



**U.S. PUBLIC HEALTH SERVICE**  
**Pharmacist Professional Advisory Committee**  
**Department of Health and Human Services**

**Minutes of Meeting**  
**01 September 2011**  
**Surgeon General's Conference Room**  
**Parklawn Building**  
**1400-1530**

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**Members Present**

RADM Scott Giberson (CPO), OS-Rockville, MD  
CDR Jeff Mallette (Chair), BOP-Pensacola, FL  
CDR Peter Diak (Chair-Elect), FDA-Silver Spring, MD  
CAPT Edward Stein, IHS- Phoenix, AZ  
CDR Daniel Brum, FDA-Silver Spring, MD  
CDR Michael Crockett, BOP-Pollock, LA  
CDR Jonathan Dando, IHS-Cherokee, NC  
CDR Dean Goroski\*, IHS- Toppenish, WA  
CDR Jeffrey Haug\*, DHS-Pearsall, TX  
CDR Becky Kaime\*, DHS-Seattle, WA  
CDR Larry Lim, FDA-Silver Spring, MD

CDR Jaime Morris\*, BOP-Terre Haute, IN  
LCDR Jefferson Fredy, IHS-Crownpoint, NM  
LCDR Cynthia Gunderson, IHS- Red Lake, MN  
LCDR Marisol Martinez, DoD-San Antonio, TX  
LCDR Andrei Nabakowski, OS-Rockville, MD  
LCDR Fortin Georges (Assoc.)-NIH-Bethesda, MD  
LCDR Carmen Kelly (Assoc.)-AHRQ-Rockville, MD  
LCDR Yvette Waples (JOAG)-FDA-Silver Spring, MD

\*indicates PharmPAC alternate

**Excused members:** CAPT Mike Shiber; CDR James Czarzasty; CDR Jennifer Fan; CDR Aaron Middlekauff; CDR Timothy Murray; CDR Dev Patel; CDR Nate Yale; CDR Vasavi Thomas; LCDR Kristen Maves

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**Call to Order:** CDR Jeff Mallette ([jxmallette@bop.gov](mailto:jxmallette@bop.gov))

Meeting began at 1400, EST.

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**CPO Report:** RADM Scott Giberson

- Please see the attached CPO report.

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**Open Forum:** CDR Jeff Mallette ([jxmallette@bop.gov](mailto:jxmallette@bop.gov))

- LCDR Jeff Fredy inquired about the numerous vacancies at OCCO. He asked if the positions will be filled until the Federal Register is approved. RADM

Giberson stated: 1. First, the Federal Register notice must be released. This will allow for the implementation of the new Division of Commissioned Corps Personnel and Readiness (DCCPR). 2. Next, the DCCPR Director (RADM Giberson), the Office of the Surgeon General (OSG) and the Office of the Assistant Secretary of Health (OASH) will determine which positions should be announced for Corps only or both Corps and Civil Service. 3. Most, if not all, of the DCCPR leadership positions will be announced (i.e. Branch Chiefs, Team Leads, Immediate Office of the Director). 4. The timeline for this is yet to be determined subsequent to #1 and #2. 5. The goal is to move as efficiently as possible.

- CDR Matt Dionne asked about the recently posted recruiting guidelines and whether this affects officers in current positions. RADM Giberson emphasized that the guidelines are a proactive strategic direction to get the right individuals into the PHS based upon our needs.
  - LCDR Ted Hall wondered about the impact of the Billet Transformation process on promotion. The promotion boards will be made aware to use the higher of the two billets that exist within the Transformation process so that officers are not adversely affected. Right now there is a question pending about where to reflect the higher billet if that is a result of the Transformation process as it will not reflect in the PIR yet.
  - CDR Jonathan Dando asked about COER's from this past year and what the results of the evaluation in comparison to previous years showed. RADM Giberson mentioned the overall scores were slightly lower. He also mentioned individuals wanted to have more room to provide comments and the attachment should have been from the rater and not the officer. For this upcoming year, the scores will go from rater to officer rather than reviewer first (this is how the process used to occur). Ongoing evaluation continues to occur and RADM Giberson mentioned the new COER took place due to the requirement to regularly evaluate and update our evaluation process.
  - CDR Peter Diak inquired about when permanent promotions will be reflected in the OPF. More information will be provided about this topic as the information is related to other decisions being currently made.
  - CDR Rachel Rivera mentioned the DoD did a recent review of retirement within their department. She wondered if we have a voice in these discussions. RADM Giberson said that no legislation has been put forward yet so the topic is only a DoD discussion for now. We do have our Commissioned Officers Association to advocate on our behalf. Due to the fiscal environment, a lot of considerations are on the table and we are keeping our eyes on the discussions.
  - CAPT Ed Stein asked RADM Giberson to provide an update on the Billet Transformation within other disciplines of the PHS Corps. Pharmacy leads the pack of large categories for now with the Nursing category closely behind us. We are evaluating the outcomes of the process along with the Nursing category. Both categories make up one-third of the PHS Corps so we have a lot to share from lessons learned.
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**Communication Section** → LCDR Cynthia Gunderson ([Cynthia.gunderson@ihs.gov](mailto:Cynthia.gunderson@ihs.gov))/LCDR Marisol Martinez ([marisol.martinez2@amedd.army.mil](mailto:marisol.martinez2@amedd.army.mil))

- No report for this month.

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**Readiness Section** → CDR Nate Yale ([nate.yale@ihs.gov](mailto:nate.yale@ihs.gov))/ CDR Daniel Brum ([dan.brum@fda.hhs.gov](mailto:dan.brum@fda.hhs.gov))

- Officers are reminded to continue to check their readiness status on Direct Access. A report will be generated at the end of September that reflects our success in meeting basic readiness, which gets forwarded to the Office of Management and Budget.
- We are just over 90% in meeting basic readiness as a category. When you compare us to other categories, the Pharmacy category is about average.
- The Readiness section will have a meeting on September 9<sup>th</sup> to review goals and plans for the upcoming year. A second meeting is expected to occur on October 7<sup>th</sup>. CDR Brum will provide an update to the PharmPAC after those discussions take place.

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**Career Development Section** → CDR Michael Crockett ([mcrockett@bop.gov](mailto:mcrockett@bop.gov))/CDR Jonathan Dando ([jonathan.dando@cherokeehospital.org](mailto:jonathan.dando@cherokeehospital.org))/LCDR Jefferson Fredy ([jefferson.fredy@ihs.gov](mailto:jefferson.fredy@ihs.gov))

- The Billet Transformation continues with category specific billets undergoing a thorough review at the Agency level. The review should be complete within one week and the results will be compiled and provided to the PAC for an overall review. The whole package will be evaluated and signed before being sent to individual OPF's to reflect in the PIR.
- Multi-disciplinary billets are currently being rolled out. If you are in this type of billet, please pay close attention to your email to get the process started. The email will originate from "CCBillets". The multi-disciplinary billet section will proceed quickly so officers need to stay on top of the steps they need to complete.
- The Commissioned Corps Mentoring Network update continues. The goal is to have the new system ready to go before the new wave of officers come on board.
- CDR Dando reminded officers to begin to plan for completing their COER, especially the narrative. Please use action verbs and language that reflects you well. If you were called to duty before July 1, you complete a regular COER. If you came on duty after that day or transferred, consider doing a transfer COER.
- The CV template has been updated with some minor changes. There will be a word document placed on the PharmPAC web page so officers can use it as a template.
- Senior officers will be solicited to review CV's for younger officers. Be looking for an email to volunteer to review or to have your CV reviewed.
- CAPT Tom Berry wondered if the category specific billets were linked to the GS equivalent. CAPT Berry mentioned that in his agency, unless an officer occupies a GS-14, they will not be allowed to occupy an 06 billet. CDR Crockett stated that the category specific billets were intentionally not linked to the GS equivalent

due to the wide variety in duties among officers.

- CDR Crockett was congratulated for his election to the Chair-elect position for the PharmPAC. CDR Peter Diak will serve as the Chair for the PharmPAC beginning November 1, 2011.

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**Administration Section** → CDR Jennifer Fan ([Jennifer.fan@samhsa.hhs.gov](mailto:Jennifer.fan@samhsa.hhs.gov))/CDR Larry Lim ([Larry.Lim@fda.hhs.gov](mailto:Larry.Lim@fda.hhs.gov))/CDR Timothy Murray ([timothy.murray@ihs.gov](mailto:timothy.murray@ihs.gov))

- No report this month.
- The Associate member nominations have been received. An announcement will take place at the October 2011 PharmPAC.

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**Recruitment Section** → CDR Jim Czarzasty ([james.p.czarzasty@uscg.mil](mailto:james.p.czarzasty@uscg.mil))/LCDR Kristen Maves ([klmaves@scf.cc](mailto:klmaves@scf.cc))/CDR Aaron Middlekauff ([Aaron.p.middlekauff@uscg.mil](mailto:Aaron.p.middlekauff@uscg.mil))

- New University Point of Contacts (UPOC's) have joined the PharmPAC recently. Appointment letters signed by RADM Giberson have been sent so look for them to arrive soon for those selected.
- A collaborative with the recruitment section and the Physician's PAC continues. The PPAC has decided to adopt a similar program to ours with awarding medical students with a PHS award. They will start with a few medical schools initially.
- Another collaborative with DCCR focuses on using our UPOC's to target other disciplines during recruitment activities.
- LCDR Damion Killsback provided an overview of recruitment within the Indian Health Service. You may view the slides at: <http://prezi.com/cptb7a2zba6q/indian-health-service-headquarters-recruitment-and-retention-of-healthcare-professionals/>. Please also see the attachment titled PharmPAC Recruitment 9-1-11.

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**Chair-elect Report** → CDR Peter Diak ([peter.diak@fda.hhs.gov](mailto:peter.diak@fda.hhs.gov))

- A call for nominations to fill the role of the PharmPAC Executive Secretary for the 2011-2012 PharmPAC year will go out on the PHS Pharmacist listserv this afternoon. Please consider nominating yourself for this highly important position.
- A draft of the Pharmacy Prevention Strategy has been forwarded to our Surgeon General, VADM Regina Benjamin. Once the document has been finalized, a copy will be shared with the pharmacy category. Thanks to all the officers who contributed to this noteworthy project.

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**PAC Chair Report** → CDR Jeff Mallette ([jxmallette@bop.gov](mailto:jxmallette@bop.gov))

- Testing for the first Board of Pharmaceutical Specialties Ambulatory Care Pharmacy certification occurs in October. The PharmPAC has forwarded a position paper asking for this certification to be added to the list of approved special pay certifications in Commissioned Corps Instruction 22.2.8, Exhibit II. That has been forwarded to RADM Giberson who has submitted to the Commissioned Corps Pay Advisory Board for review.
- For those interested in the PHS Pharmacy Challenge Coin, the supply has been replenished. The PharmPAC just voted today to reduce the cost of the coin from \$12 to \$10. If you require shipping, the cost is \$2 for the shipping. Orders of 10 or more qualify for free shipping. The contact to order is CDR Laura Pincock – she can be contacted at [laura.pincock@fda.hhs.gov](mailto:laura.pincock@fda.hhs.gov). The order form can be viewed on the PharmPAC website – click on Administration, then PHS Coins, then ordering, then on “Click Here” on the top right. It will be updated with the new pricing soon.
- The next general meeting will be on October 6, 2011.

**Old/New Business** → CDR Jeff Mallette ([jxmallette@bop.gov](mailto:jxmallette@bop.gov))

- For officers in the FDA White Oak Building, CDR Diak has a supply of PHS Pharmacy Challenge Coins. Come by room 3408 in Building 22 if you would like to purchase a coin.

**The meeting was adjourned @ 1510.**

**Next Meeting Date: 06 October 2011, from 1400 to 1530 EST, Surgeon General’s Conference Room; Agenda and call-in information will be distributed prior to the meeting**

**Useful Links and Contact Info:**

- ◆ Emails: [PharmPAC@list.nih.gov](mailto:PharmPAC@list.nih.gov)  
[PHS-Pharmacists@list.nih.gov](mailto:PHS-Pharmacists@list.nih.gov)  
[PHS-RX-JOBS@list.nih.gov](mailto:PHS-RX-JOBS@list.nih.gov)  
[PHS-Rx-Students@list.nih.gov](mailto:PHS-Rx-Students@list.nih.gov)
- ◆ Listservs: PHS Pharmacists <https://list.nih.gov/archives/phs-pharmacists.html>  
PHS Rx Students <https://list.nih.gov/archives/phs-rx-students.html>  
OFRD <https://list.nih.gov/archives/ccrf.html>  
RPh Job Vacancies <https://list.nih.gov/archives/phs-rx-jobs.html>  
CCMIS <https://list.nih.gov/archives/ccinformation-1.html>  
CC Vacancies <https://list.nih.gov/archives/ccvacancies-1.html>

