

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



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

General Membership Meeting
 December 10, 2010
 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
✓	LCDR	Arceneaux	Janice	CMS	Nurse
Excused Absence	LCDR	Bair-Brake	Heather	CDC	Veterinarian
✓	LCDR	Bell	Carlos	FDA	HSO
Excused Absence	LCDR	Burnham	Kit	BOP	Therapist
✓	LT	Chadwick	Benjamin	HIS	Engineer
Excused Absence	LCDR	Chan	Irene	FDA	Pharmacist
Excused Absence	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
✓	LCDR	Mutter	Jamie	CDC	EHO
✓	CDR*	Ngo	Diem-Kieu	FDA	Pharmacist
Excused Absence	LCDR	Palmer	Corey	HRSA	HSO
✓	LCDR	Schaffzin	Samuel	OSG	HSO
✓	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. Award Presentations and Appreciation

- LCDR Bell and CDR Ngo thanked CAPT Coppola for his leadership and presented CAPT Coppola with a plaque for his service as the JOAG Senior Advisor.
- CAPT Coppola presented PHS citations to the following officers: CDR Glover, LCDR Bell, LCDR Feda, and LT Schwartz.
- CAPT Coppola addressed the JOAG membership and presented CDR Ngo with his command coin for her leadership and service during her term as the JOAG Chair. .
- CAPT Beck addressed the JOAG membership and thanked CAPT Coppola for this service to JOAG.

III. Executive Committee Reports

Ex-Officio Report: CDR Diem-Kieu Ngo

- No updates at this time

Chair Report: LCDR Carlos Bell

- The priority of the OSG continues to be the lifting of the Call to Active Duty (CAD) pause. The SG continues to meet with ASH, HHS Secretary and the Office of Management and Budget to discuss the 'pause'.
- OCCO has started to notify officers of their eligibility for permanent grade promotions. If you received an email, please make sure you fax in your Officer Statement (OS) to your eOPF and that you have a Reviewing Official Statement (ROS).
 - Please be sure to check out the CCMIS website as soon as possible.
(http://dcp.psc.gov/promotions_table_of_contents.aspx)
 - Home Page -> Services -> Promotion Information

Vice-Chair Report: LCDR Yvette Waples

- No updates at this time

Chair-Elect Report: LCDR Damon Smith

- No updates at this time

Executive Secretary Report: LCDR Jamie Mutter

- We are no longer taking attendance during the general membership meetings so there is no need to send me your attendance.
- I will also be sending out an abbreviated version of the minutes with time sensitive information early next week.

Financial Liaison Report: LCDR Robin Toblin

- JOAG coins and Core Value coins are available for \$10 each. Coin racks will soon be available. Contact LCDR Robin Toblin (robin.l.toblin@us.army.mil) for orders. The order form will also be available on the JOAG website.

IV. Committee Reports

Awards Committee: LCDR Merel Kozlosky & LT Benjamin Chadwick

- The next full Awards Committee meeting will be in January (date to be determined).
- The Awards Committee will have a need for many volunteers throughout the upcoming operational year. We need volunteers for our various subcommittees and initiatives as well as volunteers to serve as de-identifiers and reviewers for the three JOAG awards. Anyone

interested in volunteering, should contact LCDR Kozlosky at kozloskym@cc.nih.gov and LT Benjamin Chadwick at Benjamin.chadwick@ihs.gov.

- The Awards Committee designed and ordered a plaque for CAPT Dean Coppola, the outgoing JOAG Senior Advisor, which will be presented to him at today's meeting.
- 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 your current term, please remember to log your activity as it occurs.
- The Commissioned Corps Awards Subcommittee, led by LCDR Washington-Jones, is finalizing a draft comprehensive awards guidance document which will be submitted to the Awards Committee Co-Chairs and then the JOAG Executive Committee for review soon. The intent of this document is to provide guidance to junior officers as well as their supervisors on the nomination process for Commissioned Corps Awards.
- The Junior Officer Recognition Subcommittee, led by LT Brandon Heitmeier, drafted a survey that is intended to be completed by representatives of PACs and other advisory groups. The data collected is expected to focus the efforts of this subcommittee on the areas of need in relation to increasing recognition of junior officers by groups throughout the Commissioned Corps. Once the Awards Committee Co-Chairs review the survey, they will forward it to the JOAG EC Liaison for review prior to distribution.
- A proposal for a Longevity of Service Award has been reviewed by the PAC Chairs Group. The PAC Chairs' feedback has been incorporated into the proposal and the proposal's next review will be by the CPO Board.
- The Awards Committee is discussing a new idea of increasing recognition of junior officers who have authored publications. The committee is exploring various possible recognition routes, including contacting the Publications and Communications Committee about recognizing junior officer publications in the JOAG Journal.

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

- The COF Planning Committee held its first organizational meeting on November 12th at 3:00pm EST.
- During the last meeting, we welcomed all interested officers and explained the roles of each subcommittee.
- There is no change in leadership of subcommittees from the previous year except for one officer who left.

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

- The CPC has updated the **Guidelines for Submitting Articles to the JOAG Journal**. The updated version includes specific information on how to submit articles (including review and approval if necessary) and several reasons why articles are not chosen for the Journal. Articles that have not received prior approval will not be featured in the current issue.
- The fall Journal was released on Monday, December 6, 2010.
- The Development, Recruitment and Retention, and Executive Committee have provided material for the Committees Webpage Update Subcommittee to review and implement. This is being processed on an iterative basis.
- A request was made to the JOAG Committees for a November 30 deadline for Committee main page submissions.
- **JOAG Committee Webpages:** Romerl Elizes is currently working on an SOP. Will update.
- **JOAG Journal:**
 - Winter 2010 Editor and Journal (Subcommittee meeting NOV 17, 2010)
 - Editor for winter issue – LCDR Samantha Fontenelle
 - Potential Journal themes – We are still in search of a potential Journal theme for the winter issue.

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

Development Committee: LCDR Corey Palmer

- The Development Committee held its first meeting on Friday, November 5th. We have formed Research and Selection Subcommittee to select this year's merchandise for the COF Symposium, and they held their first meeting on November 19th.
- We also submitted the requested information to the Communications and Publications Committee to setup our webpage.
- In addition, LCDR Suzanne Hennigan was appointed as Project Lead for JOAG Booth Initiatives. Please look forward to upcoming annual T-Shirt Slogan contest. We are hoping to post it on the JOAG's listserv in January 2011.

Inter-Services Collaboration Committee: LCDR Brett Maycock

- The next Inter-Services Collaboration Committee meeting will be on December 14, 2010, from 1130 – 1230 EST.
- LCDR Wiggins is stepping down as the chairperson to the MWR Sub-Committee. Volunteers are being sought for this position. Those who are interested in serving as the chair to the MWR Sub-Committee should contact LCDR Brett Maycock (Brett.Maycock@dhs.gov), and copy LCDR Theresa Zach (Theresa.Zach@hhs.gov) by December 13, 2010.
- Two PHS officer volunteers (LT Monique Salter, CDC and LCDR Shua Chai, CDC), from the Community Service Subcommittee participated in the U.S. Army Volunteer Corps Christmas Tree Lighting Ceremony on December 2, 2010, from 1630 – 1830, at Fort Gillem, in Atlanta, GA. One civilian family member of a PHS officer volunteered as well. Volunteers were responsible for assisting with setup, helping Santa with the children, handing out programs, signing people in, and cleaning duties.
- *LCDR Bell requested a Summary Report from the Tree lighting Ceremony. LCDR Maycock will send him the Summary Report.*

Membership Committee: LCDR Irene Chan & LCDR Kit Burnham

- General Updates:
 - The last JOAG Membership Committee (MC) meeting took place on Wednesday, November 10, 2010.
 - Announcement of Subcommittee Lead, Taskforce Lead, & Alternate Secretary
 - Standard Operating Procedures (SOP): LT Mark Miller (Miller.mark@epa.gov)
 - Meet and Greet: LT Racquel Stephenson (iic3@cdc.gov; Stephenson.Racquel@epa.gov)
 - Call to Active Duty (CAD) Anniversary: LT Brittany Laymon (Brittany.Laymon@fda.hhs.gov)
 - Website: LT Chinyelum “Chi-Chi” Umejei (cumejei@yahoo.com)
 - Taskforce to develop guidance/FAQ document for new Chairs: LT Robert Kosko (robert.kosko@fda.hhs.gov)
 - Alternate Secretary: LCDR Yoon Kong (Yoon.Kong@fda.hhs.gov)
 - MC meetings will now take place every other month. There is no meeting scheduled for December. Our next meeting will take place January 12th, and the agenda will be sent out a few days beforehand.
- Voting Membership Subcommittee:
 - No updates at this time
- SOP Subcommittee:
 - We have begun contacting leads for the MC subcommittees to work on addition of sections to our current SOP. The first priority is drafting the Meet and Greet (M&G) Subcommittee portion of the SOP. We are on target to have a draft of the M&G section ready by January for submission to the EC.
- Meet & Greet (M&G) Subcommittee:
 - Created a guideline document to be used for M&G subcommittee, this was forwarded to SOP subcommittee for consideration in writing the SOP section
- CAD Anniversary Subcommittee:
 - We just received access to the officer locator tool, so we will begin sending e-mails again
 - We have started drafting a document of key responsibilities to be used in the SOP
- Website Subcommittee:
 - Started a rough draft of key responsibilities to be included in the SOP
 - Submitted information about the Membership Committee to Communications and Publications Committee for inclusion in webpage
- Taskforce for Guidance Document:
 - We have begun drafting questions that will be disseminated to current committee chairs to help form a guidance document. We anticipate contacting current committee chairs by the end of December.
 - We are currently reviewing the existing JOAG SOP to determine if some answers to questions are already included in the JOAG SOP.

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

- **JOAG 5-Year Strategic Plan:** The Executive Committee (EC) recently provided feedback on the JOAG 5-Year Strategic Plan. The feedback from the EC has been forwarded to the appropriate subcommittee. The goal is to have an initial draft forwarded to the EC by February 2011.
- **The Take a Junior Officer to Work (TJOW) Program:** The EC provided feedback on the TJOW summary report and decided to develop and implement a TJOW pilot program.

- **Membership Satisfaction Survey:** The Membership Satisfaction Survey has been folded into the Professional Development Questionnaire being developed by the Professional Development Committee.
- **Bylaws:** The revisions to the JOAG bylaws were approved by the 2009-2010 EC. The latest version of the bylaws has been finalized and forwarded to LCDR Bell. The P&P Committee is compiling a set of suggested revisions/updates and plans to start the next round of revisions after the holidays.
- **Charter:** The EC has provided feedback on the revised JOAG Charter. The revised charter is currently with LCDR Bell who will route it to OSG for final approval.
- **JOAG General SOP:** The P&P Committee is compiling a set of suggested revisions/updates to the JOAG General SOP and plans to start the next round of revisions after the holidays.
- **P&P Webpage:** The Chair and Co-Chair of the P&P Committee updated the content of the P&P Committee page for the JOAG website.

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

- Journeymen Series: upcoming presentations include:
 - The tentative topic for the presentation on Friday January 14 (1300 to 1400 EST) is Humanitarian Missions for the Corps.
- Website
 - An idea to update the JOAG website with training and professional development opportunities both within and outside of the PHS has been introduced. The Professional Development Committee will discuss this idea further with the JOAG Communications and Publications Committee.
- Professional Development Survey
 - The survey subcommittee is developing questions for an on-line survey that will include questions regarding professional development needs of junior officers and questions from a previously developed survey on JOAG membership satisfaction that were developed by the JOAG Policy and Procedures Committee.
- Mentoring
 - LCDR Matthew Weinburke is the new lead of this subcommittee with additional leadership provided by LCDR Cynthia Fraser.
 - The main idea under development is a proposal to delineate mentoring best practices that can be shared with all PACs.
- Next PD committee meeting: December 14, 2010, 10:30 - 11:30 EST
Dial-in Number: 712-451-6175; Access code 911718
If you would like to participate, please contact LCDR Mody, rmody@cdc.gov or LCDR Samuel Schaffzin.
- *LCDR Bell mentioned that he was attending a Mentoring evaluation all day workshop hosted by the Engineering PAC the week of December 13. Each PAC will present their mentoring program to a panel of expert. The experts will then provide feedback to the PACs. He suggested that someone from the Professional Development Mentoring Subcommittee attend. LCDR Bell will send an email to LCDRs Mody and Schaffzin with the lead of the mentoring meeting's contact information.*

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

- The **COSTEP Connection Program (CCP)** has finalized the COSTEP Non-Select Recruitment Program. The documents are currently at DCCR for signature. A “call for volunteers” for non-select volunteer recruiters reaped over 40 junior officers. The first training session date is currently being determined by the subcommittee and DCCR but will most likely occur in January. The subcommittee is also in the process of updating the mentoring documents and plans on sending a “call for volunteers” after the CAD pause is lifted. The next subcommittee meeting will be held on December 28.

- The **Career Fairs List Subcommittee** has established a membership of volunteers and determined roles and responsibilities.
 - The January 2011 career fairs list was due to the subcommittee lead on December 6th and will be sent out on the JOAG listserv and posted under the Junior Officer Resources section of the JOAG website when completed.
 - The subcommittee is also pursuing the posting of the Career Fair Resources Guide on the Recruitment and Retention page of the JOAG website.
 - The subcommittee will be developing a FAQ document regarding career fair questions encountered throughout the year.
 - The subcommittee was tasked with contacting two local COA branches regarding representing USPHS at a career fair event at universities that have specifically requested an information session regarding the USPHS.
- The **R&R Publications Subcommittee** has finalized an article on the Alumni Contact Initiative for publication in the next edition of the JOAG Journal; awaiting Publications and Communications EC liaison approval. An article titled *The New Associate Recruiter Program* was published in the fall edition of the JOAG Journal. Subcommittee is currently trying to secure a permanent spot in the JOAG Journal.
- The **Alumni Contact Initiative (ACI)** assisted the R&R Publications Subcommittee with the writing of the article for the next JOAG Journal regarding the ACI. The program documents have been submitted to DCCR for inclusion in the recruitment “toolbox.” No date for release has been set by DCCR.
- The **Online Career Resources Initiative** is currently waiting for advice or direction on advertisement and how to proceed with USPHS publicity.
- The **Agency Liaison Proposal** lead has been in contact with ASPH regarding programs with CDC, EPA, and other HHS agencies. A tentative USPHS information session will occur in January or February 2011. A volunteer in the DC area (ASPH alumni preferred) is being sought to speak about USPHS. The proposal has been modified to pilot the program with ASPH training programs initially and broadening to other training programs in the spring of 2011.
- **Other updates:**
 - The Committee Co-Chairs met with CDR Thomas Pryor with DCCR on November 29, 2010 to discuss collaboration on projects. We will meet quarterly to update each other on progress. Next meeting will be March 1, 2011.
 - The Committee Recorder has developed a plan to clean up and update the committee roster.
 - Requests for Information were received from the Scientist and EHO categories regarding the PAC Update Memo that was distributed to the PAC Recruitment Committees via the JOAG Category Liaisons on November 8, 2010.
 - A new idea concerning contacting residency applicants for Pharmacy and Dentist categories was suggested. The Committee Co-Chairs are investigating how to proceed with this idea.
 - The next R&R Committee meeting is Wednesday, January 12, 2011 at 1200-1300 EST. The call-in number is 712-432-0111, passcode 633865.
- *LCDR Bell asked LT Guardia if he was able to track down the proposal for the Non-select program. Lcdr Dunbar has what he needs and he will send Lcdr Bell the email for his reference.*

Welcoming Committee: LCDR Glendolynn Johnson

- The last meeting was held on Friday December 3, 2010.
- The Welcome Letter, JOAG Brochure, and link to website were distributed via email to five (5) officers during the month of November.
- The WC is coordinating the attendance of JOAG Voting members in the DC area at each OBC open house and graduation.
- Volunteer (JOAG voting member) needed to attend OBC open house on January 13, 2011.
- **Next Welcoming Committee Call:**

February 4, 2011, (2 – 3 PM)
Call in number: (712) 432-0111
Participant Access Code: 228673 #

V. Workgroup/Program Reports

Foreign Language Proficiency Workgroup: LCDR Jialynn Wang & LCDR Juliette Toure,

- Feedback from OCCFM
 - FLPP has been investigated in the past
 - The key to the pay is that the Secretary concerned (i.e., SECHHS) must delineate a specific need based on departmental needs. The Office of General Counsel and other key HHS players have stated there is no need for foreign language proficiency specific officers in a role that would allow for the pay.
 - The officer must be in a full-time billet that requires the specific language skill. Because there is no Departmental need, there are no regulations or instructions that allow it in the Corps.
 - Time of fiscal concern and government scrutiny on spending that may be construed as not essential.
 - Pay across all services is being looked at right now. FLPP may be something that can be discussed further after the reorganization.
- Postpone current FLPP initiative
 - In light of feedback from OCCFM, will postpone further pursuit of FLPP for PHS Officers until environment is more favorable.

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

- No updates at this time

Officer Intermediate Course: LCDR Jessica Feda

- No updates at this time

Training & Career Development Steering Committee: LCDR Merel Kozlosky

- This committee has not yet started meeting and there is no estimated date when meetings will begin.

Uniform Advisory Committee: LCDR Gene Gunn, Jr.

- No updates at this time

VI. Agency/Organization Reports

COF Board: LCDR Yvette Waples

- December 17th is the deadline to submit abstracts for the 2011 COF Symposium. If you have any questions, please refer to phscofevents.org.
- COA recently posted a Call to Action regarding FDA removal of Surgeon General from proposed cigarette warning labels. COA feels that this issue is very important for the visibility of the Surgeon General, and thus for the entire Corps. If you would like to show your support,

please do so by providing public comment to FDA to reinstate the "Surgeon General's Warning" text to the proposed warning labels. The deadline to submit comments is January 11, 2011.

- COA has prepared text that you may use in submitting your comment for public record - you may use the prepared text (at the link below) or write a message in your own words if you prefer. [Click here for COA's prepared text to use.](#) For more information about COA and how to submit your comments, please visit <http://www.coausphs.org/>.

Minority Officers Liaison Council (MOLC): LT Karen Ho

- MOLC Disparities Symposium to be held on December 10, 2010 from 0900-1600
 - Registration is closed
 - Total of 99 attendees registered and 24 participants for WebEx
- MOLC Website migration is to occur on December 15, 2010. Users will be redirected to the new website.
- This was the last MOLC meeting for the year.
- Next MOLC Chair for 2011 is LCDR Dwayne Jarman.

Office of Commission Corps Force Management (OCCFM): LCDR Kyle Lyons

- No updates at this time

Office of Commission Corps Operations (OCCO): LCDR Mary McCormick

- **Division of Commissioned Corps Officer Support (DCCOS)**
 - **COERs** – The deadline for COER completion is 15 Dec 2010. If you have not already done so, please check & make sure that yours is complete.
 - **Promotions** – If you're eligible for promotion, use the Promotion Checklist at: http://dcp.psc.gov/2011_Promotion_Year_Checklist.aspx to assist you in preparing your file. The deadline for all information to be submitted to OCCO is 31 Dec 2010. Please remember that there are separate fax lines for Medical Affairs (301.594.3299), Licensure (240.453.6142) & the OCCO file room (240.453.1407 or 240.453.1436). Please **do not** fax documents multiple times.
 - **Permanent Promotions** – The list was forwarded to the ASH for approval but still has not been released. If you think you may be eligible for Permanent Promotion prepare your records now, with the exception of the Officer's Statement & Reviewing Official's Statement.
 - **Leave** – Use-or-lose leave must be taken by 31 Dec 2010. The maximum amount that may be carried over is 60 days.
- **Division of Commissioned Corps Recruitment (DCCR)**
 - **Outreach Activities** – DCCR representatives visited 3 schools in Chicago in September & will visit 3 schools in Nevada in December. They will also be releasing ads on Monster.com in December.
 - Please check out our Facebook site at www.facebook.com/usphs .
- **Division of Commissioned Corps Training and Career Development (DCCTCD)**
 - **OBC** – While the "pause" is in effect, the window of eligibility to attend OBC has now been extended back to 1 January 2007. If your CAD date is 1 Jan 2007 or later & you have not already attended OBC, please contact LCDR Mary McCormick at: mary.mccormick@hhs.gov . There are still a few openings in the 8 – 21 Jan 2011 OBC. This extension of eligibility date is temporary & will **only** be available until the "pause" is lifted.
 - **Provisional Officer Basic Course (POBC)** – This new 8-week online course is for designed for officers called to active duty before 30 Sept 2008 who have not completed all requirements for BOTC/IOTC & have never attended OBC. Officers who successfully complete this course will receive the Commissioned Corps Training Ribbon (CCTR). POBC-0002 is nearing completion now, POBC-0003 will begin on 10 Jan 2011 & POBC-0004 on 21 Mar 2011. To register, contact LCDR Dean Trombley at

dean.trombley@hhs.gov. If you attended a BOTC & believe you have completed these requirements, please check your PIR & make sure that the CCTR is listed in the Awards section.

- **Officer Mid-level Course** – The pilot for this course is currently underway. This 6-month, on-line course is for 0-3 & 0-4 officers who have earned the Commissioned Corps Training Ribbon. The next course is expected to begin in January 2011. If interested, please contact your agency liaison; registration for this course is only available through your agency liaison.
- **Division of Commissioned Corps Assignments (DCCA)**
 - The “pause” is still in effect for new calls to active duty, but Inter-service transfers are occurring.
 - In the past 5 months, DCCA has called over 330 officers to active duty in the Ready Reserve.

OFRD/OSG/OS: LT Olin Bakke

- **Office of the Surgeon General (OSG)**
 - The OSG continues to work hard to address the issues that will allow the OMB to lift the pause
- **Office of Force Readiness and Deployment (OFRD)**
 - ***OFRD-Training***
 - **Officer Basic Course (OBC)** – OBC-40 Begins Sunday, 9-January and concludes with graduation on Friday, 28-January. If you are in the DC area and available, please attend the graduation held at the Gaithersburg Holiday Inn, 2 Montgomery Village Avenue, Gaithersburg, MD 20879.
 - **Provisional OBC (POBC)** – POBC was designed to provide training for officers who have not completed all requirements for BOTC/IOTC and have never attended an OBC. The first iteration of POBC was successfully navigated by 18 officers and POBC-0003 will begin 10-January. Each POBC iteration can hold a maximum of 30 enrollees. Should you wish to participate in an upcoming evolution, please move quickly as classes fill quickly. For additional information please contact LCDR Dean Trombley (dean.trombley@hhs.gov) of OCCO-COTA. Please see page 3, **APPENDIX A**
 - **Integrated Training Summit (ITS)** – The 2011 Integrated Training Summit will be held at the Gaylord Texan in Dallas in May 2011. Pre-conference workshops occur 1-2 May, and the conference runs from 3-5 May. Interested parties will want to contact CDR Patrick Denis. Please see **APPENDIX B**, page 4.
 - **OFRD BLS Instructor Cadre** – OFRD is actively recruiting highly motivated officers who wish to teach BLS to the colleagues attending OBC or their co-workers. All those interested should contact LT Olin Bakke.
 - ***Public Health/ Medical Missions – Domestic***
 - **Recruiting for Tier 1 and 2 Team Members** – Recruiting Notices for Tier 1 and 2 teams are expected to be released by OFRD-Response in December. If you would like to inquire about vacancies on Tiers I and II response teams, please send your CV to OFRD-Response@hhs.gov.
 - ***Public Health/ Medical Missions – Global Operations***
 - **Future Training** – Standby for an official solicitation to come from OFRD-Global looking to roster officers for next years Ship-based missions. Additionally, Land-Based missions are being actively planned to include but not limited to Peru (April/May 2011) and Dominican Republic (April/May 2011).
 - ***Basic Readiness and FMRB***
 - MAB is now the keeper of the 5-Year Physical Exams as well as all immunization data following a massive immunization-data migration.

- OFRD works closely with MAB to complete this data migration and verify that no officer will be disadvantaged if their immunization information results in them being listed as Not Qualified as of 30-September. OFRD expects to release the next Official Readiness Report as of 30-September very soon.
- **Backlog of immunization data** - transfer of immunizations to MAB has caused confusion and many officers are not basic ready.
- They are trying to offer help to the officers who are no longer basic ready based on their immunization records. The following priority will be given: 1) Promotion eligible officers; 2) officers who were in compliance when they self reported, but were not compliant with MAB; 3) officers who are just not basic ready.
- If you have already sent in your immunization, please do not resend. If there are any questions, please contact ofrd@hhs.gov.
- Please use the OFRD website to view the latest Readiness Guides in order to view your Projected Status on Direct Access. You will also find other helpful links.
- Please send all readiness related questions to OFRD@hhs.gov.
- **Field Medical Readiness Badge (FMRB) Update:** OFRD recently conducted a FMRB evaluation to determine which officers met the criteria for this award and we expect to conduct another FMRB evaluation before 31-December to ensure eligible officers receive their FMRB for consideration when the next promotion boards meet.
- **Finally:** If you have questions about your Readiness Status, please visit your Direct Access profile and view your Projected Status as of 1-October.
- **Backlog of immunization data**

VII. PAC Liaison Reports

Dental Category: LT Scott Williams

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

Dietitian Category: LCDR Merel Kozlosky

- The timeline on the Billet Collection System (BCS) for dietitians is now pending. Stay tuned for an update on when dietitian billets will go through the process.
- The Professional Development Subcommittee, under the leadership of LCDR Chris Dunbar, finalized the new CV, CV Summary Page, and CV Instructions. These documents were distributed to the category via an e-mail from CDR Kirsten Warwar on 28 OCT 2010. Dietitians should use the new format for the CV and CV Summary Page from this point forward, including for the upcoming Promotion cycle.

- At the 23 NOV PAC meeting, Julie Moreno, HHS/OSG White House Domestic Policy Council on Childhood Obesity, presented on the White House initiatives related to childhood obesity. Dietitian officers were encouraged to help and contribute to this mission in these ways:
 - Become involved in the Let's Move Cities and Towns initiative.
 - Develop or share nutrition education materials geared toward high risk populations such as Native Americans.
 - Participate in educating America on the new 2011 Dietary Guidelines which are scheduled to be released in early February 2011.
 - Assist communities with starting and maintaining the Local Garden Initiative.
 - Submit a 300 word nutrition education article or story via Ms. Moreno.
 - Please contact Ms. Julie Moreno via email (Julie.S.Moreno@who.eop.gov) for more information and to inquire on how to contribute to the Let's Move campaign
- The Indian Health Service has a critical staffing shortage of dietitians. Please spread the word that there are numerous vacancies/opportunities for Commissioned Corps or civil service dietitians. Contact CAPT Edith Clark for more information.
- The Recruitment and Retention Subcommittee is interested in hearing about any recruitment efforts dietitian officers are making. Please pass that information along to CDR Kathleen Edelman.
- The 2011 USPHS Scientific and Training Symposium will be held on 20-23 JUN 2011 (Monday through Thursday) in New Orleans, and Category Day will be held on Tuesday, 21 JUN.
- The next Dietitian PAC meeting will be 20 JAN 2011 from 1130 to 1300 Eastern Time.

EHO Category: LCDR Jamie Mutter

- The next EHOPAC meeting will take place on **Tuesday, December 14, 2010 from 1300-1600.**

Engineer Category: LT Benjamin Chadwick

- The Engineer Professional Advisory Committee (EPAC) did not hold a meeting during the month of November.
- CDR Scharen (EPAC Chair) announced that EPAC voted CDR Dieser in as the 2011 EPAC Chair-Elect, he will officially take over as Chair starting at the beginning of CY 2012.
- The Engineer category billet transformation process has begun; it is expected to take several months to complete. During this time, engineering officers are encouraged to work with their supervisors in order to provide an appropriate billet title and description.
- The next EPAC meeting is scheduled for Wednesday, December 15th at 2:00 PM EST.

HSPAC Category: LCDR Brett Maycock

- The HSPAC had a meeting on December 3, 2010, which was followed by an awards luncheon at Dave and Busters, in the DC Metro Area.
- The new HSPAC Chair for 2011 is CDR Shelia Merriweather. Special thanks to CDR Durgin for his dedication and hard work as the HSPAC Chair during 2010.
- The Health Service Public Health Professional Advisory Group (PHPAG) bylaws were approved and the PHPAG is an official PAG under the HSPAC.
- The Health Services' Chief Professional Officer is seeking nominations for the 2011 Army Medical Service Corp (MSC) Junior Officers' Week, **March 27 – April 1, 2011**. The Army has held this training since 1985 at Fort Myer, VA, and has included PHS officers in the National Capitol Region for the last four years. This offer is being extended to **all HSO PHS Officers O-3 and below** with the caveats that travel and per diem is paid for by your agency. The training includes opportunities to meet and discuss issues with senior Army MSC leadership, the Army Surgeon General, the Army Medical Department, and the Department of Defense. Tours will include key organizations to include the Army Office of the Surgeon General, Army MSC Branch Human Resources Command, Department of Veterans Administration, and the Pentagon. If you are interested in nominating yourself you must provide a one page

memorandum on why you should attend this training, your current CV, and your supervisor's concurrence that you will be allowed to attend the full event and if you are out of the National Capitol Region your travel and per diem will be covered by your agency. All documents must be received by CDR Durgin **no later than December 13, 2010**. Please contact CDR Durgin if you have any questions at George.Durgin@tma.osd.mil or 301-295-3862.

- *LCDR Bell inquired if officers from other categories would be able to attend the Army training. LCDR Maycock suggested contacting CDR Durgin to see if this would be a possibility.*
- The HSPAC Mentoring Subcommittee has launched a new Mentoring Program that matches a mentor and mentee for a 1-year period, provides online mentoring training and resources, tracks progress, and includes an evaluation of each pair at the 6-month and 1-year mark. Officers can sign-up for the Mentoring Program online at
- <http://usphs-hso.org/phsdb/mentordb>
- The next HSPAC meeting will be held on Friday, February 4, 2010. The call-in information 800-988-0281, passcode "HS PAC".
- As a reminder to Subscribe or Unsubscribe to the HSO Listserv, please go to <http://usphs-hso.org/phsdb/listserv>

Nurse Category: LCDR Janice Arceneaux

- Discussed the importance of submitting awards and the need for Officers to recognize one another. There are several awards that have no or minimal nominees. The deadlines to submit is JAN 2011.
- Discussed transitioning into the new Operating Year and the need for more Nurse Mentors.
- *LCDR Bell offered to send any junior officer specific awards through the JOAG listserv.*

Pharmacy Category: LCDR Yvette Waples

- Officers up for promotion in 2011, please take a moment to review the Career Guidance section of the PharmPAC website: <http://www.usphs.gov/corpslinks/pharmacy/career/guidance.asp>
- Officers up for promotion in 2011 who want their CVs reviewed by a senior officer, please send to CDR Michael Crockett (mcrockett@bop.gov) or LCDR Jefferson Fredy (jefferson.fredy@ihs.gov).
- The "Pharmacist Vacancy Document" from November 2010 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: 06 January 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

- Category coin may be ordered on line at: <https://docs.google.com/Doc?docid=0AaJPDJnFi13aZGN6OHQ1d2JfMTUzZmo0NXFkOA&hl=en>
- The PPAC website is being redesigned and officers will have the opportunity to comment
- Survey results show that the PPAC Portal has not been used to share documents, and has been disbanded
- The Communications Committee plans to change to a dropbox that serve as repository for documents as well as to share documents. This technology has the ability to undelete things if there are useful documents to resurrect. There would be two ways to share files:
 1. Public mechanism: files can be shared via a public link, and can be sent to others; same security level as a file being sent as an email
 2. Share files: limited to membership of the PPAC, or subgroup
- Next PPAC call will be an Open Forum meeting on December 16, 2010 1300 ET

Scientist Category: LCDR Robin Toblin

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



General Meeting Agenda

Friday, 10 December 2010

1300 – 1500 EST

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

X. Roll Call - LCDR Jamie Mutter

XI. Executive Committee Reports

Ex-officio/Past Chair	CDR Diem-Kieu Ngo
Chair	LCDR Carlos Bell
Vice Chair	LCDR Yvette Waples
Chair-elect	LCDR Damon Smith
Executive Secretary	LCDR Jamie Mutter
Financial Liaison	LCDR Robin Toblin

XII. Committee Reports

Awards	LCDR Merel Kozlosky & LT Benjamin Chadwick
COF Planning	LCDR Heather Bair-Brake & LT Scott Williams
Communications & Publications	LCDR Christina Coriz & LCDR Janice Arceneaux
Development	LCDR Corey Palmer
Inter-Services Collaboration	LCDR Brett Maycock
Membership	LCDR Irene Chan & LCDR Kit Burnham
Policy and Procedures	LCDR Damon Smith
Professional Development	LCDR Rajal Mody & LCDR Samuel Schaffzin
Recruitment and Retention	LT Martin Guardia & LT Krista Pihlaja
Welcoming	LCDR Glendolynn Johnson

XIII. Workgroup/Program Reports

Foreign Language Proficiency	LCDR Jialynn Wang
Forward Thinking	LCDR Hollie Cook & LCDR Joel Nelson
Historian	LT Joe Hill
HOSA	LCDR Stefanie Gleen & LCDR Timothy Thomas

Officer Intermediate Course
Training and Career Development
Steering Committee
Uniform Advisory Committee

LCDR Jessica Feda
LCDR Merel Kozlosky
LCDR Gene Gunn

XIV.

Agency/Organization Reports

COF Board
MOLC
OCCFM
OCCO
OFRD/OSG/OS

LCDR Yvette Waples
LT Karen Ho
LCDR Kyle Lyons
LCDR Mary McCormick
LT Olin Bakke

XV.

PAC Liaison Reports

Dentist
Dietitian
EHO
Engineer
HSO
Nurse
Pharmacist
Physician
Scientist
Therapist
Veterinarian

LT Scott Williams
LCDR Merel Kozlosky
LCDR Jamie Mutter
LT Benjamin Chadwick
LCDR Brett Maycock
LCDR Janice Arceneaux
LCDR Yvette Waples
LCDR Rajal Mody
LCDR Robin Toblin
LCDR Kit Burnham
LCDR Heather Bair-Brake

XVI. New/Old Business

XVII. Final Announcements / Adjournments

Journeyman Lecture Series Meeting: Friday, January 14, 2011; 1300 - 1400 EST.
Tentative Topic: Humanitarian Missions for the Corps.

General Member Meeting: Friday, February 11, 2011; 1300 - 1500 EST.

Miss a meeting? JOAG digitally records each meeting, including the Journeyman Series. For an mp3 copy of the recording, email LT Hiren Patel, hiren.patel@fda.hhs.gov

For more information on how you can get involved in JOAG and for meeting time information, visit the JOAG Website at <http://www.usphs.gov/corpslinks/JOAG>

APPENDIX A

Provisional Officer Basic Course (POBC)

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

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

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

If they are interested in participating in this online training course *they must* :

1. Meet the requirements as listed:

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

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

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

Division of Commissioned Corps Training and Career Development

Attn: LCDR Dean R. Trombley

Fax #: 240-453-6141

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

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

Questions: Dean.Trombley@hhs.gov

APPENDIX B



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