



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

General Membership Meeting Minutes
 June 19, 2011
 1800-2000 CST

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
	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
	LCDR	Mutter	Jamie	CDC	EHO
	CDR*	Ngo	Diem-Kieu	FDA	Pharmacist
	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.
 48 in attendance altogether (10 voting members).

II. Welcoming Remarks: LCDR Carlos Bell

III. Remarks from Chief Professional Officers (CPOs): RADM Sven Rodenbeck

- RADM Kerry Nessler will be the new chair of the CPO Board
- There may be uniform changes, but none would occur until after the hurricane season. If it did, there would be a one year phase-in period.
- As it stands, the USPHS, does not support the policy of frocking.

- The new Accountability structure should be in place by July 1.
- The Compensation Pay Advisory Board will be meeting again in July.

IV. Remarks from the JOAG Senior Advisor: CAPT Dan Beck

- The NOLA Let's Move! event should be the first of many.
- Trust that the Corps is moving in a good direction.

V. Remarks from the JOAG Executive Committee

- The EC presents two Outstanding Non-Voting Member awards to LT Brittany Laymon for her service as alternate executive secretary during LT Mutter's maternity leave and LCDRs Rebecca Bunnell and Scott Klimp for leading the coordinating efforts for JOAG's Let's Move! New Orleans event.

VI. Announcement of the JOAG Excellence Award, JOAG Junior Officer of the Year Award, and JOAG VADM Richard H. Carmona Inspiration Award.

- JOAG Excellence Award: LT Tracy Tilghman
- JOAG Junior Officer of the Year Award: LCDR Mahyar Mofidi
- VADM Richard H. Carmona Inspiration Award: CAPT Heidi Blanck

VII. Committee Reports and Recognition of Committee Members

Awards Committee: LCDR Merel Kozlosky & LT Benjamin Chadwick

- The JOAG Awards Committee managed the awards process for the three JOAG awards: JOAG Excellence Award, Junior Officer of the Year Award, and VADM Richard H. Carmona Award. There were 10 nominations for the Junior Officer of the Year Award, 6 nominations for the JOAG Excellence Award, and 7 nominations for the Carmona award. We want to thank all the Awards Committee volunteers who worked throughout the awards process to allow us to recognize the three ultimate recipients of these awards. Our 3 Award Leads were LCDR Barbara Cohn for the Junior Officer of the Year Award, LT Adora Ndu for the JOAG Excellence Award, and LCDR Tiffany Sanders for the Carmona Award. We had a total of 10 de-identifier volunteers and 33 reviewer volunteers. The award recipients will be announced at the Awards Luncheon on Monday.
- 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. JOAG has had the opportunity in the past to give input on other awards, but this is the first time that JOAG has been the lead in an award proposal. This proposal has been a multi-year effort for the JOAG Awards Committee. The proposal included that JOAG would take the lead on developing the draft implementation policy and ribbon design, so stay tuned for the next steps.
- LCDR Deirdra Washington has led a subcommittee in drafting a Commissioned Corps awards guidance document, including sample award narratives. This document will soon be submitted to the JOAG Executive Committee for review with an ultimate goal of posting this document on the JOAG website.

- 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 Award Committee's Secretary Certificate of Recognition went to LT Adam Hughes and the Committee's Outstanding Non-Voting Member Committee Award went to LT Adora Ndu.

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

- The COF Planning Committee completed the following tasks since October 2010:
 - Communicated with JOAG Committees to determine their needs for the USPHS symposium and reserved tables and space accordingly
 - Communicated with the Executive Committee regarding its needs for the Meet and Greet
 - Purchased and assembled items for Meet and Greet Gift Bags
 - Coordinated the JOAG social including creation and printing of a flyer
 - Developed an interactive game for the JOAG social
 - Sent a liaison to the Symposium logistics committee to assist with the creation of a volunteer group there.
 - Major changes to the COF Planning Committee are that two of our subcommittees are no longer needed: the Registration subcommittee and the Volunteer subcommittee as both of these tasks have now been taken over by the conference planning company.
- The COF Planning Committee's Secretary Certificate of Recognition went to LCDR Matt Weinburke and the Committee's Outstanding Non-Voting Member Committee Award went to LT David Schwab.

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

- Editor Subcommittee: The Editor Subcommittee is responsible for creating the JOAG Journal. The JOAG Journal increases the visibility of JOAG, the Commissioned Corps, and PHS through Officer Submissions to the JOAG Journal. 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: The Website Subcommittee is responsible for disseminating Corps-related information to junior officers via the JOAG Website. The subcommittee shall maintain the website to ensure all the information is accurate and current. The Website Subcommittee is updated on a continual basis to feature JOAG activities, like a 'meet and greet' or JOAG social, announce the JOAG awards and applications, advertise merchandise, 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, and Development Committee webpages.
- Transcript Subcommittee: The Transcript Subcommittee is responsible for transcribing the JOAG educational sessions, as requested. Transcripts are made available to junior officers who are unable to attend the JOAG sessions or to junior officers who would like to refer back to the information presented. This will allow

junior officers to receive the most accurate and up to date information to assist them as they navigate their career in the U.S. Public Health Service. 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 Uniform Subcommittee promotes the appropriate wear of the uniform thru the distribution of uniform information. The subcommittee is responsible for creating the “With Pride and Distinction” Uniform Announcements; updating the Uniform Slides and creating the JOAG Journal “Uniform Corner”. 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 Subcommittee was pleased to receive a lot of positive feedback.
- **Get Fit-Stay Fit:** To encourage junior officers to stay motivated and provide useful physical fitness and nutrition information we are working with the Inter-Services Collaboration, Physical Training Subcommittee to post Health and Fitness Tips on the JOAG Website. 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.
- **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
- **Next Meeting:** Our next committee meeting will be held July 20, 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 #.
- The Communications and Publications Committee’s Secretary Certificate of Recognition went to LT Danielle Mills and the Committee’s Outstanding Non-Voting Member Committee Award went to LCDR Gene Gunn.

Development Committee: LCDR Corey Palmer

- Developed the content and layout for the Development Committee Webpage.
- Researched and selected the final merchandises for this year’s COF Symposium
- Held the annual JOAG T-shirt Slogan Contest via the JOAG listserv, voted on a winner for the Serious and Funny slogan, and announced the winner of the contest on the JOAG listserv
- Ordered mugs, gym towels, additional coin racks, and T-shirts with this year’s winning serious and funny slogans, as well as a back by popular demand slogan, regarding “We are not the Navy”
- Coordinated JOAG Booth activities, developed the schedule for coverage at the COF meeting, and identified volunteers to staff it
- Provided updates to the JOAG Merchandise Webpage
- Revised the Development Committee’s SOP

- The Development Committee’s non-VM co-chair award went to LCDR Kevin Bates, the Committee’s Secretary Certificate of Recognition went to LCDR Monica Jessup and the Committee’s Outstanding Non-Voting Member Committee Award went to LT Keisha Johnson.

Inter-Services Collaboration Committee: LCDR Brett Maycock

- The Community Services Subcommittee participated in the Joint Services Make a Difference Day, on October 23, 2010, at the District of Columbia Town Hall Arts and Reception Campus (ARC), in Washington, DC. Volunteers assisted with painting the hallways, classrooms, fencing, and theater at the ARC.
- The Community Services Subcommittee participated in the National Family Volunteer Day at the Armed Forces Retirement Home in Washington DC, on November 13, 2010. Volunteers cleaned the chapel and theater, organized and dusted the library, cleaned the tables and chairs in the dining facility, and assisting in a children’s craft project.
- The Community Service Subcommittee participated in the U.S. Army Volunteer Corps Christmas Tree Lighting Ceremony on December 2, 2010, at Fort at Fort Gillem, in Atlanta, GA. Volunteers were responsible for assisting with setup, helping Santa with the children, handing out programs, signing people in, and cleaning duties.
- The Community Services Subcommittee participated in a National Honor Flight Program event, on May 21, 2011 and again on June 4, 2011. The National Honor Flight Program transports WWII veterans to Washington, DC to visit the National WWII Memorial. Most of the veterans participating in this program have never seen the National WWII Memorial nor thought they would be given a chance to visit. Approximately 40 senior and junior PHS officers helped unload wheel chairs, greet visitors when they arrived, took family pictures, distributed water, and expressed appreciation to veterans for their service.
- The Transitional Assistance Programs (TAPs) Subcommittee completed their development of a white paper that was forwarded to the Recruitment and Retention Committee and the JOAG EC for concurrence. The white paper described the potential TAPs programs (across the country) willing to let PHS officers describe opportunities in the Commissioned Corps, to personnel separating from their respective uniformed service.
- The Physical Fitness Subcommittee started the “Get Fit-Stay Fit” tip initiative. The first set of tips was posted under “Officer Resources on the website last week. The subcommittee will start posting new tips bi-monthly.
- The Physical Fitness Subcommittee published an article in the JOAG Journal, Summer Edition, called the “Fitness Corner”, describing how officers keep themselves physically fit.
- The Inter-Services Collaboration Committee’s Secretary Certificate of Recognition went to LCDR Tammy White and the Committee’s Outstanding Non-Voting Member Committee Award went to LCDR Jennifer McLellan.

Membership Committee: LCDR Irene Chan & LCDR Kit Burnham

- **Voting Membership Subcommittee (LCDR Irene Chan):** Congratulations to the officers selected as JOAG 11 Voting Members for the 2011-2013 operational years: LCDR Eva McLanahan (Environmental Health Liaison), LCDR Scott Steffen (Scientist Liaison), LCDR Kate Sawyer (Medical Liaison), LCDR William Lanier (Veterinary Liaison), LT Mitchel Holliday (Dietician Liaison), LCDR Liatte Krueger

(Pharmacy Liaison), LT Scott Williams (Dental Liaison), and 4 at large members LCDR Latonia Ford, LCDR Heidi Hudson, LT Krista Pihlaja, and LTJG Tracy Tilghman.

- **SOP Subcommittee (LT Mark Miller):** A draft of the edited MC SOP was given to me last week. We are currently working on fine tuning this document before moving it forward to the EC. We anticipate having a draft ready for the EC by the end of April.
- **Meet and Greet Subcommittee (LT Racquel Stephenson):**
 - Meet & Greets have been held in 6 cities (Central NJ; Washington, DC; Raleigh, NC; New York City; and Atlanta, GA) with a total of 69 junior officers in attendance.
 - Meet & Greet leads have been identified in 20 regions/cities and work is in progress to schedule events in additional cities (e.g., Seattle, Tallahassee, Tampa). When new events are scheduled officers will be notified via the JOAG listserv and junior officers in the area near the event should receive a personal invitation from the regional lead.
- **CAD Anniversary Subcommittee (LT Brittany Laymon):** Since October 1, 2010, we have sent congratulatory e-mails to over 150 junior officers.
- **Guidance Document TaskForce (LT Robert Kosko):** The draft guidance document for new JOAG voting members has been submitted to the EC for review.
- **General Updates:** The next meeting is scheduled for Wednesday, July 13, 2011.
- The Membership Committee's Secretary Certificate of Recognition went to LCDR Eva McLanahan and the Committee's Outstanding Non-Voting Member Committee Award went to LT Rob Kosko.

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**
 - 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**
 - The Bylaws Subcommittee a draft of proposed revisions to the Chair of the Policy & Procedures Committee for review. The subcommittee is working on one final revision.
 - Once the final revision is complete, the EC will review the proposed revisions and provide feedback to the Policy & Procedures Committee.
- **JOAG General SOP Subcommittee**
 - The SOP Subcommittee is working on updates to the P&P SOP.
 - **ACTION ITEM:** All Committee Chairs should submit updated drafts of the committee SOPs to their EC Rep NLT July 15th.
- **Policy Development Training Workgroup (LCDR Tracy Powell)**
 - The P & P Committee is working to develop a proposal for policy development training for JOAG.
- **Charter Subcommittee**
 - The revised JOAG Charter has been approved by OSG.
 - Kudos to LT Aaron Long and the Charter Subcommittee for their work on the JOAG Charter.

- **JOAG Governing Documents Website**
 - The Policy & Procedures Committee will be working to revise the ‘Governing Documents’ section of the JOAG website.
 - The Policy and Procedures Committee’s Secretary Certificate of Recognition and the Committee’s Outstanding Non-Voting Member Committee Award went to LT Tala Hooban.

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

- **Journeymen Series**
 - The Journeymen Series is held at 1 pm EST every other month. The following Journeymen Series have been held on since 01 Oct 2010:
November: USPHS Role in Deployments: Response to the 2010 Haiti Earthquake
January: USPHS Humanitarian Missions
March: Mentoring
 - The series will have annual presentations on the promotion process and on the PHS awards process. Please email LCDR Heidi Hudson (cvv2@cdc.gov) with questions or suggested topics for the Journeymen Series.
- **Professional Development Survey**
 - The survey sub-committee developed an online survey that combines questions previously developed by the JOAG Policy and Procedures Committee on JOAG membership satisfaction and questions regarding professional development needs of junior officers. The survey was recently approved by the JOAG EC and will be sent to all persons on the JOAG List serv.
- **Mentoring**
 - LCDR Matthew Weinburke is serving as this sub-committee lead and LCDR Shani Smith is providing additional leadership support. Members of the sub-committee reviewed descriptions of each PAC’s mentoring programs that were presented at a PHS-wide mentoring review in December. The sub-committee provided guidance on the development of a white paper being developed on Corps wide mentoring issues and will be providing guidance to the PAC’s as needed.
 - 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.
- **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 sub-committee, 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 sub-committee 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 sub-committee highlighted the topic of uniform inspection at the FDA PHS awareness day on May 10, 2011. The sub-committee set up and will staff the uniform inspection booth this week at COF.
- **Committee publications**
 - LCDR Mainor-Harper led efforts to update the professional development reading list
 - LCDR Brian Elza published an article describing an OFRD training experience in the JOAG 2010 Fall Journal
 - LTJG Pereira published an article on her first AMSUS conference experience in the 2011 Summer JOAG Journal
- **Other**
 - PD Committee meetings are held on the second Tuesday of every month at 1030 ET. The next call will be on July 12. Please email either committee co-chair if interested in the committee:
LCDR Rajal Mody: rmody@cdc.gov
LCDR Samuel Schaffzin: Samuel.Schaffzin@cms.hhs.gov
- The Professional Development Committee's Secretary Certificate of Recognition went to LCDR Dominic Frasca and the Committee's Outstanding Non-Voting Member Committee Award went to LCDR Heidi Hudson

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

- **Subcommittee/Initiative Updates:**
 - The **COSTEP Connection Program (CCP)** is awaiting the selection of 2011 COSTEPs to assign each a junior officer mentor. A call for volunteers for COSTEP mentors is currently being finalized. An after action report is being finalized for the COSTEP Non-Select Recruiting Program before being sent to DCCR.
 - The **Career Fairs List Subcommittee** is scheduled to submit the September career fairs list in July.
 - The **R&R Publications Subcommittee** has published the inaugural "Recruitment and Retention Matters" article in the JOAG *Journal* regarding a recruiting event at Johns Hopkins University. 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.
 - 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.
 - The **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.

