

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



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

**General Membership Meeting**  
 October, 8, 2010  
 1300-1500 EST

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 Call In: 218-936-4700  
 Pass Code: 791-9605  
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**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
✓	LCDR	Burnham	Kit	BOP	Therapist
✓	LT	Chadwick	Benjamin	HIS	Engineer
✓	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
✓	LCDR	Palmer	Corey	HRSA	HSO
Unexcused Absence	LCDR	Schaffzin	Samuel	OSG	HSO
✓	LT	Pihlaja	Krista	IHS	Engineer
✓	LCDR	Smith	Damon	OFRD	HSO
Excused Absence	LCDR	Toblin	Robin	DoD	Scientist
✓	LCDR	Waples	Yvette	FDA	Pharmacist
✓	LT	Williams	Scott	IHS	Dentist

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

## II. JOAG Senior Advisor: CAPT Beck addresses the JOAG membership

## III. Executive Committee Reports

### Ex-Officio Report: CDR Diem-Kieu Ngo

- CDR Ngo presented the JOAG gavel to LCDR Bell

### Chair Report: LCDR Carlos Bell

- LCDR Bell is very excited to work with everyone this year. If you have any questions about JOAG or have any ideas for new proposals or projects, please feel free to contact me directly or any other members from the Executive Committee or any of the JOAG Voting Members.
- As you know the Patient Protection and Affordable Care Act (PPACA) was signed into law on March 23<sup>rd</sup>. Since then all officers who were on active duty on that date became part of the Regular Corps.
  - The Regular Corps policy requires officers eligible for **permanent** O-2 or O-3 to be reviewed by a promotion board.
  - Now that we are all regular corps, **permanent promotions** to O-2 and O-3 will be competitive, i.e. all permanent grade promotions will be reviewed by a promotion board.
    - Historically the success rates for PO-2 and PO-3 have been 100%. If that continues, even with board review, everyone who is recommended by the board for permanent promotion to O-2 and O-3 will be promoted.
  - **Temporary grade promotions** to the grades of O-2 and O-3 (and O-4 for medical and dental officers), will remain non-competitive.
  - Permanent promotion eligibility has been posted on your eOPF, if you haven't done so already, please make sure to log into your eOPF and check your status.
  - According to the Office of the General Counsel (OGC), the Commissioned Corps does not have the authority to promote officers in the Ready Reserve.
    - Officers who were called to active duty after March 23<sup>rd</sup> and **placed into the Ready Reserved**, are not eligible for promotion. This applies to those officers who would have been up for promotion during this cycle.
    - List was submitted to the Senate for confirmation into the Regular Corp, but last I heard, that list has not been signed off on.
    - **The CPO Board** did request that OCCO provide them with a list of names of officers who would be affected this so that they can start contacting officers.
  - **If you have any questions or concerns** about the promotion process or eligibility please contact the Promotion Coordinator, CDR Angela Mtungwa at [PHSPromotions@hhs.gov](mailto:PHSPromotions@hhs.gov).
  - The slides to the Promotion presentation from last month are up on the JOAG website, under Junior Officer Resources.
- The updated Appointment Standards have been sent to the Office of the Assistant Secretary for Health (OASH) for approval. This includes revisions that were suggested by the Appointment WIPT in 2009, it also takes out the assimilation language.
- OCCFM has stood up the **Uniform Advisory Committee**, which will be made up of 15 voting members and meeting once a month to review our current uniform policies. LCDR Gene Gunn, who serves as the JOAG Uniform Liaison, will be serving as the JOAG representative, and will serve as a voting member.
- Funding for the **Physical Training Uniform (PTU)** was secured, and it's expected that within 5 months it will be made available. OCCFM is currently working on updating the Special Uniform Situations policy as the PTU will be an optional uniform.

**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**

- LCDR Toblin will be the point of contact for all JOAG and Core Values challenge coin distribution and sales ([robin.l.toblin@us.army.mil](mailto:robin.l.toblin@us.army.mil)).
- JOAG is beginning the year with an account of \$1,793. These funds are held by COF and used to cover JOAG's operating costs.
- LCDR Toblin will be creating the first JOAG budget for the 2010-2011 year. Committee chairs and liaisons should email LCDR Toblin with projected expenses for the year.
- Committee members should run all costs by their chair first to be approved by the Financial Liaison. Committee chairs should utilize the Funding Request Form.

## IV. Committee Reports

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

- This year's Awards Committee Co-Chairs are LCDR Kozlosky and LT Chadwick. We are planning a meeting schedule to meet as an entire committee every other month and focus on subcommittee and initiative meetings during the alternating month. The first full committee meeting will be in November. Stay tuned for the meeting schedule.
- 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](mailto:kozloskym@cc.nih.gov) and LT Benjamin Chadwick at [Benjamin.Chadwick@ihs.gov](mailto:Benjamin.Chadwick@ihs.gov).
- The Awards Committee SOP has been finalized and will be distributed to all committee participants prior to the first committee meeting.
- Letters of appreciation for active committee participants from this previous operational year will be distributed by the end of October.
- The Awards Committee oversees the verification of JOAG Voting Members' time contributions to JOAG for recommendation for Special Assignment Awards. The Awards Committee Co-Chairs will soon e-mail blank activity logs and instructions for recording time spent on JOAG activities to all JOAG Voting Members. In addition, the Co-Chairs will prepare a package for submission to the OSG endorsing the remaining continuing voting members who have now met the time contribution requirement.
- 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 forwarded to the PAC Chairs Group for review with a request for their concurrence. We are awaiting their response.
- 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.

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

- The first organizational meeting for the 2011 operational year will be held November 12<sup>th</sup> at 3:00pm EST.

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

- No updates at this time

#### **Development Committee: LCDR Corey Palmer**

- **Mission:** To develop, manage and promote activities related to JOAG merchandise.
- **Purpose:** The Committee works with COF to plan, promote, and implement development activities that benefit public health professionals, including USPHS junior officers. The Committee also coordinates the JOAG Booth at the annual COF Symposium.
- **Updates:** The new incoming Chair (LCDR Corey Palmer) met with the outgoing Chair (LCDR Thomas Janisko) in transitioning the leadership. LCDR Kevin Bates was selected to serve as Co-Chair, and we have a meeting scheduled to review the committee's SOP, to develop strategic plans for the new operational year, and to prepare for the next meeting. We are looking for volunteers to help develop new and innovative ideas on how we can further exemplify the spirit de corps.
- The Development Committee will hold its first meeting for the operational year 2010 on Friday, November 5th at 1230 EST. The call-in information is as follows: 712-775-7300 Access code: 255253. At this meeting, we plan to schedule future meeting dates/times, and to give a call out for volunteers interested in serving as the committee secretary and project lead positions.

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

- The next Inter-Services Collaboration Committee will be held on October 12, 2010, from 1130 – 1230 EST.
- LCDR Tammy White was selected as the new Secretary of the Inter-Services Collaboration Committee.
- The Community Services Subcommittee is asking for volunteers to participate with the Naval District Washington Regional Community Service Program, which is sponsoring the Joint Services Make a Difference Day. This is an annual event featuring members from the armed forces participating in a community service project. The event will take place from **8:30 AM to 1200 PM, on Saturday, October 23, 2010** at the District of Columbia Town Hall Arts and Reception Campus (ARC). USPHS volunteers will be responsible for assisting with painting the hallways, classrooms, fencing, and theater at the ARC.
  - **Location:** 1800 Mississippi Avenue, SE, Washington, DC  
(202) 433-6854
  - **Uniform of the Day:** PHS T-Shirt, PHS Ball Cap (no insignia), Long Pants, and Closed Toe Shoes.
  - This event is open to junior officers only (***Update: Opened to ALL officers***). This event will be open to senior officers if the maximum of 20 volunteers is not reached with junior officers volunteers. Volunteers must submit their name to LCDR Donelle

McKenna at [DMcKenna@hrsa.gov](mailto:DMcKenna@hrsa.gov) by **COB, Monday, October 18, 2010**. If there are any questions, please contact:

LCDR Donelle McKenna  
JOAG Inter-Services Collaboration Committee  
Community Service Subcommittee  
(301) 443-9280 or (202) 725 - 5272  
[DMcKenna@hrsa.gov](mailto:DMcKenna@hrsa.gov)

- Adopt-a-Battalion Initiative
  - The Inter-Services Collaboration Committee is going to continue the Adopt-a-Battalion initiative this upcoming year. LCDR Jena McClellan will be heading this initiative.
  - The committee will need leads to collect items to send to battalions overseas. If you are interested, please contact LCDR Brett Maycock, [brett.maycock@dhs.gov](mailto:brett.maycock@dhs.gov) or LCDR Jena Mclellan, [Jennifer.McLellan@med.navy.mil](mailto:Jennifer.McLellan@med.navy.mil).

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

- General Updates:
  - The last JOAG Membership Committee (MC) meeting for the 2009-2010 operational year took place on Monday, September 13, 2010.
  - Letters of Appreciation for the 2009-2010 operational year are currently being worked on and we anticipate distribution during October so they can be put in eOPF files in time for promotion.
  - The first MC meeting for the 2010-2011 operational year will take place Wednesday, October 13, 2010 from 1300 to 1400 EST. The dial-in number is (712) 451-6175 and the pass code is 674654.
  - LT Eva McLanahan has been selected to serve as the MC Secretary for the 2010-2011 operational year.
  - A call for nominations for subcommittee leads was distributed on Friday, October 1, 2010. We are looking for subcommittee leads for the following subcommittees: CAD Anniversary Subcommittee, Meet and Greet (M&G) Subcommittee, Website Subcommittee, Standard Operating Procedure (SOP) Subcommittee. Nominations should be in the form of an e-mail including the following: Name of officer, rank, subcommittee(s) being nominated for, category, agency of employment, and a statement of interest including any skills or experiences conducive to the position and, if applicable, past involvement in JOAG. An individual may be nominated for more than one subcommittee lead position; however, a statement of interest will need to be included for each position. Self nominations are welcome. Submit all nominations by COB Friday, October 8, 2010 to LCDR Irene Z. Chan at [Irene.Chan2@fda.hhs.gov](mailto:Irene.Chan2@fda.hhs.gov).
- Voting Membership Subcommittee:
  - The voting membership package was sent to the OSG and new voting members should have received their appointment letters by now. Please remember to submit your appointment letter to your eOPF upon receipt.
  - We will be creating a task force to work on creating a guidance document for new voting members to help them transition into their roles as committee chairs. This document will give pointers and help address frequently asked questions in an effort to make the transition process easier with each new operational year.
- SOP Subcommittee:
  - During the upcoming operational year, we anticipate revision of the Membership Committee SOP to include information related to standing subcommittees such as the M&G Subcommittee, the CAD Anniversary Subcommittee, and the Website Subcommittee.
- Meet & Greet (M&G) Subcommittee:

- Meet and Greets were being held in 6 cities around the country in conjunction with the September Journeyman call.
- In the future, M&G events will be hosted at different times during the work day to best accommodate the participants in each region. They will no longer have to be hosted in conjunction with other JOAG events. We anticipate this will reduce the burden on voting members to participate in these calls as well as increase participation since meetings will be shorter.
- We anticipate expanding and streamlining the process. Part of accomplishing this requires coming up with procedural documents to ensure standardization.
- We will be creating and implementing a process for selecting regional leads
- CAD Anniversary Subcommittee:
  - Overall, we have sent congratulatory e-mails to 313 junior officers. We have also sent a survey to learn more about the impact of the CAD Anniversary program to 108 officers. The response rate to the survey was 10%. All responses indicated survey participants were not currently involved in JOAG, but planned on becoming involved.
  - *LCDR Bell asked if the Subcommittee is doing anything to track how many junior officers get involved after they were sent the CAD Anniversary e-mail. Lcdr Burnham stated that at this time they have sent out the survey. They have not started tracking this information specifically. Lcdr Bell mentioned that they could track how many officers joined the JOAG listserv after receiving the CAD Anniversary e-mail.*
- Website Subcommittee:
  - No updates

#### **Policy and Procedures Committee (P&P): Lcdr Damon Smith**

- The first P&P committee was October 6, 2010, where they mapped out some initial action items for this operation year.
  - LT Kate Migliaccio will serve as Co-chair for the committee.
  - Currently looking for a Secretary for the P&P Committee.
- JOAG Charter was reviewed last year and is currently with CDR Ngo.
- JOAG Bylaws were updated last year.
- Take a Junior Officer to Work Survey – needs to be reviewed by EC. P&P Committee will determine how to proceed on this project
- Membership Satisfaction Survey – needs to be finalized by EC
- JOAG Strategic Plan – needs to be finalized
- If you would like to join the P&P Committee, please contact Lcdr Damon Smith, [damon.smith@hhs.gov](mailto:damon.smith@hhs.gov).

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

- Leadership changes:
  - Lcdr Harvey Ball has completed his term as Co-Chair of the Committee. Lcdr Samuel Schaffzin will be filling this position
  - Lcdr Janice Arceneaux will be assuming a chair position of another JOAG committee and, therefore, will no longer be able to serve as a lead of the Mentoring Subcommittee.
- Journeymen Series: upcoming presentations include:
  - The next Journeyman Series call will be held on Friday, November 12, 2010. CAPT Holly Williams and CDR Margaret Riggs will discuss their experience on the Haiti Deployment
  - Friday, January 14 (1300 to 1400 EST), Topic: Humanitarian Missions for the Corps
- Professional Development Survey
  - Meeting with the JOAG EC will be set up to discuss the possibility of administering this survey to all JOAG participants

- Uniform Inspection Booth
  - Inspects uniforms at the COF Symposium.
  - Looking for additional venues in which to set up uniform inspection booth.
- Mentoring
  - The subcommittee is need of a new lead
  - The two activities include development of guidance on how the HHS Mentoring program can best meet the needs of PHS officers and development of a proposal to delineate mentoring best practices that can be shared with all PACs
- Next PD committee meeting: October 12, 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](mailto:rmody@cdc.gov) or LCDR Samuel Schaffzin.

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

- The Recruitment and Retention Committee currently has six primary subcommittees: the COSTEP Connection Program, Career Fairs Information, Publications, Alumni Contacts Program, TAPs Initiative and the Online Career Resources Initiative.
- The Recruitment and Retention Committee’s leadership is as follows:
  - **Co-Chairs:** LT Martin Guardia and LT Krista Pihlaja
  - **Secretary:** To be determined
  - **Committee Recorder:** To be determined
  - **Committee Website Coordinator:** LTJG Daveta Bailey
  - **COSTEP Connection Program Lead:** LCDR Caroline Le and LT Aaron Otis
  - **Career Fairs Information Subcommittee Lead:** LTJG Michelle Dittrich
  - **R&R Publications Subcommittee Lead:** LCDR Scott Steffen and LT Chinyelum Umejei
  - **Alumni Contact Initiative:** LCDR Liatte Krueger
  - **Online Career Resources Initiative Lead:** LT Romerl Elizes and LCDR Sherene Brown Cora
  - **TAPs Initiative Lead:** To be determined (by the Inter-services Collaboration Committee)
- **Subcommittee/Initiative Updates:**
  - The **COSTEP Connection Program (CCP)** is a well-established subcommittee that coordinates junior officer volunteers to serve as additional points of contact for junior COSTEPs. By contacting and providing additional support for COSTEPs, we strive to provide information highlighting the benefits of pursuing the Public Health Service as a future career option. This program is not designed to take the place of category mentorship or individual preceptors; instead the program promotes networking and offers COSTEPs an additional contact through which they can learn more about the U.S. Public Health Service. In addition, this subcommittee is working on a proposal in collaboration with DCCR to initiate a recruiting program designed to contact COSTEP non-selects. Contacting those individuals who were not offered a COSTEP position (but were qualified) could greatly increase targeted recruitment efforts within a population that has already expressed sincere interest in the Commissioned Corps.
    - A meeting is set up for October 14, 2010 between the R&R Committee and DCCR to discuss the COSTEP Non-Select Proposal. A “call for volunteers” for non-select mentors will be sent out soon to R&R Committee members.
  - The **Career Fairs List Subcommittee** serves to identify inexpensive or free career fairs across the country that interested officers may attend to provide recruiting materials and information to those interested in a career with the Public Health Service. Throughout the university school year this subcommittee compiles lists of career fairs and disseminates these through the JOAG listserv and the JOAG website.

In addition, this subcommittee has devised a guide to assist interested officers in providing a thorough and informed recruiting event.

- The October and November Career Fair Information Listings was sent out on the JOAG listserv in September and have been posted under the Junior Officer Resources section of the JOAG website.
- The **R&R Publications Subcommittee** strives to publish JOAG Journal articles on recruiting updates within the Public Health Service and also focuses on efforts within the R&R committee.
  - The next article will focus on the Alumni Contact Program in the next edition.
- The **Alumni Contact Initiative** is an initiative to provide a cost-effective and simple means for officers to contact individuals from their alumni program while providing a personal message detailing the benefits of joining the Commissioned Corps. The Alumni Contact Program has devised approved templates for each category detailing Commissioned Corps benefits that are easy to modify to personalize within an email or letter to their contacts within their alumni university program.
  - Currently, the proposed documents that are going to be included in this package are under review in the Executive Committee.
- The **Online Career Resources Initiative** is looking to provide Public Health Service informational advertisements on discipline-specific online sites.
  - No change since last report.
- The **TAPS Initiative** is a collaborative effort between two of JOAG's Committees: the Inter-Services Collaboration Committee and the R&R Committee. This initiative hopes to provide recruiting efforts and informational materials and/or sessions to those personnel who are exiting from other uniformed services. The Transition Assistance Programs (TAPS) are required programs for each service member who has chosen to exit their given service.
  - There is a lead that has been identified, but this needs to be finalized. Once it is finalized, LCDR Maycock, Inter-Services Collaboration Committee Chair, will send this name forward to the R&R Committee
- *LCDR Bell would like to get together with the R&R Committee and discuss which items/documents are outstanding and with the EC/LCDR Bell for review.*
- *The R&R Committee is meeting with DCCR next week and LCDR Bell asked that the R&R Committee keep in mind that any documents that come out of JOAG or R&R Committee for DCCR need to go through the EC or EC liaison for review before it is deemed Final.*
- **Other updates:**
  - Outgoing R&R Committee Co-Chairs, LCDR Jessica Feda and LCDR Corey Palmer, and incoming Co-Chairs, LT Martin Guardia and LT Krista Pihlaja, had a few meetings to ease the transition process.
  - End of Year Summary is still being reviewed before dissemination.
  - Letters of Appreciation for active 2009-2010 R&R Committee members are forthcoming and should be completed by the end of October.
  - The latest PAC Update Memo has been reviewed by both the outgoing and incoming JOAG Chairs. The memo will be revised, resubmitted to the JOAG Chair, and then distributed to the PAC Recruitment Committees.
- **Items Pending Review:**
  - Alumni Contact Program Package – EC currently reviewing
- The next R&R Committee meeting is Wednesday, November 10, 2010 at 1200-1300 EST. The call-in number is 712-432-0111, passcode 633865.

#### **Welcoming Committee: LCDR Glendolynn Johnson**

- The 1<sup>st</sup> meeting of the new operational year was held on Friday October 1, 2010.

- The Welcome Letter, JOAG Brochure, and link to website were distributed via email.
- Letters of Appreciation for qualifying officers were distributed via email.
- The Welcoming Committee is coordinating the attendance of JOAG voting members in the DC area at each OBC graduation.
- The Commissioned Officer Training Academy (COTA) is excited to announce the initiation of **OBC Open House** (currently located at the Holiday Inn Gaithersburg, 2 Montgomery Village Ave, Gaithersburg, MD 20879, Walker and Whetstone room).
  - The Welcoming Committee is asking 1-2 past or present voting members (who are local to the DC area) to participate at each OBC Open House.
  - LCDR Bell also mentioned that former JOAG voting members may volunteer as well.
- Volunteer opportunities available for several activities sponsored by the Welcoming Committee (including activity/Subcommittee Lead positions).
- Next Welcoming Committee Call:  
December 3, 2010, (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,

- Finalizing the FLP proposal and waiting for direction from OSG/CDR Davis on the history of Foreign Language Proficiency Pay within the PHS.
- Once we hear from CDR Davis and have the green light to proceed, we intend to send out a foreign language survey to officers and use the results in our proposal.
- *LCDR Lyons at OCCFM has looked at this proposal in the past and is willing to discuss further. He asked that they contact him off line to discuss at [james.lyons@hhs.gov](mailto:james.lyons@hhs.gov).*
- *LCDR Lyons stated that this provision is primarily used in the intelligence community and Office of General Counsel (OGC) has identified that PHS does not have that need at this point.*
- *LT Bakke stated that in some of the other uniform services officers have to use their foreign language skills within their billet, not just be proficient in a language.*

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

- Currently waiting on a meeting with OSG to present the final proposal for consideration.

### Historian Workgroup: LT Joe Hill

- Background
  - 2008-2009 – Information Workgroup of the Recruitment and Retention Committee created a JOAG accomplishments documents. Document contains all accomplishments since JOAG's inception in 2001. Document also contain past JOAG Chairs.
- Purpose
  - To document all completed JOAG accomplishments in a Word document and all noteworthy accomplishments on the JOAG website to help provide transparency within JOAG.
- Goals/Responsibilities
  - Update the current JOAG accomplishments document. The Executive Committee will help the Historian Workgroup to ensure the document is organized, contains accurate information, and is a list of completed JOAG accomplishments.
  - Once the document is updated and in order to sustain a complete and up-to-date document, the Historian Workgroup will forward committee/workgroup chairpersons an end of the year accomplishments template. The committee/workgroup chairs will forward their completed committee's accomplishments to the JOAG Executive

Secretary and Historian Workgroup Chairperson at the end of the JOAG operational year.

- Workgroup will edit and format the JOAG accomplishments document and will consult, when appropriate, the JOAG Executive Committee before recommending any noteworthy accomplishments to the JOAG website.
- Permanently add noteworthy JOAG accomplishments to the JOAG website for informational and historical purposes. The location of this information will be under the *About JOAG* section with the creation of a new subsection named “accomplishments”. The website’s list will provide a quick snapshot of JOAG’s accomplishments since 2001.
- The main function of the Historian Workgroup is to provide a list of JOAG accomplishments that will serve as a reference point for past, present, and future accomplishments of JOAG.
- The historian workgroup does not expect further volunteers at this time.

### **HOSA Workgroup: LCDR Stefanie Gleen & LCDR Timothy Thomas**

- The last conference call was 23 August. LCDR Timothy Thomas and LCDR Stefanie Glenn were introduced as the new Co-Chairs of the WG (LCDR Sam Schaffzin has transitioned to the role of Liaison to the EC for this WG). Karen Koeninger from HOSA national was present. Items covered during that call are as follows:
  - The seven pilot sites for the mentoring program have been selected from a list provided by Karen Koeninger (she works for HOSA at their national headquarters).
  - The seven sites were chosen by the Workgroup based upon size of the HOSA Chapter and number of PHS junior officers within an estimated 60 minute or less commute from their duty stations to the proposed site
- Deliverables:
  - JOAG HOSA Workgroup:
    - Develop a FAQ that will consist of the mission of the pilot project as well as objectives and anticipated questions the JOAG officers and the HOSA advisors might need answered (this will be a work in progress as the pilot rolls out).
    - Call for junior officer volunteers in the areas surrounding the pilot sites to be the lead contact/mentor for that site.
    - We are still awaiting a list of junior officers in the area surrounding the pilot sites from LCDR Bell
  - HOSA:
    - Contact the selected schools
    - Set up a conference for pilot chapters (after school is back in session)
    - Arrange a vehicle for chapters to communicate lessons learned
    - Work with the seven pilot chapters to ensure that the project is moving forward
    - Be available to provide resources and feedback as needed
- Finally, the Workgroup will review the recommendations made by the JOAG Executive Committee of the JOAG HOSA Workgroup Proposal and return the revised document to LCDR Bell ASAP.
- Next JOAG WG Meeting: Early October (date TBD).
- Please contact LCDR Stefanie Gleen (glennstefanie@niddk.nih.gov) or LCDR Timothy Thomas (t9thomas@bop.gov) if you have any questions.

### **Officer Intermediate Course: LCDR Jessica Feda**

- No updates at this time

### **Training & Career Development Steering Committee: LCDR Merel Kozlosky**

- JOAG has selected a representative (LCDR Merel Kozlosky) for the Training and Career Development Steering Committee (TCDESC); however the committee has not yet started

meeting. The committee will be led by CAPT Eugene Freund, Transformation Officer. The purpose of the TCDSOC for the Corps is to engage appropriate stakeholders to (1) assist in the initial and continued development of professional and officer competency standards, career development guidelines for use in officer training, and goals and materials for intermediate, advanced, and executive officer training courses, (2) recommend content for a central repository/clearing house of training opportunities that can be accessed by officers, and (3) recommend training to ensure the readiness of the Corps to respond to urgent or emergency public health care needs that cannot otherwise be met at the Federal, State, and local level.

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

- LCDR Gene Gunn is the Uniform Liaison for the JOAG. LCDR Gunn will serve as a voting member in the OCCFM Uniform Advisory Committee.
- If you have any questions/concerns regarding uniforms, please contact LCDR Gene Gunn, [gene.gunn@fda.hhs.gov](mailto:gene.gunn@fda.hhs.gov) so he can bring them up in the next meeting, November 21, 2010.

## **VI. Agency/Organization Reports**

**COF Board: LCDR Yvette Waples**

- The Commissioned Officers Association of the U.S. Public Health Service is an organization that works on behalf of Commissioned Corps Officers by serving as a legislative aide, a media consultant, and a career development specialist.
- The mission of the Commissioned Officers Association is to improve and protect the public health of the United States by advocating for the Commissioned Corps and its officers.
- Some of the major accomplishments of COA over the past year include:
  - All of the provisions in Senator Bingaman's bill that pertained to the Corps were included in the Affordable Care Act. This bill addressed training, employment and retention of health professionals in underserved areas.
  - A Ready Reserve is authorized in the Affordable Care Act.
  - Transferability for PHS and NOAA are in Senate Bill 3447, which has passed through the Senate VA Committee and awaits full Senate action.
- Some initiatives for 2010-2011 include:
  - HAMR teams
  - Combat zone tax parity
  - TRICARE 26
- COA has also been in overdrive working to find a way to get DHHS to actually begin implementing the provisions of the Affordable Care Act as they relate to the PHS Commissioned Corps – including:
  - lifting the “pause” on calls to duty for new officers
  - beginning implementation of the Ready Reserve component
  - providing funding as directed and beginning the awarding of scholarships under the Public Health Science Track.
- For more information about COA please visit <http://www.coausphs.org/>.

**Minority Officers Liaison Council (MOLC): LT Karen Ho**

- MOLC has requested JOAG assistance with the next “Reception for the ASH”. The reception details is still awaiting final approval from all 4 minority groups. MOLC will then submit a proposal for assistance to the JOAG Executive Committee for review.
- Proposal to migrate the MOLC website to PHS server (LCDR Dwayne Jarman). Once approved by the 4 minority groups, the migration will be implemented. We hope to begin by the end of this year.
- MOLC is participating in the OBC Open House events to meet newly commissioned officers. Next Open House is October 14, 6:00-7:00pm.

- This month is National Hispanic Heritage Month, Hispanic Officers Advisory Committee (HOAC) will be announcing activities to commemorate.
- Anniversary MOLC Disparities Symposium will be held on December 10, 9:00am-4:00pm at Indian Health Service headquarters in Rockville, MD. Lunch will be provided by MOLC and DC COA. Currently the planning committee is working on CEUs for participant and on WebEx capabilities for the event. Over 50 individuals already registered. Maximum is 100. To RSVP, please email LT Ho at [Karen.ho@ahrq.hhs.gov](mailto:Karen.ho@ahrq.hhs.gov).
- Next meeting is November 2 at 1400.

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

- Ready Reserve Program
  - There is no indication when this will be signed in the immediate future.
- Global Health Awards
  - These awards are near completion
  - Global Health Initiative service medal and the Global Health Campaign medal are both being given retroactively back to January 26, 2005.
  - The Global Health Campaign medal is specific to officers who went overseas for a minimum of 30 days or 60 days on an intermediate tour.
  - The Global Health Initiative service medal is intently vague to include admin personnel who assisted officers during deployment.
  - These should be finalized and approved by late October, early November.
  - It will take a while to produce the medals.
  - Most of these awards will be generated by OFRD, CDC, ATSDR and FDA.
  - The approving official will be the director of OCCO.
  - Once the vendors have the awards mass produced, they will then accept award packets.
- Uniform of the Day memo was signed and posted on October 8, 2010. It was effective on October 6, 2010.
  - Summer whites are no longer authorized.
  - BDU wear – LCDR Lyons will check with OSG to see if the interpretation of the policy allows officers to wear their BDU's one day a week.
- LCDR Lyons reminded everyone that the HHS USPHS logo and insignia are official property of the US government.
  - The use of the logo has to be approved by the Assistant Secretary of Public Affairs.
  - Putting the logo on an award plaque is acceptable because it is government related. However, approval needs to be obtained if putting the logo on funny t-shirts, apparel, or possible offensive items.
  - The COA logo is not an official logo.

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

- **Division of Commissioned Corps Officer Support (DCCOS)**
  - **COERs** – The new COER will come out on 6 October. The COER POM will also be posted, as soon as it has been signed. Please read the instructions thoroughly & view the tutorial(s) at [http://dcp.psc.gov/COER\\_Tutorials.aspx](http://dcp.psc.gov/COER_Tutorials.aspx) before emailing or calling the COER Coordinator. The one exception to this is regarding paper COERs – This is not yet available on the CCMIS website, & can only be obtained by contacting the COER Coordinator at: [phscoers@hhs.gov](mailto:phscoers@hhs.gov) .
  - **Permanent Promotions** – The success rates have been approved, the list has been processed & forwarded to the ASH for approval.
  - **Temporary Promotions** – Eligibility for Temporary Promotions has been posted on the CCMIS website; please sign in to your Secure Area to check. If you are eligible for promotion during Promotion Year 2011 (PY11), please **thoroughly review** all the information in the Promotion Information Webpage at: [http://dcp.psc.gov/promotions\\_table\\_of\\_contents.aspx](http://dcp.psc.gov/promotions_table_of_contents.aspx) . Use the Promotion Checklist to prepare; it identifies the steps & the deadlines in the process.

- **Division of Commissioned Corps Recruitment (DCCR)**
  - **ARP** – The new Associate Recruiter Program is nearing completion & should be out soon.
  - **USPHS Website ([www.usphs.gov](http://www.usphs.gov))** – This is being re-designed, & will be undergoing testing at some point in the future.
  - **Officer Profiles** - DCCR plans to do some new video profiles of PHS officers. Interested officers should submit their name, agency & contact info to: CDR Thomas Pryor at [Thomas.Pryor@hhs.gov](mailto:Thomas.Pryor@hhs.gov).
  - **COSTEP Connection Program (CCP)** – DCCR has launched this new program to follow-up with officers who applied for COSTEP but were not selected.
- **Division of Commissioned Corps Training and Career Development (DCCTCD)**
  - **OBC** – While “the pause” is in effect, the “window” of eligibility to attend OBC has been temporarily extended back to 1 October 2007. If your CAD date is 1 Oct 2007 or later & you have not already attended OBC, please contact your agency liaison about having your name submitted for OBC. All OBC requests must go through your agency liaison. This will only be available until “the pause” is lifted. There are a couple of openings available for Nov 2010. If you are interested, please let LCDR McCormick know as soon as possible. She is also accepting names for January 2011.
  - **Provisional Officer Basic Course (POBC)** – 18 officers have just completed the pilot for POBC. A survey was recently sent out to all officers who are eligible for POBC; so far only about 270 (out of 1000+) people have responded. This survey is necessary for DCCTCD to determine how many sessions of POBC will need to be scheduled. A second survey will be sent out soon; failure to respond will preclude your participation in this course. If you even think you might be interested in participating, please fill out the survey.
  - **Officer Mid-level Course** – The pilot for this course was launched on 30 September, with 40 officers participating. This 6-month, on-line course is for “senior” LCDRs/O4 & “junior” CDRs/O5 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)**
  - No new information to report at this time.

**OFRD/OSG/OS: LT Olin Bakke**

- **Office of the Surgeon General (OSG)**
  - In short order, the OSG is expecting the release of Commissioned Corps Management Review and Organization.
  - The SG is expected to name the new Deputy Surgeon General and Chief of Staff very soon

**Update:** JOAG would like to congratulate RADM Boris Lushniak and RADM Christopher Halliday on their respective appointments to Deputy Surgeon General and Chief of Staff.

- The OSG continues to work hard to address the issues that will allow the OMB to lift the pause
- The SG will soon name 2 new Executive Assistants to fill the recently vacated aid-de-camp positions previously held by LTJG Bowen and LCDR Bonome.

**Update:** JOAG would like to congratulate LT Christine Collins and LTJG Cody Thornton on their appointments to OSG Executive Assistants.

- **Office of Force Readiness and Deployment (OFRD)**
  - *OFRD-Training*

- **Officer Basic Course (OBC)** – OBC-38 Begins Sunday, 10-October and concludes with Graduation Friday, 22-October. 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 took BOTC or IOTC and have never attended an OBC. The first iteration of POBC was successfully navigated by 18 officers and POBC-0002 will begin 25-October. 25 officers have enrolled which meets the maximum number of enrollees. For additional information please contact LCDR Dean Trombley of OCCO-COTA. Please **APPENDIX A**, and OCCO/DCCTCD report.
- **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 page 4, **APPENDIX B**.
- **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.
- **Responder e-Learn Learning Management System (LMS) v2.0** – OFRD has recently released a demo-version of the Responder e-Learn LMS. If you are interested in providing feedback, please contact [OFRD-Training@hhs.gov](mailto:OFRD-Training@hhs.gov). Beta testing will continue through November 2010 and the initial core version will be released in December.
- **Public Health/ Medical Missions – Domestic**
  - **Deepwater Horizon Oil Spill Response** – Concluded.
  - **Haiti Services Access Mission** – Concluded.
  - **IHS Mental Health Mission** – OFRF currently has officers from MHT#3 deployed in response to two suicide clusters and this evolution is expected to continue through the first week of November.
  - **Hurricanes vs. Wildfires** – OFRF is transitioning from Hurricane Season to Wildfire Season
  - **Recruiting for Tier 1 and 2 Team Members** – Recruiting Notices for Tier 1 and 2 teams are expected to be released by OFRD-Response in November. If you would like to inquire about vacancies on Tiers I and II response teams, please send your CV to [OFRD-Response@hhs.gov](mailto:OFRD-Response@hhs.gov).
- **Public Health/ Medical Missions – Global Operations**
  - **Continuing Promise 2010 (CP10)** – OFRD currently has officers deployed aboard the USS Iwo Jima (LHD 7) in support of Continuing Promise 2010 which conducts direct care and public health missions in Latin America and the Caribbean. This will be the last rotation of PHS teams and their activities will conclude on or around 9 November.
  - **Site Survey Training (Nigeria)** – The site survey training in Nigeria concluded and all officers returned safely. Officers participating were unanimous in their appreciation for this exceptionally unique opportunity.
  - **Site Survey Training (Tanzania)** – This event is still in the planning stages but expected to occur. No dates are available for posting yet.
  - **Future Training** – Standby for an official solicitation to come from OFRD-Global looking to roster officers for next year's Ship-based missions. Additionally, Land-Based missions are being actively planned to include but not limited to Peru (April/May 2011) and Dominican Republic (April/May 2011).
- **Basic Readiness and FMRB**

- MAB is now the keeper of 5-Year Physical Exams and all immunization data following a massive 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.
- 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 Update (FMRB):** OFRD will conduct a preliminary FMRB report and forward names of all eligible officers to OCCO-Awards effective immediately. OFRD will continue to monitor those eligible for the FMRB throughout October as new readiness information becomes available.
- **Finally:** If you have questions about your Readiness Status, please visit your Direct Access profile and view your Projected Status as of 1-October.

## VII. PAC Liaison Reports

### Dental Category: LT Scott Williams

- No updates at this time

### Dietitian Category: LCDR Merel Kozlosky

- The timeline on the Billet Collection System (BCS) for Dietitians has been updated. For Dietitians in “Dietitian billets,” the process will occur in October 2010. Dietitians in multi-disciplinary billets will go through the process in December 2010. Stay tuned for more updates.
- CDR Suzan Gordon has been selected as the Dietitian PAC Chair Elect from 1 OCT 2010 through 31 MAR 2011 when she will then become the Chair for a one-year term.
- The solicitation for nominations for Senior and Junior Dietitian of the Year and Dietitian Responder of the Year was sent out by e-mail. Nominations are due to CDR Kirsten Warwar electronically by email ([glu1@cdc.gov](mailto:glu1@cdc.gov)) or fax (305-869-1495) by 2 NOV 2010.
- The solicitation for nominations for Dietitian PAC 2011-2013 Voting Members was sent out by e-mail. Nominations are due to CDR Kirsten Warwar electronically by email ([glu1@cdc.gov](mailto:glu1@cdc.gov)) or fax (305-869-1495) by 2 NOV 2010.
- The Professional Development Subcommittee is updating the Dietitian CV format. A Dietitian category promotion e-mail package will be sent out soon including important promotion information such as the new CV format, promotion benchmarks, and recommendations from last year’s promotion board.
- The 2010 Dietitians in Uniformed Services Nutrition Symposium is being held at the US Army Research Institute of Environmental Medicine in Natick, MA on 4-5 NOV. CAPT Edith Clark, the Dietitian CPO, will be providing the Commissioned Corps update.
- The 2010 American Dietetic Association’s Food and Nutrition Conference and Expo (FNCE) is being held 6-9 NOV 2010 in Boston, MA. CDR Kathleen Edelman is still looking for volunteers that will be able to work at the USPHS Recruitment Booth there. Please e-mail her if you can assist with this.
- 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 September Dietitian PAC meeting included a guest presentation by CDR Thomas Pryor on the New Associate Recruiter Program and a guest presentation by CDR Diahann Williams on an update from OCCFM on the “pause” related to the Patient Protection and Affordable Care Act. Please see the September Dietitian PAC meeting minutes for more details.
- The next Dietitian PAC meeting will be 23 Nov 2010 from 1200 to 1330 Eastern Time.

### **EHO Category: LCDR Jamie Mutter**

- New information on the EHOPAC website: <http://www.ehopac.org>.
  - Guidance for completing the 2010 COER
  - EHOPAC meeting minutes
  - updated mentor and protégé applications
- The next EHOPAC meeting will take place on **Wednesday October 20, 2010**. This will be a face-to-face meeting at the University of Georgia, Athens, hosted by the Department of Environmental Health Sciences. If you are in the area, please feel free to attend. For those of you who can't attend in person, the meeting will be available to you by teleconference and WebEx. The open portion of the meeting will begin (tentatively) at 0830 ET. Call-in information will be provided on the EHOPAC listserv. Please let CAPT Noska, [Michael.Noska@fda.hhs.gov](mailto:Michael.Noska@fda.hhs.gov), know if you plan to attend in person. We will also be conducting a recruiting/outreach activity on Tuesday, October 19<sup>th</sup> at the UGA campus and you would be welcome to join us there as well. Please contact CAPT Noska, [Michael.Noska@fda.hhs.gov](mailto:Michael.Noska@fda.hhs.gov), for more details and to RSVP for that activity.
- In terms of the "Assimilation" section of the CV template, this section should now be removed from the CV. Since all officers are automatically appointed to the Regular Corps now, there isn't a need to list Assimilation or Regular Corps in the CV. An updated template on the EHOPAC will be posted soon. If you have any further questions on Assimilation and how it affects the EHOPAC CV, please contact CDR Brian Johnson, [Brian.Johnson@ihs.hhs.gov](mailto:Brian.Johnson@ihs.hhs.gov), or CDR Ann Krake.

### **Engineer Category: LT Benjamin Chadwick**

- Engineer category billet transformation process will begin in the next few weeks.
- Due to changes in the statutes, all promotions in the future will be competitive with a success rate instead of the current administrative process for promotions to Temporary O-2 and O-3. All promotions will go through a promotion board.
- Inactive reservists were de-commissioned due to the changes in the PPAC Act. There will be a new Active Reserve, which is still in development. The goal would be to get some of the previous IR's into the AR, but there will be commissioning standards that might be an issue, and officers in the new AR will have the potential to be involuntarily called up for active duty, similar to the reserve corps of other services.

### **HSPAC Category: LCDR Brett Maycock**

- The HSPAC had a general meeting on October 1, 2010, from 1000 – 1500 EDT.
- The HSPAC Committee is calling for nominations for the Responder of the Year Award. Officers in the HSPAC, excluding current voting members, are eligible for this award. The person selected for this distinguished award will be announced at the Annual Commissioned Officer Foundation (COF) meeting, during the Health Services Category Day. The nomination deadline for this award is November 5, 2010, COB. The recipient of this award may earn this award 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

Please review the website below for more detailed information on submitting a nomination package: [http://usphs-hso.org/pac/subcommittees/awards/health\\_responder.shtml](http://usphs-hso.org/pac/subcommittees/awards/health_responder.shtml)

- A Health Services Chief Professional Officer (CPO) Succession Ceremony will commence on Thursday, **October 28, 2010, from 1200 – 1600 EDT**. The HSPAC will be celebrating RADM Michael Milner's tenure as the outgoing CPO and formally introduce RADM Epifanio (Epi) Elizondo as the incoming CPO. The ceremony will be located at the Food and Drug Administration, White Oak, Silver Spring, MD, Building 31, Rooms 1503 B and C. The ceremony will conclude with a small luncheon at the reception area. Those wishing to attend the luncheon should submit their payment of \$30.00 (which includes lunch, tax, and gratuity) and a gift donation. Checks should be made out to CDR George Durgin and mailed to the following address:
  - **CDR George Durgin**
  - **600 Pasture Place**
  - **Prince Frederick, MD 20678**

Please place "HSPAC Succession Ceremony" on the subject line of the check. Checks must be submitted no later than **Thursday, October 21, 2010**.

- The HSPAC Mentoring Subcommittee has launched a new Mentoring Program that matches a mentor and mentee for a 1-year period, provides online mentoring training and resources, tracks progress, and includes an evaluation of each pair at the 6-month and 1-year mark. Officers can sign-up for the Mentoring Program online at
- <http://usphs-hso.org/phsdb/mentordb>
- The next HSPAC meeting will be held on Friday, December 3, 2010. This will be the final HSPAC meeting of the year with a luncheon/awards ceremony to follow. The details of where the awards/luncheon ceremony will be held are currently being discussed. 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**

- No updates at this time

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

- Congratulations to following junior officers who will begin their term as PharmPAC Members effective 01 November 2010:
  - HIS: LCDR Jefferson Fredy
  - DHS: LCDR Aaron Middlekauff
  - Ex-minimus: LCDR Marisol Martinez
  - Associate members: LCDR Andrei Nabakowski and LCDR Shary Jones
- The "Pharmacist Vacancy Document" from September 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:** 04 November 2010, 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**



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

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**General Meeting Agenda**

Friday, 08 October 2010

1300 – 1500 EST

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

The next **Journeyman Speaker Series** will be taking place on Friday, Nov. 12<sup>th</sup>; 1300 - 1400 EST. Speaker: CAPT Holly Williams and CDR Margo Riggs will be speaking to junior offices on their deployment to Haiti. Both CAPT Williams and CDR Riggs work for the CDC and were one of the first officers to respond to the earthquake.

The next **General Member Meeting**: Friday, Dec 10<sup>th</sup>, 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](mailto: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](mailto: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](http://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](mailto:OFRD-Training@hhs.gov) or [Patrick.Denis@hhs.gov](mailto:Patrick.Denis@hhs.gov)**