



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

**Minutes of Meeting**  
**03 November 2011**  
**FDA White Oak Conference Room 1201**  
**1400-1530**

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**Members Present**

CDR Peter Diak (Chair), FDA-Silver Spring, MD  
CDR Michael Crockett (Chair-Elect), BOP-Pollock, LA  
CDR Jeff Mallette (Ex-Officio), BOP-Pensacola, FL  
CDR Daniel Brum, FDA-Silver Spring, MD  
CDR Jinhee Lee, SAMHSA-Rockville, MD  
CDR Larry Lim, FDA-Silver Spring, MD  
CDR Jeffrey Haug\*, ICE-Pearsall, TX  
CDR Timothy Murray, IHS-Claremore, OK  
CDR Aaron Sigler, FDA-Rockville, MD  
LCDR Troy Bernardo, BOP-Butner, NC  
LCDR Jefferson Fredey, IHS-Crownpoint, NM  
LCDR Brittany Keener, IHS-Anchorage, AK  
LCDR Marisol Martinez, DoD- San Antonio, TX  
LCDR Kristen Maves, IHS-Anchorage, AK

LCDR Jerome Lee\*, FDA-Rockville, MD  
LCDR Lisa Lee\*, BOP-Fairton, NJ  
LCDR Jodi Sparkman, IHS-Claremore, OK  
LCDR MaryJo Zunic, IHS-Albuquerque, NM  
LT Khang Ngo-IHS, Taholah, WA  
CDR Greg Dill (Assoc.), CMS-Chicago, IL  
CDR Christina Mead (Assoc.), HRSA-Denver, CO  
LCDR Fortin George (Assoc.), NIH-Bethesda, MD  
LCDR Andrei Nabakowski (Assoc.), OS-Rockville, MD  
LT Jai Patel (Assoc.), ICE-Taylor, TX  
LCDR Liatte Krueger (JOAG)-FDA-Parsippany, NJ

\*indicates PharmPAC alternate

**Excused members:** RADM Scott Giberson, CDR Aaron Middlekauff, CDR Dev Patel CDR, LCDR Tiffanie Myers, CDR Vasavi Thomas (Assoc.), LCDR Kenda Jefferson (Assoc.), LCDR Carmen Kelly (Assoc.)

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**Call to Order:** CDR Peter Diak ([Peter.Diak@fda.hhs.gov](mailto:Peter.Diak@fda.hhs.gov))

Meeting began at 1400, EST.

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**CPO Report:** CDR Peter Diak ([Peter.Diak@fda.hhs.gov](mailto:Peter.Diak@fda.hhs.gov)) in place of RADM Scott Giberson

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**Open Forum:** CDR Peter Diak ([Peter.Diak@fda.hhs.gov](mailto:Peter.Diak@fda.hhs.gov))

- Apologies from RADM Giberson for his absence due to an important meeting with the ASH Office.
- No questions were raised during the open forum.

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**Communication Section** → LCDR Marisol Martinez ([marisol.martinez2@amedd.army.mil](mailto:marisol.martinez2@amedd.army.mil)) / LCDR MaryJo Zunic ([MaryJo.Zunic@ihs.gov](mailto:MaryJo.Zunic@ihs.gov)), LCDR Jodi Sparkman ([jodi.sparkman@ihs.gov](mailto:jodi.sparkman@ihs.gov))

- LCDR Martinez introduced fellow Communication Section leads and spoke about upcoming term goals.
- They will re-vitalize the Publication Workgroup to increase visibility of PHS and PHS pharmacists through increased publications from a variety of different practice settings. You will hear more about this workgroup and how to get involved.
- Pharmacists Learning and Networking Together (PLANT) – lead by CDR Dan Brum. The goal is to publish 3 to 4 PLANT profiles during this term on the PharmPAC website. The committee welcomes your suggestions of pharmacists you would like featured, i.e., exceptionally good at what they do or they do something unique.
- This section will also begin utilizing the calendar on PharmPAC website. It will be populated with dates of future meetings or major events.
- We are looking for workgroup leads and people who would like to get more involved in PharmPAC to support these new initiatives.
- Facebook (FB) Workgroup update from CDR Stewart – The PharmPAC FB page is nearing an important milestone. It currently has about 930; the goal is to reach 1000 by the end of the year. Please share the page with pharmacy students and fellow officers, and encourage them to “Like” the page. We are seeking new members for a minimum of a 1-year term to help manage and organize the FB page. Duties would be to familiarize themselves with the HHS policy regarding social networking sites and with PharmPAC FB page, monitor and post pharmacy-related content, & participate in related workgroup activities. It may require work to be completed outside of normal business hours, since Agencies may not support FB activities during the work day. If you are interesting in volunteering, please reach out to CDR Stewart by **Friday, November 18, 2011** at [Kendra.Stewart@fda.hhs.gov](mailto:Kendra.Stewart@fda.hhs.gov), with a description of your past or current involvement with FB sites. To view the PharmPAC FB page, go to: [www.facebook.com/USPHSPharmacists](http://www.facebook.com/USPHSPharmacists)

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**Readiness Section** → CDR Daniel Brum ([dan.brum@fda.hhs.gov](mailto:dan.brum@fda.hhs.gov)) / LCDR Troy Bernardo ([tbernardo@bop.gov](mailto:tbernardo@bop.gov)) / LT Khang Ngo ([Khang.Ngo.USPHS@hotmail.com](mailto:Khang.Ngo.USPHS@hotmail.com))

- MAB and Compensation Branch moved from Rockville, MD to Silver Spring, MD (phone numbers/faxes same for now). New information about the address, contact information should be posted on the website and sent via email soon.
- Updating immunization records – you have the option of scanning/emailing **OR** faxing immunization data to MAB (not both). The fax machines are up and running. If you scan/email, send to Sam Bell ([Samuel.Bell@psc.hhs.gov](mailto:Samuel.Bell@psc.hhs.gov)) and Sally Bentsi-Enchill ([Sally.Bentsi-Enchill@psc.hhs.gov](mailto:Sally.Bentsi-Enchill@psc.hhs.gov)). This only applies to immunization records.
- Flu shot reminder and Basic Readiness reminder for all officers (including those up for promotion).

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**Career Development Section** → LCDR Jefferson Fredy ([jefferson.fredy@ihs.gov](mailto:jefferson.fredy@ihs.gov)) / CDR Aaron Sigler ([Aaron.Sigler@fda.hhs.gov](mailto:Aaron.Sigler@fda.hhs.gov)) / LCDR Tiffanie Myers ([tlmyers@bop.gov](mailto:tlmyers@bop.gov))

- The Benchmarks Committee reviewed and made minor recommendations for the 2013 Pharmacy Category Benchmarks. The committee was comprised of multi-Agency representatives with over a century's worth of experience. The report is undergoing review and will be presented to the CPO. The Committee members were: CAPT Sue Arnold, CAPT Jim Imholte, CAPT Mike Shiber, CAPT Deborah Thompson, CDR Mike Crockett, CDR Peter Diak, CDR Andrew Meagher, CDR Laura Pincock, CDR Aaron Sigler and LCDR Jefferson Fredy.
- The CV Review Committee is ready to help officers eligible for temporary and permanent promotion. To have your CV reviewed, please send it to LCDR Jefferson Fredy ([Jefferson.Fredy@ihs.gov](mailto:Jefferson.Fredy@ihs.gov)) or LCDR Tiffanie Myers ([tlmyers@bop.gov](mailto:tlmyers@bop.gov)).
- A new CV template was posted for a short time on the PharmPAC Career Development page of the PharmPAC website. It was taken down and replaced with the former CV template. The plan is to create a guide for an Officer Statement (OS) and Reviewing Officer Statement (ROS) to accompany a new CV template next spring. Officers can use either CV template. The promotion board will be briefed by RADM Giberson to focus on content. Officers will not be penalized for differences in formatting.
- ASHP Midyear Meeting is December 4-8, 2011 in New Orleans. The Federal Forum will be held Sunday Dec 4 from 12:30-5 PM, reception following. The Federal Forum theme is **Seizing the Opportunities to Network, Learn, and Advance**. Additional details will be disseminated during the December PharmPAC meeting.

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**Administration Section** → 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)) / CDR Jinhee Lee ([Jinhee.Lee@samhsa.hhs.gov](mailto:Jinhee.Lee@samhsa.hhs.gov))

- Welcomed new Section member, CDR Jinhee Lee.
- RADM John Babb Pharmacist Responder of the Year Award – call for nomination announcement was sent out earlier this week. Submit your nomination of a deserving pharmacist by **November 30, 2011**. More information can be found on the PharmPAC website (<http://www.usphs.gov/corpslinks/pharmacy/admins/awards.asp>). Contact CDR Christine Oliver at [Christine.Oliver@fda.hhs.gov](mailto:Christine.Oliver@fda.hhs.gov) or any of the Administration Section members if you have questions.

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**Recruitment Section** → LCDR Kristen Maves ([klmaves@scf.cc](mailto:klmaves@scf.cc)) / CDR Aaron Middlekauff ([Aaron.p.middlekauff@uscg.mil](mailto:Aaron.p.middlekauff@uscg.mil)) / LCDR Brittany Keener ([blkeener@anthc.org](mailto:blkeener@anthc.org))

- The Section reports excellent collaborations with DCCR and CAPT Coppola to help recruit other professions into Commissioned Corps. Recognize CAPT Imholte, LCDR Zunic and other officers who have offered to be points of contact for these schools. CDR

Diak recognized and applauded the Section's efforts to go to 5 dental and medical schools in the Southwest and Midwest to help recruit for other professions.

- ASHP Recruitment Booth has been funded by DCCR. 4 names will be sent forward for registration to lead Category Volunteers. Officers attending ASHP are welcome to stop by the booth. Email Section members if you are interested to help recruit at the booth.
- Student award nominations – more information to come.
- Documenting UPOC Activities via Survey Monkey – this new process will be added to the PharmPAC website. If you need access to the Survey Monkey link, email CDR Middlekauff. Thank LT Zach Woodward in the creation of this project.

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**Chair-elect Report → CDR Michael Crockett ([mcrockett@bop.gov](mailto:mcrockett@bop.gov))**

- Provided an update on Billet transformation process.
- Nearly done with category-specific transformation. Working with the last Agency to finalize revisions and corrections. Billet information will be uploaded to DirectAccess soon.
- Multi-disciplinary transformation – 174 Officers have not begun the process, 9 of them being pharmacists. CDR Crockett has reached out to them to encourage them to complete the transformation process. Administrative action may be taken if not completed.
- Contact CDR Crockett with questions about the process.
- Good article in Commissioned Corps Bulletin: Once Billets are uploaded, the higher of the two billets (i.e., your new transformation Billet or your current Billet) will be reflected in your PIR. It will be there for 2-years. However, if a position is vacated, then the position will maintain the new transformation Billet, because it is assumed that this is the most accurate billet grade for this position.

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**PAC Chair Report → CDR Peter Diak ([Peter.Diak@fda.hhs.gov](mailto:Peter.Diak@fda.hhs.gov))**

- Welcome to the 2012 PAC year.
- Acknowledged and thanked outgoing Chair, CDR Jeff Mallette, for his leadership, commitment, and service. He will serve in the Ex-Officio Chair position and will continue to serve as a valuable leadership advisor to this year's PharmPAC.
- Acknowledged and thanked 8 exiting PharmPAC members after 3 years of dedicated service and commitment to the Pharmacy category (CDR Jeff Mallette, CAPT Mike Shiber, CAPT Ed Stein, CDR Jim Czarzasty, CDR Jonathan Dando, CDR Jennifer Fan, CDR Nate Yale, LCDR Cynthia Gunderson)
- Welcomed our new members and alternates. Our new voting members are: CDR Jinhee Lee-SAMHSA, CDR Aaron Sigler-FDA, LCDR Troy Bernardo-BOP, LCDR Brittany Kenner-IHS, LCDR Tiffanie Myers-BOP, LCDR Jodi Sparkman-IHS, LCDR MaryJo Zunic-IHS, LT Khang Ngo-IHS.
- The new associate members are: CDR Greg Dill-CMS, CDR Christina Mead-HRSA, LCDR Kenda Jefferson-OS, LT Jai Patel-ICE.

- Acknowledged our outgoing and incoming Executive Secretaries. LCDR MaryJo Zunic has been extremely helpful in the transition and has been mentoring our new Executive Secretary, LCDR Juliette Touré.
  - Recognized Chair-Elect, CDR Mike Crockett for his efforts.
  - Recognized returning and incoming members for their tremendous efforts. Feel free to reach out to PAC leadership and Section leads with your ideas/questions, and let them know how you would like to volunteer.
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**Old/New Business** → CDR Peter Diak ([Peter.Diak@fda.hhs.gov](mailto:Peter.Diak@fda.hhs.gov))

- LT Khang Ngo provided an update on the 2012 USPHS Scientific and Training Symposium – June 19-21, 2012 (Tuesday through Thursday), located in the Washington D.C. metropolitan area. The theme will be "**Prevention Strategies for a Healthy Nation: Building on the Basics of Public Health.**" Currently accepting proposals for abstracts for the pharmacy category. Deadline is December 21. See <http://www.phscofevents.org> for more information. Call for speakers for Category day was sent out on November 1, requesting presentations that are relevant to the conference theme, to the practice of pharmacy, and to the needs of our category officers. Category day will be June 21, the last day. If you are interested in presenting, please send requested information to [JLyght@hrsa.gov](mailto:JLyght@hrsa.gov) by **November 21, 2011**.
  - PHS Pharmacy was invited by the Duquesne Pharmacy Class of 2014 to speak about pharmacy opportunities within the public health service. Thanked CDR Keith Olin, LCDR Damion Killsback, and LT Andrew Fine for attending this event with CDR Diak.
  - The PharmPAC is currently selling PHS Pharmacy challenge coins as our fund raiser for \$10 each (\$2 shipping charge). This is an important fundraising project as we use the proceeds for student and honor awards, as well as for PAC sponsored training events. Please purchase a pharmacy coin for yourself and/or your pharmacy students. You will be helping to strengthen the pharmacy category.
  - PharmPAC is soliciting new ideas for fundraising.
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**The meeting was adjourned @ 1450.**

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**Next Meeting Date: 01 December 2011, from 1400 to 1530 EST, White Oak Conference Room 1201; Agenda and call-in information will be distributed prior to the meeting**

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**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)

