



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

**General Membership Meeting Minutes**  
 August 12, 2011  
 1300-1500 EST

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 Call In: 218-936-4700  
 Pass Code: 791-9605  
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**I. Roll Call**

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

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

**II. Executive Committee Reports**

**Ex-officio: LCDR Diem-Keu Ngo**

- Offered congratulations to this year's JOAG volunteers, voting members and Chair

**Chair Report: LCDR Carlos Bell**

- Message from Chair, LCDR Carlos Bell: Good afternoon and welcome to the August JOAG General Membership Meeting. As some of you might be aware, this is the last

general membership meeting before the new JOAG operational year begins on October 1<sup>st</sup>. LCDR Damon Smith will begin his term as JOAG Chair on the 1<sup>st</sup>, along with the rest of the new voting members. It's been a great year, and it's truly been a great experience working with each and every one of you. I specially want to thank the current Chairs and committee members for all the work they've done this year. It is through your dedication and outstanding work that JOAG can continue to grow and meet its mission and the mission of the OSG.

- Thanks to the efforts of the Commissioned Corps Leadership at the OSG and the Office of the Secretary, as well as the support from the Commissioned Officers Association (COA), PHS officers are now able to transfer their GI Bill benefits to their dependents. For more information on how to this will be implemented, please make sure to go to the CCMIS website at <http://dcp.psc.gov>.
- Regarding the new OSG accountability structure - Last we heard, the OSG was waiting for the federal register notice to be published to go live with the new accountability structure. As hopefully you saw this week, RADM Scott Giberson, who is also the CPO for the Pharmacy PAC, was selected as the new director of the Division of Commissioned Corps Personnel and Readiness (DCCPR). Admiral Giberson, who has been a staunch supporter of JOAG and junior officers, will assume his new role starting September 1, 2011.
- As many of you might recall, DCCPR is part of the new accountability structure and will be responsible for overseeing the Recruitment Branch (RB) (Div of CC Recruitment), Assignments and Career Management Branch (ACMB) (which combines OCCO and OCCFM) and the Readiness, Deployment and Ready Reserve Branch (RDRB).
- Admiral Nessler, who some of you might know from HRSA and/or from being the CPO for the Nurse PAC, has started her term as the Chair of the CPO Board and CAPT Welch has started as the CPO Board Chair elect. The CPO Board has reviewed and approved a revision to the PACs General Charter, that would increase the numbers of voting members from 20-30 and increase the length of VM term from 3 to 4 years, for a total of 2 terms, equaling 8 years. This now has to be approved by the OSG, but if approved, it will be optional for the PACs, and not mandatory.
- Although JOAG's Charter is based on the PAC charter, we are a very different organization, and at this time we are not planning on revising our Charter.
- A promotion directive was signed by Secretary of HHS; this can be found on the CCMIS webpage.
- Regarding PHS officers being furloughed, OCCFM is waiting to hear from the Office of the General Council (OGC), as it stands Active Duty officers shall be paid during furlough except for leave without pay status for training; and AWOL status; officers will still get paid as long as they are active duty. The current opinion from OSG is that PHS officers, like the other services, should not be furlough.
- Regarding Regular Corps orders, regulations addressing this issue, has been sent forward to the HHS Secretary and last we heard it's with the OS waiting approval. Several legal issues still being worked out
- OCCO is currently testing the new 2011 COERs, and should be ready go live come October.
- The Global Award is ready to go, the hardware and certificates are in, they are just waiting on the POM (Personal Operations of Memorandum) to be finalized.
- Medical Affairs Branch (MAB) and the Compensation Branch are moving to Silver Spring in the next couple of months, and will be located off of Colesville Road.

**Vice-Chair: LCDR Yvette Waples**

- No updates at this time

**Chair-Elect: LCDR Damon Smith**

- 2011-2012 Voting Membership/Committee Chair/Liaison Roster

<b>JOAG Committees</b>	<b>Chair/Co-Chairs</b>
<b>Awards</b>	LT Benjamin Chadwick LCDR Liatte Krueger
<b>COF Planning</b>	LCDR Latonia Ford
<b>Communications &amp; Publications</b>	LCDR Janice Arceneaux LCDR William Lanier
<b>Development</b>	LCDR Kate Sawyer
<b>Inter-Services Collaborations</b>	LT Mitchel Holliday
<b>Membership</b>	LCDR Irene Chan LCDR Kristian Burnham
<b>Policy &amp; Procedures</b>	LT Tracy Tilghman
<b>Professional Development</b>	LCDR Samuel Schaffzin LCDR Heidi Hudson
<b>Recruitment &amp; Retention</b>	LT Martin Guardia LCDR Krista Pihlaja
<b>Welcoming</b>	LCDR Scott Steffen
<b>JOAG Workgroups*</b>	
<b>HOSA</b>	LCDR Stefanie Glenn LCDR Timothy Thomas
<b>Forward Thinking</b>	LCDR Joel Nelson
<b>Historian</b>	LT Joe Hill
<i>*Non-voting members</i>	
<b>Liaisons*</b>	
<b>COF Board</b>	LCDR Brett Maycock
<b>OCCFM</b>	LCDR James "Kyle" Lyons
<b>OCCO</b>	LTJG Andrew Okolo
<b>OFRD</b>	LCDR Andrei Nabakowski
<b>MOLC</b>	LCDR Karen Ho
<i>*Non-voting members</i>	
<b>JOAG PAC LIAISONS</b>	
<b>Dentist</b>	LT Scott Williams
<b>Dietitian</b>	LT Mitchel Holliday
<b>Engineer</b>	LT Benjamin Chadwick
<b>Environmental Health</b>	LCDR Eva McLanahan
<b>Health Services</b>	LCDR Brett Maycock
<b>Medical</b>	LCDR Kate Sawyer
<b>Nurse</b>	LCDR Janice Arceneaux
<b>Pharmacist</b>	LCDR Liatte Krueger
<b>Scientist</b>	LCDR Scott Steffen
<b>Therapist</b>	LCDR Kristian Burnham
<b>Veterinarian</b>	LCDR William Lanier

**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**

- Challenge coins are the only merchandise items being sold outside of OBC currently. We are updating the website.
- JOAG will be donating the funds for several junior officer scholarships for next year's COF symposium

### **III. Committee Reports**

**Awards Committee: LCDR Merel Kozlosky & LT Benjamin Chadwick**

- LCDR Merel Kozlosky's Voting Member term is ending, so she will rotate out of the Awards Committee Chair position. LT Benjamin Chadwick and LCDR Liatte Krueger will serve as the Awards Committee Co-Chairs for the 2011-2012 operational year.
- The JOAG Awards Committee managed the awards process for the three JOAG awards. There were 6 nominations for the JOAG Excellence Award, 10 nominations for the JOAG Junior Officer of the Year Award, and 7 nominations for the JOAG Richard H. Carmona Inspiration Award. A total of 43 volunteers contributed to the awards process. The award recipients were announced in June. The 2011 JOAG Excellence Award went to LT Tracy Tilghman (HSO, FDA). The 2011 JOAG Junior Officer of the Year Award went to LCDR Mahyar Mofidi (Dentist, HRSA). The 2011 JOAG VADM Richard H. Carmona Inspiration Award went to CAPT Heidi Blanck (Scientist, CDC).
- Earlier this year, 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). This service award will recognize active duty officers who have demonstrated commitment and dedication to the USPHS over a 5 year period as well as each subsequent 5 year period. This is the first time that JOAG has been the lead in an award proposal and this proposal was 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, and the Awards Committee plans to tackle that in the next operational year.
- An endorsement package for the Special Assignment Award has been prepared for the 11 current Voting Members who have not yet received this award. The memo will be submitted to the Office of the Surgeon General shortly. Thank you to LCDR Lynda Bishop and LCDR Julia Bryan for assisting with this effort.
- The Awards Committee assisted LCDR Carlos Bell with distributing JOAG certificates of recognition. The recipients of these certificates were announced at the USPHS Scientific and Training Symposium in New Orleans in June. Thank you to LCDR Zanethia Eubanks and LT Quynh Nhu Nguyen for gathering the e-mail and mailing addresses of the certificate recipients.
- LCDR Deirdra Washington has led a subcommittee in drafting a Commissioned Corps awards guidance document, including sample award narratives. The Awards Committee Co-Chairs are currently reviewing this document, especially in

comparison to the awards guidance which is on the CCMIS website already to ensure our document has added benefit to junior officers.

- LTJG Brandon Heitmeier has drafted a survey which we hope to distribute soon to the PACs and other Commissioned Corps advisory groups to gather information on what recognition efforts for junior officers are already in place and where there are gaps. The Awards Committee will work to close gaps in junior officer recognition once they are identified.
- The Awards Committee SOP is currently being updated and will be submitted for JOAG EC review shortly.

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

- Major accomplishments: organized the meet and greet and JOAG Social at the COF symposium. The committee also organized the gift bags for the meet and greet.
- The COF Planning Committee is working to have all of our Committee's appreciation letters completed by the end of August.  
The COF Planning Committee has also revised its SOP to account for our Volunteer Committee being annexed by the USPHS Scientific and Training Symposium organizers.

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

- **Editor Subcommittee:** LT Melanie Drayton is our Journal Editor for the Fall Issue of the JOAG Journal. The proof reading process for the Journal will be complete August 24<sup>th</sup> we anticipate a September release date. There are a couple leadership opportunities available for current subcommittee members, please contact LT Tracy Tilghman at [tracy.tilghman@fda.hhs.gov](mailto:tracy.tilghman@fda.hhs.gov) if you are interested in serving as the Junior Officer Spotlight or Editing Subcommittee Lead. The Editor Subcommittee has published the 2011 Winter and Summer Journals that highlight topics like health and fitness, recruitment, and volunteering. The JOAG Journals can be viewed on the JOAG Website.
- **Website Subcommittee:** Please view the JOAG website, <http://www.usphs.gov/corpslinks/joag/index.htm> for helpful Junior Officer information. The Website Subcommittee updates the JOAG website on a continual basis to feature JOAG activities, like the JOAG 'meet and greet', announce the JOAG awards and applications, advertise merchandise, provide Health and Fitness Tips, and present the current JOAG voting membership and governing documents. This operational year the Website Subcommittee created the Executive, Policy and Procedures, Communications and Publications, Membership, Recruitment and Retention, Professional Development, and Welcoming Committee webpages. The Subcommittee will be working on several website updates in the coming months to highlight the new JOAG Leadership and continue to provide updated information.
- **Get Fit-Stay Fit:** In collaboration with the ICC, Physical Training Subcommittee, CPC presented the first installment of the health and fitness information announcements on the JOAG Website. To view the Get Fit-Stay Fit webpage please go to the Junior Officer Resource Webpage, on the JOAG Website. The next edition is currently under review and will be included on the next JOAG Website update.
- **Transcript Subcommittee:** CPC was happy to transcribe the JOAG Voting Membership Q&A Session March 2, 2011. The 2010 and 2011 Voting Member transcripts are located on the JOAG Website, About JOAG, Membership Section. It is

our hope that junior officers will find this resource useful as they consider applying for JOAG voting membership.

- **Uniform Subcommittee:** The JOAG Proper Uniform Wear Slides are posted on the JOAG Website, Junior Officer Resource webpage. The first With Pride and Distinction uniform announcement was distributed on the JOAG listserv June 9, 2011. The next edition is currently under creation and will come out before the end of the 2010-2011 Operational year.
- **JOAG Recorder:** The JOAG Recorder is an officer that will record meetings, seminars and educational sessions to make information available to junior officers who are unable to attend these events. Recordings are also available to junior officers who would like to refer back to the recorded information. JOAG Meetings are recorded. Audio Recordings are available ‘on demand’ by emailing LT Hiren Patel at [Hiren.Patel@fda.hhs.gov](mailto:Hiren.Patel@fda.hhs.gov)
- **Next Meeting:** Our next committee meeting will be held August 17, 2011 at 14:00 – 15:00 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:**
  - I would like to thank everyone for their overwhelming support of the JOAG Booth at this year’s COF Symposium. We just about sold out of all of the merchandise items. In addition, I would like to thank LCDR Damon Smith, LCDR Robin Toblin and LCDR Carlos Bell for their on-site assistance with this effort in my absence.
  - The committee is also in the process of sending out “Thank You” letters to all of the volunteers that provided assistance with the JOAG Booth.
  - We recently updated our committee SOP and forward it to our EC Liaison for final approval.
  - Finally, we are in the process of updating the Merchandise webpage, so it will reflect the current items for sale.

**Inter-Services Collaboration Committee: LCDR Brett Maycock**

- The Inter-Services Collaboration Committee met on August 9, 2011, from 1130 – 1230 EST.
- **Physical Fitness Subcommittee Updates:**
  - The Physical Fitness Subcommittee is recruiting for a new Officer Spotlight article.
  - The next edition of “Fitness Tips” will be posted soon. Reasol Agustin has volunteered to provide the next set of tips by September 10, 2011.

- A proposal is being developed to change the name of the Subcommittee to incorporate nutrition, overall health, and well-being in the name. Currently the subcommittee is querying members for suggestions.
- The subcommittee is developing an online race resource guide. This race guide will provide an overview of races available to officers, at their local duty stations.
- **Community Services Subcommittee Updates:**
  - The subcommittee has submitted a proposal and been approved to participate in the Navy sponsored Joint Services Make A Difference Day, which will take place on September 10, 2011, from 0830 – 1400, at the Washington, DC Historic Congressional Cemetery. USPHS volunteers will be responsible for minor landscaping (pulling weeds, removing any dead or dying small bushes, pruning hedges), cleaning the cemetery’s chapel, reclaiming pathways/roadways, and resetting headstones (that have sunken or fallen). This activity will be open to Junior and Senior Officers and their families. A listserv message will be sent out this week asking for volunteers.
  - The Toys for Tots proposal has been submitted for approval. This community activity will take place in Atlanta, where three PHS volunteers will work in conjunction with the Marine Corps Reserves, collecting toys at different CDC locations from October – November, 2011. There is also a potential opportunity to sort the collected toys, if the Marines so desire. If the Marines do decide to let the volunteers sort toys, a second proposal will be submitted for approval.
  - The Subcommittee is looking for officers to take the lead on future projects. A list of these projects was sent out on the ISCC listserv to include the following:
    - Joint Services Make a Difference Day, Washington, DC (October 29, 2011)
    - National Family Volunteer Day, Washington, DC (November 12, 2011)
    - Senior Citizen’s Christmas Gala, Washington, DC (December 7, 2011)
    - Wreaths Across America, Washington, DC (December 10, 2011)
  - The Subcommittee is looking for a Co-Chair. Anyone that interested in this position should contact LCDR Jena McLellan at [Jennifer.McLellan@med.navy.mil](mailto:Jennifer.McLellan@med.navy.mil) or LCDR Brett Maycock at [Brett.Maycock@dhs.gov](mailto:Brett.Maycock@dhs.gov)
- **MWR Subcommittee Updates:**
  - The MWR Subcommittee has been compiling information from all of the Inter-Services Subcommittees to post on the JOAG website. They are currently standardizing and formatting the information so they can submit it to be posted by Romerl Elizes by COB, Friday, August 12, 2011.
  - The Subcommittee was approved to publish an article in the winter edition of the JOAG Journal about the Armed Forces Vacation Club. The Subcommittee is also working on publishing an article in the Social Work Professional Advisory Group (SWPAG) newsletter.
  - The Subcommittee is working n putting together a comprehensive list of all the MWR websites for posting on the ISCC webpage. They are currently formatting the content.
  - The MWR Subcommittee meets on the 1<sup>st</sup> Thursday of every month.
- **TAPs Subcommittee Updates:**
  - A draft TAPs Charter has been written and submitted by LCDR Melissa Walker to the ISCC Chair. LCDR Brett Maycock, LCDR David Lau, and LCDR Melissa Walker will discuss the Charter via phone conference, on August 16, 2011, at 1200 EST. The Charter describes a pilot program that would allow USPHS

officers to provide information to individuals separating from their respective uniformed service.

- **AMSUS Updates:**
  - The AMSUS annual conference will be held November 6- 10, 2011, in San Antonio Texas. This conference is a great opportunity for officers to network with members of the other uniformed services.
  - The USPHS will be sponsoring a Surgeon General's 5k run at AMSUS. Once logistics have been worked out, LCDR Lau will involve the Physical Fitness Subcommittee in assisting with this event.
  - Any questions regarding AMSUS can be directed to LCDR David Lau at [David.Lau@dhs.gov](mailto:David.Lau@dhs.gov)
- The next Inter-Services Collaboration Committee will be on September 13, 2011, from 1130 – 1230 EST.

### **Membership Committee: LCDR Irene Chan & LCDR Kit Burnham**

- **Voting Membership Subcommittee:**
  - We have received supervisory approval, agency liaison endorsement, and CPO endorsement for all incoming Voting Members
  - All documents required for the Surgeon General's packet for endorsement are with Carlos Bell
- **SOP Subcommittee:** Our revised SOP has been forwarded to Carlos Bell
- **Meet and Greet Subcommittee:**
  - Seven M&G meetings have been held to date. Three M&G meetings are scheduled for August (8/12 Seattle, 8/17 Denver and 8/26 Raleigh/Durham).
  - LT Tina Walther was selected as a Co-Lead for the subcommittee.
- **CAD Anniversary Subcommittee:**
  - LT Robert Kosko was selected as the Co-Lead for the subcommittee
  - LCDR Van Tran will be spearheading an initiative to determine how best to reach out to COSTEPs who reach their one year anniversary but may still be in school and do not show up on our anniversary list
- **Website Subcommittee:** No new updates
- **Guidance Document Task Force:** The draft guidance document was finalized and distributed to all existing and incoming Voting Members
- **New Business:**
  - The Membership Committee is exploring the creation of a JOAG PAC Liaison Coordination Subcommittee whose purpose will include working with each of the JOAG Liaisons to identify ways to introduce PAC members to JOAG and recruit for general membership in JOAG. This idea has not yet been proposed to the EC formally. The Lead has been designated as LT Jacinta Smith.
- **Major Accomplishments Since October 1, 2011:**
  - Facilitated the selection of 11 Voting Members for the 2011-2013 term. The request for endorsement by the Surgeon General has been sent out.
  - Completed substantial revisions to the Membership Committee's SOP including the creation of new sections for our subcommittees. The edited SOP has been submitted to the JOAG Chair.
  - Held 7 Meet & Greet events in 6 cities, with over 70 junior officers in attendance.
  - Sent over 150 CAD Anniversary congratulatory emails.

- MC webpage was created for the JOAG website and is up-to-date with information on the committee.
- Completed the first-ever guidance document for JOAG Committee Chairs/Co-Chairs which has already been disseminated to existing and incoming Voting Members.
- Our next meeting will be held Wednesday, September 14, 2011 at 1300EST. Call-in # 712-451-6175 passcode 674654.

#### **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 an updated draft of the JOAG 5-Year Strategic Plan based on the revised goals approved by the EC.
  - The EC is reviewing the updated draft and will provide feedback after the COF Scientific & Training Symposium.
- **Bylaws Subcommittee** (LT Ashleigh May)
  - The Bylaws Subcommittee submitted a list of proposed revisions to the Bylaws to the Chair of the Policy and Procedures Committee Chair.
  - Once reviewed, the proposed revisions with the sent out to voting members for approval.
- **JOAG General SOP Subcommittee** (LT Gia Lawrence)
  - The SOP Subcommittee is working on updates to the P&P SOP.
  - **ACTION ITEM:** All Committee Chairs should submit updated drafts of their committee SOPs to their EC Rep.
- **Policy Development Training Workgroup** (LCDR Tracy Powell)
  - The P & P Committee is working to develop a proposal for a policy development training for JOAG.
- **JOAG Governing Documents Website**
  - The Policy & Procedures Committee is working to revise the 'Governing Documents' section of the JOAG website.

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

- **Journeyman Series**
  - The most recent installment of the Journeyman Series was held on Friday, 5 August. RADM Scott Giberson presented on *Officership: Building Professional Partnerships*
  - Future Journeyman Series:
    - Friday, 2 September at 1300 EDT; Speaker: RADM (ret) Robert Williams  
Topic: **TBD**
    - Friday, 9 September at 1300 EDT  
Speaker: CDR Angela Mtungwa  
Topic: **Preparing for Promotion in PY2012 and Beyond**
  - Please email LCDR Heidi Hudson (cvv2@cdc.gov) with questions or suggested topics for the Journeyman Series.
- **Professional Development Survey**
  - The survey Subcommittee 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 has been sent to all persons on the JOAG List serv.

- **Mentoring**
  - LCDR Matthew Weinburke is serving as this sub-committee lead and LCDR Shani Smith is providing additional leadership support. 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 pilot the “Take a Junior Officer to Work Day” initiative in the Fall.
- **Website**
  - Professional Development Committee information is now posted on the JOAG Website.
- **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. LT Skip Payne, lead of the Uniform Inspection subcommittee, has developed the draft matrix in collaboration with LCDR Gene Gunn, the JOAG Uniform Liaison. The draft guidance was reviewed by the EC and the Subcommittee is currently addressing edits/comments. Once approved by the JOAG EC, this resource will be shared with JOAG members over the JOAG listserv and posted on the JOAG Resource Page.
  - Members of the Subcommittee highlighted the topic of uniform inspection at the FDA PHS awareness day in May, 2011 and staffed the uniform inspection booth in June, 2011 at COF.

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

- **Subcommittee/Initiative Updates:**
  - The **COSTEP Connection Program (CCP)** has received the list of selected COSTEPs and has assigned each a junior officer mentor. The mentors are currently in the process of contacting their assigned COSTEPs. The after action report has been finalized and distributed to DCCR for the COSTEP Non-Select Recruiting Program. A call for volunteer mentors has been sent out for the 2011 COSTEP Non-Selects.
  - The **Career Fairs List Subcommittee** has submitted and distributed the September career fairs list. The October career fairs list has been submitted and is awaiting distribution to the JOAG listserv. The Career Fair Resources Document is undergoing the annual update and is expected to become finalized by the end of the month.
  - The **R&R Publications Subcommittee** has submitted an article in the JOAG *Journal* titled “The Future of the United States Public Health Service: Moving Forward with a New Paradigm in Recruitment.” This article was contributed to interviews and reviews by DCCR and the Deputy Surgeon General, RADM Lushniak. An article addressing the Online Career Resources Initiative is currently awaiting more information before proceeding.
  - 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. This initiative is at a temporary stand still due to information received at a recent meeting with DCCR.
- The **TAPs Initiative** will remain in the JOAG Inter-Services Collaboration Committee, the JOAG EC has decided. A meeting with the R&R Co-Chairs and the Inter-services Collaboration Committees will determine how the program will work. An R&R Committee liaison to the TAPs subcommittee will be chosen after the meeting.
- 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 since recruitment literature materials have been piloted for this program and a presentation has already been made to CDC fellows and interns.
- **R&R Committee Website** is awaiting the correction of a few minor errors.
- The **R&R SOP Subcommittee** has submitted the revised R&R SOPs. The SOPs are currently under review by the EC.
- **Other updates:**
  - The current leads have been tasked with generating a list of accomplishments and action items for the R&R year end report and a list of volunteers on their respective committees that deserve a year end “Thank You” letter. This information will be submitted to the R&R Co-Chairs before September 16.
  - A call for volunteers will be sent out on for filling vacated committee leader positions around October 1.
  - The next R&R Committee meeting is Wednesday, September 14, 2011 at 1200-1300 EST. The call-in number is 712-432-0111, passcode 633865.

**Welcoming Committee: LCDR Glendolynn Johnson**

- The last Welcoming Committee meeting for the 2010- 2011 operational year was held on Friday, August 5, 2011.
- The Welcome Letter, JOAG Brochure, and link to website were distributed via email.
- The WC is coordinating the attendance of JOAG Voting members in the DC area at each OBC graduation and Open House.
- The Commissioned Officer Training Academy (COTA) is excited to announce the return of **OBC Open House** (currently located at the Holiday Inn Gaithersburg, 2 Montgomery Village Ave, Gaithersburg, MD 20879, Walker and Whetstone room).
- The WC will have the following JOAG merchandise for sale at the next OBC Open House: T-shirts, coins, coin racks, towels and mugs.
- Volunteers are needed to attend OBC open house and graduation for the month of September (15<sup>th</sup> and 23<sup>rd</sup>, respectively) and the next operational year (dates to be determined). The New Officer Guide is currently under review (for revisions made by the EC) with the NOG subcommittee.
- The JOAG poster was a big success at COA and is currently being used for OBC Open House.
- The committee raised over \$850 by selling merchandise at OBC this operational year. This money went towards COF junior officer scholarships.
- The next committee meeting will be October 7, 2011

## IV. Workgroup/Program Reports

### Forward Thinking Workgroup: LCDR Hollie Cook & LCDR Joel Nelson

- No funding for this initiative at this time. It is currently on inactive status.

### Historian Workgroup: LT Joe Hill

- Established a Gmail account to work in conjunction with Picasa a photo editing utility. Does have limited capacity, which isn't a problem yet, but could be in the future. LT David Schwab, historian for DC based COA, has proposed a move to Phanfare, another photo editor, which is already established for them and does NOT have a capacity limitation.
- Have currently uploaded 3 separate event picture albums and sent links to members of the Executive Committee.
- Currently accepting photos of the various PHS events for inclusion as a web album. Could be linked to JOAG website.
- Request of status on dissemination of "Accomplishment Documents" to workgroup chairs? I believe that August 31<sup>st</sup> is the current deadline.

### HOSA Workgroup: LCDR Stefanie Glenn & LCDR Timothy Thomas

- No updates at this time

### Officer Intermediate Course: LCDR Jessica Feda

- No updates at this time

### Uniform Advisory Committee: LCDR Gene Gunn, Jr.

- No updates at this time

## V. Agency/Organization Reports

### COF Board: LCDR Yvette Waples

- LCDR Brett Maycock, upcoming JOAG Vice Chair, will be attending the annual COF board dinner and workshop on August 12<sup>th</sup> and 13<sup>th</sup>.

### MOLC: LT Karen Ho

- The last MOLC meeting was held on August 2, 2011.
- The MOLC exhibit booth was a success at the COA Scientific and Training Symposium. Certificates of Appreciation for officers who helped have been completed and sent.
- CDR Jarman, MOLC Chair, is working to obtain data from OCCO on racial/ethnic data of Commissioned Corps officers.
- MOLC is working on MOLC Voting Members Certificates of Appreciation to be signed by VADM Benjamin.
- A committee comprised of MOLC members will be formed to revise and update the MOLC charter based on new guidelines.
- The next meeting will be held on September 6, 2011
- Reminder: MOLC's website is now at <http://www.usphs.gov/corpslinks/molc/>

**OCCFM: LCDR Kyle Lyons**

- No updates at this time

**OCCO: LCDR Mary McCormick**

- **Division of Commissioned Corps Assignments**
  - No update this month.
- **Division of Commissioned Corps Recruitment**
  - There will be an article by CDR Pryor in the JOAG fall newsletter with information regarding Recruitment. The current recruitment strategies are being re-evaluated & developed based on information presented by the ASH during the June COF meeting.
  - The Associate Recruiter Program (ARP) is currently under review.
- **Division of Commissioned Corps Officer Support**
  - The Post 9/11 GI Bill is transferable to PHS officer spouses & children as of 1 August 2011. For information regarding how to transfer this benefit, please refer to the “What’s New” section on the CCMIS Home page.
  - The Promotion Eligibility list will be coming out in early September. All officers should refer to the Promotion Information website at: [http://dcp.psc.gov/promotions\\_table\\_of\\_contents.aspx](http://dcp.psc.gov/promotions_table_of_contents.aspx) for information regarding how to prepare for promotion.
  - The 2011 COER will be coming out 5 October.
- **Division of Commissioned Corps Training and Career Development**
  - **Officer Basic Course (OBC)** – As of July 2011, OBC has transitioned to a Call-to-Active Duty (CAD) course.
  - **Provisional Officer Basic Course (POBC)** – The final POBC is running now, with 15 participants. To date, 105 officers have completed the on-line POBC. There will be no additional offerings of this format.
  - **Officer Mid-level Course (OMC)** – The 2<sup>nd</sup> Pilot has been successfully completed. The next course has not yet been scheduled; information will be posted on the CCMIS website once the next course dates are decided.

**OFRD/OSG/OS: LCDR Damon Smith**

- **Office of the Surgeon General (OSG)**
  - RADM Scott Giberson has been selected to serve as the Director of the new Division of Commissioned Corps Personnel and Readiness. He begins his new position on 1 September.
- **Public Health/ Medical Missions – Domestic**
  - **Martin Luther King, Jr. Memorial** – OFRD will be deploying officers from Capital Area Provider Team #3, with augmentation from Tier III Roster C, to provide medical and public health support during the dedication of the Martin Luther King, Jr Memorial.
  - **Minot Reoccupation Home Inspection Mission** – OFRD deployed officers from Applied Public Health Team #2 to Minot, ND to assist with reoccupation home inspections following severe flooding in the area. APHT#3 did an outstanding job and concluded its mission on 3 August.

- **2011 Hurricane Season** – The 2011 hurricane season is underway. Officers are reminded to always remain prepared for possible deployment, particularly during their on-call month.
- **Public Health/ Medical Missions – International**
  - No Updates
- **OFRD Field Training**
  - OFRD is trying to identify 3-4 dental officers to participate in field training in Pine Ridge, SD. The dates for this field training are 21-29 August.
  - If you are interested, please contact LCDR Andrei Nabakowski at [Andrei.nabakowski@fda.hhs.gov](mailto:Andrei.nabakowski@fda.hhs.gov).
- **Basic Readiness**
  - The basic readiness statistics for 30 June 2011 are still being finalized.
- **Response Team Vacancies**
  - If you would like to inquiry about vacancies on Tiers I and II response teams, please send your CV to [OFRD-Response@hhs.gov](mailto:OFRD-Response@hhs.gov).

## VI. PAC Liaison Reports

### Dental Category: LT Scott Williams

- **Billet Collection System**
  - *Billet Collection System* – The Dental Category launched the Billet Collection System on Wednesday, May 18, 2011. Officers were instructed that they had two weeks to complete step one, selecting the billet for their position. Each officer received an email message informing him/her of the action they are to take. Additionally, officers received a phone call letting them know how important this activity is and how they must take timely action to move it forward.
  - *Progress* –
    - Step 1: 287 of 296 officers, or 96.9%, have selected their standard billet titles.
    - Step 2: Of the 287 officers who have selected standard billet titles, 263 officers, or 91.6% (88.9% overall), have completed position-specific information for their billets.
    - Step 3: Of those 263, 175 officers, or 66.5% (59.1% overall), have had billets reviewed by supervisors.
    - Step 4: Of those 175, 127 officers, or 72.6% (42.9% overall) have had billets reviewed by reviewing officials.
  - *BCS Responsiveness* – A Personnel Operations Memorandum has been put into effect that details the type of action that can be taken if an officer does not do his/her part. This may include placing an administrative flag in the officer's file and may result in ineligibility for promotions and awards, and may prevent or delay reassignments, details, and special pay.
  - *BCS Tutorials* - 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. The required video tutorial can be found at: [http://dcp.psc.gov/Billets\\_Tutorial.aspx](http://dcp.psc.gov/Billets_Tutorial.aspx).
  - *Frequently Asked Questions* - FAQs about the BCS can be found at: <http://usphs.gov/transformation/billet.aspx>.
- **2012 DePAC Awards Cycle—CAPT Tovarek**

- All voting members are encouraged to submit at least one nominee.
- The nomination process information is located on the website and the lists serve archives.
- The application packet submission deadline is Friday, September 16, 2011.

**Dietitian Category: LCDR Merel Kozlosky**

- Congratulations to LT Mitch Holliday who will serve as the JOAG Dietitian Category Liaison for the next operational year.
- There is a new CV template for the Dietitian Category. The new template as well as sample junior and senior CVs were distributed to the category e-mail list and will be posted to the category website soon. There were several changes, so dietitians should make sure to update their CVs, especially in time for review by the next promotion board.
- Nominations for the 2012 PAC Chair position are due by 26 AUG to LCDR Michael Mero.
- The 2011 Dietitians in Uniformed Services Nutrition Symposium will be held on 22-23 SEP in San Diego. Four dietitian officers will be presenting.
- The 2011 American Dietetic Association Food and Nutrition Conference and Expo will be held on 24-27 SEPT in San Diego. The Dietitian Category will staff a Commissioned Corps recruitment booth. Please contact CDR Kathleen Edelman if you are able to volunteer at that booth.
- There are several dietitian openings in IHS. Please refer anyone who might be interested to the USAJOBS website.
- The next Dietitian PAC meeting will be Thursday, 15 SEP at 1230. Future meetings will be held every other month on the third Thursday of the month at 1230.

**EHO Category: LCDR Jamie Mutter**

- The EHOPAC fall meeting will be held at East Tennessee State University, October 3-6.
- EHOPAC will be filling several slots on the PAC in the coming months. Interested officers should forward their applications.
- The new EHO category liaison for the next operational year will be LCDR Eva McClanahan.

**Engineer Category: LT Benjamin Chadwick**

- The Engineer Professional Advisory Committee (EPAC) will not be holding a meeting for the month of August.
- The next EPAC meeting is scheduled for Wednesday, September 21<sup>st</sup> at 2:00 PM EST. Conference call-in details will be forthcoming.

**HSO Category: LCDR Brett Maycock**

- The Social Media leads on the HSPAC Communications Subcommittee are proud to introduce the official HSO Facebook page! The purpose of this Facebook page is to broaden the reach of the United States Public Health Service (USPHS) and the Health Service Officers (HSO) Category to current and prospective officers. Through the use of this site, officers will be able to view information regarding upcoming events, network with other officers in the HSO category, and recruit future HSO officers. The USPHS-HSO Facebook page will also feature photos of different HSO events, share officer stories, and most importantly, allow officers on Facebook to network with one

another and further enhance both career and personal opportunities. For additional information pertaining to the official HSO Facebook page, or suggestions on improving the page, please contact the POCs listed below.

**Facebook page Name:** USPHS HSO

**Link:** <http://www.facebook.com/pages/USPHS-HSO/218354591533786>

**Social Media POCs:**

LT David Schwab - [david.schwab@fda.hhs.gov](mailto:david.schwab@fda.hhs.gov)

LT Tracy Tilghman - [tracy.tilghman@fda.hhs.gov](mailto:tracy.tilghman@fda.hhs.gov)

- Nominations are being sought for **2011 Health Services Responder of the Year Award**. The nominee must have made extraordinary contributions to the Public Health Service and the Health Services Category with regard to responding to critical events impacting the health of others. The recipient of this award may earn this prestigious honor in a number of ways, including a combination of the following contributions:
  - Having one-time extraordinary impact on public health preparedness and response and /or
  - Having a career of contributions to emergency preparedness and/or disaster response and/or
  - Having played a significant role in one or multiple deployments
  - Having completed training and education applicable to preparedness and preparedness response
  - Having participated in publications and/or presentation in the public arena related to preparedness and response
  - Having a significant impact on the agency's mission: the deployment of the officer crucially affects their duty station

The recipient of this award must also demonstrate a willingness to give credit to the U.S. Public Health Service for deployment activities, including wearing the uniform with pride and distinction while deployed, crediting the U.S. Public Health Service in presentations and publications and exemplifying the roles and responsibilities of a Commissioned Corps Officer. Additionally, the nomination must demonstrate how the accomplishments are above and beyond their usual duties and responsibilities of the nominee per their billet or job description.

Commissioned corps officers from the Health Services category and equivalent civil service professionals, excluding current voting members of the 2011 HS-PAC, are eligible for these awards. Nominations must be received by November 4, 2011, *Close of Business*. The award will be presented at the 2012 U.S. Public Health Service (USPHS) Scientific and Training Symposium.

Nominations that do not follow the correct format will not be reviewed. Award criteria and nominations forms may be obtained from the HS PAC webpage at <http://www.usphs-hso.org> or by contacting: CDR Cecile Town at [cecile.town@ihs.gov](mailto:cecile.town@ihs.gov) or by calling 505-248-4233.

- The Basic and Applied Sciences Professional Advisory Group (BASPAG) is seeking nominations for a 2-year term beginning January 1, 2012. Applications are due by **Friday, 29 July 2011**. Selections will be made by the BASPAG voting

- membership and will be based on the nominees' commitment to public health, to advancing the goals of fellow officers in the basic and applied science disciplines, and other specified criteria (e.g., organizational, involvement with BASPAG, discipline, gender, and minority representation).
- The Physician Assistant Professional Advisory Group (PAPAG) is soliciting nominations for positions available beginning January 2012. The deadline has been extended to **July 31, 2011**. Selections are based on the nominee's commitment to public health and PA activities in addition to specified criteria (e.g., organizational, discipline, gender, and minority representation). Selections are made by the PAPAG voting membership. If interested, please complete the attached self-nomination form. For more information, contact: **LT Mike Futch** at [mike.futch@phs.dhs.gov](mailto:mike.futch@phs.dhs.gov)
  - The next HSPAC meeting will be held on October 7, 2011, from 1200 – 1600 EST.
  - 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. The process was actually not completed until June 2011.
- Some Nurse Officers (in a nursing billet) were encouraged to get with your supervisor and ensure this process was 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.)
- The process of transforming the multi-disciplinary billets is set to begin around August 23, 2011.
- Ten **Nurse Officers** graduated from the Officer Mid-Level In-Resident Course (OMC) 001 on 17 June 2011. **Officer Mid-Level Course (OMC) training** is a 2-week resident course for mid-level Commissioned Corps of the U.S. Public Health Service (Corps) officers. The training builds on the foundations set forth in the Officer Basic Course and prepares the officers with knowledge, disposition, and skills necessary to lead as mid-level officers and as the future leaders of the Corps.

#### **Pharmacy Category: LCDR Yvette Waples**

- Multidisciplinary billet release is set for mid-August for pharmacy officers. If you are in a multidisciplinary billet, please be aware these billets will be released and you will be responsible for selecting a billet (step 1) and filling in a position description (step 2), just like the category specific billets as soon as possible.
- The "Pharmacist Vacancy Document" from July 2011 is on the recruitment section of the website <http://www.usphs.gov/corpslinks/pharmacy/pdf/vacancy.pdf>. This document is updated monthly.
- **Next PharmPAC General Meeting:**  
01 September 2011, from 1400 to 1530 EST, Surgeon General's Conference Room  
Agenda and call-in information will be distributed prior to the meeting

#### **Physician Category: LCDR Rajal Mody**

- **Call for PPAC Voting Member Nominations:** PPAC is accepting nominations for the next class of voting members. Nominations are due August 15, 2011. Nomination

- materials can be found at the PPAC website at <http://usphs-ppac.net/PPACNews.htm>  
CDR Sheryl Lyss (sml8@cdc.gov) can answer any questions you may have.
- The next PPAC Forum will be THURSDAY, August 25, 1300-1500. Topic: OPEN FORUM. Complaints, questions, suggestions, kudos? All will be discussed at the next Forum. To facilitate the Forum, please email questions directly to CDR Paul Jung (paul.jung@nih.hhs.gov) so that they can be researched and responded to as fully as possible. During the call “live” questions will also be taken. Call-in number: [866-816-2251](tel:866-816-2251) or [517-477-5361](tel:517-477-5361), code: 9700730.
  - Next PPAC Business Meeting is THURSDAY, September 15, 1300-1500. Call-in number: [866-816-2251](tel:866-816-2251) or [517-477-5361](tel:517-477-5361), code: 9700730.

#### **Scientist Category: LCDR Robin Toblin**

- The new Executive Board has been selected: CDR Karon Abe will be the Chair and CDR Ryan Novak is Vice Chair (also serves as Chair-Elect). They begin their terms on September 1.
- License-limited tours are now being allowed for accession on a case-by-case basis. This is particularly useful for licensed psychologists who could not enter PHS until they had completed a post-doctoral fellowship previously.
- Multidisciplinary billet collection should be starting soon. The PAC had significant discussion about the multidisciplinary billets.
- Specialty pays are still being discussed.
- T&E has been reduced to 9 years for all specialties except Dental and Medical even though Scientists by definition will have no fewer than 9 years of T&E just from school. This puts our recruitment at a disadvantage as anyone with work experience will probably hesitate to commission.

#### **Therapist Category: LCDR Kit Burnham**

- **Announced therapist awards for 2011**
  - Josef Hoog Award – CDR David Byrne
  - Therapist Junior Officer of the Year Award - LCDR Darren Heer
  - William Fromherz Award - CAPT Karen Siegel
  - Therapist of the Year Award - CDR Michael LaPlante
- **3 new TPAC members were announced**
  - LCDR Carla Chase-Standifer, SLP
  - LCDR Alex Brenner, PT
  - CDR Tarri Randall, PT
- Recordings of the JOAG meetings and Journeyman Series are available on demand from LCDR Christopher Barrett [Christopher.barrett@tchealth.org](mailto:Christopher.barrett@tchealth.org) if interested.
- Next TPAC meeting will be held on August 19<sup>th</sup>, 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 supports the mission of the Commissioned Corps of the U. S. Public Health Service to *protect, promote, and advance the health and safety of the nation.***

