself at: LCDR Irene Z. Chan at Irene.Chan2@fda.hhs.gov or LCDR Kristian J. Burnham at kburnham@bop.gov

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

- **Committee Mission:** To establish guidelines, policies and procedures governing the Junior Officer Advisory Group
- **JOAG 5-Year Strategic Plan Subcommittee** (LT Reginald Smith)
 - The JOAG Strategic Plan Subcommittee submitted a draft of proposed goals and objectives for the update Strategic Plan.
 - The EC has finalized the goals. This will be sent back to the subcommittee to work on the objectives.
- **Bylaws Subcommittee** (LT Ashleigh May)
 - The Bylaws Subcommittee a draft of proposed revisions to the Chair of the Policy & Procedures Committee for review.
 - The EC will review the proposed revisions and provide feedback to the Policy & Procedures Committee.
- **JOAG General SOP Subcommittee** (LT Gia Lawrence)
 - The workgroup will soon be updating the P&P Committee SOP.
 - In April, all Committees Chairs should begin reviewing their Committee SOPs and making any necessary updates. The Committee Chair should submit an update version of their Committee SOP to their EC Liaison by June.
LCDR Bell will send out the updated JOAG General SOP to the Voting Members and Committee Chairs. This document will contain the procedures to update the Committee SOPs.
- **Policy Development Training Workgroup** (LCDR Tracy Powell)
 - The P & P Committee is working to develop a policy development training for the Corps.
 - The workgroup developed a knowledge and interest survey and submitted it to the EC for review.
- **Charter Subcommittee**
 - The revised JOAG Charter is being sent to the Office of the Surgeon General (OSG) for final review and approval.
 - The Charter Workgroup is on standby pending final OSG approval of the charter.
- **JOAG Governing Documents Website**
 - The Policy & Procedures Committee will be working to revise the 'Governing Documents' section of the JOAG website.

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

- **Journeyman Series**
 - The last Journeyman Series was held on March 11, 2011. CAPT Dean Coppola and CDR James Simpson spoke on the topic of Mentoring. The topic was timely, as the PD Mentoring sub-committee has been meeting monthly to determine what role they may play in providing input and junior officer perspective on Corps and PAC wide mentor programs. Members of the subcommittee have reviewed descriptions of each of the PAC mentoring programs that were presented at a PHS-wide mentoring review in December and will provide guidance and feedback to CDR Simpson and others leading this initiative.
 - The next Journeyman Series will be on May 13th from 1-2pm. An invitation will be sent to RADM (ret) Williams to speak.
 - Please email LCDR Heidi Hudson (cvv2@cdc.gov) with questions or suggested topics for the Journeyman Series.

- We are planning to make a standing Journeymen series topic on promotions that to be presented every fall.
- Potential Topics: Please review and submit additional topics.
 - PHS Role in the Gulf Oil Spill Response
 - OFRD Team/Summer Training
 - New Public Health PAG
 - Potentially the Career Development Pyramid (we'd have to see where that stands with clearance)
 - PHS networking tools
 - New billeting system – where are with this?
 - Awards process
 - What is the process
 - Helpful tips
 - Other new SG initiatives
 - Reorg OCCO/OCCFAM
 - Others?
 - Assimilation – looks like we don't have to apply to this
- **Professional Development Survey**
 - The survey subcommittee has developed an online survey that combines questions previously developed by the JOAG Policy and Procedures Committee on JOAG membership satisfaction and questions regarding professional development needs of junior officers. The survey was recently approved by the JOAG EC and will be sent to all persons on the JOAG List serv.
- **Mentoring**
 - LCDR Cynthia Fraser remains the lead of this subcommittee with additional leadership support provided by LCDR Matthew Weinburke
 - Members of the subcommittee have reviewed descriptions of each PAC's mentoring programs that were presented at a PHS-wide mentoring review in December. The subcommittee will be providing guidance on a mentoring white paper that is under development
 - They discussed next steps during the Mentoring subcommittee call on March 8, 2011
 - The sub-committee was also recently asked to help develop a junior officer – senior officer shadowing program. This was in response to junior officer feedback gathered in a survey that was sent out last year. Although this is not a traditional 1 to 1 mentoring program, it will provide junior officers with an opportunity to shadow and learn from a senior officer. The group will be meeting to discuss this initiative soon.
- **Uniform inspection**
 - The Professional Development Committee was asked by the JOAG Executive Committee to help develop a uniform matrix that shows the PHS uniforms in the first column and the equivalent uniforms from the other services in the adjacent columns. Once approved by the JOAG EC, this resource can be shared with JOAG members over the JOAG listserv and posted on the JOAG Resource Page. LT Skip Payne, lead of the Uniform Inspection subcommittee, has developed a draft matrix in collaboration with LCDR Gene Gunn, the JOAG Uniform Liaison. The matrix has been submitted to the EC and is under review at this time.
 - Members of the sub-committee plan to highlight the topic of uniform inspection at the FDA PHS awareness day on May 10, 2011. The presentation format is yet to be determined.

- The sub-committee intends to set up and staff the uniform inspection booth at COF. Similar to last year, they are concerned about travel restrictions and funding approval to participate in COF and that it may impact their ability to adequately staff the uniform inspection booth.
- Looking at the tentative schedule and those available with experience, the sub-committee recommends that the booth be staffed on the following days and times:
 - MON 1700 – 1830 (focused on dinner dress uniform)
 - TUE 0700 - 0745
 - WED 0700 - 0815
 - THUR 0830 - 0930
- Funding of this event is still up in the air and it would be best if a call for junior officers was sent out over the JOAG listserv requesting for officers to assist.
- **Other**
 - Next PD committee meeting: April 12, 2011, 1030-1130 EST, Dial-in Number: 712-451-6175: Access code 911718

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

- **Subcommittee/Initiative Updates:**
 - The **COSTEP Connection Program (CCP)** is awaiting the selection of 2011 COSTEPs to assign each a junior officer mentor. A call for volunteers for COSTEP mentors is currently being finalized. The tracking forms for the COSTEP Non-Select Recruiting Program have been received. An after action report will be completed.
 - The **Career Fairs List Subcommittee** has submitted the April 2011 career fair list it is posted on the JOAG website. The September 2011 list is scheduled to be out in July. The subcommittee is also updating the Career Fair Resources Guide and when complete will be posted on the Recruitment and Retention page of the JOAG website.
 - The **R&R Publications Subcommittee** has published an article on the Alumni Contact Initiative in the Winter 2011 JOAG Journal. An article addressing the Online Career Resources Initiative has been submitted for review for the next JOAG Journal. The subcommittee has submitted a request for a recurring Journal segment and the R&R Committee Co-Chairs have submitted the request to the Executive Committee.
 - The **Alumni Contact Initiative (ACI)** submitted final documents to DCCR for inclusion in the recruitment “toolbox.”
 - The **Online Career Resources Initiative** has met with volunteers to proceed with USPHS publicity on career related websites.
 - The **TAPS Initiative** has finalized the white paper effectuating the TAPS recruiting program in the Inter-services Collaboration Committee. The R&R Committee is awaiting the document for review. After the white paper on the program is approved, the lead committee will be chosen to implement the program.
 - The **Agency Liaison Proposal** lead will develop a call for volunteers for members who wish to get involved with this proposal. The future of developing this program into a standing subcommittee will be explored.
 - **R&R Committee Website** has gone live! A few minor changes will be passed to the website coordinator for correction.
- **Other updates:**
 - An R&R SOP Subcommittee is planned on being developed to update the R&R Committee SOPs on a yearly basis. A call for volunteers will be sent out.

- The quarterly PAC update memo will be completed in April.
- The next R&R Committee meeting is Wednesday, May 11, 2011 at 1200-1300 EST. The call-in number is 712-432-0111, passcode 633865.

Welcoming Committee: LCDR Glendolynn Johnson

- The last meeting was held on Friday April 1, 2011.
- The Welcome Letter, JOAG Brochure, and link to website were distributed via email to five (5) officers during the months of February and March.
- The WC is coordinating the attendance of JOAG Voting members in the DC area at each OBC open house and graduation.
- Volunteers are needed to attend OBC graduation on May 20, 2011. 10am EST.
LCDR Yvette Waples volunteered to attend this graduation.
- There is a scheduled OBC for the months of May-September and volunteers are needed for open house and graduation.
- The WC website is available for more information regarding the committee.
- We are seeking current photos of junior officers for the 2010-2011 JOAG poster for COF symposium. Please send your pictures to LT Leah Walkingbear at Leah.Walkingbear@ihs.gov by COB Monday, April 18, 2011. When we print the poster, we will be enlarging these pictures quite a bit from a standard 4x6 or 5x7 sized photo, so we really need high quality/high resolution images. Please send the photos in pdf. file format. If you have any questions, please feel free to email LT Walkingbear or call 505-722-1455. You can also e-mail LCDR Dawn Dineyazhe at Dawn.Dineyazhe@ihs.gov or call 505-722-1505.
- **Next Welcoming Committee Call:**
June 3, 2011, (2 – 3 PM)
Call in number: **(712) 432-0111**
Participant Access Code: 228673 #

IV. Workgroup/Program Reports

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 last meeting was held February 17th.
 - The FAQ has been finalized internally, and has been sent to the HOSA leadership for their review.
 - A survey has been developed to assist in determining the impact the mentor program has had on the HOSA students. The survey has been approved within our committee and will be routed to the Executive Committee for their input.
- Next Meeting proposed for March 15, 2011, @ 14-00hrs
 - Hopefully the proposal will have been approved through the OSG and we can move forward.
 - We are ready to start contacting officers as soon as official approval is received.

Officer Intermediate Course: LCDR Jessica Feda

- The Officer Mid-Level Course has been in the pilot stage since September and is progressing well. The current participants have provided very good feedback and suggestion for course improvement.
- The Second Pilot Course was initiated in January and incorporated some of the changes that were recommended by the Officers participating in the first Pilot course. The Second Course will finish in mid-July and then the course will be taken down for approximately two months to make final adjustments to the course prior to the deployment of the final product towards the September or October time frame.

Uniform Advisory Committee: LCDR Gene Gunn, Jr.

- No updates at this time

V. Agency/Organization Reports

COF Board: LCDR Yvette Waples

- The COF Scientific and Training Symposium will be held on June 20-23, 2011 in New Orleans, Louisiana. Registration for this event is open. COF will be offering again this year scholarships to junior officers, civil servants, and students. The scholarship money is applied towards the cost of registration. The process to apply has been integrated into the online registration system. All scholarship applications must be received by **April 15th**. Information about applying for one of the scholarships can be found at: <http://www.phscofevents.org/registration.cfm>.
PLEASE READ THE GUIDELINES BEFORE APPLYING
<http://www.phscofevents.org/documents/2011JOCSSguidelines.pdf>
For those that are still undecided, please click on the following link for the top 10 Reasons to Attend: http://www.phscofevents.org/documents/cof_top-ten.pdf.
- Attention Nurses: The deadline for the 2011 Carruth Wagner and Mabel May Wagner Awards Nomination Submission is **April 10th**. Click [here](#) for details.

MOLC: LT Karen Ho

- The last MOLC meeting was on April 5, 2011. MOLC is currently working on the MOLC Awards Ceremony to be held during the COF Training and Scientific Symposium in New Orleans. The tentative date for the luncheon and ceremony is June 22, 2011. The planning committee will meet on April 8.
- The MOLC will also have a booth at the COF Symposium. Each group will collect materials for this booth. The booth will represent all four groups.
- Reminder: MOLC's new website is now at <http://www.usphs.gov/corpslinks/molc/>

OCCFM: LCDR Kyle Lyons

- No updates at this time

OCCO: LCDR Mary McCormick

- No updates at this time

OFRD/OSG/OS: LT Olin Bakke

- **OSG**

- Accountability Working Groups continue addressing issues raised in the Commissioned Corps Accountability Review.
- **OFRD**
 - **OFRD-Training**
 - **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.
 - **Officer Basic Course (OBC)** – No Officer Basic Courses will be conducted during April. OBC-42 Begins Saturday, 07-May and concludes with graduation on Friday, 20-May. 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. POBC iterations hold a maximum of 30 enrollees. Should you wish to attend, please contact LCDR Dean Trombley (dean.trombley@hhs.gov) of OCCO-COTA. Please see **APPENDIX A**
 - **OFRD Field Training Exercise (FTX) 2011** – FTX 2011 is underway, the first Pre-Training Site Survey (PTSS) to rural Kentucky in support of a training June 5 – 14, 2011 in Pikeville, KY and engaged the state, county, local NGOs. Similar FTX sites are *tentatively* scheduled for Kentucky, the Texas/Mexico border, and US Indian Reservations in Southwest and Northern Plains to train the RDF, SAT, MHT, and APHTs. Additionally, OFRD is partnering with NDMS and additional federal partners to train Tier III assets on the FMS.
 - Group 5 Teams - Yuma, AZ – April 10-19, 2011
 - Group 3 Teams - Paducah, KY – May 15-24, 2011
 - Group 2 Teams - Pikeville, KY – June 5-14, 2011
 - Group 1 Teams - Southern Texas – July 23-30, 2011
 - Group 4 Teams - Pine Ridge, SD – August 21-30, 2011
 - **OFRD Training** - OFRD is continuing its partnership with National Naval Medical Center's (NNMC) and Walter Reed Army Medical Center (WRAMC) Staff Education and Training to provide ACLS, TNCC, PALS, ATLS, and NRP to Capital Area Provider (CAP) Teams.
 - **OFRD Team Leader Training** – Team Leader Training will be held this year at the 2011 ITS in Dallas, TX; bringing together OFRD and team leadership from all of the
 - USPHS Response Teams. Team Leader Training agenda is in development. New team leadership will be selected following this event. Please see **APPENDIX B**
 - **OFRD COA/COF** – OFRD Training has been in contact with Army on Medical Simulation Training. Army offered to fund 20 nurses for 3-day clinical simulation training occurring in Louisiana around the dates of COA/COF.
 - **OFRD BLS Instructor Cadre** – OFRD is actively recruiting highly motivated officers who wish to teach BLS as part of the OFRD National Capital Region Military Training Network (MTN) BLS cadre. These individuals are an invaluable asset to OFRD, the colleagues attending OBC, co-workers, and DOD educational partners including NNMC and WRAMC. Interested officers living in the DC/VA/MD area should email OFRD@hhs.gov.
 - **OFRD-Response: Public Health/ Medical Missions – Domestic**

- Officers interested in joining a Tier 1/ 2 should send CVs OFRD-Response@hhs.gov.
- **OFRD-Global Operations: Public Health/ Medical Missions**
 - Working with DOD/SOUTHCOM to provide public health expertise and mission planning for a medical mission to the Dominican Republic later this year.
 - Planning and Public Health Mission to Peru later this year as part of a joint mission with DOD.
 - Conducting Field Training for Tier-3 personnel in a joint field exercise with ASPR. All questions related to these training evolutions should be sent to OFRD@hhs.gov.
- **OFRD-IT: Basic Readiness and FMRB**
 - **Promotion Eligible officers** – If you are up for promotion and your Direct Access (DA) profile lists you as Not Qualified, please update your email and phone numbers within your Direct Access profile and contact OFRD ASAP so that we might assist you with your readiness related questions.
 - 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.
 - **Field Medical Readiness Badge (FMRB) Update:** OFRD will conduct the next FMRB evaluation in April 2011. Officers who feel they have met requirements should contact OFRD@hhs.gov.
 - **Projected Readiness Status** – Check your Readiness Status by visiting your Direct Access profile and viewing your [Projected Readiness Status](#) as of 1-April-2011. Send all readiness related questions to OFRD@hhs.gov.

VI. PAC Liaison Reports

Dental Category: LT Scott Williams

- COF Dental Category Day Junior Officer Volunteers Requested
 - The 2011 DePAC Dental Category Day Planning Committee is seeking enthusiastic junior officers to serve as volunteers at the 2011 USPHS Scientific and Training Symposium in New Orleans.
 - Junior officers are needed to serve as aides-de-camp as well as greeters/hosts for speakers and guests during 2011 Dental Category Day and other tasks as assigned on June 21, 2011.
 - On behalf of the Dental Category Day Planning Committee and DePAC, we would like to thank you in advance for your participation. Interested junior officers should contact any of the individuals listed below.
 LT Scott B. Williams: scott.williams@ihs.gov
 CAPT Todd Tovarek: todd.tovarek@dhs.gov
 CAPT Darla Whitfield: darla.whitfield@dhs.gov
Please note that attendance at the 2011 USPHS Scientific and Training Symposium in New Orleans will not be funded by the Dental PAC Category.
- Be prepared for the billet transformation process. The Dental Category is scheduled to be the next category in the process.

Dietitian Category: LCDR Merel Kozlosky

- Congratulations to CDR Suzan Gordon who is taking over as the Dietitian PAC Chair as of 1 APR. Thank you to CDR Kirsten Warwar for serving as the Dietitian PAC Chair for the past year.
- The new Dietitian PAC Voting Members for the 1 APR 2011 – 31 MAR 2013 term are Cecelia Butler, LT Casey Cavanaugh, LCDR Margaret DiGennaro, CDR Blakeley Fitzpatrick, LT Mitchel Holliday (new Professional Development Subcommittee Chair), LCDR Kwang Kim, LT Amanda Loveless, LCDR Michelle Noe (new Website Subcommittee Chair), CDR Leslye Rauth, LCDR Gwenivere Rose, LCDR Susan Steinman, and CDR Carol Treat.
- The Billet Collection System (BCS) for the Dietitians in traditional Dietitian billets was launched on 10 JAN. This process is **time critical**. If you are in a traditional Dietitian billet and have not yet completed step 1 or step 2 per your e-mail instructions, please complete these steps ASAP. The Billet Collection System (BCS) for those officers in multidisciplinary billets will be starting in the near future. Once the multidisciplinary billet process starts, please remember to do your best to keep to the time frames allotted.
- Please review the 2010 Dietitian PAC Subcommittee Annual Report which was distributed on the Dietitian listserv for a summary of this past year's activities and a look at the goals for the coming year.
- The 2011 USPHS Scientific and Training Symposium will be held on 19-23 JUN (Sunday through Thursday) in New Orleans. Dietitian Category Day will be held on Tuesday, 21 JUN with a social dinner that same evening. Please contact LCDR Merel Kozlosky at kozloskym@cc.nih.gov if you would like to see the Dietitian Category Day agenda.
- The Dietitian and Therapist categories will team together to host a Healthy Lifestyles Booth, including a Wii Fit, at the USPHS Symposium. Dietitians are needed to staff the booth during exhibit hall hours. Any Dietitians who will be at the symposium and would be willing to give an hour to work at the booth would be greatly appreciated. The exhibit hall hours are Wednesday, 22 JUN from 0700-1330 and Thursday, 23 JUN from 0800-1000. Please email LT Amanda Loveless at aloveless@me.com if you can staff the booth.
- The next Dietitian PAC meeting will be Thursday, 19 MAY from 1230 to 1400 Eastern Time. Future meetings will be held every other month on the third Thursday of the month from 1230 to 1400 Eastern Time.

EHO Category: LCDR Jamie Mutter

- EHOPAC meeting scheduled for April 13th from 11:30am – 1:30pm
- CAPT Noska has been deployed to Japan to assist staff at the US Embassy. He is scheduled to return sometime next week. In addition CAPT Tom Bowman has also been deployed with the CDC SNS program.
- Our category awards packets have been released and that the deadline for submission is COB May 2, 2011. The awards will be presented at NEHA on the 18th of June.
- The EHO USPHS/American Academy of Sanitarians Award Ceremony will be held at the 75th Annual National Environmental Health Association (NEHA) in Columbus, OH. The Todd, Moran, Eason, and Crow Awards will be presented on Saturday June 18th. The ceremony is scheduled from 6:00 to 7:00 PM.

- EHO Category Day – Category Day at the 2011 USPHS Scientific and Training Symposium is scheduled for June 21st. The EHO Responder of the Year Award will be presented during the activities of the day.
- June EHOPAC Meeting – The June PAC meeting will take place at the 2011 USPHS Scientific and Training Symposium in New Orleans, LA on June 21st. The meeting will follow Category Day activities and is scheduled from 1800-2000 Central Time. Officers attending in person should have about an hour to grab a quick bite before the meeting. The meeting will also be available via conference line and WebEx. Special thanks for LCDR Jill Shugart, LCDR Carolyn Oyster, and LT Jessica Schwarz for their assistance in coordinating Category Day and securing the space for our meeting.

Engineer Category: LT Benjamin Chadwick

- The last Engineer Professional Advisory Committee (EPAC) was held on March 16th, 2011.
- New Billets for the Engineering Category are in the process of being finished up. For those engineers who have not responded to the e-mails and completed the Billet process should do so as soon as possible. If you are in a Multidisciplinary Billet, please respond to the e-mail stating that you are waiting on a Multidisciplinary position and CC your supervisor. Multidisciplinary Billets will be started in a few months.
- The next EPAC meeting is scheduled for Wednesday, April 13th at 2:00 PM (EST).

HSO Category: LCDR Brett Maycock

- The Health Services Professional Advisory Committee (HSPAC) is seeking members for a 3-year term beginning January 1, 2012. The HSPAC provides advice to the Surgeon General (SG) and the Health Services Chief Professional Officer (CPO) on professional and personnel issues related to the Health Services category. Selections are based on the nominee's commitment to public health activities and specified criteria in the HSPAC Charter (e.g., organizational, discipline, gender, minority representation), are made by the HSPAC and approved by the SG. HSPAC members are expected to obtain the necessary agency support to attend six scheduled meetings per year. With permission of the HSPAC Chair, members stationed outside of the Washington DC area, may participate in up to five of these meetings via teleconference. A member is required to participate in one HSPAC meeting in person in Maryland or DC. Attending the COA conference can be substituted to meet the requirement of participating in one meeting in person.
- Please complete the self-nomination form and send it along with a current curriculum vitae (in the format suggested on the HSO website and including a summary sheet) and a cover letter describing how your specific experience and expertise will benefit the HSPAC. Retired HSO working in a civil service capacity are encouraged to apply. The completed package must be submitted via e-mail (preferably a single PDF document which includes a scanned file of the signature page) mail, or fax by **June 30, 2011**, to:
 CDR Todd Alspach
 Chair, Membership Subcommittee, HSPAC
 Centers for Disease Control and Prevention
 Division of Laboratory Systems/Laboratory Practice Standards Branch
 12 Executive Park Dr., NE, MS F-11
 Atlanta, GA 30329
 Phone: 404-498-2758/Fax: 404-498-2215

Email: talspach@cdc.gov

- The new Public Health Professional Advisory Group (PHPAG) has been created specifically to help support the needs of HSOs who have a Master of Public Health degree and/or work in a public health capacity. If you are interested in participating in the PHPAG, please join the listserv at http://usphs-hso.org/pags/phpag/phpag_listserv.shtml The first PHPAG general meeting occurred on April 4, 2011, at 1400 EST. If you have any questions about the PHPAG, please contact LCDR Christye Brown, Membership Chair, at christye.brown@fda.hhs.gov or (301) 796 – 0608.
- The HSO Category Day Planning Committee is seeking volunteers for the USPHS Scientific and Training Symposium, in New Orleans, LA. Volunteers are needed for the following:
 - **HSO Booth** - The HSO Booth Committee is soliciting HSO volunteers to man the booth during the conference. Please send your interests to LCDR Mike Garner at mike.garner@oig.hhs.gov
 - **HSO Photographer, Aid de Camps, and Room Moderators** – We are requesting someone who is interested in taking photos throughout the HSO Category Day and particularly at the Awards Ceremony. In addition, we need volunteers to serve as Aid de Camps and Room Moderators. If you are interested, please contact CDR Delia Jones-McHorgh at djones-mchorgh@hrsa.gov
- 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>
- There is a newsletter being created that will be sent out on the off months (not HSPAC meeting months) that will contain pertinent information for HSOs. It will also contain information regarding the HSO Officer of Excellence.
- The next HSPAC meeting will be held at the COF Scientific and Training Symposium, during Category Day.
- 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

- The nursing billet transformation process should have been completed since November 2010. If you are in a nursing billet, please get with your supervisor and ensure this process is completed. If you are in a multi-disciplinary billet, please disregard the mass e-mail from your CPO indicating that you have not yet completed your billet transformation. (The liaison office will notify Officers directly if they are not meeting any of the established timeframes).
- Officer will receive notification from the Office of Commissioned Corps Operations when the billet collection process starts for the multi-disciplinary billet. At that point, you need to proceed as instructed.
- The process of transforming the multi-disciplinary billets is set to begin in May/June 2011.
- The mentoring Committee of Nurse PAC has identified volunteers (LCDR Janice Arceneaux and CDR Marilyn Ridenour) to revise the current CV and CV cover letter to

reflect the changes in the current assimilation process and to ensure that all changes are reflected in the current CV instructions.

- The next N-PAC meeting will be on **Friday, April 15, 2011 at 1300 – 1500 EST**
The N-PAC Meeting call in number is 1-888-324-6474
Passcode is "NURSE"

Pharmacy Category: LCDR Yvette Waples

- Listed below are opportunities for Pharmacy Category officers to be involved in PharmPAC:
- University Point of Contact (UPOC) is needed for the following pharmacy schools: If interested please contact LCDR Aaron Middlekauff Aaron.P.Middlekauff@uscg.mil:
 - Touro University - California College of Pharmacy
 - Roosevelt University College of Pharmacy - Schaumburg, IL ***First class projected Summer 2011***
 - Rosalind Franklin University of Medicine and Sciences College of Pharmacy - Chicago, IL ***First class projected Aug 2011***
 - Western New England College School of Pharmacy - Springfield, MA ***First class fall 2011***
 - D'Youville College School of Pharmacy - Buffalo, NY *** Program Awaiting approval by the New York State Education Department (NYSED) and the Accrediting Council for Pharmacy Education (ACPE)
- Next PharmPAC General Meeting:
05 May 2011, from 1400 to 1500 EST
Agenda and call-in information will be distributed prior to the meeting

Physician Category: LCDR Rajal Mody

- PPAC is seeking volunteers to staff recruitment booths at the medical and public health conferences listed below. DCCR will cover the cost of the booth and furnishings but will not pay for travel for the medical officers or the cost for them to attend the meeting for CME. Individuals who volunteer must be knowledgeable about the medical category and the Corps.
 1. American College of Obstetricians and Gynecologists - DC, April 30-May 4, 2011
 2. Society of General Internal Medicine - Phoenix May 4-7, 2011
 3. Annual Northwest Osteopathic Medical Assn Meeting Blaine, WA June 23-26, 2011
 4. American Academy of Pediatrics - Boston October 15-18, 2011
 5. American Public Health Association - DC October 29-November 2, 2011If interested please contact Nancy Sahakian by email ASAP (nancy.sahakian@foh.hhs.gov). Please provide your rank, medical specialty, and current and past agencies where you have served in the PHS, and the name of the conference you are willing to recruit at.
- PPAC is proud to announce the call for nominations for our 2011 PPAC Physician Awards. As in years past, we will be selecting awardees in the following 5 categories:
 1. Clinical Physician of the Year
 2. Research Physician of the Year
 3. Applied Public Health Physician of the Year
 4. Junior Physician of the Year
 5. Inactive Reserve Corps Physician of the Year

Information on the nomination process has been sent out on the P-PAC list serve. If you need it resent you can contact the JOAG PPAC liaison, LCDR Rajal Mody at rmody@cdc.gov

Please send your nominations to CDR Alicia Vantran at alicia.g.vantran@uscg.mil by COB April 15, 2011.

- Next PPAC Forum is WEDNESDAY, April 20, 1300-1500, "Individual Details." Call-in number: 866-816-2251 or 517-477-5361, code: 9700730.
- Next PPAC Business Meeting is THURSDAY, May 19, 1300-1500. Call-in number: 866-816-2251 or 517-477-5361, code: 9700730.

Scientist Category: LCDR Robin Toblin

- If you are completing a category-specific billet, they are due this week.
- Voting membership applications will be opening next month - the number of spots available is to be determined.
- The SciPAC social for category day will be a joint venture with the medical category on a riverboat with dancing and Creole food.
Question: Are officers from other categories invited to attend the social?
 - *LCDR Toblin was not sure, but will find out the answer. Update: All officers are welcome to attend the social.*
- A session on retirement from PHS was held following our last meeting

Therapist Category: LCDR Kit Burnham

- **General Updates**
 - **Updates:** CAPT Seigels term has ended as CPO. CAPT Scott Gausted has been selected as the new Therapist CPO effective 16MAR11.
 - TPAC has 3 voting member vacancies. The deadline for nominations was 2/18/2011. The newly elected TPAC voting members will be announced in the coming months.
 - **Readiness-** Presidents challenge was not being recognized in 2 cases in the Therapist category. Notify OFRD if you have any readiness discrepancies. Presidents Challenge is not recommended by OFRD and OFRD is recommending that officers take the APFT. If Officers are unable to complete an APFT due to medical reasons, then OFRD is recommending that officers obtain a waiver from OFRD.
- **CDR McMillan- Billet Transformation Review**
 - During the TPAC conference call in February, CDR McMillan discussed the Therapist Billet Transformation Review process. The review process for therapists is nearly complete. The billets will not take effect until all Therapy billets are reviewed. So officers will stay in their current billet until the review process is completed.
- Recordings of the JOAG meetings and Journeyman Series are available on demand from LCDR Christopher Barrett Christopher.barrett@tchealth.org if interested.
- Next TPAC meeting will be held on April 15th, 2011 at 1200 EST. Call in: 1-866-705-8612 Passcode: 9396977
- **The Therapist Professional Advisory Committee (TPAC) is a public health professional group under the Office of the Surgeon General. We are a multidisciplinary category composed of highly skilled and mobile health-care providers from the following professions: audiology, occupational therapy, physical therapy, respiratory therapy, and speech language pathology. The Therapist Category**

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. Please send questions to: 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