

USPHS VetPAC Minutes 2000-2009

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Advisory Committee Minutes – DECEMBER 3, 2009

Veterinary Professional Advisory Committee Meeting

Phone number: 877-420-7930; Participant: 9961560

Date and Time: December 3, 2009, time 2:00-4 pm ET; Eastern Time

I. Call the meeting to order/Roll call: CDR Wright

- Please send an email to LCDR Nelva Bryant (ncb3@cdc.gov), to ensure that you receive recognition for your attendance.
- Approval of minutes: The October meeting minutes are still being reviewed and after corrections are made, they will be presented during the January 2010 meeting for approval.

VetPAC Voting Membership					
Attendance	Rank	Last Name	First Name	Subcommittee	Working Group
√	CDR	Wright	Jennifer	PAC Chair	Bylaws
√	CDR	Campbell	Princess	PAC Chair-elect; Recruitment and Retention Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
√	CAPT	Ross	Marianne	Website Chair	
absent	CAPT	Schech	Mat	Meetings Co-Chair	
√	CDR	Bourke	Tracey	Public Information Chair	
√	CDR	McQuiston	Jennifer	Awards Chair	
√	CDR	Guerra	Marta	Recruitment and Retention Co-Chair	
√	CDR	Gibbins	John	Website; Readiness and Response Co-Chair	
absent	CDR	Kriete	Martin	Meetings Chair	
√	LCDR	Skinner- Harris	Brianna	Career Development Chair	
absent		Campagnolo	Enzo		
√	LCDR	Rockwell	Catherine		Deployment Guide
√	LT	Wilson	Wanda	Awards Co-Chair	
absent	CAPT	Thomas	Tom	Ex-Officio	
absent		Babcock	Sarah		
absent	CAPT	Ostrowski	Stephanie	Readiness and Response Chair	
√	CAPT (IRR)	Clemmons	Roger	Reserve Corps	

Veterinary Professional Category Officers in attendance:

Rank	Last Name	First Name	Agency/Institution
CAPT	Spires	Charlotte	FDA
	Barton-Behravesh	Casey	CDC
	Shibukawa-Kent	Renee	FDA
LCDR	Lanier	Willy	CDC
LCDR	Davidson	Lauren	NIH
LCDR	Bair-Brake	Heather	CDC
	Taylor	Ethel	CDC
LCDR	Hale	Christa	CDC
LCDR	Robertson	Kis	CDC
CAPT	Bisgard	Kris	CDC
LCDR	Jarman	Dwayne	CDC
CAPT	Galland	G. Gale	CDC
	Holzbauer	Stacy	CDC
	Carter	Kris	CDC

II. PAC Chair Comments: CDR Wright

- Last PAC call for the year and the last time CDR Wright will be transitioning out as PAC Chair and CDR Princess Campbell will take over on January 1, 2010.
- Thanked CAPT Tom Thomas, CAPT Hugh Mainzer, LCDR Heather Bair-Brake for all of their contributions to the category.
- CDR Wright has established a listserv to distribute information amongst our category. Directions for how to subscribe/unsubscribe are below.
 - LISTSERV@CDC.GOV is the address you use to subscribe or unsubscribe. When sending a COMMAND to the List Server, do not put anything in the subject field of the Outlook email message, remove your signature block, and start the command at the very top of the body of the message.

To subscribe your address send an email to listserv@cdc.gov (with no subject in the subject field). In the body of the email, at the very top, you type:

SUBSCRIBE PHS-Veterinarians Jennifer Wright (obviously use your name here)

OR

To unsubscribe:

Signoff PHS-Veterinarians your email address

- Need an officer to assist our category with fund raising options/ideas. We need funds to continue to provide awards to our officers.

III. Updates

OCCFM: No update

Direct Access (Officer Profile)-LCDR Mark Agnello

- LCDR Agnello recommended that all officers review their information within direct access.
- Any incorrect data found can be corrected by contacting OCCO or Coast Guard help desks.
- Eventually all of the information within our OPF, OFRD, and pay will go into direct access.

IV. Subcommittee Business

Meetings: Heather Bair-Brake

- The CDC Veterinary Student Day is scheduled for January 25, 2010.
 - It is an event which is planned every 2 years to introduce veterinary students to the careers available in public health.
 - There will be approximately 350 students from the veterinary schools from the US and Canada present at the event.
 - LCDR Bair-Brake is requesting the assistance of PHS Veterinarians during the event, especially around lunchtime to represent PHS and answer questions from the students.
- USPHS Scientific Symposium Category Day is scheduled for May 25, 2010.
 - LCDR Bair-Brake is planning a great day for our category and will also be setting up a social event for the all PHS officers at the San Diego Zoo.
- AVMA 2010 is being held in Atlanta, Ga.
 - Still in the planning stages for this event.

Readiness: CDR Gibbins

- As 2009 draws to a close, we would like to compile an accurate listing of the 2009 deployment activities of our membership.
- If you deployed in 2009 (humanitarian, emergency response, training, etc.) please send an email with name, rank, operation name, and dates of deployment to CAPT Stephanie Ostrowski at sro1@cdc.gov and CDR John Gibbins at ffi9@cdc.gov by December 11, 2009.
- 2010 Deployments are being discussed and information will be shared once it is known.

Recruitment/Retention: CDR Campbell/LCDR Lanier

- CAPT Kris Bisgard announced that new EIS veterinary candidates must decide very soon if they will take the position and if they will join the PHS.

Awards: CDR McQuiston

- Three awards closing dates have recently passed.
- CDR McQuiston will be needing volunteers to serve on election committees to aid with the award determination process.

Career Development: LCDR Skinner-Harris

- LCDR Skinner-Harris would like to work with the new career development subcommittee chair person to assist with the future development of this subcommittee.

Website: CAPT Ross

- In 2010, CDR John Gibbins will take over as Chair of the Website Committee.
- CAPT Mainzer's photograph and biography are needed for OCCFM.

Public Information: CDR Bourke

- Send information by December 9, 2009 to CDR Tracey Bourke at Tracey.Bourke@fda.hhs.gov

JOAG updates: no update

COA Board: no update

Strategic Plan: CDR Rockwell/LCDR Bryant

- CDR Catherine Rockwell has composed an updated draft of the Veterinary Category Strategic Plan.
- LCDR Nelva Bryant compiled a list of veterinary stakeholders and drafted a letter asking for their participation in the development of our Strategic plan.

V. Workgroup Updates

Billets: no update

Deployment Guide: no update

VI. New Business

- 2011 Benchmarks
 - A separate Working Group has been working to revise the 2011 benchmarks for factors 1,4, and 5.
 - Remove benchmark 5 (the readiness all or none benchmark) because readiness is a requirement. This would become part of benchmark 1.
 - Awards have been revised to "strive for impacts that might result in higher level awards" rather than actually having that award in your file.
 - Recruitment-Associated recruiter has been removed and "documentation of informal recruitment activity" has been added in its place.
 - The VetPAC working group revised benchmark factors 2 and 3.
 - Several items were updated and brought the benchmarks in line with other categories
 - Benchmarks were approved as revised by a majority vote of the VetPAC voting members
 - Revisions will be submitted to the OSG through Capt Mainzer
- VetPAC Bylaws
 - Revisions were discussed, voted on by the VetPAC voting members, and approved.

VII. CPO Comments: CAPT Mainzer

- CAPT Mainzer announced the presence of a distinguished guest on the phone line.....RA James Steele.
- CAPT Mainzer thanked this years VetPAC members for their contributions.

- LCDRs Jarman and Davidson both received the US Coast Guard Citation Awards for their contributions during the Alaska deployment.

IX. Adjourn

Advisory Committee Minutes - October 29, 2009

Veterinary Professional Advisory Committee Meeting

Phone number: 877-420-7930; Participant: 9961560

Date and Time: October 29, 2009, time 2:30-4 pm ET; Eastern Time

I. Call the meeting to order/Roll call: LCDR Bryant / CDR Wright

- Please send an email to LCDR Nelva Bryant (ncb3@cdc.gov), to ensure that you receive recognition for your attendance.

VetPAC Voting Membership					
Attendance	Rank	Last Name	First Name	Subcommittee	Working Group
√	CDR	Wright	Jennifer	PAC Chair	Bylaws
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√	LCDR	Rockwell	Catherine		Deployment Guide
absent	LT	Wilson	Wanda	Awards Co-Chair	
√	CAPT	Thomas	Tom	Ex-Officio	
√		Babcock	Sarah		
√	CAPT	Ostrowski	Stephanie	Readiness and Response Chair	
√	CAPT (IRR)	Clemmons	Roger	Reserve Corps	

Veterinary Professional Category Officers in attendance:

Rank	Last Name	First Name	Agency/Institution
LCDR	Freedman	Mark	CDC
	Knust	Barbara	CDC
CDR	Williams	SanYvette	EPA
LCDR	Lanier	Willy	CDC
LCDR	Davidson	Lauren	NIH
LCDR	Bair-Brake	Heather	CDC
LCDR	Buss	Bryan	CDC
CAPT	Jones	Estella	OCFFM
CDR	Hall-Robinson	Elvira	OCFFM
CAPT	O'Leary	Dan	CDC
LCDR	Jarman	Dwayne	
CAPT	Galland	G. Gale	CDC

II. PAC Chair Comments: CDR Wright

- Need for PAC members who are rotating off in December to have their **Special Assignment Award (SAA)** documentation to me **no later than December 1, 2009**.
 - This is a letter signed by you, documenting that you meet the criteria below, as well as your appointment letter from 2 years ago.
 - If you need an example, I will send out some from last year. I will submit these to CAPT Mainzer on December 1, 2009.
 - I'll send out one additional reminder very soon.

A **Special Assignment Award** is given to VPAC voting members for completing a successful full term on the PAC, with demonstration that there have been 30 days of activity. You are entitled to one for each completed term. You need to document 30 "days" of service, with a day being approximately equal to 2-3 hours worth of time. When requested you will need to provide the CPO with a summary of your VPAC activities and approximate time spent.

I encourage all of you to keep some type of log (like the one attached) of your activities which can include: participation in VPAC meetings, subcommittee work, manning the VPAC booth at CE meetings, assisting with Ret RADM Steele, etc. Logging 30 days of VPAC activities over a 2 year period is pretty easy to do considering how busy we are with VPAC activities! At the end of your tenure you will be asked to produce a list of activities as well as number of "days" participation, along with a scanned copy of your appointment letter (new members should be receiving this in the next few weeks). Please, when that letter is received, fax it to your OPF so you can locate it in 3 years!

- Longevity Award discussions ongoing with PAC chairs
- Need for additional folks to help w-Recruitment subcommittee
- Interested in exploring ideas the PAC can do to "fundraiser" - which I know is controversial and may not be something we can even do. But it's clear that we need to get some funds in our coffers and coin sales alone aren't going to do it. Is someone interested in exploring what is

allowable? I can certainly ask the other PAC chairs what they do, but I would like to have a contact person so they can send any information to you.

III. Updates

OCCFM – CAPT Jones/CDR Hall-Robinson

- CAPT Jones will be providing a summary of accomplishments from the biweekly meetings from the Office of Commissioned Corps Force Management (OCCFM).
- The key issues that she addressed were regarding the following:
 - Assignment Incentive Pay “AIP” (very low # of veterinarian applicants)
 - Health Care Special Pay Bill (not signed yet)
 - Post-911 GI Bill (no transferability to dependents for USPHS officers, yet)
- Attached below are the minutes from the OCCFM Bi-weekly meeting. (see end of document)

IV. Subcommittee Business

Meetings: CDR Guerra/CDR Kriete/CAPT Schech

Readiness: CAPT Ostrowski/CDR Gibbins

- MAJ Danielle Tack, US Army Veterinarian, has forwarded input from the VetPAC Readiness and Response Subcommittee to assist US Navy medical planners with preparations for CONTINUING PROMISE 2010.
 - Specific areas to address are the need for POCs in-country to assist planning efforts, the need to address recurring issues in obtaining necessary pharmaceutical and equipment supplies through Navy logistics system, and the further incorporation of veterinary public health missions (teaching, outreach, etc.) into the clinical services model.
 - No veterinarians were included on the Pre-deployment Site Survey (PDSS) teams.

LCDR Davidson/LCDR Jarman – Alaska deployment

Recruitment/Retention: CDR Campbell/LCDR Lanier

- We are concentrating our recruitment activities on our veterinary schools.
 - We need the help of the entire category to locate contact persons/ mailing addresses for our veterinary schools.
 - We also need help on as needed basis to contact veterinarians who are on the list of applicants to the Corps.

Awards: CDR McQuiston

Career Development: Lcdr Skinner-Harris

Website: CAPT Ross

Public Information: CDR Bourke

JOAG updates: LCDR Sinclair

COA Board: CAPT Spires

Strategic Plan: CDR Rockwell/LCDR Bryant

V. Workgroup Updates

Billets: CDR Campbell

- We are presently reviewing the multi-disciplinary billets.
- Next steps will be beta testing of the finished product.

Deployment Guide: CDR Rockwell

VI. Old Business

VII. New Business

VIII. CPO Comments: CAPT Mainzer

IX. Adjourn

Office of Commissioned Corps Force Management (OCCFM) October 20, 2009

**Submitting Office: Office of Commissioned Corps
Force Management (OCCFM)**

Date: October 16, 2009

Primary Achievements of the Week:

- Meetings were held to discuss the Assignment Incentive Pay (AIP) and plans to make recommendations for improving the program. To date, OCCFM has received and processed 1394 AIP applications, including 1140 applications that have been approved as Critical Public Health Assignments (CPHA) eligible for AIP, and 93 PHS-7065 (Contracts) and 93 PHS-1662 forms. Application criteria requested included: Hazardous Duty (105), Isolated Hardship (541), Medical and Dental (440), and Critical Needs Assignments (308); 85.8% (1197) requested \$2001-\$3000 per month, 0.3% (42) requested \$1001- \$2000 per month, and 11.11% (155) requested \$100-\$1000. AIP applications by professional category are as follows:

AIP Applications Submitted by Category		
PROFESSIONAL CATEGORY	NUMBER SUBMITTED	PERCENT of TOTAL
Medical	291	20.8%
Dental	225	16.1%
Nurse	252	18.7%
Engineer	28	1.2%
Scientist	18	1.2%

Environmental Health	14	0.1%
Veterinary	11	0.1%
Pharmacy	161	11.5%
Dietitian	28	0.2%
Therapy	35	0.2%
Health Service	296	21.2%
Multidisciplinary	35	0.2%
Total	1394	100.0%

- The Flag Grade Billet Review Process Advisory Panel, which is charged with reviewing the policies and procedures for designation of flag grade billets, completed on 28 September a review of the policy and the criteria by which flag billets are assessed. We are in the process of comparing the modified and the original criteria for concurrence. The Panel will provide a comprehensive report of the findings to include options and recommendations for enhancing the flag grade billet review process once the study for concurrence is complete.
- The Department of Veterans Affairs (VA) has advised that the assessment for FY 2009 Servicemembers' Group Life Insurance is \$575,753.00, due 1 April 2010. PEOD continues to evaluate ways to improve the process for the execution of these interagency agreements in an effort to meet the Department's fiscal responsibilities to the VA.
- The project to revise the Commissioned Officers' Effectiveness Report (COER) continues to progress. The instructions for the form were sent out for review by civilian supervisors for feedback on clarity and the feedback was positive. The building of the computer program continues on schedule as well. The COER is an essential part of an officer's personnel record and is used in multiple personnel functions. Meeting the needs of officers assigned to numerous HHS Operating Divisions/Staff Divisions and non-HHS organizations and stationed in geographically dispersed, culturally diverse locations has been a major goal and challenge of the project.
- PEOD is collaborating with the Physicians Professional Advisory Committee in a comprehensive study to determine the factors that affect retention of medical officers. The first focus group, hosted on 7 October, went very well.
- RMIS is working with the Commissioned Corps Systems Branch to consolidate and update all of the Corps IT system security forms. This work is part of both the Service Level Agreement project as well as the effort to meet HHS departmental security requirements.
- RMIS is working with the Division of Commissioned Corps Assignments, physical qualifications team to help fit the eCAD production system into their business processes.
- Participated in the Interagency Disability Educational Awareness Showcase (IDEAS) on at The George Washington University to learn more about Sections 504 and 508 of the Rehabilitation Act as well as Section 508 compliance requirements related to Corps information systems.
- Participated in the monthly contractor meeting with Macro International, Inc. to discuss the current status and next steps of various Corps recruitment and marketing activities.
- Participated in the monthly Compensation Policy Advisory Board (CPAB) meeting.
- Participated in the OPHS All Hands Meeting at the Navy Shipyard in Washington, D.C.
- Participated in the biweekly Military Advisory Panel meeting to approve new Basic Allowance for Housing rates and discuss policy management.
- Conducted monthly CPAB meeting to discuss implementation of new pay authorities.
- Participated in the SGPAC/CPO Combined meeting.

Policies under development - See <http://dcp.psc.gov/eccis/>
Recently Signed by The Secretary

- 29 September - CCD, "Uniform Regulations."

Recently Submitted.

- Dated 30 September – Proposed PPM, “Revision to Limited Tours of Active Duty.”
- Dated 6 October – Proposed PPM, “Aiguillettes.”
- Dated 7 October – Proposed CCI, “Uniforms and Appearance.”
- Dated 7 October – Proposed CCI, “Special Uniform Situations.”
- Dated 7 October – Proposed CCI, “Uniforms for Female Officers.”
- Dated 7 October – Proposed CCI, “Uniforms for Male Officers.”
- Re-dated 30 September (from 30 April) - Proposed CCI, "Substance Abuse." *OCCFM received OGC and OSC comments. Numerous meetings have been held with OGC, OCCO, OSG and PSC to address concerns. Mr. Goldstein from OPHS was also included in the meetings. The most recent issue that OGC has been asked to address is the applicability of certain Departmental regulations (42 CFR Part 2) to the Corps. The law was changed after the regulations were published, explicitly excluding Uniformed Services.*

Awaiting Review and Signature from Office of the Secretary (OS).

- Re-dated 20 August (originally dated 30 March) Proposed CCD, "Health Professions Special Pays." *Transmittal and decision memorandum signed by ASH on 1 September and sent to OS. Received OGC comment on 8 September which was inserted into the CCD. The proposed CCD was resubmitted to OS on 17 September.*
- Re-dated 11 September (from 7 July and 18 June) - Proposed CCD, "Force Management." *Transmittal and decision memorandum signed by ASH on 7 May and sent to OS. OCCFM received OS OGC comments on 8 June. OCCFM re-submitted entirely new package to ASH with OGC's comments incorporated. On 9 July, Dr. Koh approved and package was forwarded to OS. OGC made additional comments. On 11 September, OCCFM submitted a revision to the 7 July document. The Acting SG, Senior Assistant to the ASH on Transformation, and Director of OCCFM all were in agreement regarding the changes.*
- Re-dated 8 June – Proposed CCD, “Deployment Readiness.” *Transmittal and decision memorandum signed by ASH on 7 October and sent to OS. In February, OCCFM received OGC comments from OS. On 5 May, OCCFM received additional comments from OGC on OCCFM's draft dated 20 March. Resubmitted entirely new package on 8 June. On 12 June, Acting ASH signed DM and forward package to the Office of the Secretary. Awaiting signature of the Secretary.* •

Blanket Memorandums of Agreement (BMAs) - Details

Recently signed BMA

- **Signed by ASH and WRAMC** BMA - Walter Reed Army Medical Center.
- **Signed by ASH and AFHSC** BMA – U.S. Army - Armed Forces Health Surveillance Center

Draft review stage

- **NOAA** BMA - National Oceanic and Atmospheric Administration – (Draft 31 March) NOAA submitted comments to OCCFM on 7 October. OCCFM is reviewing.
- **NNMC** BMA - National Naval Medical Center - (Draft 20 April and 12 June) OCCFM received an inquiry regarding a draft BMA with NNMC. Meeting was set-up and NNMC postponed the meeting. On 11 June, NNMC indicated intention to move forward. OCCFM will prepare a final draft for NNMC's review; awaiting required text and information from NNMC. OCCFM received an e-mail from NNMC on 16 October and on 19 October OCCFM submitted another draft MOA to NNMC.
- **BOP** BMA – Federal Bureau of Prisons – (Draft 5 August) To RADM Kendig. BOP contacted OCCFM requesting a meeting.
- **USDA** BMA – U.S. Department of Agriculture. (Draft 18 December 2008) OCCFM submitted final draft BMA to USDA for approval. Recent changes in the USDA leadership has delayed progress on this MOU.
- **USMS** BMA - U.S. Marshals Service. (Draft 2 December 2008) OCCFM submitted draft to USMS. USMS made some suggested changes. Discussion between USMS and OCCFM on 31 March. USMS is revising
- **CG** BMA - U.S. Coast Guard – (Draft 11 February) CG is reviewing.

- **DoD TMA** BMA – Department of Defense TRICARE Management Activity (Draft 20 August). DoD TMA is reviewing.
- **EPA** BMA – Environmental Protection Agency – (Draft 4 May/No response from EPA/OCCFM sent updated version 19 August).

Top Challenges:

Major Meetings, Conferences and Events: RADM Canton was presented with an award by Illinois Wesleyan University and made a presentation on the US Public Health Service.

Prospective: RADM Canton invited to be the key note speaker at the Veterans' Day Celebration on St. Croix and St. Thomas on November 11, 2009.

Meetings Held:

- A Latino Cultural Competency training workshop was offered in collaboration with the Office of Minority Health. A total of 28 individuals from different OPDIVs/STAFFDIVs attended the presentation. Mr. Guadalupe Pacheco was the presenter. This event marked the end of this year's observance of the National Hispanic Heritage Month observance.

Staffing Update:

- CAPT Christine Benally has been selected to join the PEOD staff in November. She will bring a wealth of experience and strong epidemiology skills.
- We anticipate receiving the Certificate for the Staff Assistant position.

Congressional Inquiries:

Other Departmental Activities:

FOIA Requests:

Noteworthy:

Advisory Committee Minutes – June, 2009

Date and Time: Thursday, June ??, 2009, 2:00-4:00 p.m. Eastern Time

I. Call the meeting to order/Roll call: CDR Wright/CDR John Gibbins

- Please send an email to LCDR Nelva Bryant (ncb3@cdc.gov), to ensure that you receive recognition for your attendance.

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√		Campagnolo	Enzo		
√	LCDR	Rockwell	Catherine		Deployment Guide
Excused absence	LT	Wilson	Wanda	Awards Co-Chair	
√	CAPT	Thomas	Tom	Ex-Officio	
Excused absence		Babcock	Sarah		
√	CAPT	Ostrowski	Katherine	Readiness and Response Chair	

Veterinary Professional Category Officers in attendance:

Rank	Last Name	First Name	Agency/Institution
LT	Hale	Christa	CDC
LT	Lanier	Willy	USDA
LCDR	Bair-Brake	Heather	CDC
LCDR	Buss	Bryan	CDC
CAPT	O'leary	Dan	CDC, CEFO, Wyoming
CDR	Hall-Robinson	Elvira	FDA
	Clemmons	Roger	
CAPT	Altekruse	Sean	USDA, FSIS
	Barton-Bahravsh	Casey	

II. Approval of Minutes: CDR Wright

The May minutes were approved as written.

III. PAC Chair Comments: CDR Wright

- Congratulations to our recently promoted officers.
- Applications for those interested in serving a 3 year term on the VetPAC beginning in January 2010 will be sought in the next few weeks. Goal is to hold the election by the end of July to allow ample time for SG confirmation.
- Please send updates for the Category newsletter to CDR Bourke.
- An assimilation board may be held this fall or winter. More details to follow.

IV. CPO Comments: CAPT Mainzer

- The PHS/CC has been included in language on several pending pieces of legislation. See the library of Congress website for details.
- Congratulations to our Category officers who pin on their new promotions by July 1st.
- CAPT Mainzer will be asking some 0-6 officers to represent him at OPDIV ceremonies which he can't attend.
- 3 officers are not basic ready qualified. CAPT Mainzer will call each individual to discuss.
- Some new CC officers are in the incoming EIS class.

V. Subcommittee Business

Meetings: CDR Kriete/CAPT Schech

- AVMA 2009: PHS booth has been procured for the exhibit hall.

Readiness: CDR Gibbins

- CAPT Ostrowski, CDR Gibbins, and CAPT Spires met recently to discuss transition of committee chairs and plans for the committee going forward.
- Volunteers needed for Pacific Partnership 2009-contact OFRD with cc to CAPT Ostrowski and CAPT Mainzer if interested.

Recruitment/Retention: LT Lanier

No update.

Awards: CDR McQuiston

No update.

Career Development: CDR SanYvette Williams

- Mentoring checklist is being developed and is ready for PAC review.

Website: CAPT Ross

- New website status...no change.
- In the interim, the following has been accomplished: updating of the current website with new charter information, last 7 months of VetPAC meetings, upcoming deployments, and how to order a category coin.
 - If you'd like to access the website, go to http://www.fda.gov/cvm/vcc_default.htm.

Public Information: CDR Bourke

- A joint May/June announcement newsletter will be produced. Send information to CDR Bourke.

JOAG updates: LCDR Sinclair

- **No update.**

COA Board: CAPT Spires

- Corps RA increased from 2800 to 4000.
- Much activity in preparation for COA.

VI. Workgroup Updates

Billets: no update

Deployment Guide: LCDR Rockwell

- Rough draft ready for review-contact her if interested. CDR Wright will also distribute copies at COA.

Bylaws: no update

Policy Advisory Council: CDR Wright

- Many policies in review/development.

VII. Old Business: none

VIII. New Business

- A proposal for Categories to address OBC attendees via teleconference and have a representative attend graduation was unanimously approved by the PAC membership. This proposal was previously sent out to the PAC. Contact CDR Wright if interested in participating in a leadership role.
- CAPTR Clemons is developing the IR Subcommittee and looks forward to enhanced communication and participation between IR and Active Duty officers.

IX. Adjourn:

Next meeting to be announced.

VetPAC Subcommittee Groups					
	Rank	Last Name	First Name	Subcommittee	Committee members
	CAPT	Spires	Charlotte	COA	
	CDR CDR	Campbell Guerra	Princess Marta	Recruitment and Retention	LT Willy Lanier
	CAPT CDR	Ross Gibbins	Marianne John	Website	LCDR Kis Robertson, CDR Martin Kriete, LCDR Catherine Rockwell, and LCDR Bryan Buss
	CAPT CDR	Schech Kriete	Mat Martin	Meetings	LT Heather Bair- Brake
	CAPT	Ostrowski Gibbins	Stephanie John	Readiness	
	CDR	Bourke	Tracey	Public Information Chair	LT Heather Bair- Brake
	CDR	McQuiston Wilson	Jennifer Wanda	Awards	Casey Barton Behravesh
	LCDR	Skinner-Harris	Brianna	Career Development	
		Campagnolo	Enzo		
	LCDR	Sinclair	Julie	JOAG	
VetPAC Working Groups					
	Rank	Last Name	First Name	Working Group	Working Group members
	CDR	Campbell	Princess	Billets	
	LCDR	Rockwell	Catherine	Deployment Guide	
	CDR	Wright	Jennifer	Bylaws	LT Christa Hale
	CAPT	Brown	Patricia	Policy WIPT	

Advisory Committee Minutes – May 21, 2009

Date and Time: Thursday, May 21, 2009, 2:00-4:00 p.m. Eastern Time

I. Call the meeting to order/Roll call: CDR Wright/LCDR Bryant

- Please send an email to LCDR Nelva Bryant (ncb3@cdc.gov), to ensure that you receive recognition for your attendance.

VetPAC Voting Membership					
Attendance	Rank	Last Name	First Name	Subcommittee	Working Group
√	CDR	Wright	Jennifer	PAC Chair	Bylaws
Excused absence	CDR	Campbell	Princess	PAC Chair-elect; Recruitment and Retention Chair	Billets
√	CAPT	Mainzer	Hugh	Chief Professional Officer	
√	CAPT	Ross	Marianne	Website Chair	
√	CAPT	Schech	Mat	Meetings Co-Chair	
√	CAPT	Spires	Charlotte	COA liaison	
√	CDR	Bourke	Tracey	Public Information Chair	
√	CDR	McQuiston	Jennifer	Awards Chair	
absent	CDR	Guerra	Marta	Recruitment and Retention Co-Chair	
√	CDR	Gibbins	John	Website; Readiness Co-Chair	
Excused absence	CDR	Kriete	Martin	Meetings Chair	
Excused absence	LCDR	Skinner-Harris	Brianna	Career Development Chair	
Excused absence		Campagnolo	Enzo		
√	LCDR	Rockwell	Catherine		Deployment Guide
Excused absence	LT	Wilson	Wanda	Awards Co-Chair	
√	CAPT	Thomas	Tom	Ex-Officio	
Excused absence		Babcock	Sarah		

Veterinary Professional Category Officers in attendance:

Rank	Last Name	First Name	Agency/Institution
LT	Nichols	Megin	DOH
LT	Hale	Christa	CDC
LT	Lanier	Willy	USDA
CDR	Williams	SanYvette	EPA
LCDR	Bair-Brake	Heather	CDC
LCDR	Buss	Bryan	CDC

II. Approval of Minutes: CDR Wright

LCDR Rockwell recommended March minutes is approved as written. CDR Gibbins seconded the motion; motion passed.

III. PAC Chair Comments: CDR Wright

- Decision whether to hold June VetPAC meeting is pending-decision will be distributed to Category via email.
- Congratulations to our recently promoted officers.
- A couple of junior officers are still needed for COA/COF-contact CAPT Schech if interested in volunteering.
- CAPT Spires has resigned from the VetPAC due to the demands of her new job; she will continue to serve on the Readiness and Response Subcommittee and as COA liaison. Thanks to CAPT Spires for her leadership on the VetPAC and as Readiness Subcommittee chair. CAPT Ostrowski will serve as Chair through the rest of the year with CDR Gibbins serving as Co-Chair.
- Applications for those interested in serving a 3 year term on the VetPAC beginning in January 2010 will be sought in the next few weeks. Goal is to hold the election by the end of July to allow ample time for SG confirmation.
- Please send updates for the Category newsletter to CDR Bourke.
- An assimilation board may be held this fall or winter. More details to follow.

IV. CPO Comments: CAPT Mainzer

- Congratulations to our Category officers who were recently selected for promotion.
- The Veterinary Category is the first in USPHS to achieve 100% readiness. Kudos to the Readiness Subcommittee members and the entire Category for this achievement-these results has been favorably noticed by OFRD and OSG.
- CAPT Mainzer will request a meeting in the near future with the Readiness and Response Subcommittee to discuss the role of veterinarians in support of ESF-8 tasks. Talks have been ongoing with ASPER about this issue.
- Thanks to those who have or will be deploying in support of the health diplomacy missions.
- Volunteers are needed to staff Tier 1 and Tier 2 teams-a recent email was sent out to all PHS officers soliciting volunteers.
- Discussions continue about potential increases for special pays-target is implementation in FY 2010 if approved.
- CAPT Mainzer will be looking to the Recruitment and Retention Subcommittee for assistance in addressing issues surrounding the recent GAO report documenting shortages of veterinarians in the federal workforce.
- Please attend COA/COF if possible-an excellent Category Day and social event have been planned.
- Recruiting efforts continue-the Career Development subcommittee will be engaged in reviewing Category benchmarks and CV format.
- CAPT Clemmons, an Inactive Reserve officer, will become a voting VetPAC member pending SG approval and will serve as liaison/POC to get IR officers more engaged with the VetPAC and seek opportunities to serve.
- The policy on revised appointment standards is in final review.

V. Spotlights

New Category Member: LCDR Mark Freedman

LCDR Mark Freedman graduated from the University of Tennessee in 1994 and spent 10 years in practice. He earned an MPH from the University of Washington in 2004. He did a fellowship at CDC in chronic diseases (arthritis), an internship at Emory (HIV in Africa), a short stint in immunizations at CDC as a contractor, and was commissioned in February. He currently is the project officer for the Medical Monitoring Project involved in HIV research. He attended OBC last week and is excited to be part of the Category.

VetPAC Member: CDR Jennifer McQuiston

CDR Jennifer McQuiston entered the PHS and CDC in 1998 as an EIS officer in viral and rickettsial diseases/rabies branch. She stayed on as a staff epidemiologist, and then did a tour with the Global Migration zoonotic disease team. She returned to rickettsial diseases as the epi team lead, which is her current location. She has had the opportunity to be involved in many exciting investigations, such as:

- 2001: UK FMD response with USDA
- 2002: LPAI, Virginia with USDA
- Monkeypox in the US; Q fever in Bosnia

CDR McQuiston loves public health and is happy to discuss EIS with potential applicants.

Update on recent deployment: LCDR Bryan Buss

LCDR Buss earned his DVM in 1989, and practiced for 15 years. He earned an MPH in 2005, and was in the EIS class of 2006 in Nebraska. He is still in Nebraska as a CDC Career Field Epidemiology Officer. LCDR Buss deployed in March on the USNS Comfort in support of Operation Continuing Promise 2009. The veterinary mission had a very high profile with the Command element. LCDR Buss provided clinical veterinary services and training in Haiti and the Dominican Republic. Significant supply issues were encountered early on; the Army and host nation assets were invaluable in getting needed supplies. Rabies vaccination was a priority in Haiti and security concerns limited travel in the countryside. Mobility was better in the Dominican Republic with services provided to pets and small farms with a variety of species. LCDR Buss stated it was a learning experience and recommends deployment to other officers.

LCDR Jarmon raised this issue of using inexpensive video cameras to document experiences for marketing the Category (he has experience doing this in IHS). He will send information about the technology to CDR Wright.

VI. Subcommittee Business

Meetings: CDR Kriete/CAPT Schech

- Could use two more junior officers Aide-de-camp for the COA.
- LCDR Heather Bair-Brake discussed the COA Social at the Georgia Aquarium. The event will be on Tuesday pm during the conference and offers private viewing and dinner/dessert with cash bar. Dress is casual with tickets 65.00-everyone invited.
- AVMA 2009: PHS booth has been procured for the exhibit hall.

Readiness: CDR Gibbins

- CAPT Ostrowski, CDR Gibbins, and CAPT Spires met recently to discuss transition of committee chairs and plans for the committee going forward.

- Volunteers needed for Pacific Partnership 2009-contact OFRD with cc to CAPT Ostrowski and CAPT Mainzer if interested.
- Category is 100% Basic Ready.

Recruitment/Retention: LT Lanier

- Conducted successful recruiting event at Oregon State. Joint venture with PHS/FSIS-FSIS picked up the tab for lunch. Approximately 50 people attended.
- 51 Category members responded to the recent “Alma Mater” survey. We have staff in 18 states for recruiting outreach. CAPT Thomas reported the revision of the Associate Recruiter Program is on hold-please continue efforts and documentation as before.

Awards: CDR McQuiston

- Nominations for the McCallam Award are due soon. POC is Wanda Wilson.

Career Development: CDR SanYvette Williams

- Mentoring checklist is being developed and is ready for PAC review.

Website: CAPT Ross

- New website status...no change.
- In the interim, the following has been accomplished: updating of the current website with new charter information, last 7 months of VetPAC meetings, upcoming deployments, and how to order a category coin.
 - If you'd like to access the website, go to http://www.fda.gov/cvm/vcc_default.htm.
 - Unfortunately, this website will be eliminated in May 2009.

Public Information: CDR Bourke

- A joint May/June announcement newsletter will be produced. Send information to CDR Bourke.

JOAG updates: LCDR Sinclair

- The Executive Committee recently finished voting for prospective incoming members. Many events are planned for the rapidly approaching COA.

COA Board: CAPT Spires

- Corps RA increased from 2800 to 4000.
- Much activity in preparation for COA.

VII. Workgroup Updates

Billets: no update

Deployment Guide: LCDR Rockwell

- Rough draft ready for review-contact her if interested. CDR Wright will also distribute copies at COA.

Bylaws: no update

Policy Advisory Council: CDR Wright

- Many policies in review/development.

VIII. Old Business: none

IX. New Business

- A proposal for Categories to address OBC attendees via teleconference and have a representative attend graduation was unanimously approved by the PAC membership. This proposal was previously sent out to the PAC. Contact CDR Wright if interested in participating in a leadership role.
- CAPR Clemons is developing the IR Subcommittee and looks forward to enhanced communication and participation between IR and Active Duty officers.

X. Adjourn: 1537 pm

Next meeting to be announced.

VetPAC Subcommittee Groups					
	Rank	Last Name	First Name	Subcommittee	Committee members
	CAPT	Spires	Charlotte	COA	
	CDR CDR	Campbell Guerra	Princess Marta	Recruitment and Retention	LT Willy Lanier
	CAPT CDR	Ross Gibbins	Marianne John	Website	LCDR Kis Robertson, CDR Martin Kriete, LCDR Catherine Rockwell, and LCDR Bryan Buss
	CAPT CDR	Schech Kriete	Mat Martin	Meetings	LT Heather Bair- Brake
	CAPT	Ostrowski Gibbins	Stephanie John	Readiness	
	CDR	Bourke	Tracey	Public Information Chair	LT Heather Bair- Brake
	CDR	McQuiston Wilson	Jennifer Wanda	Awards	Casey Barton Behravesh
	LCDR	Skinner-Harris	Brianna	Career Development	
		Campagnolo	Enzo		
	LCDR	Sinclair	Julie	JOAG	
VetPAC Working Groups					
	Rank	Last Name	First Name	Working Group	Working Group members
	CDR	Campbell	Princess	Billets	
	LCDR	Rockwell	Catherine	Deployment Guide	
	CDR	Wright	Jennifer	Bylaws	LT Christa Hale
	CAPT	Brown	Patricia	Policy WIPT	

Advisory Committee Minutes – March 19, 2009

Date and Time: Thursday, March 19, 2009, 2:00-4:00 p.m. Eastern Time

I. Call the meeting to order/Roll call: CDR Wright/LCDR Bryant

- Please send an email to LCDR Nelva Bryant (ncb3@cdc.gov), to ensure that you receive recognition for your attendance.

VetPAC Voting Membership					
Attendance	Rank	Last Name	First Name	Subcommittee	Working Group
√	CDR	Wright	Jennifer	PAC Chair	Bylaws
√	CDR	Campbell	Princess	PAC Chair-elect; Recruitment and Retention Chair	Billets
Excused absence	CAPT	Mainzer	Hugh	Chief Professional Officer	
√	CAPT	Ross	Marianne	Website Chair	
absent	CAPT	Schech	Mat	Meetings Co-Chair	
√	CAPT	Spire	Charlotte	Readiness chair; COA liaison	
√	CDR	Bourke	Tracey	Public Information Chair	
√	CDR	McQuiston	Jennifer	Awards Chair	
absent	CDR	Guerra	Marta	Recruitment and Retention Co-Chair	
√	CDR	Gibbins	John	Website Co-Chair	
Excused absence	CDR	Kriete	Martin	Meetings Chair	
√	LCDR	Skinner- Harris	Brianna	Career Development Chair	
√		Campagnolo	Enzo		
√	LCDR	Rockwell	Catherine		Deployment Guide
√	LT	Wilson	Wanda	Awards Co-Chair	
√	CAPT	Thomas	Tom	Ex-Officio	
√		Babcock	Sarah		

Veterinary Professional Category Officers in attendance:

Rank	Last Name	First Name	Agency/Institution
LT	Hale	Christa	CDC
CAPT	Brown	Patricia	NIH
LCDR	Montgomery	Susan	CDC
CAPT (IR)	Clemmons	Roger	University of Florida
CAPT	Jones	Estella	OCCO
LT	Greene	Kevin	USDA FSIS
CDR	Williams	SanYvette	EPA
LCDR	Bair-Brake	Heather	CDC
LCDR	Buss	Bryan	CDC

II. Approval of Minutes: CDR Wright

CDR Gibbins recommended February minutes be approved as written, the motion seconded the motion and passed.

II. PAC Chair Comments: CDR Wright

- A policy allowing for the use of the Coast Guard foul weather gear has been approved for those working in extreme cold areas. Policy is posted and was distributed to the category via email.
- There is a job posted by the National Park Service in Philadelphia, PA. According to the announcement, applicants in the EHO, HSO, and ENG categories will be considered. After further discussion with their administrator, officers from the Veterinary Category will also be considered. If interested, please send a cover letter and CV to Sonya Coakley at sonya_coakley@nps.gov.
- Apparently PHS flag shown on TV show "Lie to Me" last night - did anyone see the show who can comment? Update - yes, it was FDA related regarding a drug inspection. No mention of PHS, just showed flag/HHS flag...
- Efforts are continuing to push for waiver to allow 600 officers to be funded for travel to COA. Also requesting that CDC employees be allowed to use their training accounts to register. This has not been allowed in past years.
- Congress raised cap on regular Corps size from 2800 to 4000! Pushing through directive to secretary to determine % of officers at each rank to assimilate. No assimilation board this year; developing policies for future assimilation boards. We will pass on information as we receive it regarding whether existing applications are enough or whether those who have already applied will need to do so again. Refer to the Personnel Order Memorandum (POM) 09-001 for further information.
- PHS now covered under new GI bill. Not able to transfer eligibility currently, but working on that. Many thanks to COA and all of those who worked for this....
- Compensation branch developing thoughts for increased pays for additional "health professions" - CPO's are weighing in this week.
- OFRD may have money for more robust training with "stimulus" money and budget. Look for announcements for field based training.
- Leave WIPT being formed
- Additional WIPT being formed in May - standards of conduct. Keep eyes open for request to participate if interested.
- Assignment incentive pays applications being reviewed.
- 7 promotion boards completed (halfway through this year).

III. CPO Comments: CAPT Mainzer: no update

IV. PAC member spotlight – CDR John Gibbins

CDR Gibbins graduated from The Ohio State University College of Veterinary Medicine in 1992. Upon graduation, he worked in private mixed animal practice (primarily small animal, beef and dairy) from 1992-1997.

In search of a non-traditional way to use his veterinary degree, he joined the United States Air Force-1997 through 2006. He became a Public Health Officer (Flight Commander) and was stationed in the following locations:

Barksdale AFB, Bossier City LA, 1998-2000; Keesler AFB, Biloxi, MS, 2000-2002; Deployed on 9/11/01 to Ft. Dix, NJ in support of Operation NOBLE EAGLE; Deployed November 2001-March 2002 to Southwest Asia in support of Operation ENDURING FREEDOM. In 2002, he was accepted at the Uniformed Services University

of the Health Sciences (USUHS) Bethesda, MD and was able to complete a MPH degree. From 2003-2006, he served as an Infectious disease intelligence analyst at the Armed Forces Medical Intelligence Center (AFMIC) Ft. Detrick, MD and deployed to Thailand and Vietnam.

CDR Gibbins was accepted into the 2006-2008 Epidemic Intelligence Service Officer Program and was assigned to the National Institute for Occupational Safety and Health (NIOSH) in Cincinnati, OH. During this time, he was deployed aboard the USNS Mercy in support of Pacific Partnership 2008. He is presently serving as a senior staff veterinary epidemiologist/supervisory team leader, Hazard Evaluations and Technical Assistance Branch (HETAB), NIOSH.

CDR Gibbins has been active within the VetPAC (co-chair of the website committee) and served as the executive secretary in 2008. On a personal note, he has been married for nearly 15 years and has three daughters, age 8 and 5 year old twins. He is also a “Rabid” Ohio State fan.

Junior officer spotlight – LT Heather Bair-Brake

LCDR Bair-Brake received a Masters in Veterinary Science [Parasitology] from University of Kentucky and a DVM from Michigan State University in 2003.

Prior to graduating from MSU, LT Bair-Brake participated in an epi-elective rotation with the CAPT (Retired) Peter Schantz at CDC in the parasitology group. While there, she was able to work on the website, “Healthy Pets Healthy People”. That experience is what got brought her here to CDC. A few months after she completed the epi-elective, the website went live and CDC was looking for someone to be the website administrator. The first four years of her career at CDC were spent doing communications and partnerships around zoonotic diseases of pets and foodborne diseases. In 2007, she joined the Division of Global Migration and Quarantine and also joined the Commissioned Corps. Since joining, she has been actively participating in the actions of the Corps through writing a welcome brochure for new veterinary officers, co-planning veterinary category day for the 2009 COA Symposium, and recently agreeing to be the alternate voting member of the new Communications subcommittee.

V. Subcommittee Business

Meetings: CDR Kriete/CAPT Schech

- COF 2009: LT Bair-Brake
Veterinary Category day speakers will represent numerous facets of veterinary medicine and an exciting day of presentations are planned.
- AVMA 2009: No update

Readiness: CAPT Spires:

- LCDR Bryan Buss will be set to go on the 1st leg of the mission.
- Readiness numbers are at 98% for our category.

Recruitment/Retention: CDR Campbell/Guerra: No update

Awards: CDR McQuiston

- PHS Veterinarian of the Year nominations are due by COB Friday, April 3rd. Nominations should be sent to CDR Jennifer McQuiston at fzh7@cdc.gov.

- A CDC Award for recent EIS alumni (The James H. Steele Award for Veterinary Public Health) has a nomination deadline of Friday, March 20th. There may be some eligible Commissioned Corps Veterinarians. Nominations should be sent to CDR Jennifer McQuiston.

Career Development: LCDR Skinner-Harris

- The first meeting Officer Basic Course (OBC) task group meeting was held. The following was discussed at the meeting:
 - An event will be scheduled for a one-hour audio/visual conference with OBC attendees that will take place on Tuesday at 1830-1930 during the OBC.
 - A PAC Resource List identifying Category representatives will be included in OBC materials.
 - OBC attendees will be queried during the introduction of the OBC as to questions that are category specific and a representative for each category represented by the OBC attendees will be present.
 - Will need 2 people from each category available to answer questions, etc.
 - Other categories are sending representatives for the OBC Graduation Ceremonies.
 - If you are interested in participating in the OBC training and ceremonies and are in the DC region, please contact CDR Jennifer Wright.
- Mentoring checklist is being developed.
 - Will need senior officer volunteers to help with this.

Website: CAPT Ross

- New website status...no change.
- In the interim, the following has been accomplished: updating of the current website with new charter information, last 7 months of VetPAC meetings, upcoming deployments, and how to order a category coin.
 - If you'd like to access the website, go to http://www.fda.gov/cvm/vcc_default.htm.
 - Unfortunately, this website will be eliminated in May 2009.

Public Information: CDR Bourke

- Send information for April CPO bullets to CDR Tracey Bourke by April 3, 2009.
- The information (deployments, recent publications, etc) will be published by the 2nd Monday of each month.

JOAG updates: LCDR Sinclair

- Deadline for voting member applications for JOAG positions is March 27, 2009.

COA Board: CAPT Spires

- Corps RA increased from 2800 to 4000.
- 14.9 million dollar bill approved for the Transformation of the Corps.
- Recruitment efforts are even more important in light of these new revelations.

VI. Workgroup Updates

Billets: CDR Campbell: no update

Deployment Guide: LCDR Rockwell

- Expect to have a draft for review by the Readiness and Response subcommittee by the end of March

Bylaws: LT Hale: no update

Policy Advisory Council: CAPT Brown

- Have met 3 times thus far.
- Discussed review periods and turn around times which seem to be inadequate and do not allow enough time to properly review the policies.
- Discussed WPIT processes and how to keep the PAC and CPO involved with the issues addressed.

VII. Old Business

- Associate Recruiter Program will be disbanded.
 - 2 officers per category/region will be chosen as associate recruiters.
 - Review committee for applicants needed, as well.
 - More emails will follow in reference to this.

VIII. New Business

- Contact CAPT Sean Altekruse if you are interesting in attending a recognition dinner for RADM Tollefson before she departs the US for her new assignment overseas.

X. Adjourn: 3:06 pm

Next meeting April 16, 2009, 2-4 ET.

VetPAC Subcommittee Groups				
Rank	Last Name	First Name	Subcommittee	Committee members
CDR CDR	Campbell Guerra	Princess Marta	Recruitment and Retention	LT Willy Lanier
CAPT CDR	Ross Gibbins	Marianne John	Website	LCDR Kis Robertson, CDR Martin Kriete, LCDR Catherine Rockwell, and LCDR Bryan Buss
CAPT CDR	Schech Kriete	Mat Martin	Meetings	LT Heather Bair- Brake
CAPT CDR	Spires Bourke	Charlotte Tracey	Readiness and COA Public Information Chair	LT Heather Bair- Brake
CDR	McQuiston Wilson	Jennifer Wanda	Awards	Casey Barton Behraves
LCDR	Skinner-Harris Campagnolo	Brianna Enzo	Career Development	
LCDR	Sinclair	Julie	JOAG	
VetPAC Working Groups				
Rank	Last Name	First Name	Working Group	Working Group members
CDR	Campbell	Princess	Billets	
LCDR	Rockwell	Catherine	Deployment Guide	
CDR	Wright	Jennifer	Bylaws	LT Christa Hale
CAPT	Brown	Patricia	Policy WIPT	

Advisory Committee Minutes – February 19, 2009

Date and Time: Thursday, February 19, 2009, 2:00-4:00 p.m. Eastern Time

I. Call the meeting to order/Roll call: CDR Wright/LCDR Bryant

2009 Veterinary Professional Advisory Committee Members

Committee Member	Present or Absent
CDR Jennifer Wright, Chairperson	Present
LCDR Nelva Bryant, Executive Secretary	Present
CDR Martin Kriete	Absent
CAPT Marianne Ross	Present
CAPT Charlotte Spires	Present
CDR Tracy Bourke	Absent
CDR Jenifer McQuiston	Absent
CDR Marta Guerra	Absent
CDR John Gibbins	Present
CDR Princess Campbell	Absent
LCDR Brianna Skinner-Harris	Present
Enzo Campagnolo	Absent
LCDR Catherine Rockwell	Present
Wanda Wilson	Present
Sarah Babcock	Absent
CAPT Schech	Present

Non-committee members in attendance:

LCDR Julie Sinclair
LCDR Bryan Buss
CDR Sanyvette Williams
CAPT Tom Thomas
Roger Clemmons

LT Megin Nichols
LCDR Kis Robertson
CDR Alicia Anderson
LCDR Stacy Holzbauer
LT Christa Hale

II. Approval of Minutes: CDR Wright

A motion to approve the January VetPAC minutes was made by CDR Gibbins and was seconded by CAPT Schech. Minutes were approved.

II. PAC Chair Comments: CDR Wright

CDR Wright discussed the following issues:

- A WIPT was formed to assess how services can be improved in the areas of policy. CAPT Pat Brown has agreed to be our representative to this WIPT.
- The AAVMC career fair is occurring in DC on March 13, 2009. CDR Wright and potentially CAPT Thomas will be attending to represent the Veterinary category of the USPHS.
- PAC chairs are looking into the OBC curriculum to see where improvements can be made, especially with respect to the dissemination of category specific information to new officers. The Career Development subcommittee and CDR Wright are soliciting input from officers who attended OBC within the past 12-18 months. Please contact LCDR Brianna Skinner-Harris (gbi6@cdc.gov) or CDR Wright (pzw5@cdc.gov) if you would like to share your thoughts.
- In order to obtain recognition for subcommittee involvement, please submit the name(s) and rank of those who assisted the various subcommittees during 2008 to Dee Elder ASAP. A certificate will be placed in the participant's eOPF.

Next VetPAC meeting: March 19, 2009

III. CPO Comments: CAPT Hugh Mainzer

- GAO Report on Veterinarian Workforce
Please review the report and submit comments, issues, topics not addressed to CAPT Mainzer and CDR Wright and cc Dee Edler.
- Deployment activities coming up this summer.
- Category Strength: 88 officers; would like to have COSTEPS. If your office is able to hire a COSTEP, please do so. Our goal is to have 100 officers by the end of the year.
- No update on signing of MOA with APHIS
- Pay issues (specialty and board certification pays) are on hold for the short term due to the administration change.
- WIPT advised not to pursue the warrant officer program in PHS.
- CDR Kriete will be featured in an upcoming article in JAVMA. The article discusses his participation in the Presidential Inauguration Ceremonies.

IV. Subcommittee Business

Meetings: CAPT Schech

Registration is now open for the 2009 COF Symposium, which is being held in Atlanta, GA from June 1-4, 2009. We hope that at least all Atlanta based officers will attend.

- The Veterinary Category Day is June 2, 2009 @ 7:45 am -5:15 pm. A full day of speakers has been arranged to present topics related to their respective fields in veterinary medicine. One day registrations are available and the planning committee has put a lot of work into planning this exciting day for us.
- We would like to match up out of town officers traveling at their own expense who need a place to stay, with local officers who are willing to open their couch/spare bedroom to a colleague, or if you have a room at the hotel that you are willing to share. To do that, we need the following:
If you would be interested in facilitating this process and serving as a "room mate matcher" please contact CAPT Joseph Mat Schech (schechj@mail.nih.gov).
This is a great opportunity for a junior officer to attain some visibility!
If you are planning to attend the conference from out of town and would like to be matched with a local officer for free or cheaper housing, please send your name to CAPT Schech.

AVMA 2009 Seattle, Washington

- CDR Kriete has obtained information regarding the # of officers who are planning to attend the meeting. Plans are underway for the development of our USPHS Veterinarian Category Program.

- It was recommended that our Veterinary Category PHS booth be placed near the FSIS or APHIS to aid with recruitment efforts.

Readiness: CAPT Spires

- Described new direction for the Readiness and Response Subcommittee to pull all readiness/response activities under one umbrella; including the establishment of the Veterinary Humanitarian Mission Planning Group (VHMP) within the Vet Readiness Subcommittee. All vets who deploy on Humanitarian missions will be invited to join this Group to maximize the Group's expertise. The hope is that this will consolidate our Readiness/deployment personnel assets in a one place for ready access and efficient information sharing.
- Exploring the creation of an informal 'chat' room for posting of guidelines, tips, generic forms, etc. for deploying officers
- Veterinary Officer specific recruitment e-mail going out soon. Veterinary Officers were encouraged to volunteer to deploy.

Recruitment/Retention: CDR Campbell /CDR Guerra / Enzo Campagnolo (no update)

Awards: Wanda Wilson

- Reminded all that the nominations for the PHS Veterinarian of the Year are due to awards committee by April 3, 2009 and that the nominations for the CDC Steele Award are due by March 28, 2009.
- A unit commendation narrative for those who planned the 2008 AVMA All Hands meeting is being developed.

Career Development: LCDR Skinner-Harris

- Re-emphasized the need for the senior officers to serve as mentors for our junior officers. As an incentive, she is proposing the distribution of certificates to senior officers who are willing to participate. The certificates will be placed in the officers' eOPF.
- Is devising a draft document containing the mentor / mentee criteria for the VetPAC to review, but needs volunteers to assist her with these efforts.
- Would like to place the information on the VetPAC website and will work directly with the Website committee regarding this need.

Website: CAPT Ross / CDR Gibbins

- Re-emphasized that VetPAC website will not be ready for a while.
- In the interim, it has been suggested that we update the old website with imperative information, only.

Public Information: CDR Bourke

- Please remember to submit bullets to CDR Tracey Bourke (tracey.bourke@fda.hhs.gov) for the category update by February 23, 2009. These should include, but aren't limited to, category specific announcements for items that a subcommittee is working on (i.e., upcoming award deadlines, meetings of interest, etc), general information (uniform changes, new CAD, non PHS awards of interest to veterinarians), entertainment (Disney tickets, travel), known vacancies, opportunities for career progression, breaking news of veterinary interest.

JOAG: LCDR Sinclair

- Officer development on-line training is being developed.
- An officer profile system is being developed to use as a guideline for career advancement.

V. Workgroup Updates

Billets: CDR Campbell (no update)

Deployment Guide: LCDR Catherine Rockwell

- The deployment guides is being divided into Humanitarian international deployments or state side deployments.
- She is working with the planning committee to finalize the deployment guide.

Bylaws: LT Hale (no update)

Officer Health: LCDR Brianna Skinner-Harris (no update)

VI. Invited Guests:

CDR Rector from FSIS was invited, but unable to attend.

VII. Old Business

Nothing discussed

VIII. New Business

Plan to continue Senior/Junior Officer spotlights for future meetings.

Advisory Committee Minutes - January 29, 2009

Date and Time: Thursday, January 29, 2009, 2:00-4:00 p.m. Eastern Time

II. Call the meeting to order/Roll call: CDR Wright/LCDR Bryant

2009 Veterinary Professional Advisory Committee Members

Voting Member
CDR Jennifer Wright, Chairperson
CDR Martin Kriete
CAPT Marianne Ross
CAPT Charlotte Spires
CDR Tracy Bourke
CDR Jenifer McQuiston
CDR Marta Guerra
CDR John Gibbins
CDR Princess Campbell
LCDR Brianna Skinner-Harris
Enzo Campagnolo
Sarah Babcock

Non-voting members in attendance:

LCDR Heather Bair-Brake
CAPT Daniel O'Leary
LCDR Bryan Buss
CDR Sanyvette Williams
CAPT Tom Thomas
CDR Elvira Hall-Robinson
Roger Clemmons

LCDR Julie Sinclair
LCDR Susan Montgomery
CAPT Victoria Hampshire
LT Willy Lanier
LCDR Stacy Holzbauer
CAPT Estella Jones
CAPT Sean Altekruse

II. Approval of Minutes: CDR Wright

The December VetPAC minutes was approved by CDR Martin Kriete and the motion was seconded by CAPT Marianne Ross.

II. PAC Chair Comments: CDR Wright

CDR Wright welcomed the new members and acknowledged the contributions of the past chairperson members. CDR Wright discussed the following issues:

- The VetPAC bylaws need to be updated. LT Christa Hale (hdk5@cdc.gov) will be heading this workgroup. She will be communicating with all of the committee members and would like their input regarding the bylaws submitted by February 9, 2009.

- The VetPAC Meetings will be the 3rd Thursday of each month (except for June and July, which will be held the 4th Thursday of each month). Please mark your calendars accordingly.
- We have a new subcommittee for Public Relations, which will be headed by CDR Tracy Bourke.
- VetPAC members, please maintain hours for involvement in your respective committees. This information will be for an award nomination for committee involvement.
- The Veterinarian Category reached a readiness score of 96.55%, 3rd out of all categories.
- A USPHS workgroup will be developed regarding leave. Please let CDR Wright know if you are interested in participating in this workgroup.
- There will be upcoming deployments this summer. Please stay tuned for further updates regarding the deployments.

III. CPO Comments: CAPT Mainzer

CAPT Mainzer acknowledged the accomplishments of CAPT Tom Thomas and then welcomed CDR Wright. CAPT Mainzer addressed the following issues:

- The New Surgeon General is still unknown, a decision will be made after the Secretary of Health is confirmed.
- He attended the Winter AVMA meeting. At the meeting, he discussed items related to uniformed services, such as the Use of antimicrobials in food animals and Non-therapeutic use of antimicrobials.
- He would like to get a 0-3 officer to participate in leadership activities within the House of Delegates, as does the Army Veterinary Corps.
- OCCO news: promotion board will be meeting in the next few months. Hopefully all officers up for promotion have submitted their required documents. If your documents are not in your OPF file, please let CAPT Mainzer know.
- Readiness: The Veterinary Category rated #3 out of all categories by obtaining an overall readiness status of 96.55%. A few officers will be coming off exemption and only a few officers are lacking readiness standards. Thus we should be able to achieve 100% by March.
- No more commissioning senior level inactive reserve officers (0-4 and above). CAPT Mainzer will be discussing this with the Office of Reserve Affairs.
- Suggestion to have a PAC representative for reserve officers

CAPT Mainzer will be serving on an appointment standards (WIPT) board, which looks at general and category specific appointment standards.

- Changes to the Veterinary appointment standards are being considered.
 - An additional subcategory in veterinary category for candidates with a BS, MS in food safety, animal science, and veterinary science is being considered.
- The subcategory would be similar to the army warrant officer program.
 - This will help fill the needs at FDA and USDA.
- A warrant officer program for veterinary technicians is being considered.
- If anyone is interested in this WIPT or has questions, please contact CAPT Mainzer regarding this issue.

Professional Opportunities: unfortunately, the MOU with APHIS was not signed prior to the change in administration. If there are interested candidates for opportunities in APHIS, please apply for the position and wait for the signing of the MOU.

IV. Subcommittee Business

Meetings: CDR Kriete/CAPT Schech

COA Meeting @ Marriot Marquis Hotel on June 1-4, 2009.

Veterinary Category Day is June 2, 2009 @ 7:45 am -5:15 pm.

A full day of speakers has been arranged to present topics related to their respective fields in veterinary medicine.

For officers coming in from out of town, it may be possible for local officers to provide accommodations (Contact CDR Martin Kriete, if need housing or if interested in opening your house to out of towners)

COF 2009: LCDR Bair-Brake

AVMA 2009 Seattle, Washington

CDR Kriete needs to know the # of officers who are planning to attend. This will aid with the development of our USPHS Veterinarian Category Program. Please let him know if you will be attending the meeting.

Readiness: CAPT Spires

First meeting scheduled for Feb 12, 2009 2-4 pm.

Recruitment/Retention: CDR Campbell/Guerra

Plan to aggressively try to recruit at our respective Alma Maters.

Travel expenses are an issue. Funding for individual recruitment is not available.

Funds can be available through COA.

Source of funds: Selling of Veterinary Category Coins:

Contact LCDR Mary Anne Wenck, LT Wanda Wilson, and CAPT Sean Altekruze, if interested in purchasing one.

Awards: CDR McQuiston

Sent an announcement for PHS Vet of the Year – nominations are due to awards committee by 4/3/09. Open nomination for the Steele Award, an award for current EIS officers or those within 5 years of “graduation – nominations are due by 3/28/09. Unit commendation narrative for the 2008 AVMA planning committee is being developed.

Welcome Wanda Wilson as co-chair of Awards subcommittee and LCDR Casey Barton as alternate voting member.

Career Development: LCDR Skinner-Harris

LCDR Skinner-Harris encouraged the senior officers to serve as mentors for our junior officers. As an incentive, she is proposing the distribution of certificates to senior officers who are willing to participate. The certificates will be placed in the officers’ eOPF.

LCDR Skinner-Harris will devise a draft document containing the mentor / mentee criteria for the VetPAC to review.

Website: CAPT Ross / CDR Gibbins

Committee will be meeting on February 2, 2009 to discuss requests for data calls. The committee was asked to submit bulleted items for the website committee purpose and function, as well as, draft an implementation plan document.

Public Information: CDR Bourke

This is a new committee that will communicate to the category on a monthly basis. CDR Bourke will request items for the monthly communiqué from PAC members. Please respond in a timely fashion.

V. Workgroup Updates

Billets: CDR Campbell (no update)

Deployment Guide: LCDR Catherine Rockwell (no update)

Bylaws: LT Hale (no update)

Officer Health: LCDR Brianna Skinner-Harris (no update)

VI. Invited Guests:

Update on Associate Recruiter program – LCDR Thomas Pryor

- **Associate Recruiter Program is being re-evaluated. The old program will cease in March 2009.**
- **20 regional recruiters will be developed and will work closely with recruitment subcommittees.**
- **The Associate Recruiter Program is planning training during the COF/COA meeting.**
- **Funding events (agency and category) OCCO has secured funding to offer available funds (cost of booth, representative at booth, etc). Funds can be used for events or school recruitment – but only for registration fees, not for travel expenses.**
- **Division of Recruitment is different from assignment folks. Recruitment focus on candidates.**

VII. Old Business

Nothing discussed

VIII. New Business

It was briefly mentioned that the CDC Global Health Calendar has a photograph of CDR Gregg Langham, one of our officers.

Advisory Committee Minutes - December 18, 2008

Minutes, Veterinary Professional Advisory Committee Meeting

Date & Time: December 18, 2008, 2:00-4:00pm Eastern Time

Location: Dial-in Number: 1 (877) 521-8563; Passcode: 6910513

Meeting was also transmitted via Live Meeting webcast

Roll Call:

Members Present:

CAPT Tom Thomas, NIH, PAC Chair
CDR Jennifer Wright, CDC, PAC Chair-elect
CAPT Charlotte Spires, FDA
CAPT (sel) Marianne Ross, FDA
CDR SanYvette Williams, EPA
CDR Jennifer McQuiston, CDC
LCDR Catherine Rockwell, USDA

Members Absent:

CAPT Joseph Schech, NIH
CAPT Victoria Hampshire, FDA
Dr. Sarah Babcock, DHS
CDR Martin Kriete, NIH
LCDR Brianna Skinner-Harris, CDC
Dr. Enzo Campagnolo, CDC, Pennsylvania Department of Health

Guests Present:

CAPT Randolph Daley, CDC
CAPT Stephanie Ostrowski, CDC
CDR Princess Campbell, EPA
LT Christa Hale, CDC
LCDR Julie Sinclair, CDC
LCDR Bryan Buss, CDC
LCDR Nelva Bryant, CDC
LCDR Susan Montgomery, CDC
Dr. Wilder-Kofie, CDC
LCDR Casey Barton Behravesh, CDC
LT Kevin Greene, NIH
LT Willy Lanier, USDA/FSIS

Ex-Officio Members Present:

CAPT Hugh Mainzer, Chief Professional Officer, CDC
CDR John Gibbins, Executive Secretary, CDC/NIOSH

Ex-Officio Members Absent:

Ms. Dee Edler, Assistant to the CPO, CDC
CAPT Dan O'Leary, CDC
CAPT Roger Clemmons, University of Florida, Inactive Reserve

Minutes prepared by CDR Gibbins

I. Welcome Comments by CAPT Thomas

CAPT Thomas welcomed everyone and thanked Category members for their help and support during his tenure as VetPAC Chair. He also thanked the outgoing VetPAC members and welcomed those whose service begins in January 2009, including CDR Jennifer Wright, the new VetPAC Chair.

The Military Veterinarian Ball was held on Saturday, December 13th at the Ft. Myers Officer's Club.. The Air Force hosted the event, and several PHS officers attended.

The November 2008 VetPAC minutes were brought up for discussion and approved as written. The completed minutes will be forwarded to Ms. Edler.

CAPT Thomas encouraged VetPAC members to track hours spent on VetPAC activities (meetings, subcommittee work, etc.) to facilitate end of tenure recognition.

II. CPO Comments by CAPT Mainzer

CAPT Mainzer thanked CAPT Thomas and the outgoing VetPAC members for their service to the Category.

A recent Rand Corporation publication by Melinda Moore and Gail Fisher, *Toward the Effective Use of Military Veterinarians in Stability Operations*, was recently released and may be of assistance to the Category in planning our deployments and humanitarian missions. CAPT Mainzer will send to the OSG and OFRD. The paper can be found at:

https://rand.org/pubs/documented_briefings/2008/RAND_DB560.pdf.

The Memorandum of Agreement with the USDA is still awaiting signature. Hopefully it will be approved before the change in administration in January.

CAPT Mainzer will be attending the AVMA Winter Leadership meeting in Chicago, IL on January 9-11, 2009. The AVMA House of Delegates will be considering several resolutions (located in latest edition of JAVMA). Of interest is a resolution that calls for USDA/FSIS to re-appoint a Chief Public Health Veterinarian, a position vacant since Dr. Bonnie Buntain retired. CAPT Mainzer plans to meet again with Brigadier General Adams to discuss strategic planning for veterinarians in uniform.

Special pay authorizations to aid recruitment and retention are still being discussed and worked at the OSG/ASH level.

Active duty members are scheduled to receive a 3.9% pay increase in 2009-may have to be paid retroactively depending on the budget/continuing resolution process.

CAPT Schech has volunteered to deploy in support of the presidential inauguration; let CAPT Mainzer know if others are involved.

CAPT Mainzer's thoughts on 2009 Resolutions:

- Continue efforts to expand the Category: Goal is 115-120 active duty members by the end of 2009. USDA/FSIS now has direct hire authority for entry-level positions; this should help. LCDR Duane Jarman is also working to expand opportunities in IHS.
- Continue our tradition of volunteering and supporting deployments and humanitarian missions. Consider joining a Tier 1 or 2 Readiness Team.
- Attend the COA/COF Symposium and AVMA if possible.
- Nominate deserving people for annual awards in 2009.
- Explore certification opportunities under the environmental health specialists course (CAPT Mainzer- who sponsors this specific program you mentioned?)

CAPT Mainzer thanked everyone in the Category for their service and dedication and wished all a safe and happy holiday season and 2009.

III. New Business

A) VetPAC Member Spotlight: LCDR Catherine Rockwell.

LCDR Rockwell graduated from the University of Wisconsin in 1993, when her Badgers shared the Big Ten Football title with Ohio State and played in the Rose Bowl. She did an internship at the Atlantic Veterinary College on Prince Edward Island, and then worked in private practice. She became interested in the Corps following a presentation at the University of Maryland on alternate careers in veterinary medicine, and joined FSIS in 2005 in field operations as a supervisory relief veterinarian covering the Maryland region. In August of 2007, she transferred to the FSIS Center for Learning as a regional trainer; she spent approximately 30 weeks a year on the road teaching HACCP and regulatory issues to FSIS staff. In the summer of 2007, she deployed aboard the USNS Comfort and worked in Belize, Panama, and Guatemala. In November 2008, she transferred to the Policy Development Division at FSIS; here she will continue to develop training for field compliance officers who conduct facility food safety assessments, and authors Directives for employees in the field. She is married and has two children, aged six and nine.

IV. Subcommittee Business

Associate Recruiter Update: CAPT Thomas and CAPT Stephanie Harris maintain small stores of recruiting material in their offices if needed. Ideally, requests should go through the Associate Recruiter Leads (CAPT Thomas or CAPT Harris) who can request materials from OCCO. This requires planning at least 30 days in advance of the event. Substantial changes will be made to the Associate Recruiter program, likely in March or April 2009. CAPT Thomas will send out details when available.

Meetings Update: Contact CDR Kriete if you are interested in serving on this subcommittee in the next year. CDR SanYvette Williams will again be organizing a volunteer list for the AVMA PHS Booth at the July convention.

Billets Update: CDR Campbell will work with LCDR Duane Jarman to make sure the billets he is developing for veterinarians in the IHS follow the template recently developed for the Category.

Awards Update: Nominations will be solicited in early 2009 for the Veterinarian of the Year. LCDR Stacy Holzbauer is the PHS nominee for the Daniel Salmon Award for federal veterinarians.

Recruitment Update: The Recruitment subcommittee has drafted a letter for CAPT Mainzer's review and signature to send to colleges of veterinary medicine and public health to educate them about opportunities for veterinarians in federal service and the Corps. Category members are encouraged to think of creative ways to give presentations at these locations, as the Category currently has no funds to support travel for these efforts. This effort may be expanded in the future to provide outreach to undergraduate programs to encourage application to veterinary school for individuals interested in environmental and public health. The subcommittee is also looking for a new Chairperson.

Precept 2/COER/Charter Update: Nothing to report.

Career Development Update: CAPT Mainzer will resend the draft appointment standards document to members for comment. This will guide training and education determinations for new applicants. He will need comments as soon as possible to meet his suspense for the WIPT that is exploring this issue across Categories.

Website Update: Approval is in holding pattern with PHS website developers.

Readiness: Be sure to receive and submit documentation of flu shots before the end of December; check your status before 31 December, especially if eligible for promotion. Category readiness is currently at 93%; one of the highest in the PHS.

Officer Health Program: Nothing to report.

Deployment Pocket Guide: LCDR Rockwell is working on the guide and wants to talk to officers who deployed this year. She will plan a teleconference early in 2009 to discuss lessons learned and suggestions.

V. Old business. Nominations are still being sought for VetPAC Chair-elect, and subcommittee members will be needed in the next year. CDR Wright encouraged all Category members to consider volunteering.

LT Willy Lanier is seeking people interested in forming study groups for the ACVPM boards. Applications are due 15 January 2009.

VI. CDR Gibbins requested meeting guests email him at jgibbins@cdc.gov with their name, rank, and OP DIV for the attendance list. The meeting was adjourned by CAPT Thomas at 1500.

Tentative dates for the January meeting is 15 January at 1400, and 19 February at 1400. Ms. Edler will send out a notice and the agenda when a date/time is finalized for the meeting.

Advisory Committee Minutes - November 20, 2008

Minutes, Veterinary Professional Advisory Committee Meeting

Date & Time: November 20, 2008, 2:00-4:00pm Eastern Time

Location: Dial-in Number: 1 (866) 806-8549

Participant Passcode: 624463

Roll Call:

Members Present:

CAPT Tom Thomas, NIH, PAC Chair
CDR SanYvette Williams, EPA
CAPT Charlotte Spires, FDA
LCDR Brianna Skinner-Harris, CDC
CAPT Joseph Schech, NIH
CAPT Victoria Hampshire, FDA
CDR Jennifer Wright, CDC
CAPT(sel) Marianne Ross, FDA
Dr. Enzo Campagnolo, CDC, Pennsylvania Department of Health

Members Absent:

CDR Jennifer McQuiston, CDC
Dr. Sarah Babcock, DHS
LCDR Catherine Rockwell, USDA
CDR Martin Kriete, NIH

Guests Present:

CAPT Kris Bisgard, CDC
CAPT Gail Galland, CDC
CDR Princess Campbell, EPA
LCDR Wanda Wilson, USDA
LT Christa Hale, CDC
CDR Kris Carter, CDC
LCDR Julie Sinclair, CDC
CAPT Estella Jones, OCFM
LCDR Bryan Buss, CDC
LT Jaspreet Gill, USDA

Ex-Officio Members Present:

CAPT Hugh Mainzer, Chief Professional Officer, CDC
CDR John Gibbins, Executive Secretary, CDC/NIOSH
Ms. Dee Edler, Assistant to the CPO, CDC
CAPT Dan O'Leary, CDC

Ex-Officio Members Absent:

CAPT Roger Clemmons, University of Florida, Inactive Reserve

Minutes prepared by CDR Gibbins

I. Welcome Comments by CAPT Thomas

CAPT Thomas welcomed five new VetPAC members who will begin their terms in January 2009. They are: CDR Marta Guerra, CDC, CDR Princess Campbell, EPA, LCDR Wanda Wilson, USDA, CDR John Gibbins, CDC, and CDR Tracy Bourke, FDA. LCDR Nelva Bryant will assume the duties of Executive Secretary.

The Military Veterinarian Ball will be held Saturday, December 13th at the Ft. Myers Officer's Club. CAPT Thomas encouraged people to attend if possible. The Air Force will be hosting the event this year. The Ball is a chance to meet new veterinarians in our sister Services and catch up with old friends. CAPT Terri Clark sent an email to the Category about this event; Ms. Ellen Embry is the keynote speaker.

The October 2008 VetPAC minutes were brought up for discussion and approved, pending two changes forwarded by CAPT Spires to CDR Gibbins. The completed minutes will be forwarded to Ms. Edler.

Two Category members, LCDR Quisenberry and LT Lanier are currently deployed through OFRD aboard the USS Kearsarge on a public health diplomacy mission; the ship is currently operating in Georgetown, Guyana. LCDR Julie Sinclair recently returned from deployment.

The 2009 Assimilation Board has been suspended until further notice. Applications will be accepted until February 2009 and held until the next board meets; applications after that date will be returned. Legislation proposing an increase to 4,000 Regular Commission officers in the PHS has not been acted on.

Uniforms: The official phase out date for the black Army sweaters (crew and cardigan) is 01 January 2009. The Navy sweater is available at Bethesda clothing sales and online. Several other uniforms will be phased out officially on 01 August 2009; see <http://dcp.psc.gov/> for specific details.

II. CPO Comments by CAPT Mainzer

The Memorandum of Agreement with the USDA is moving ahead. It is currently at USDA for approval. Thanks go to CAPT Pointdexter, CAPT Goldstein, RADM Canton and RADM Shekar for all their input. Hopefully it will be approved before the change in administration in January.

The AMSUS Meeting was held in November in San Antonio, Texas. CAPT Clair Witt and her committee did an excellent job with the program. Seventeen veterinarians attended the meeting. Talks focused on emergency response and health diplomacy. RADM Stokes (PHS) and Col. Jack Fournier, US Army retired, won the James A. McCallam Award. Brigadier General James A. McCallam, a former Chief, United States Army Veterinary Corps, is recognized by the Association with this award. General McCallam served in both World Wars. He was the first veterinarian to hold the permanent rank of Brigadier General in the Regular Army. This award is presented to a Doctor of Veterinary Medicine in recognition of outstanding accomplishments in the field of medicine and health.

The Planning Committee Members for the 2008 COA Veterinary Category Day were recently awarded the PHS Unit Commendation Award. Congratulations to CDR Alicia Anderson, CAPT (sel) Ross, CDR Williams, and CDR Wright.

CAPT Mainzer will be attending the annual One Health meeting in Durham, NC. This year's focus will be on environmental medicine and climate change.

CAPT Mainzer will also be attending the AVMA Winter Leadership meeting in Chicago, IL on January 9-11, 2009. His goal is to arrange for junior PHS officers to attend the 2010 meeting to interact with their colleagues from the Army and Air Force who attend for leadership development.

The AVMA recently released a survey about pay and benefits in our profession; this should be available on the AVMA website <http://www.avma.org/>.

The USNS Comfort will deploy from April-June 2009; please look at your calendars and plan accordingly if interested.

CAPT Mainzer encouraged the Deployment Pocket Guide Subcommittee to work towards finalizing a draft that he can share with OFRD, ideally by February 2009.

CAPT Mainzer asked members to contact him, CAPT Thomas and CDR Wright if you have thoughts or ideas about potential changes to Veterinary Category Appointment Standards. These are being evaluated across all Categories over the next 2-3 months.

CAPT Mainzer recently met with representatives from the HHS Assistant Secretary for Preparedness and Response (ASPR) to discuss veterinarian's roles under ESF 8. These roles, as well as the developing role of the National Veterinary Response Teams are still under discussion. CAPT Mainzer recommended the Readiness Subcommittee address this issue with ASPR. CAPT Dan O'Leary volunteered to be involved due to his interest and experience at addressing these issues in Wyoming.

The 2010 Promotion Benchmarks are due to be submitted by CAPT Mainzer to OCCO. The PAC held extensive discussion about the benchmarks, especially:

"Maintains competence and demonstrates excellence as a veterinarian". Several PAC members voiced concerns about the wording and intent of the benchmark and goals set for each grade; after discussion, it was agreed that VetPAC members would discuss their concerns and revise the wording for a vote before submitting to OCCO. This will occur before the next regularly scheduled meeting in December and the 2010 Benchmarks will be distributed once approved. This does not affect officers eligible for promotion this year; they should follow the 2009 Benchmarks.

III. New Business

A) Senior Veterinary Officer Spotlight: Not conducted this month.

B) VetPAC Member Spotlight: Postponed until December.

IV. Subcommittee Business

Associate Recruiter Update: CAPT Thomas and CAPT Bisgard/CDR Wright maintain small stores of recruiting material in their offices if needed. Ideally, requests should go through the Associate Recruiter Leads (CAPT Thomas or CAPT Stephanie Harris) who can request materials from OCCO. This requires planning well in advance of the event. Please email CAPT Thomas if you visit a vet school so he can add it to a spreadsheet he maintains.

Meetings Update: Planning is moving forward for the June 2009 COA Symposium. A draft agenda has been finalized and letters of invitation sent to prospective speakers. Plans are to have several non-PHS veterinarians from the Georgia area speak (USDA, Atlanta Aquarium, etc.) The hotel (Atlanta Marriott Marquis) is now accepting reservations: <http://www.phscofevents.org/>. The theme is the "Public Health Workforce". CAPT Mainzer reported that the COF offers scholarships to O-3 officers and below, and plans are underway to find housing for officers who cannot attend if their Agency does not sponsor them.

Billets Update: Nothing to report.

Awards Update: CDR McQuiston is soliciting nominations for the Responder of the Year; deadline for applications is 05 December.

Recruitment Update: nothing to report.

Precept 2/COER/Charter Update: The Charter has been submitted to the SG for approval.

Career Development Update: LCDR Skinner-Harris stated that subcommittee members have been working to pair up senior and junior officers for mentoring opportunities. CAPT Hampshire has been working with CAPT Mainzer on mentoring for promotion candidates and will resume pairing in January 2009. Most of the junior officers from USDA or CDC have been paired at this time.

Website Update: Approval is in holding pattern with PHS website developers.

Readiness: Be sure to receive and submit documentation of flu shots before the end of December. Records will be checked the first week of December for those eligible for the Field Medical Readiness Badge.

Officer Health Program: The subcommittee met last month. A community outreach program is planned in the DC area targeting childhood obesity.

Deployment Pocket Guide: LCDR Rockwell is working on the guide and wants to talk to officers who deployed this year. The Army veterinary clinics at Ft. Belvoir, Quantico, and Ft. Myers are looking for clinical veterinary assistance in December for interested officers who have the approval of their supervisor and Agency.

V. Old business. None

VI. CDR Gibbins requested meeting guests email him at jgibbins@cdc.gov with their name, rank, and OP DIV for the attendance list. The meeting was adjourned by CDR Wright at 1550.

Tentative dates for the December meeting will be discussed via email among VetPAC members and. Ms. Edler will send out a notice and the agenda when a date/time is finalized.

Advisory Committee Minutes - September 25, 2008

Minutes, Veterinary Professional Advisory Committee Meeting

Date & Time: September 25, 2008, 2:00-4:00pm Eastern Time

Location: WEBCAST Audio Conference No: 1 (877) 521-8563

Participant Passcode: 6910513

Meeting Key: SJFZ37

Roll Call:

Members Present:

CAPT Tom Thomas, NIH, PAC Chair

CAPT (sel) Marianne Ross, FDA

LCDR Catherine Rockwell, USDA

LCDR Brianna Skinner-Harris, CDC

CDR Martin Kriete, NIH

CDR Jennifer McQuiston, CDC

CDR SanYvette Williams, EPA

Dr. Enzo Campagnolo, CDC, Pennsylvania Department of Health

Members Absent:

CAPT Victoria Hampshire, FDA

CAPT Joseph Schech, NIH

CDR Jennifer Wright, CDC

Dr. Sarah Babcock, DHS

CAPT Charlotte Spires, FDA

Guests Present:

LCDR Casey Barton Behravesh, CDC

CDR Princess Campbell, EPA

LCDR Susan Montgomery, CDC

CAPT Stephanie Ostrowski, CDC

LCDR Allison Williams, CDC

CAPT Randolph Daley, CDC

CAPT Shanna Nesby, CDC

LT Jaspreet Gill, USDA

CAPT Randy Elkins, NIH

CDR Marta Guerra, CDC

Dr. Megin Nichols, CDC

LT Willie Lanier, USDA

LCDR Wanda Wilson, USDA

Ex-Officio Members Present:

CAPT Hugh Mainzer, Chief Professional Officer, CDC

CAPT Roger Clemmons, University of Florida, Inactive Reserve

CDR John Gibbins, Executive Secretary, CDC/NIOSH
Ms. Dee Edler, Assistant to the CPO, CDC

Ex-Officio Members Absent:

CAPT Dan O'Leary, CDC

Minutes prepared by CDR John Gibbins

I. Welcome Comments by CAPT Thomas

The Military Veterinarian Ball will be held Saturday, December 13th at the Ft. Myers Officer's Club. CAPT Thomas encouraged people to attend if possible.

Ms. Edler recently sent out a message soliciting members to submit their names for election to the VetPAC for 2009. CAPT Thomas encouraged interested parties to apply.

The 2010 Benchmarks are due to the SG office next week-please send comments to CAPT Thomas as soon as possible.

Revisions to the Veterinary Category Charter are due next month. One item to discuss is increasing terms on the VetPAC from two to three years. This will be discussed at next month's meeting.

The August minutes were approved as written.

II. CPO Comments by CAPT Mainzer

CAPT Mainzer thanked Category members who have deployed for humanitarian ship-based missions, Midwest flooding, and hurricane response; approximately 25% of our Category have deployed this year. Over 900 USPHS officers in total have served on deployments this year.

CAPT Mainzer thanked CAPT Witt, LCDR Quisenberry, and CAPT (sel) Ross for their outstanding work planning Category Day for the AMSUS meeting in November in San Antonio. CAPT Mainzer encouraged attendance and hopes that at least 40 veterinarians attend. Other educational opportunities will be held in conjunction with AMSUS, to include: CHART course, ACLS, and BCLS.

CAPT Mainzer recently attended a meeting with US Army veterinarians to discuss lessons learned and planning for future veterinary humanitarian missions.

The fall/winter uniform of the day memo has been posted on the CCMIS website, as well as new policies on ribbon wear and other issues. CAPT Mainzer encouraged people to check the website often for updates.

CPOs recently met with ADM Garcia to discuss leadership and the future of the Corps; CPOs will attend a Flag Officer Retreat in Tennessee next month to continue discussion on these issues.

The acting SG recently released a 'Call to Action to Prevent Deep Vein Thrombosis and Pulmonary Embolism' which has received a great deal of press attention.

The Health Resources and Service Administration (HRSA) is sponsoring "Child Health Day" on October 6, 2008.

There was a great response to the recent "One Medicine" webcast sponsored in part by Public Health Reports.

There is a new policy on Assignment Incentive Pay; CAPT Estella Jones explained the program and Ms. Edler distributed powerpoint slides to the Category. Members who think they may be eligible have a limited timeframe to apply-details on the policy are on the CCMIS website. Please email CAPT Mainzer if you apply for AIP so he can advocate for you and track the success rate for Category members.

OCCO has discussed placing a temporary freeze on applications for assimilation due to the fact that nearly all 2,800 regular Corps billets currently authorized by Congress are filled. This may necessitate revising the 2010 Benchmarks for promotion, as members may not have the opportunity to apply for assimilation. The 2010 Benchmarks are due to OCCO in early October; please send comments to CAPT Thomas.

CAPT Estella Jones reported that some progress was being made on opening up billet opportunities for all Categories throughout all of USDA. A Blanket MOA has been submitted to USDA management for consideration using the DoD MOA as a template. CAPT Poindexter and CAPT Goldman at USDA fully support this initiative.

There will be a billet vacancy in the near future for a Director of the Office of Reserve Affairs, and six CPO positions will be open this year.

Counseling between both the supervisor and the officer and the CPO and the officer has been mandated for officers in the bottom quartile or decile of their promotion year group. Please contact CAPT Mainzer if you receive an email notifying you about this.

CPOs have been briefed on the possibility of a Retention Board in FY 09. This board will review officer's files for separation, involuntary retirement, or retention as appropriate. May sure to keep your records up to date to avoid this (deployment basic ready, meet physical fitness standards, complete COERS within timelines, file medical exams, etc.)

There are currently 6,204 officers on active duty-the highest number in 10 years.

On 01 October a program will be available for civilian supervisors of PHS officers to provide education on our rating system, deployment and readiness requirements, and other issues as appropriate.

30 million dollars has been requested for Transformation in the 2009 federal budget.

III. New Business

A) The Senior Veterinary Officer Spotlight by CAPT Randy Elkins:

CAPT Elkins is currently the Director of Animal Programs at the National Institute of Allergy and Infectious Diseases. He graduated with his DVM in 1974 and completed a large animal surgical internship at UC Davis. He worked for 11 years at horseracing tracks throughout California, doing primarily Standardbred medicine and surgery.

In 1982 he joined the US Army Reserves and served 3 years on active duty at Ft. Bragg, NC teaching Advanced Trauma and Life Support to Special Forces medics using the goat model. His next assignment was at USAMRIDD where he started a comparative pathology residency and later completed his laboratory animal residency.

He joined the USPHS in 1992 and has been at NIAID his entire career in several positions of increasing responsibility. He has served as the Animal Program Director the last seven years and Chairs the NIH PHS Awards Committee. He has enjoyed his PHS career and is active in mentoring and working with other Corps officers.

He stressed the important of educating your supervisors about the Corps and looking out for your own career. CAPT Thomas thanked CAPT Elkins for his presentation and service to the Category.

B) The VetPAC Member Spotlight by LCDR Catherine Rockwell was postponed until October.

IV. Subcommittee Business

Associate Recruiter Update: CAPT Thomas stated that last year two thousand dollars was available to the Category to use for recruiting. It is not yet known if funds will be available next year, but let CAPT Thomas know if you have ideas on what to fund. Ideas include the AVMA and an ad in JAVMA.

A Service Award will be available in March 2009 for Associate Recruiters who have served at least 3 years. Applications for new members to the AR program are still suspended.

Meetings Update: CDR Kriete reported planning is moving forward for the 2009 COA Symposium. The hotel (Atlanta Marriott Marquis) is now accepting reservations: <http://www.phscofevents.org/>. The theme is the "Public Health Workforce".

The NDMS meeting is in early April 2009 in Dallas, TX. RDF, Tier One and Tier Two teams may be put on orders to attend for training; CAPT Mainzer recommended keeping these dates open if you are on one of these teams.

Billets Update: Continues to be a work in progress. CDR Campbell stated that billets need scored based on the position, not the person filling it. Current thoughts are that PAC members will have a voice in validating billets when the time comes.

Awards Update: CDR McQuiston will be soliciting nominations for the Responder of the Year in October.

Recruitment Update: Nothing to report.

Precept 2/COER/Charter Update: The deadline for submission of the Charter to OSG is 01 November.

Career Development Update: LCDR Skinner-Harris stated that subcommittee members have been working to pair up senior and junior officers for mentoring opportunities.

Website Update: CAPT (sel) Ross and the subcommittee are working with the contractor to migrate the old website content to the staging server. Content is currently in the approval process; the contract expires at the

end of September, and then Categories will be responsible for maintaining their respective websites. Subcommittee members received some training last week on the process.

Readiness: CDR SanYvette Williams reported that of the 89 officers on active duty, 8 are not basic readiness qualified and 9 new officers are currently exempt. Records will be checked September 30th; if you have deployed in the last 30 days you have a 30 day extension to meet requirements. Be sure to receive and submit documentation of flu shots before the end of December.

CAPT Mainzer stated that the Category needs to look at our evolving readiness roles; should we staff/assist National Veterinary Response Teams, continue to serve as epi assets on RDFs and APHTs, or field our own clinical response teams. Please send ideas and comments to the PAC and readiness subcommittee members.

Officer Health Program: LCDR Skinner-Harris stated this program is in the initial stages of development, with the goal of providing Category-specific community outreach.

Deployment Pocket Guide: Nothing to report.

V. Old business. None

VI. CDR Gibbins requested meeting guests email him at jgibbins@cdc.gov with their name, rank, and OP DIV for the attendance list. The meeting was adjourned by CAPT Thomas at 1545.

October 23 is the tentative date for the next meeting. Ms. Edler will send out notices and the agendas when finalized.

Advisory Committee Minutes - August 26, 2008

Minutes, Veterinary Professional Advisory Committee Meeting

Date & Time: Tuesday, August 26, 2008, 2:00 – 4:00pm Eastern Time

Location: WEBCAST Audio Conference No: 1 (877) 951-2628; Participant Passcode: 3434747

To attend the meeting, please dial-in to the Webcast Audio Conference Number above, OR Click Here to Join Live Meeting and USE THE URL LINK BELOW:

Attendee URL: <https://www.livemeeting.com/cc/cdc/join?id=C42JGS&role=attend&pw=04172008>

Meeting key: C42JGS

Roll Call.

Members Present:

CAPT Tom Thomas, NIH, PAC Chair
CAPT Victoria Hampshire, FDA
CDR Princess Campbell, EPA
CDR SanYvette Williams, EPA
CAPT (sel) Marianne Ross, FDA
CAPT Joseph Schech, NIH
LCDR Catherine Rockwell, USDA
LCDR Brianna Skinner-Harris, CDC
CDR Martin Kriete, NIH

Members Absent:

CDR Jennifer McQuiston, CDC
CDR Jennifer Wright, CDC
Dr. Sarah Babcock, DHS
CAPT Charlotte Spires, FDA
Dr. Enzo Campagnolo, CDC, Pennsylvania Department of Health

Guests Present:

LCDR Julie Sinclair, CDC
CDR Princess Campbell, EPA
CAPT Michelle Poindexter, USDA
CAPT Sean Altekruise, NCI
CDR Alicia Anderson, CDC
LT Willie Lanier, USDA
CDR Kris Carter, CDC
CDR Elvira Hall-Robinson, FDA
LCDR Richard Luce, CDC
CDR Meta Timmons, OS
LCDR Wanda Wilson, USDA
CAPT Gail Galland, CDC
LT Temeri Wilder-Kofie, CDC
Dr. Lindsay Livingston, CDC

Ex-Officio Members Present:

CAPT Hugh Mainzer, Chief Professional Officer, CDC
CDR John Gibbins, Executive Secretary, CDC/NIOSH
Ms. Dee Edler, Assistant to the CPO, CDC

Ex-Officio Members Absent:

CAPT Roger Clemmons, University of Florida, Inactive Reserve
CAPT Dan O'Leary, CDC

Minutes prepared by CDR John Gibbins

I. Welcome Comments by CAPT Thomas

CAPT Thomas welcomed everyone to the meeting and thanked CDR Wright and CDR Kriete for their organization of the promotion and awards ceremony at the AVMA convention in July. Annual awards were given, including a PHS Achievement Medal to SGT Leona Thomas, US Army Veterinary Corps, for her assistance last year during humanitarian missions aboard the USNS Comfort. CAPT Thomas also thanked CDR SanYvette Williams for organizing volunteers to work at the recruitment booth and CAPT (sel) Ross for gathering volunteers to serve as aides de camp for RADM Steele.

2010 Category Promotion Benchmarks have been sent to VetPAC members for review; please send comments to CAPT Thomas.

CAPT Thomas thanked CAPT Mainzer and CDR Wright for their efforts in developing and procuring Category-specific coins. CDR Wright is looking for a junior officer volunteer in the Atlanta area to help LCDR Marianne Wenke who has offered to sell the coins; CAPT Sean Altekruze and LCDR Wanda Wilson will both have coins in the DC area for sale.

A leadership retreat is being planned in conjunction with the June 2009 Commissioned Officers Association meeting in Atlanta. Please send ideas for content to CDR Jennifer Wright.

CAPT Thomas thanked those Category members who have or will be deploying on this year's humanitarian missions, including CAPT Witt, LCDR Skinner-Harris, and CDR Gibbins. CDR Langham is currently deployed on the USS Kearsarge; LCDR Sinclair will deploy on the second leg and LCDR Quisenberry and LT Lanier on the third leg.

VetPAC elections will be announced in the near future, including VetPAC Chair-elect for the next year.

On 05 September Public Health Reports will sponsor a webcast on Veterinarians in Public Health beginning at 1430 (<http://www.publichealthreports.org/>). Speakers will include CAPT Mainzer, Dr. Lonnie King, and others.

The 2008 COER will include a third attachment for the reviewing official statement for those eligible for temporary or permanent promotion. In August the PHS was at 6,188 active duty officers.

The Navy is implementing many uniform changes which will in turn likely be adopted by PHS. OFRD reported that APHT 3 is assisting with flooding in Wisconsin, and the USNS Comfort is being deployed to the Republic of Georgia-taskings for PHS officers may occur.

The minutes for the June meeting are pending and will be distributed for review; no meeting was held in July due to the AVMA.

II. CPO Comments by CAPT Mainzer

CAPT Mainzer offered his congratulations to LCDR Dwayne Jarman on his recent completion of the CDC Preventive Medicine Fellowship. He will be stationed in IHS as a Community Health Specialist; CAPT Mainzer hopes to expand the role of veterinarians in IHS in the future in the areas of clinical and environmental health.

There are currently 88 veterinarians in the Category; 39 in the grade of Temporary or Permanent O-6. Most of these officers have between 15-25 years time in service. Recruitment is critical for our Category to remain viable. Staffing goals for 2008 are 100 veterinarians and 125 by the end of 2009. Many positions are open in both FDA and USDA/FSIS.

Upcoming Meetings CAPT Mainzer will attend:

- USDA meeting about response under ESF 6 and 7 to discuss animal health issues during emergencies. Many DHHS veterinarians will also be attending.
- September 11: Federal Veterinarians One Medicine Social
- September 15: CAPT Mainzer has been invited to the US Army Veterinary Corps Stabilization/Humanitarian/Reconstruction Activities workshop in Crystal City, VA. The goal of this meeting is to discuss how to better plan applied veterinary PH deployments.
- AMSUS, November 7-11 in San Antonio. PHS is hosting the meeting; CAPT Mainzer encouraged people to attend if possible.

If anyone is attending APHA in San Diego, please email Ms Edler if you are willing to volunteer at a public health veterinary booth that may be set up.

CAPT Mainzer has asked all current O-6 officers to volunteer to mentor a junior officer on career progression. Please call CAPT Tory Hampshire (240-276-4072) if you have not been contacted by someone by November.

All eligible Category officers were recommended for promotion this year, and promotion rates were good, testifying to the high caliber of officers in our Category.

Be sure to check for new official PHS guidance at <http://dcp.psc.gov/> often as many new policies have been or will soon be released.

III. New Business

A) CAPT Michelle Poindexter (michelle.poindexter@usda.fsis.gov) provided an update about opportunities for veterinarians at USDA/FSIS. She is a member of the Nurse Category and serves as the PHS liaison officer at USDA. An email with information on current job openings and a template for use by PHS officers looking for opportunities at USDA (adaptable perhaps for other agencies) was distributed to Category members before the meeting.

Many opportunities exist at USDA/FSIS; there are currently 18 Consumer Safety Officer positions open (open only twice a year-see email attachment) and over 100 VMO positions in slaughter plants. Prospective candidates should also look beyond traditional VMO or 0701 series positions as veterinarians are qualified to fill many positions. Examples include: training, epidemiology, safety/occupational health, emergency response, budgeting, and others.

The current MOU between USDA and DHHS only covers positions in USDA/FSIS-work has been ongoing over the last 3 to 5 years to open up positions for all PHS Categories in all USDA agencies-hopes are to have an agreement in the next year.

FSIS applicants currently can still apply through hardcopy applications and can avoid USAJOBS. Officers should look at billets in the GS 11-15 range taking into their current rank and promotion timeframe.

Q and A session:

CAPT Poindexter mentioned that the conversion process from GS civilian to PHS/CC works pretty well now at FSIS. LT Willy Lanier, who recently completed the process concurred and stated he had good supervisor support to assist in the completion of PHS-specific requirements, especially as they relate to readiness (immunizations, BLS, etc.)

CAPT Poindexter has some documents to aid this process that she developed and is happy to share-these may need tailored for Agency-specific processes. She recommends starting the PHS 1662 process early on as this is often the limiting factor for new calls to active duty.

Several officers mentioned their personal positive experiences at FSIS and encouraged others to explore the opportunities offered there, especially when recruiting new graduates.

B) The Senior Veterinary Officer Spotlight by CAPT Randy Elkins was postponed until next month.

C) VetPAC Member Spotlight #1: CAPT (sel) Marianne Ross.

CAPT (sel) Ross is a native of Baltimore, MD and has two children. She is a 1992 graduate of the Virginia-Maryland Regional College of Veterinary Medicine. She served in the Co-step program for two summers at NIH and found it to be a great experience that fueled her interest in public health. After working in small animal practice for two years, she worked for USDA/FSIS as a civilian VMO in a red meat slaughter house. She completed an epi Masters training program at Johns Hopkins then went to FDA/CFSAN as a PHS officer and has been there 12 years.

She currently works on HQ-level outbreak investigations, food allergy research, chairs a working group on Chronic Wasting Disease and is involved in raw milk risk profile research. She has always enjoyed being involved in VetPAC activities throughout her PHS career.

D) VetPAC Member Spotlight #2: LCDR Skinner-Harris began her career in the US Army, serving for seven years, performing duties of food inspection, clinical care, and laboratory animal medicine. She worked at FDA and is now at CDC.

LCDR Brianna Skinner-Harris presented a talk about her recent deployment as part of Pacific Partnership 2008 aboard the USNS Mercy. The talk was well-received and sparked extensive discussion among attendees about how to improve deployments in the future.

IV. Subcommittee Business

Associate Recruiter Update: Goal is to end 2008 with 100 PHS veterinarians on active duty.

Meetings Update: CDR Kriete reported planning is underway for the 2009 AVMA and COA meetings. Please send ideas for topics to him. He encouraged Category members to volunteer and register as AVMA moderators at the AVMA website soon in their area of expertise. This gives good visibility to the Category and helps recruiting. CDR Kriete is also looking for two Atlanta-based junior officer volunteers to assist with the 2009 COA Officer Training Symposium.

Billets Update: Continues to be a work in progress. Work experience in the database is hard to quantify-a recent change is reflected in categorizing board certification as “yes/no” and removing the “board eligible” option. Concerns exist among some in senior leadership about billet inflation on the part of officers; who will determine if a billet is appropriately rated is yet to be determined. Deadline for completion of the process is February 2009. CDR Thomas thanked CDR Campbell for her work and asked for full participation of all in aiding her efforts.

Awards Update: No update.

Recruitment Update: Deadline to apply to EIS is 15 September, using a new online format. See the CDC website for more details.

Precept 2/COER/Charter Update: The deadline for submission of the Charter to OSG is 01 November.

Career Development Update: nothing to report.

Website Update: CAPT (sel) Ross and the subcommittee are working with the contractor to migrate the old website content to the staging server. There are a lot of outstanding tasks to complete by the end of September. Some photographs submitted by Category members have been approved. The subcommittee will meet 28 August to discuss.

Readiness: CDR Williams stated 11 officers were not readiness basic-qualified on the latest OFRD database check. Subcommittee officers are contacting individuals to assist them in meeting requirements, and are also contacting all new CAD so their requirements are met during their initial grace period.

The next database check for the Field Medical Readiness Badge will occur in September. Be sure to have all requirements in the system by then if eligible.

Officer Health Program: LCDR Skinner-Harris stated this program is in the initial stages of development, with the goal of providing Category-specific community outreach.

Deployment Pocket Guide: LCDR Rockwell stated the guide and subcommittee is in the pre-planning stage. This guide will provide information about deployments and will use a similar guide deployed by PHS dieticians as a benchmark. LCDR Rockwell is looking for volunteers to assist this effort.

V. Old business. None

VI. The meeting was adjourned by CAPT Thomas at 1615.

Tentative dates for future meetings are 25 September and 23 October. Ms. Edler will send out notices and the agendas when finalized.

Advisory Committee Minutes - July 27, 2006

**VETERINARY PROFESSIONAL ADVISORY COMMITTEE
(Vet PAC)
MEETING MINUTES
July 27, 2006
Conf. Room 6604, 1- 3 PM
6610 Rockledge Drive
Bethesda, MD**

Members Present:

CAPT Bill Stokes, NIH, Chief Professional Officer, Veterinary Category
LCDR Regina Tan, CDC, Veterinary PAC Chair
CAPT Dan O'Leary, CDC, Veterinary PAC Chair Elect
CAPT Mainzer, CDC
CAPT Kathy Perdue, NIH/NIAID
CDR Elvira-Hall Robinson, FDA/CVM
CDR Tom Thomas, NIH
LT Kis Robertson, USDA
Dr. Eddie Carter, civil service representative, NIH

Ex-officio members present

CAPT Yvette Davis, AHRQ
CDR Estella Jones-Miller, NIH/NIAID

Guests

CAPT Kathy Perdue, NIH/NIAID
CDR Victoria Hampshire, FDA/CDRH

Via Teleconference:

CAPT Shanna Nesby, CDC
LCDR: Renee Funk, CDC
LCDR Allison Williams, CDC
LCDR Alicia Anderson, CDC
LCDR Jennifer Wright, CDC
LCDR Brianna Skinner-Harris, NIH

Meeting called to order at 1300 by LCDR Tan.
Attendance taken by CDR Hampshire.

I. Subcommittee Business:

a. Recruiting subcommittee, chaired by CDR Tom Thomas:

i. AVMA Convention: CDR Thomas started by thanking CAPTs Perdue, Altekruise, Elkins, and CDR Hall-Robinson for helping to get the veterinary category booth updated. He also thanked LCDR Wright for getting

the booth to Hawaii and for helping staff the booth. CDR Kriete helped dismantle the booth. 10-15 individuals inquired about careers in the PHS. The Veterinary Category Brochure designed by CAPT Perdue was popular at the AVMA as well.

II. Standardized Recruiting Presentation: The idea behind this is that we have a template presentation and narrative that we can put onto the Veterinary Category website for use by any officer to download and use as a recruiting tool. The presentation would be updated at least annually by the Recruitment Subcommittee. Anyone that uses the template and makes changes to it that they feel should be included in the standardized presentation is encouraged to send a copy of their presentation to the Recruitment Committee Chair for discussion and possible inclusion in the next redo of the official template.

a. CAPT Perdue asked if everybody had a chance to look at the recruiting presentation. CDR Hampshire responded that she found the presentation was useful for the NIH visiting veterinary students who visited FDA last week. CAPT Mainzer inquired as to whether there were people within the category who could serve in the capacity of mentors once somebody applies in order to streamline the application process. A conversation ensued regarding duplicity of effort and other issues associated with multiple parties. It was pointed out that CDR Harris (EPA) is our category recruiter and that we should funnel requests for liaisons through Stephanie so that she can deputize help when it is requested. In this manner, we keep the message the same to each candidate each time.

i. Motion/Action: To affect the recruiting mechanism through Stephanie Harris. Motion second by CDR Jones. LCDR Alicia Anderson recommended that we have special liaisons for interservice- transfers too. Vote: Motion Carried.

ii. Responsible Party: CDR Tom Thomas

iii. Motion/Action: Put the recruiting presentation on the website:
Motion Carried.

iv. Responsible officer: LCDR Robertson (web subcommittee).

b. Update on Pay Parity Issues: CDR Thomas: CAPT Thomas and CAPT Stokes met with AVMA Gov. Relations liaisons. AVMA is excited to talk about bringing the Vet Category pay and bonuses up to the level of everybody else. They would like to get this information together to bring it up before the AVMA board and take it to the 110th congress. LCDR Wright and CDR Thomas are going to try to get the information from optometrists who were successful in getting retention bonuses.

c. Mentoring Subcommittee –

a Career Pathways Report, CDR Hampshire: Evolved as a response of interest to students working at the FDA. NIH and introduced the idea of organizing a Summit meeting of officers and their supervisors to develop multiple Commissioned Corps veterinary career pathways. Salient points of the report are:

i. The idea evolved as a response to questions from students working at the FDA

ii. A Blue Book study/survey reveals that the majority of successful PHS career officers are at two major Agencies (NIH/CDC).

d. NIH and CDC also dominate the PHS veterinary representation. These two Agencies continue to hire the most veterinarians while the EPA, USDA, and FDA are virtually neglected, not having the benefit of Senior officers available as mentors.. A two day summit at the FDA was proposed a for officers to present their various career pathways and to respond to the concerns for career development and transformation. Funding for the summit may be an issue for travel, food, and media preparation. OCCO has no funding available for this type of activity so the VPAC will have to appeal to their Agencies for funding or find other sources of funding. . Refer to two-page proposal attached to VPAC announcement.

i. CDC Attendees noted they had been successful in obtaining funding from the AVMA for similar activities and are willing to help recap that strategy. General discussion ensued about whether this was a recruiting or mentoring activity. CDR Hampshire reiterated that the objective was to aid young and mid-career officers in gaining progressive opportunity to advance and it would be important to hear from supervisors be they civilian or Corps.

ii. CAPT Mainzer: The Commissioned Officers Foundation might entertain a proposal to provide funding for this. Next Year's meeting in DC might be a better venue. There are almost as many billets as categories. There was general discussion about standardizing billets with or without agency input so that we are not peg holed into what the Agency wants. CDR Jones Miller reiterated that at one time in our category, there was a lot of discussion about what went into the billets. We don't want to pigeonhole ourselves into one career pathway.

iii. LCDR Tan: recapped the issue by indicating that there has been some discussion about standardizing billets so that pathways are standardized in all categories. She indicated that this might be a decision that is made by department leadership and handed to us. If that is something that is handed to us, we should be prepared to deal with it. With that, we don't want to pigeonhole ourselves into a narrow landscape.

iv. CDR Jones-Miller indicated that whatever standardized billet we accept, we need to have it on a par with physicians. CAPT Davis concurred regarding the need to ensure that we don't pigeonhole ourselves into a narrow landscape, and recommended that if the Vet PAC is charged with developing billets for our category, we should be sure that the billets accurately reflect the diverse and multidisciplinary roles and positions that veterinarians hold in the PHS.

v. There was general agreement that the veterinary officers are capable of filling many non-traditional roles and the challenge will be to meet the objective of having general duty billets that are flexible yet descriptive and will lead to the development of benchmark career goals for each pathway. It was also recognized that a single officer may grow into one type of career pathway building on the experiences of another and should not be penalized for crossing professional boundaries; especially when one skill benefits another.

vi. CDR Hampshire requested permission to send career tract documents to senior officers to try to get feed back about traditional and non-traditional roles including interdisciplinary scientists.

a. Motion to actively seek senior officer's and supervisor's opinions.

Motion approved.

b. CDR Jones volunteered to assist.

c. CDR Bisgard has also offered to assist.

d. Responsible Officer: CDR Hampshire

e. Meetings subcommittee, chaired by CAPT Kathy Perdue: CAPT Perdue announced that the next COA meeting will be in Cincinnati June 3-7, 2007 and the AVMA meeting July 14-18 2007 in Washington DC.

f. Website Subcommittee, chaired by LCDR Kis Robertson: LCDR Robertson reported that last, week plans were discussed for consolidating category websites under the same server; NET Nuc. Each PAC will retain administrative rights and have blanket clearance under public affairs. Each category can manage their own site instead of going through a webmaster. CAPT Knight anticipates that this new system will be installed in the next few months and he will be administrating training to all the chairs to get information and pages set up. In the meantime we will meet with the subcommittee and discuss getting our own layouts revamped and improved. The information on the website, the information is current. The link from USPHS.gov was broken but is now fixed. It should take you through CCMIS.

g. Awards subcommittee: No Report

III. Chief Veterinary Officer; CAPT Stokes Update:

a. Promotions: The veterinarians had a 100% promote rate to 04, 3/7 to 05 and for 06 7/14; one as exceptional capability promotion. There were some non-veterinary officers who were not promoted because they did not meet readiness standards. This should remind us that readiness standards are required. There were a few people who were not promoted because they had missing COERs since 2001 so that they had an administrative flag on their record. This did not affect the veterinary category. OCCO will come up with clarifications on this policy but officers must have a completed COER for every year that they are/have been on active duty. If any are missing, the officer could be ineligible for promotions or awards. Systems will be upgraded so that reviewers can go all the way back to your call to active duty date. It is critical to make sure you have all of your COERs so that you do not miss out.

b. Three and freeze policy: The ASH did revise the interpretation of three and freeze such that officers will only be frozen if they were in the lower deciles for three consecutive years. This is different than if you are considered but not promoted for three years in a row. This is a positive development. There will be a detention board and those who were not recommended for promotion and fall into the lower deciles and those who do not meet basic readiness requirements will be referred to detention boards. We have about 75% of our category that meet basic readiness.

c. Transformation: All agencies have concurred with comments of the transformation reports. There will be a meeting with OPDIV heads in August to finalize agency recommendations for implementations. One thing that has been emphasized by the senior leadership is that this process needs to be transparent. There will be initiatives in career development, billets, and the need for functional advisory groups. We are anticipating having representatives from our categories in steering committees and advisory groups, including research, applied public health, mental health, and clinical.

d. Readiness: We received a report from OFRD for readiness. It was emphasized that Tier 3 folks need to be able to respond when your month is up. If you are Tier 3 and for some reason you will not be available for all or part of the month you are on call, then you must let OFRD know this. We have 28 officers signed up for the 5 public health teams and RDF teams. We still need one vet for team 4 and one for team 5. Number 4 is based out of Oklahoma City in Dallas and Number 5 is based out of Phoenix and Albuquerque. We have 80% staffing on RDF teams.

e. Announcement: Stokes: RADM VanderWagon was sworn in as Assistant Secretary for Public Health Preparedness.

f. For those of you who went to the AVMA, we had a successful PHS session thanks to CAPT Perdue and CDR Hall-Robinson.

g. Category Update as of July 26, 2006: 90 officers: 64 Basic ready qualified, 26 unqualified: Reasons for not being qualified were mainly due to APFT/ or President's Challenge, BLS, and yearly immunizations (influenza, PPD)

h. Updates on NIMS training IS- 100, 200, 700 and 800. This will be mandatory in the near future. Officers should e-mail their completed modules successfully course completion emails to TELL@hhs.gov or fax the hard copy course certificate to 703-434-6147.

IV. New Business

a. Nominations for PAC vacancies are ongoing. LCDR Tan will forward those CVs to all officers for voting in August.

V. LCDR Tan concluded the meeting at 1500.

Meeting minutes taken by CDR Hampshire. Last Revised 8-20-06

Advisory Committee Minutes - January 17, 2006

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (Vet PAC) MEETING MINUTES January 17, 2006 NIH, Bldg. 31

Members Present

CAPT Bill Stokes (NIH, Chief Veterinary Officer, Non-voting Ex Officio Member)
CAPT Hugh Mainzer (CDC)
CAPT Yvette Davis (AHRQ, Non-voting Ex Officio Member)
CDR Dan O'Leary (CDC)
CDR Kathy Perdue (NIH)
CDR Terri Clark (NIH)
CDR Tom Thomas (NIH)
CDR Venita Thornton (NIH)
LCDR Elvira Hall-Robinson (FDA)
LCDR Regina Tan (CDC, Vet PAC Chair)
LT Kis Robertson (USDA, Executive Secretary)

Members Absent

Dr. Eddy Carter (Civil Service)

Guests Present

No guests were in attendance

CALL TO ORDER: LCDR Regina Tan

LCDR Regina Tan, Vet PAC Chair, called the meeting to order at 1305 hours. December 5, 2005 Vet PAC minutes were approved. Attendance was taken by LT Kis Robertson.

CPO COMMENTS: CAPT Bill Stokes

CAPT Bill Stokes welcomed the new voting members to the Vet PAC. Members of the Vet PAC serve as representatives and advocates for their colleagues, and will play a key role during this time of transformation. Because PACs have responsibility for functions previously handled by DCP, such as recruiting, career development, and readiness, service to the PAC is very important to ensure a strong and effective Veterinary Category. With respect to the veterinary category, the Vet PAC played a role in helping the category reach the highest level of readiness of all the 11 categories last year, which was recognized by the SG and DSG. CAPT Stokes encouraged the new members to take their duties as elected representatives seriously and to contribute in the best ways possible.

Transformation: Dr. John Agwunobi will be officially sworn in as Assistant of Secretary of Health on January 18th at the Cohen Building. He will be commissioned as a full admiral—a four-star rank—which is the same rank held by Dr. David Satcher when he was ASH. Sec. Leavitt will also be making remarks about transformation. CAPT Stokes encouraged all officers who are available to attend. CAPT Stokes thanked all who volunteered to represent the category.

Five new work groups have been established to develop implementation plans for transformation and options for different aspects of implementation. CAPT Yvette Davis and RADM Linda Tollefson are serving on one of these work groups. If any other veterinary officers are serving on a work group, CAPT Stokes would like to know about them. Work group members were designated by agencies, rather than by CPOs or PAC Chairs, so it was up to the agencies to select representation.

Promotions: The deadline for meeting the basic readiness requirements for promotion is January 23rd. That is also the last day documents can be updated with records intended for promotion review. CAPT Stokes encouraged everyone to make sure their colleagues are aware of this deadline. Both an officer's statement and a reviewer officer's statements are needed for promotion consideration.

USDA/APHIS MOA update: CAPT Stokes has been approached by the Emergency Programs section of APHIS, expressing a desire to finalize the memorandum of agreement (MOA) that CAPT Cindy Pond has been working on for the past two years. They are particularly interested in PHS veterinarians because of their knowledge base and their connections to other public health agencies. The ASH office has advised that the MOA is on hold until transformation decisions have been completed, which may take six months or longer. CAPT Stokes encouraged officers to apply for positions at APHIS that they are interested in, and if selected, detail assignments can be pursued. In the meantime, CAPT Stokes stated that he will continue to pursue the MOA.

Category Strength: At the end of 2005, there were 85 officers in the category, the lowest number in at least 20 years. This low figure is due to officers retiring after 30 years of service as well as officers leaving for other opportunities, while very few new veterinary officers are coming on active duty. The Vet PAC should therefore look for ways to improve recruitment and retention, especially in light of the numerous veterinary job vacancies at USDA/FSIS.

COA: CAPT Stokes encouraged everyone to attend this year's COA meeting in Denver, CO. This year there will be a one-day leadership conference to be held on the Sunday before the conference. More information can be found on the COA website.

AVMA Leadership Conference: CAPT Stokes serves as the alternate delegate for the uniformed services in the AVMA House of Delegates. The AVMA had its annual leadership conference Jan 13-15. CAPT Stokes was invited to speak to the House of Delegates about the veterinary response to Hurricane Katrina, where he highlighted the contributions of both PHS and non-PHS veterinarians. It was a great opportunity to talk to the leadership of the AVMA about those contributions. LT Evan Shukan and LT Kis Robertson were in attendance as new graduates. On May 5 and 6, there will be an AVMA Disaster Conference in Washington, DC immediately after the COA meeting. CAPT Stokes will provide more details as information becomes available.

2006 CHAIR: LCDR Regina Tan

CDR Dan O'Leary and CDR Terri Clark are the officers currently nominated for the Chair-Elect position. LCDR Regina Tan asked that any other letters for nomination be submitted to her so that she can distribute them to the Vet PAC.

LCDR Tan asked for any volunteers to serve as the 2006 Executive Secretary. CDR Venita Thornton volunteered for the position and will assume the position at the next meeting.

SUBCOMMITTEE REPORTS and SUBCOMMITTEE CHAIR NOMINATIONS

Recruitment: CAPT Hugh Mainzer

On January 23, about 200-300 veterinary students from around the country will attend a Veterinary Day at the CDC. The event is co-sponsored with the AVMC, AVMA, AAPHV, and the CDC Foundation. A short recruiting presentation will be given on the commissioned corps. Liaisons from USDA/FSIS and USDA/APHIS will also be present. This is the first time the program has been held. CAPT Stokes suggested that the organizers of the program try to obtain recruiting materials that can be set up on a table. CAPT Mainzer asked that if anyone has any materials to please let him know.

Meeting: CDR Kathy Perdue

CDR Dan O'Leary has sent out the agenda for Category Day. CDR O'Leary proposed that a site visit be scheduled on that Friday to Colorado State University's Foothills Research Campus in Fort Collins, CO. Facilities located at this site include the CDC Division of Vector-borne Infectious Diseases, CSU Arthropod-borne Viruses Research Laboratories, USDA National Wildlife Research Center. CDR O'Leary invites veterinarians to visit these facilities, learn about the activities taking place there, and meet with the managers and directors of the facilities. The Vet PAC discussed the scheduling logistics associated with such a field trip. CDR O'Leary will send out a description of the field trip with more information about options.

LCDR Elvira Hall-Robinson is working on the agenda for the 2007 AVMA meeting, as the agenda for the 2006 meeting has been already set. She has been approached by CDR Charlotte Spires who wants to present on her Katrina deployment.

CAPT Stokes advised that the person who assumes the recruiting subcommittee needs to get in touch with CAPT Sean Altekruze about the recruitment booth at the AVMA. The recruiting subcommittee is responsible for making arrangements for the booth.

CAPT Hugh Mainzer raised the issue of CDC-recognized veterinary continuing education credits at non-CDC co-sponsored meetings, such as COA. CDR Dan O'Leary said that there is current discussion about having CE credit awarded through the state veterinary medical associations, and that he will check on the status of that discussion.

Mentoring: Vacant Subcommittee Chair

No update.

Chair Nominations: LCDR Regina Tan

Three committee chair vacancies need to be filled and those are for the recruiting, mentoring, and awards subcommittees. LCDR Regina Tan will send around position descriptions so that voting members can review them and make nominations.

VET PAC RETREAT

LCDR Regina Tan would like the PAC to review the goals set at the 2003 Vet PAC retreat so that they could be incorporated into the subcommittee current and future goals. LCDR Tan will be distributing these goals to the PAC.

LCDR Tan proposed that the Vet PAC plan a retreat for 2006 to revisit past goals and see how they fit in with transformation. CDR Terri Clark, who planned the 2003 retreat, agreed to take the lead on setting up a venue for the meeting.

OLD BUSINESS

Website Working Group: LT Kis Robertson

LT Kis Robertson has spoken with the category's webmaster Michelle Talley about using a unique identifier system for accessing the secure area on the website. The webmaster has expressed that the requirements for using such a system would be beyond her capabilities and responsibility for it would have to be handled by the owners of the website. In light of this information, the Vet PAC discussed ways the security aspect could be mitigated. LCDR Tan suggested that the officer directory that has been proposed to contain alternate contact information should probably just disclose work numbers, in the absence of tighter security. CDR Terri Clark also suggested making an interactive directory document that can be updated by individual officers.

LT Robertson proposed that the website working group be transformed into a subcommittee due to the on-going need to maintain and improve the website. She volunteered to serve as chair.

NEW BUSINESS

The next meeting is tentatively scheduled for the 4th Thursday of March.

Meeting was adjourned at 1430. Meeting minutes were prepared by LT Kis Robertson.

Advisory Committee Minutes - December 5, 2005

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (Vet PAC)

MEETING MINUTES

December 5, 2005

Conf. Room 1111, AHRQ Building

Members Present

CAPT Bill Stokes (NIH, Chief Professional Officer, Non-voting Ex Officio Member)

CAPT Shanna Nesby-O'Dell (CDC)

CAPT Yvette Davis (AHRQ, Vet PAC Chair)

CAPT Hugh Mainzer (CDC)

CDR Estella Jones Miller (NIH/NIAID)

CDR Kim Taylor (NIH/ NIAID)

LCDR Edward Wozniak (CDC)

Dr. Mark Abdy (FDA)

Members Absent

CAPT David Ashford (CDC)

CAPT Don Gardner (NIH/ NIAID)

LCDR Regina Tan (CDC)

CDR Kathy Perdue (NIH)

Guests Present

CAPT Stephanie Ostrowski (ATSDR)

CDR Kris Bisgard (ATSDR)

CDR Dan O'Leary (CDC)

CDR Gail Galland (CDC)

CDR Meta Timmons (DHS)

CDR Terri Clark (NIH)

LCDR Brianna Skinner (FDA)

LCDR Jennifer Wright (CDC)

LCDR Katherine Rockwell (USDA)

LCDR Sanyvette Williams (EPA)

LCDR Zandra Duprey (CDC)

LT Kis Robertson (USDA, Executive Secretary)

CALL TO ORDER: CAPT Yvette Davis

CAPT Yvette Davis, Vet PAC Chair, called the meeting to order at 1305 hours. October 25th Vet PAC minutes were approved. Attendance was taken by LT Kis Robertson.

CPO COMMENTS: CAPT Bill Stokes

CAPT Bill Stokes thanked all who deployed for hurricane relief. According to OFRD, there were 66 officers of the veterinary category who deployed, which represents over 70% of the category. The veterinary category had the highest percentage of participation out of all the categories. CAPT Stokes commended all who deployed for representing the category well with their dedicated performance. CAPT Stephanie Ostrowski was requested by

the principal federal official, VADM Thad Allen, to serve an extra 30 days in Louisiana as Advisor on Animal Issues. Veterinarians were therefore visible at a very high level.

A total of 7,000 animals were processed through the two animal shelters in Louisiana. Previously, the largest deployment of veterinarians was in response to avian influenza in 2002, during which 10 officers deployed. Corps-wide, about 2,700 officers were deployed in response to the recent hurricanes.

In addition to serving in Louisiana for Hurricane Katrina and Rita, CAPT Stokes also was deployed to Florida for Hurricane Wilma relief as the only corps veterinarian. While there he served as Deputy Commander for 65 officers at the Broward County Health Department, staffing mobile medical vehicles that provided services to devastated areas with high populations of elderly. Veterinary issues handled there included several animal bite cases in which the animal could not be located and post-exposure advice was given.

The joint meeting of the CPOs and the PAC Chairs scheduled for November was canceled. The next meeting has been scheduled for next week. Important issues include the upcoming January 23rd deadline for updating OPF's for promotion consideration; the six precepts which have not yet been signed; and the "three and freeze" issue, which will be discussed when the CPOs meet with OCCFM to review and discuss research showing the potential affects this policy would have on the categories.

UPDATES

Website Working Group

LT Kis Robertson described the proposal to add a secure area to the category website for the purpose of storing documents in a centralized location and facilitating information exchange within the category. The Vet PAC discussed the security aspect of the proposal. CAPT Hugh Mainzer presented the idea that unique identifiers be used to sign-in instead of a uniform passcode, as this would allow tracking of use and provide tighter security. LT Kis Robertson explained some of the proposed reasons why a relatively secure area would be preferable to an unsecure area. Centralized storage of a category directory which discloses alternate contact information would be one reason for a secure area. A secure area could also be used to store Vet PAC documents that are open for comments among voting members. The Vet PAC agreed that there is a need for a secure site. LT Kis Robertson will inquire with the webmaster about the technical requirements for a unique identifier system for access.

Responder of the Year Award: CDR Meta Timmons

CDR Meta Timmons suggested that in light of the record levels of deployment recently experienced in the veterinary category and the sacrifices made by officers who deployed, the Responder of the Year for 2005 be awarded to all the veterinary officers who deployed in response to the hurricanes. CAPT Stokes concurred with her thoughts concerning the hard work exhibited by the responders, and then discussed the practical constraints associated with a group award. The expectation of ADM Babb has been that the Responder of the Year Award go to one officer in each category who goes on to compete for the recognition of being Responder of the Year for the whole corps. CAPT Stokes expressed concern over how this expectation could be met if an award was given to more than one person. ADM Babb is planning to nominate all the Katrina and Rita (and perhaps Wilma) responders who deployed for longer than 7 days for the Outstanding Unit Commendation, which is the highest level group award in the corps. Recipients of that award will be also be eligible for the Crisis Response Award. CAPT Stokes recommends that the Responder of the Year be nominated as usual, but in the meantime will consult with ADM Babb about the idea of a group award.

Other Comments: CAPT Stephanie Ostrowski asked for one or two volunteers to attend the Humane Organizations working summit on the Katrina response, Monday December 12th, in Alexandria, VA. LCDR Sauyvette Williams volunteered to attend the meeting.

CAPT Hugh Mainzer announced that the APHA had made a last minute request for speakers on veterinary response. The meeting will be held from December 11 to the 14th in Philadelphia. The veterinary group presentation will be held on Monday, December 12, 2005.

CDR Terri Clark has a compilation of picture slides showing shelter operations and other deployment activities and offered to share those with anyone interested in using them in presentations.

Animal Rescue: CDR Estella Jones-Miller

CDR Estella Jones-Miller encouraged the meeting attendees to consider adopting animals rescued in the aftermath of Katrina and Rita. Many animals were separated from their owners after the hurricanes and still need to be placed in homes. The website <http://www.petfinder.com/> (or petfinder.org) can assist anyone interested in seeking a pet or anyone who would like to donate veterinary supplies to needy animal shelters.

SUBCOMMITTEE REPORTS

Recruitment: CAPT Hugh Mainzer

CAPT Hugh Mainzer deferred to LCDR Jennifer Wright on the latest activities in the recruitment subcommittee. Regarding the issue of a special pay increase, LCDR Wright and LCDR Kris Bisgard spoke with former CPO Dr. Micheal Blackwell, dean of the Tufts University School of Veterinary Medicine, and discussed the best way to make a case for this issue. During this discussion, ADM Blackwell suggested that the case be built around the importance of veterinarians in public health and the ways that the category lose officers to academia and other lines of work. Education of the public about category's contributions to public health and disaster relief through published articles would assist in recruitment and retention as well as strengthen the special pay issue.

The subcommittee is still working on the loan deferment issue. The subcommittee is seeking the regulation which excluded post-1993 graduates from deferring their student loans in exchange for PHS service so that the exact wording can be studied.

The SCAVMA article that Dr. Mark Abdy wrote is still awaiting publication.

CAPT Davis thanked CAPT Mainzer for volunteering to serve as acting chair of the subcommittee until a replacement is found. CAPT Mainzer then thanked LCDR Jennifer Wright, Dr. Mark Abdy, LCDR Zandra Duprey, and CDR Kathy Perdue for their contributions to the subcommittee.

Mentoring: CAPT Don Gardner

CAPT Gardner was not in attendance.

Veterinary Meetings: CDR Kathy Perdue

CDR Dan O'Leary presented an update on the subcommittee's activities in place of CDR Perdue who was not in attendance. The agenda for Category Day at the COA meeting has been finalized. The morning of Category Day will focus on Katrina response in Louisiana, while global veterinary health will be discussed in the afternoon. General session planners are still soliciting papers for presentation on Thursday, May 4, 2006. Everyone is encouraged to submit papers to highlight the work of veterinarians in public health.

LCDR Sauyvette Williams briefly talked about the topics that have been proposed for the AVMA conference. These include federal veterinarians and disaster response, and global public health. Speakers will soon be solicited.

CAPT Shanna Nesby announced that the CDC is sponsoring a symposium called "Current Challenges in Animal Biosafety and Security", which will be held in January 2006. It will be primarily focused on laboratory animal issues. An announcement will be going out to the category.

CDR Terri Clark expressed gratitude for the response she received about having a video/teleconference feed for the All Hand's Meeting. May 25, 2006 is the proposed date for the meeting.

Awards: CDR Kim Taylor

CDR Kim Taylor proposed that the Responder of the Year Award be announced the same way that the Vet of the Year Award has been announced. Nominations of the Vet of the Year Award has historically been announced in the Commissioned Corps Bulletin.

NEW BUSINESS: CAPT Yvette Davis

Nominations for Chair

The nominations for the new Vet PAC Chair are as follows: CDR Dan O'Leary, CDR Marvin Thomas, CDR Terri Clark, and LCDR Regina Tan. The deadline for additional nominations is December 6, 2005. Nominees must submit a Letter of Intent, which will be distributed to the voting members for their review.

The new members of the Vet PAC are as follows: CDR Dan O'Leary, Dr. Edy Carter, CDR Terri Clark, LT Kis Robertson, CDR Venita Thornton, CDR Marvin Thomas, and LCDR Elvira Hall-Robinson. The continuing members of the Vet PAC are as follows: CAPT Hugh Mainzer, LCDR Regina Tan, and CDR Kathy Perdue. The aforementioned individuals will be voting for the new Chair by Dec. 20, 2005. Votes should be sent by email to CAPT Davis (copy Debbie McCarley).

Officer Recognition

Outgoing members of the PAC are eligible to receive a Special Assignment Service Award from the CPO. Members must submit documentation of 30 days of Vet PAC activity to CAPT Bill Stokes (copy CAPT Yvette Davis) to receive the award. One day equals two hours of activity. Examples of one-day of service include manning of the recruitment booth, subcommittee work, and any activities on the Vet PAC. Certificates of Appreciation will also be awarded by the current Vet PAC chair to voting and non-voting members who have demonstrated service to the category. Individuals who wish to ensure that they or their colleagues receive proper recognition are encouraged to email CAPT Davis with information regarding their activities.

Next Meeting

The usual date for Vet PAC meetings is the 4th Thursday of every month, although that is subject to change under the new Vet PAC. Due to conflicts with other meetings and events, the next meeting is tentatively scheduled for Tuesday, January 17, 2006.

CAPT Yvette Davis adjourned the meeting at 1435 hours.

Advisory Committee Minutes - October 25, 2005

VETERINARY PROFESSIONAL ADVISORY COMMITTEE
(Vet PAC)
MEETING MINUTES
October 25, 2005
Conf. Room 1111, AHRQ Building

Members Present

CAPT Yvette Davis (AHRQ, Vet PAC Chair)
CAPT Don Gardner (NIH/ NIAID), via conference call
CAPT Hugh Mainzer (CDC), via conference call
CDR Estella Jones Miller (NIH/NIAID), via conference call
CDR Kathy Perdue (NIH), via conference call
CDR Kim Taylor (NIH/ NIAID), via conference call
LCDR Edward Wozniak (CDC), via conference call
LCDR Regina Tan (CDC), via conference call
Dr. Mark Abdy (FDA), via conference call

Members Absent

CAPT Bill Stokes (NIH, Chief Professional Officer, Non-voting Ex Officio Member)
CAPT David Ashford (CDC)
CAPT Shanna Nesby-O'Dell (CDC)

Guests Present

CAPT Sean Altekruze (USDA), via conference call
CAPT Axel Wolff (NIH), via conference call
CDR Terri Clark (NIH), via conference call
CDR Glenda Galland (CDC), via conference call
CDR Dan O'Leary (CDC), via conference call
CDR Marianne Ross (FDA), via conference call
CDR Venita Thornton (NIH), via conference call
LCDR Allison Williams (CDC), via conference call
LCDR Brianna Skinner (FDA), via conference call
LCDR Elvira Hall-Robinson (FDA)
LCDR Sanyvette Williams (EPA), via conference call
LT Kis Robertson (USDA, Executive Secretary), via conference call

Call to Order:

CAPT Yvette Davis, Vet PAC Chair, called the meeting to order at 1305 hours. August 3rd Vet PAC minutes were approved pending the spelling correction of CDR Venita Thornton's name and change of Don Gardner's rank to CAPT.

DEPLOYMENT OVERVIEW ~ CAPT Axel Wolff

On behalf of CAPT Bill Stokes, who is currently deployed, CAPT Axel Wolff was asked to speak about his recent deployment to the Gulf Coast for Hurricane Katrina relief. More than half of the veterinary category served in this deployment, which likely involved the largest animal rescue effort ever in history. The mission of the deployment was to provide veterinary care to large and small animals, address carcass disposal, and manage public health issues related to zoonotic disease. The teams worked under the direction of the state veterinarian as well as PHS leadership. In Louisiana, PHS veterinarians primarily supported the Lamar-Dixon animal shelter and LSU Parker Coliseum. Several thousand rescued dogs, cats, birds, fish, and horses were cared for at the Lamar Dixon shelter, with the expectation that they would be reunited with their owners or adopted out. Most of the animals cared for at the LSU Parker Coliseum were of known-owner origin and were later retrieved by their owner. In total, there were about 6000 animals that were rescued and processed through the shelters. Vets were involved in rescuing and importing animals; treating, stabilizing and vaccinating patients; and exporting animals when they were ready to go to another shelter or be picked up by their owner. PHS vets interacted with the state veterinarian, DOD, USDA, Humane Society, animal control officers, VMATs, and other animal rescue groups. In addition to providing professional assistance as veterinarians, PHS vets played a role in organizing duties and establishing a command and control structure.

UPDATES

Deployment Experience: LCDR Elvira Hall-Robinson

LCDR Elvira Hall-Robinson presented an overview of her September 4 deployment to Mississippi with the environmental health group. At the direction of FEMA and at the request of the state, the mission assignment was to provide environmental health support in response to Hurricane Katrina to the state of Mississippi. This support included inspection of food, potable water, and sanitary waste, and providing other preventative medicine activities. Two-person teams conducted environmental assessments to the Gulf Coast part of the state, an area which was divided up in 34 to 36 zones. Goals included identifying the number of shelters and people present, and describing what was taking place in those areas with regards to such things as sanitation issues, water and ice sources, medical needs, insect control problems, and the number of sick. This information was collected by the teams and relayed to the state.

LCDR Hall-Robinson presented several photographs taken during her deployment depicting some of the hurricane-hit areas in Mississippi, and further discussed her experiences with the environmental health group.

CAPT Davis solicited discussion from other officers who have recently deployed. LCDR Sanyvette Williams talked about her work with a VMAT at an animal hospital that serviced rescued animals, where she observed that PHS officers played a major role in informing animal workers of the importance of wearing gloves and other protective gear. CAPT Sean Altekruze discussed his experience during a USDA/FSIS deployment to 11 poultry plants located in hurricane-hit areas, where he and another veterinarian took environmental samples for testing of indicator organisms such as Salmonella. The purpose of such testing was to compare post-hurricane levels of bacterial contamination with historical values in order to assess sanitation at the establishments. CAPT Hugh Mainzer discussed how CAPT Carol Rubin, who was assigned from CDC as one of the lead public health officials in New Orleans, conducted assessments of destroyed public health infrastructures and assisted in planning efforts to return those infrastructures to power. CAPT Mainzer served as the team lead federal liaison for the CDC during his deployment.

Chair, 2006: CAPT Hugh Mainzer

CAPT Yvette Davis informed the PAC that because CAPT Hugh Mainzer will not be able to serve as Chair in 2006, a new Chair-Elect will be elected within two months by the voting members of the Vet PAC.

CAPT Hugh Mainzer explained that, he will be serving as Chair of the Board of Directors of the COA starting in July, 2006. After discussion with the leadership of the Vet PAC and the COA, it was decided that it is in the best interest of both the category and the association that CAPT Mainzer step down as Chair-Elect for the Vet PAC. He will, however, continue his service to the veterinary category as a voting member of the Vet PAC.

SUBCOMMITTEE REPORTS

Recruitment: CAPT Hugh Mainzer

CAPT Yvette Davis announced that CAPT David Ashford is currently out of the country and stated that CAPT Hugh Mainzer has volunteered to serve as Chair of the subcommittee for two months. LCDR Regina Tan offered to share this responsibility with CAPT Mainzer as co-Chair until CAPT Ashford's return.

CAPT Mainzer discussed current recruitment efforts which focus on procuring loan repayment and deferment options for new officers to the corps. Another recruitment potentiality is the Epidemic Intelligence Service (EIS), which may have more room for veterinarians than in years past. USDA/FSIS also has a high number of entry-level veterinary positions that represent a potential source of PHS assignments. CAPT Mainzer encouraged everyone to reach out and advertise for these positions. Dr. Mark Abdy added that in order to counteract some of the negative perceptions associated with food inspection, these types of roles should be presented as experiences similar to residencies, with attention being placed on long-range career tracks.

CDR Kathy Perdue announced that the recruitment presentation is almost complete and should be ready to post on the website soon. Pictures of officers are needed to include in the presentation. A request for pictures will go out through CAPT Davis. A script has also been written to go along with the presentation.

Mentoring: CAPT Don Gardner

As chair of the mentoring subcommittee, CAPT Gardner also works on the Career Development Committee with members of other category PACs, through OCCO. The committee is currently discussing the idea of coordinating career development information for all the categories, and in assisting with that, CAPT Gardner has reviewed the websites of other categories and found that our website in comparison to others is lacking in many ways. CAPT Gardner identified the lack of comprehensive information as one major weakness to the website.

The Vet PAC discussed ideas regarding improvements to the website. LT Kis Robertson talked about what she has learned about other category websites through discussions with their respective webmasters. The Vet PAC working group tasked with working on the website will be meeting to address some of the major concerns related to the website. Anyone who is interested in assisting with the website should contact LT Kis Robertson.

LCDR Regina Tan has been approached by a number of officers from other branches of service who are interested in transferring to PHS, but do not know how to proceed. Matters such as job placement, benefits to the PHS, time-in-service credit, and the transfer process remain unclear to a lot of officers. To address this issue, LCDR Tan suggested that the Vet PAC put together guidance material that targets the concerns of these officers. Members of the Vet PAC discussed their own experiences with interservice transfers. CAPT Gardner suggested that the website be used to help make this type of information more accessible. CAPT Mainzer added

that the category should use care so as not to give the impression of directly targeting veterinarians of other service branches. A bullet list addressing common questions associated with interservice transfers will be compiled by members of the PAC to distribute to anyone making direct inquiries about transferring.

CDR Terri Clark is still working on the standard CV format and has recently completed the promotion benchmarks after incorporating the new public health training and education precepts. She has requested that CAPT Bill Stokes present the revised CV format to the PY2005 promotion board for their review before posting it the website.

Veterinary Meetings: CDR Kathy Perdue

The Meetings Subcommittee met October 21, 2005 and is currently preparing for three upcoming meetings: COA, All Hand's Meeting, and AVMA. Leads were assigned to the three meetings. Additional help is still needed with the COA and the AVMA. CDR Dan O'Leary is the lead for the COA meeting. CDRs Terri Clark and Kim Taylor are co-leads for the All Hand's Meeting. LCDR Elvira Hall-Robinson is the lead for the AVMA meeting. The COA is the most critical meeting because the deadline for the agenda is fast approaching.

CDR Dan O'Leary will be sending out a call for speakers for Category Day at the end of the week. In addition to Category Day, CDR O'Leary is exploring the option of extending the talks to an additional half-day and reserving this time to discuss global veterinary public health. CAPT Stokes is also interested in having a second half-day session reserved for interdisciplinary speakers that will discuss how their work interplays with the work of veterinarians, particularly with respect to recent hurricane relief. Solicitation for speakers at the expanded sessions will not be announced until approval for these sessions is confirmed.

Awards: CDR Kim Taylor

The call for nominations for the Vet Responder of the Year will soon be announced electronically. Self-nominations are encouraged and accepted. There were three nominations this past year. The call for nominations for the Vet of the Year Award will be published in the Commission Corps Bulletin in January.

NEW BUSINESS: CAPT Yvette Davis

CAPT Yvette Davis congratulated the newly elected members of the Vet PAC, who are as follows:

- CDR Terri Clark—representing NIH
- CDR Dan O'Leary—representing CDC
- LT Kis Robertson—representing USDA
- Dr. Edy Carter—representing the civil service
- LCDR Elvira Hall-Robinson—At-Large representative
- CDR Marvin Thomas—At-Large representative
- CDR Venita Thornton—At-Large representative

CDR Terri Clark encouraged everyone to attend this year's Dining Out which is on November 19th.

CAPT Yvette Davis adjourned the meeting at 1440 hours.

Advisory Committee Minutes - August 3, 2005

VETERINARY PROFESSIONAL ADVISORY COMMITTEE
(Vet PAC)
MEETING MINUTES
August 3, 2005
NIH Rockledge II Building, Conference Room 6087-B

Members Present

CAPT Bill Stokes (NIH, Chief Professional Officer, Non-voting Ex Officio Member) via conference call
CAPT Yvette Davis (NIH, Vet PAC Chair)
CAPT David Ashford (CDC), via conference call
CAPT Hugh Mainzer (CDC), via conference call
CDR Terri Clark (NIH), via conference call
LCDR Regina Tan (USDA), via conference call
CDR Kathy Perdue (NIH), via conference call
Dr. Mark Abdy (FDA), via conference call

Members Absent

CDR Estella Jones Miller (NIH/ NIAID)
CAPT Don Gardner (NIH/ NIAID)
CDR Kim Taylor (NIH/ NIAID)
CDR Johnny Braddy (FDA)
CAPT Shanna Nesby-O'Dell (CDC)
LCDR Edward Wozniak (CDC)

Guests Present

LCDR Princess Campbell (EPA), via conference call
CDR Kristine Bisgard (CDC), via conference call
LCDR Jennifer Wright (CDC), via conference call
CDR Charlotte Spires (FDA), via conference call
LCDR Brianna Skinner (FDA), via conference call
LCDR Elvira Hall-Robinson (FDA)
CDR Venita Thornton (NIH)
LT Kis Robertson (USDA, Executive Secretary)

CALL TO ORDER: CAPT Yvette Davis

CDR Yvette Davis, Vet PAC Chair, called the meeting to order at 1305 hours. Attendance was taken by LT Kis Robertson. Minutes of the May 26, 2005 Vet PAC meeting were approved pending the addition of LCDR Elvira Hall-Robinson to the attendance sheet and corrected spelling of CDR Terri Clark's name.

CPO COMMENTS: CAPT Bill Stokes

COA Meeting: CAPT thanked all of the presenters and participants at the COA meeting in Philadelphia. This year's conference had the highest attendance ever, with over 1300 officers—almost 25% of the active duty corps—attending. This was also the first meeting attended by the AVMA president, Dr. Bonnie Beaver. Dr. Jim Steele, retired Rear Admiral, gave a presentation on Category Day and was awarded a Surgeon General's Medallion by SG Carmona for "exemplary leadership in veterinary medicine resulting in a lifetime of outstanding national and global public health achievements". Only two of those awards were given at the meeting. Dr. Steele presented SG Carmona with a personalized and most recent copy of the Merc Manual, which commemorates the 50th anniversary of the book. At the All Hand's Meeting held at the conference, two awards were given. CAPT David Ashford was named Veterinarian of the Year and CDR Patricia Klein was named the Responder of the Year for the category. The veterinary category is the first category to give that award. The Responder of the Year for the category will go on to compete for the Responder of the Year for the entire corps. Next year's COA meeting will be held from April 30 to May 5, 2006 in Boulder, CO. CAPT Stokes encourages everyone to attend.

AVMA Meeting: At the PHS session of the AVMA meeting in Minneapolis, MN, ADM Jim Steele presented a lecture on the origins of veterinary public health and the interactions he had with surgeon generals while serving as CPO. The term public health veterinarian was coined in 1945 and the veterinary category was established in 1946. Next year we will be celebrating the category's 60th anniversary.

AMSUS Meeting: The next AMSUS meeting is coming up in November in Nashville, TN at the Opryland Hotel. There will be a PHS luncheon on Monday, October 31; a veterinary medicine luncheon Tuesday, November 1; and awards will be given out on Wednesday, November 2 during the closing dinner. The McCallum award, named after former veterinary corps chief General McCallum, will be presented to two veterinarians. Three PHS veterinarians were nominated for the award this year.

Readiness: As of May 1st, it is mandatory that all commissioned corps officers meet basic readiness requirements. SG Carmona has commended the veterinary category for having the highest level of readiness of all the categories at 82% as of May 1, 2005. Currently the corps as a whole is at 70%. When the new hepatitis immunization requirements are factored in, the percent meeting readiness standards drops to 59% for the corps and 70% for the veterinary category. CAPT Stokes encourages everyone to complete their hepatitis A and B series as soon as possible to avoid losing their status.

Of the officers in the category who are not basic ready, 15 officers lack current BLS training, 24 don't meet immunization requirements, and 9 have not met fitness requirements.

Promotions: The PY2005 results were announced in July. The promotions rates were slightly higher than last year, with 80% to O-4, 40% to O-5, and 25% to O-6. Everyone in the category who was considered for promotion was recommended for promotion. Within the category, four officers were promoted to O-6, three officers were promoted to O-5, and four officers were promoted to O-4. CDR Kristine Bisgard requested that information on OPF materials needed for competitive promotion be included on the website.

SG PAC and CPO Meeting: The Deputy SG recognized that Lester Crawford is confirmed as the FDA commissioner. This is the first time that a veterinarian has held this position. An inactive reserve training course was held and completed July 29, 2005. One of the trainees was Dr. Bruce Hall, who was commissioned as a captain in the inactive reserves.

OCCO: The 2005 rating cycle extends from June 1 to Sept 30. Next year, the cycle will extend from Oct 1 to Sept 30. The rates and results for permanent grade promotion have yet to be released, but are expected to be announced soon. The largest category is now the nurse category, standing at 1300 officers. The nurse accession bonus, which is \$15,000 per year, has probably aided them in retention and recruitment.

Other Comments: CDR Terri Clark asked about current progress on transformation. CAPT Bill Stokes stated that there was no transformation update at the SG PAC/CPO meeting. Transformation decisions may be on hold pending the nomination of the new Assistant Secretary of Health. CAPT Hugh Mainzer stated that the new nominee is named Dr. John Agwunobi, who is the current health commissioner for the state of Florida. CAPT Stokes stated that absorption into another category remains a transformation option, as well as the implementation of career tracks. LCDR Princess Campbell asked about who measures BMI for the APFT form. CAPT Mainzer suggested that OFRD would be the source to find out the specific requirements for filling out that section of the form.

UPDATES

Local Area Deployments: CDR Terri Clark

While deployed at the National Mall on 4th of July, CDR Clark noticed an area of need that could potentially be met by corps veterinarians. Although many working animals such as police horses and bomb sniffing dogs were present at the event, CDR Clark observed a lack of an organized veterinary presence ready to respond to any potential animal health needs. She proposed the idea of having a deployable veterinary team designed to provide basic healthcare for animals present at large public events. The Vet PAC discussed other functions that could be performed through a PHS veterinary team and the benefits to having such a team. Other considerations including the role that military vets play in the care of working dogs were also discussed. Strong support from the category is needed before proposing to ADM Babb the idea of deploying a veterinary team to local area events. CDR Clark will draft a proposal for the Vet PAC's review.

Loan Deferment: Dr. Mark Abdy

Dr. Abdy, CAPT David Ashford, and LCDR Zandra Duprey met with Mark Chaddick of the AVMA Government Relation Division Office and Andy McCabe with the AVMA of American Colleges to discuss the category's concerns regarding loan deferment, the National Veterinary Services Act, and the Public Health Preparedness and Work Development Bill.

Loan Deferment: Officers joining the corps after July of 1993 currently are ineligible for loan deferment. The representatives of AVMA suggested the category draw up a memo presenting this as an issue and outlining the goals of our category with respect to this issue. The memo should be presented to the AVMA Legislative Advisory Committee, which would then make a recommendation to the AVMA board. The board would then decide how much resources should be devoted to the issue. If given the go ahead, Mark Chaddick would lobby Congress to make changes. A broad coalition may be needed to bring about change, as the loan deferment issue affects more than just our category.

National Veterinary Services Act: Currently there is \$750,000 dollars designated for repayment of student loans in the Agriculture Appropriations Bill that is still in the Senate. The full Senate has yet to vote on the bill and the House has no money in it. A final outcome is pending, but it is anticipated that the \$750,000 will remain in the bill. The Secretary of Agriculture will be responsible for determining who the eligible veterinarians are. Veterinarians outside of the USDA will be eligible, however, it is stipulated that the Agency (HHS) to channel funds to the USDA with a possible overhead charge of 4%.

Public Health Preparedness Work Development Act: This is a new loan repayment bill that is targeted toward employees of state and local health departments. Students would be eligible if they are in their final year of school or who have graduated within the last 10 years. It has introduced to the Senate but not the House and is not yet out of committee.

Website Working Group: LT Kis Robertson

The Vet PAC has recognized a need to update the category's website to help meet Vet PAC recruitment and retention goals. Ideas for improvement discussed in prior meetings has included adding information pertinent to job searches and career development. LT Robertson has volunteered to lead the working group, and put out a call for other volunteers to assist in improving the website. CDR Terri Clark, LTCR Regina Tan, LCDR Elvira Hall-Robinson, and CAPT David Ashford volunteered to serve on the working group.

Lab Animal Residency Position: CDR Venita Thornton

The Uniform Service University Lab Animal Residency Program has structured its academic and research elements into an graduate degree in comparative medicine. The program is for two years and prepares the veterinarian to meet ACLAM board eligibility requirements while earning a masters in comparative medicine degree from the Uniformed Services University (USHS). Parts of the program includes biostatistics, epidemiology, elective coursework, NIH research, and 2000 hours of practicum experience in an NIH lab animal facility. Prospective applicants must apply to the USU Lab Animal Residency Program and USHS. Interested individuals should contact CAPT Marlene Coles (see CDR Thornton for email address) and for questions about applying to USHS, contact Ms. Janet Anastaci. One slot this year is reserved for a commissioned corps officer.

SUBCOMMITTEE REPORTS

Meetings: CDR Kathy Perdue (Chair)

Thanks goes out to LCDR Regina Tan for getting the awards published in the COA bulletin. Planning is to begin for next year's All-Hands, COA, AVMA, AMSUS, and NDMS meetings. Current members of the subcommittee include CDR Lauren Davidson, LCDR Elvira Hall-Robinson, LCDR Brianna Skinner, CDR Kim Taylor, CDR John Dunn, and CAPT Johnny Braddy. CAPT Hugh Manzier mentioned that the American Public Health Association (APHA) meeting has veterinary sessions and suggested that the category become involved. This year's APHA meeting is Nov 6th through the 9th.

The following are all the officers who manned the AVMA booth at the meeting in July: CAPT Yvette Davis, CAPT Stephanie Ostrowski, LCDR Brianna Skinner, CAPT Johnny Braddy, LCDR Elvira Hall-Robinson, CAPT Hugh Mainzer, CDR Mena Timmons, LCDR Ed Wozniak, and LCDR Sanyvette Williams. Much thanks goes out to them. Thanks also to LCDR Tan for getting the booth to the AVMA meeting.

Recruitment: LCDR Jennifer Wright

Recent activities in the recruiting subcommittee include talking to COA, Government Relations Director Judy Rensberger about making a case for category pay increase, research into the legislative issues behind loan deferment, and finalizing the article for publication in the SCAVMA journal. For purposes of keeping track of recruitment activities, any officer who has visited a vet school and has talked about the corps should inform the recruiting subcommittee.

NEW BUSINESS: CAPT Yvette Davis

Model PAC Charter: The renewed PAC charter suggests that voting members serve 3-year terms, in contrast with the Vet PAC charter which prescribes 2-year terms. CAPT Davis asked for feedback from the Vet PAC as to which option is best for the category. CAPT Mainzer commented that the 2-year term poses limitations for the Vet PAC Chair and Chair-Elect, but it allows more people to participate from year to year. CAPT Stokes voiced concerns about increasing the term duration because a shorter term better ensures that deserving people stay on the PAC. CAPT Davis asked about adding to the charter a clause specifying “with the option of a 2 to 3-year term” followed by the existing clause restricting service on the PAC to 6 consecutive years. The Vet PAC agreed with this suggestion. CAPT Davis stated that she will recommend that the PACs have the option of 2 or 3-year terms.

JOAG Alternate: LCDR Allison Williams needs an alternate for the JOAG. Interested individuals should contact CAPT Yvette Davis or LCDR Allison Williams.

Vet PAC Nominations: The announcement for nominations for the Vet PAC is in the latest CCO bulletin. Letters of intent and CVs should be emailed to CAPT Yvette Davis by August 15th.

Next Meeting is tentatively scheduled for September 15.

The meeting was adjourned at 1510. Vet PAC meeting minutes were prepared by LT Kis Robertson.

Advisory Committee Minutes - May 26, 2005

VETERINARY PROFESSIONAL ADVISORY COMMITTEE

(Vet PAC)

MEETING MINUTES

May 26, 2005

NIH Rockledge II Building, Conference Room 6087-B

Members Present

CAPT Bill Stokes (NIH, Chief Professional Officer, Non-voting Ex Officio Member) via conference call

CAPT David Ashford (CDC), via conference call

CDR Yvette Davis (NIH, Vet PAC Chair)

CDR Don Gardner (NIH/ NIAID), via conference call

CDR Kim Taylor (NIH/ NIAID), via conference call

LCDR Edward Wozniak (CDC), via conference call

Dr. Mark Abdy (FDA), via conference call

CDR Hugh Mainzer (CDC), via conference call

CAPT Shanna Nesby-O'Dell (CDC), via conference call

CDR Terri Clark (NIH), via conference call

Members Absent

CDR Estella Jones Miller (NIH/ NIAID)

CDR Kathy Perdue (NIH)

LCDR Regina Tan (USDA)

CDR Johnny Braddy (FDA)

Guests Present

CDR Kristine Bisgard (CDC), via conference call

LCDR Sanyvette Williams (EPA), via conference call

LCDR Jennifer Wright, via conference call

LCDR Elvira Hall-Robinson

LT Kis Robertson (USDA, Executive Secretary)

Ms. Judy Rensberger (COA, Government Relations Director)

CALL TO ORDER: CDR Yvette Davis

CDR Yvette Davis, Vet PAC Chair, called the meeting to order at 1300 hours. Attendance was taken by LT Kis Robertson. Minutes of the March 23, 2005 Vet PAC meeting were approved.

CPO COMMENTS: CAPT Bill Stokes

Readiness: CAPT Stokes thanked the recruitment, mentoring and CCRF subcommittees for helping to compensate for OCCO as it copes with its present staffing shortage. CAPT Stokes congratulated the entire

category for having the highest percent meeting basic readiness standards. As of April 29, 2005, 82% of the vet category is basic ready. Office of Management and Budget (OMB) set readiness target for entire corps at 70% by Sept 31, 2005. The corps has already met that goal, having reached the 74% mark as of April 29, 2005. The challenge now is for officers to maintain their readiness status by checking in, updating records, and making sure that credentials do not expire. CAPT Stokes especially expressed gratitude towards the 11 officers who met readiness requirements in April and helped push our category to the top.

CAPT Stokes, the Vet PAC, and the Surgeon General's goal is for 100% readiness in the corps. As of May 1st, Manual Circular 377 requires that all officers meet readiness standards. Officers up for promotion that did not meet readiness requirements by May 1, 2005, will not be considered for promotion in PY2005, regardless of grade or category, including flag officers. Fourteen officers currently do not meet readiness standards: five O-6 officers, two O-5s, six O-4s, and an officer who is up for retirement and will soon be leaving. Breakdown by agency of the 13 non-retiring officers: 5 officers at CDC, 3 at NIH, 2 at FDA, 2 at USDA, and 1 officer at the Office of the Secretary. CAPT Stokes asks all Vet PAC members and guests in attendance to encourage their colleagues to become basic ready, providing assistance if necessary. CDR Hugh Mainzer announced that at least 3 of the 5 officers at CDC may now meet readiness requirements after having updated and/or faxed in certifications and immunization records.

Consequences beyond promotion as a result of failure to attain readiness status are being discussed by senior leadership. Voluntary compliance with policy is preferred so that consequences don't have to be put in place.

COA Meeting: CAPT Stokes thanked CDR Johnny Braddy, LCDR Pat Klein, CDR Estella Jones, CDR Mainzer, and the rest of COA committee for putting together a terrific program. Dr. Bonnie Beaver, president of the AVMA, will be at the meeting, which represents the first time an AVMA president will be in attendance. Retired Admiral Jim Steele, the first veterinary CPO and the first two-star veterinarian in any uniformed service, will also be in attendance. Officers in the Washington, DC area are especially encouraged to try to attend. This year's COA is expected to be the largest ever. All living former Surgeon Generals in addition to SG Carmona are scheduled to be on a panel.

Promotions: All category promotion boards have met and hope to have the results available by June 1, 2005. The boards were awaiting a decision from the ASH to determine the percentage of officers that will be promoted. CAPT Stokes can not say how promotion rate figures are derived and hopes that they are higher than last year. To the best of CAPT Stokes's knowledge, promotion rates will be the same in each category.

Transformation: The SG and ASH met with Sec Levitt to discuss transformation options, which may be announced at the COA meeting. Work groups will be set up to address implementation options. Officers who would like to participate on the work groups are encouraged to volunteer. CAPT Stokes stated that transformation options encompass a whole series of issues including recruitment, categories, and designating and revising billets corps-wide. When the options are selected, CAPT Stokes will send out more information so that officers can sign up for work groups. ASH Beato will sign off on work groups, and there is no guarantee that all volunteers will be selected.

Other Comments: CDR Yvette Davis read off the list of volunteers that signed up as escorts for ADM Steele at the COA meeting: CDR Hugh Mainzer—10 am-2pm, June 5; CDR Dan O'Leary—opening, June 6; CDR Yvette Davis—reception and PHS ensemble, June 6; CAPT David Ashford—Category Day, June 7; CDR Charlotte Spires—2:30 pm -4:30 pm, June 8; LCDR Elvira Hall-Robinson—June 9. The agenda for COA meeting has been finalized, and all speakers are confirmed. The All Hand's Meeting will be held at the same time as Category Day, and two awards will be given.

UPDATES

Category Pay Increase: Judy Rensberger, Government Relations Director of COA

In the Surgeon General's 1999 wish list for legislative changes there was a request for increased category pay for veterinary and optometry officers. Since then, there has been little legislative push to increase pay for the vet category. Whether the case was never made or whether it was made unconvincingly is unclear, but COA is willing to work with the category in pushing forward category pay legislation.

Ms. Rensberger stated that an inarguable case for a pay increase needs to be put forth in order to make progress. Retention and recruitment efforts are two areas in which a case for increase category pay could be based. CDR Mainzer suggested that Ms. Rensberger meet and work with the Government Relations Division of the AVMA, which has expressed interest in assisting the uniformed services, in trying to gain more legislative leverage on this front.

2005 AVMA Meeting, PHS Veterinary Session: CAPT Bill Stokes

CAPT Stokes encouraged everyone who is attending the AVMA meeting to be present at the PHS Veterinary session. Session will be held on Sunday, July 17, from 2-5pm at the Mirage Room of the Hyatt Regency. Dr. Steele will also be in attendance.

CAPT Ashford stated that CDR Ed Wozniak is no longer able to attend the AVMA meeting or man the booth. Volunteers are needed. CAPT Stokes recommended to CAPT Ashford to get in touch with CAPT Sean Altekruise to get confirmation that there is booth space. LCDR Sanyvette Williams volunteered to set up the booth, and LCDR Elvira Hall-Robinson and LCDR Brianna Skinner offered to set up and/or man the booth.

SUBCOMMITTEE REPORTS

Recruitment: CAPT David Ashford (Chair)

Activities and developments of the recruitment subcommittee since last meeting were described as follows:

- All but 18 of the nation's veterinary colleges have been visited within the last year and a half. The subcommittee's goal is to contact all veterinary schools before the end of December 2005. A list of all remaining schools will be sent out to the full category to facilitate outreach efforts.
- CDR Dan O'Leary has created a database to keep track of visits and record contact names and telephone numbers at each school.
- A power point presentation has been drafted and is being circulated before being finalized. CDR Kathy Perdue and CDR Stephanie Harris are going to add text to the presentation so that it can be a self-driven package. The subcommittee would like to post the power point presentation to the category's website.
- The subcommittee recommends that the category website be revised. LT Kis Robertson has volunteered to assist the recruiting subcommittee in this effort and coordinate with the webmaster, but the project needs the input of a working group that represents the full PAC.
- To improve recruiting and retention efforts, the subcommittee has been looking at the area of increased category pay. An argument for increased category pay can be made by showing how category pay may be affecting recruitment and retention. LCDR Jennifer Wright and CDR Kristine Bisgard are using data supplied from OCCO and examining retention and recruitment as they relate to pay. Initial analysis

suggests that there may be an association at work, but more time is needed before final conclusions will be released.

- Another issue the subcommittee has been examining as a potential source of recruitment difficulties is college debt. A loan deferment program was in place up until 1994, and the subcommittee is currently studying the language of that act to determine what changed and why the program expired. The Public Health Services Act allocates about 35 million dollars towards scholarships and about 195 million dollars for loan repayment. Another act that may affect recruiting efforts is the National Veterinary Services Act. LT Zandra Duprey is looking into the details of these acts and determining how officers can access these funds.
- Dr. Mark Abdy will be working with AVMA to clarify what we can tell recruits about money in 2006.
- The subcommittee has been working closely with FSIS because they have the most veterinary vacancies.
- Dr. Abdy asked about sending the article “The Best Kept Secret of Veterinary Medicine” to AVMA for publication. CAPT Stokes suggested running article by Steve Blackwell at the Recruitment Office prior to submitting it to the AVMA.

Mentoring: CDR Don Gardner (Chair)

The mentoring subcommittee provided the following update:

The mentoring subcommittee agrees with the idea to update and revise the website. CDR Gardner stated that CDR Kathy Hollinger of FDA/CVM would like the website to provide information that would help connect officers to jobs, with specific descriptions of job series and associated educational requirements. Information of this type can be used for other agencies.

LCDR Dan Keats of OCCO was formerly responsible for giving career development talks, and has been replaced by James Schaffer. The career development committee is composed of PAC members from other categories. There have been two committee meetings with the group. The idea of updating the website and making it more user-friendly will be discussed with Schafer.

Awards: CDR Kim Taylor (Chair)

Two awards will be presented at Category Day at the COA Meeting on June 7th. Those include the Public Health Responder of the Year Award and the Vet of the Year Award. Notifications for awards have already gone out.

CCRF: CDR Estella Jones (Chair)

Not in attendance due to conflict with PHS ensemble rehearsal.

NEW BUSINESS

- Next Meeting is scheduled for August 3rd
- A call will be put out for Vet PAC membership. Usually the deadline for those who are interested is August 15th.

The meeting was adjourned at 1430. Vet PAC meeting minutes were prepared by LT Kis Robertson.

Advisory Committee Minutes - March 23, 2005

VETERINARY PROFESSIONAL ADVISORY COMMITTEE
(Vet PAC)
MEETING MINUTES
March 23, 2005
NIH Rockledge II Building, Conference Room 6087-B

Members Present

CAPT Bill Stokes (NIH, Chief Professional Officer, Non-voting Ex Officio Member)
CAPT David Ashford (CDC), via conference call
CDR Yvette Davis (NIH, Vet PAC Chair)
CDR Don Gardner (NIH/ NIAID), via conference call
CDR Kim Taylor (NIH/ NIAID), via conference call
CDR Estella Jones Miller (NIH/ NIAID), via conference call
LCDR Edward Wozniak (CDC), via conference call
Dr. Mark Abdy (FDA), via conference call

Members Absent

CDR Kathy Perdue (NIH)
CAPT Shanna Nesby-O'Dell (CDC)
CDR Hugh Mainzer (CDC)
LCDR Regina Tan (USDA)

Guests Present

CDR Kristine Bisgard (CDC), via conference call
LCDR Sanyvette Williams (EPA), via conference call
CAPT Nancy Pate (EPA), via conference call
LT Zandra Duprey (CDC), via conference call
CDR Dan O'Leary (CDC), via conference call
CDR Cindy Pond (USDA/APHIS/ FSIS), via conference call
CDR Johnny Braddy (FDA), via conference call
LCDR Jennifer Wright, via conference call
LCDR Venita Thornton (NIH/ OLAW)

Call to Order:

CDR Yvette Davis, Vet PAC Chair, called the meeting to order at 1300 hours. Attendance was taken by LCDR Venita Thornton, serving as interim Executive Secretary for the meeting. Minutes of the December 17, 2004 Vet PAC meeting were approved.

Dr. Abdy questioned the Committee as to whether or not he was the best qualified person to continue to serve on the VPAC as the FDA representative, in light of the fact that he is not a Commissioned Corps Officer. Dr. Ashford asked if Dr. Abdy would continue to serve on the VPAC while the Recruitment Subcommittee determined if there are other potential candidates interested in serving as the FDA-CVM representative.

CPO Comments ~ CAPT Bill Stokes

Readiness: Thanks to everyone for their efforts towards assisting the Veterinary category in obtaining 63.64%

CCRF qualified applicants at the Basic Readiness Level, which put our category in 1st place among the 11 Categories. There are 56 veterinary officers that meet Basic standards, and 32 officers that do not. The average is 53% Corps-wide. The Corps must meet 70% Basic Readiness Level by October 1, 2005. The Veterinary category only needs 6 more officers to meet the 70% threshold. CAPT Stokes encouraged the Veterinarians to be the 1st category to meet that threshold.

The letter from the Surgeon General (dated March 9, 2005), indicated that in 2004, there were 1273 officers deployed to 47 different events, with another 500 officers on stand-by. Nearly 25% of Commissioned Corps Officers deployed in 2004. All participating officers were thanked for their efforts.

UPDATES:

COA 2005 ~ CDR Johnny Braddy

- The COA meeting will be June 6-9, 2005 in Philadelphia, PA. Currently the registration is currently at 43% participation. Attendance and participation is encouraged, as this may well be the largest COA Meeting in the history of PHS. Category Day will be held on June 7, 2005 from 0900 - 1800, at the Philadelphia Windham Franklin Plaza Hotel. RADM (ret) Jim Steele, the first PHS Chief Veterinary Officer will be the guest speaker at the Category Luncheon. **The *Caplan Lecture/Luncheon* scheduled for Thursday, June 9th- has been cancelled** due to financial constraints on the part of the University.
- The VPAC discussed how to obtain the additional monies to cover the cost for Dr. & Mrs. Steele's travel, lodging, and participation at the COA meeting. The suggestion was made to seek the additional funding from the COA Foundation.
- CDR Estella Jones-Miller inquired about escorts for Dr. Steele during the COA events, since Dr. Steele requires a wheelchair for mobilization. CAPT Stokes suggested that we utilize the "Aide to Camp Role" training mechanism (out of the OSG), to conduct these escort efforts. CDR Jones-Miller volunteered to organize the schedule for the escort volunteers, which will be needed from Sunday, June 5- Thursday, June 9, 2005. The following Officers have already indicated that they will serve: CDR Estella Jones-Miller, CAPT David Ashford, CDR Dan O'Leary, and LCDR Kim Taylor. CDR Yvette Davis will send out an email to the Vet Category for additional escort volunteers.
- The Scientist Category will sponsor a Dinner Cruise along the Delaware River. CDR Yvette Davis will send out more detailed information, as it becomes available.
- Dr. Bonnie Beaver- AVMA President, was invited by CAPT Stokes, to participate in Category Day at the COA meeting. She did express an interest in attending the meeting.

CCRF Public Health Veterinarian Role

- The new Public Health Veterinarian (PH Vet) Deployment Role was approved in February 2005. Veterinary Officers are encouraged to check the CCRF website regarding the required criteria & qualifications for this deployment role. OFRD would prefer that all Veterinary officers that are currently under the Clinical Veterinarian Deployment Role transfer to the PH Vet Role, since the new PH Vet role includes the ability to provide basic clinical veterinary medical services. Once this occurs, the clinical veterinarian role would no longer be necessary and would be deleted. The advantage of the new PH Vet role is that there is not a requirement to maintain clinical hours, although this is certainly encouraged.

OCCFM

- CAPT Stokes announced that the Assistant Secretary of HHS has decided to establish a working group under OCCFM to develop recommendations on the proposed 6th Promotion Precept, which would award additional promotion points for officers that serve in designated isolated, hard to fill, and hazardous duty assignments. The decision to delay adoption of the 6th precept was made after the CPO Board expressed concern that this precept is being used as a force management tool and opposed the creation of a separate promotion precept (and points) for this type of service. Rather, they recommended that this service, which is recognized by PHS service awards, should continue to be considered by promotion boards within the current promotion precepts. Additionally, OCCFM did not perform a policy analysis to determine whether officers serving in these types of assignments are disadvantaged in terms of promotion compared to other officers. The CPO Board recommended that efforts should be made to provide equitable career development opportunities for all officers, if it is determined that this is an issue. With highly competitive promotions, there is concern that with a 6th precept, officers that have points under such a precept will be promoted preferentially over officers that do not have these points. Performance and leadership, rather than simply having served in one of these assignments, were meant to be the driving force for promotions when the precepts were revised in 2003. The veterinary Category does not have representation on the proposed precept workgroup at this time, but also does not have any officers working in designated isolated, hardship, or hazardous duty assignments. NIH/FDA/CDC have fewer opportunities for these types of assignments than agencies such as IHS, Coast Guard, and BOP, which have a relative abundance of these types of positions. A work group will be working out details.
- CAPT Stokes announced that Dr. Renee Carlson, the AVMA vice-president, recently visited NIEHS and EPA veterinarians in Research Triangle Park, NC to learn about career opportunities available to veterinarians in the public sector. She will be visiting veterinary schools across the country to share this information.

USDA ~ CAPT Cindy Pond

- MOU with APHIS is currently under review at OCCFM and has been signed by RADM Beatto.
- There are 50 vacancies at FSIS, with 3 more veterinarians to enter category within the next few weeks.
- Ten more trainer positions for new employees at agency are anticipated as well.
- Public Health Veterinarian (PHV) positions are GS 12 with promotion potential to GS 13.
- FSIS will support two SR COSTEPS candidates next year in Minnesota and Georgia, with payback requirement of 2 years.

SUBCOMMITTEE REPORTS

CCRF ~ CDR Estella Jones-Miller (Chair)

- No report

Recruitment ~ CAPT David Ashford (Chair)

- In pursuing the objectives and goals written in the minutes of the December 2004 Vet PAC meeting, the Recruitment and Retention Subcommittee
 - continued to work on the issue of increasing the category pay for veterinarians through COA and OCCO by obtaining retention data and plan to survey veterinarians who have left the corps and those who opted for civil service to determine if pay is influencing the number of veterinarians joining the PHS,

- developed a standardized power-point presentation to be given to veterinary colleges for recruitment purposes,
- developed a database to record visits made by PHS officers to those colleges,
- completed an article for the SCAVMA online newsletter detailing careers in the PHS,
- initiated producing a promotion manual to help officers understand the promotion process and how to have a successful promotion year
- conducted recruiting talks at Michigan Veterinary College, University of Georgia Veterinary College, and the National meeting of the Student Chapter of the American Veterinary Medical Association.
- All commissioned corps veterinarians have been encouraged to become official Associate Recruiters so that we may increase the visibility of the corps and reach our recruitment goals

* LCDR Venita Thornton presented an article entitled “Veterinary Human Capital-Knowledge, Skills and Abilities that Enhance Employment Opportunities Outside Private Practice” on behalf of CAPT Axel Wolff with regards to VETPAC Survey conducted in 1996.

Mentoring ~ CDR Don Gardner (Chair)

- Career Development program by LCDR Ron Keats.
- Contribute questions regarding Corps-wide recruitment, retention, mentoring, etc.
- Will be posted on website for OCCO.
- Can send questions to CDR Gardner, CDR Davis, or directly to LCDR Keats.

Awards ~ CDR Kim Taylor (Chair)

- The Call for Nominations for the Vet of the Year Award will be published in the April CC Bulletin. Deadline is May 1st.

New Business ~ CDR Yvette Davis (Vet PAC Chair)

Vet PAC Election Results

- Vet PAC Chair-Elect - CDR Hugh Mainzer
- Vet PAC Executive Secretary - LT Kis Robertson
- CCRF Committee Chair - CDR Estella Jones (Alternate: LCDR Pat Klein)
- Veterinary Meetings Committee Chair - CDR Kathy Perdue

The following members will continue for a second term as Chair:

- Awards Committee Chair - CDR Kim Taylor
- Recruitment Committee Chair - CAPT David Ashford
- Mentoring Committee Chair - CDR Don Gardner

AVMA Meeting

- Public health veterinary session will be on July 17, 2-5 pm. Requests for presentations are being offered to representatives from different agencies, to present opportunities available and describe what each agency is doing (i.e. deployments).

PAC/CPO manual

- It is being updated/revised; describes current organizational structure
- Capt Stokes will send it around for review and comments

The next VPAC Meeting - May 26, 2005.

The meeting was adjourned at 1423. VPAC meeting minutes were prepared by LCDR Venita B. Thornton and LT Kis Robertson.

Advisory Committee Minutes - October 28, 2004

VETERINARY PROFESSIONAL ADVISORY COMMITTEE
(Vet PAC)
MEETING MINUTES
October 28, 2004
NIH Building 31, Conference Room

Members Present

CAPT Bill Stokes CPO, NIH, non-voting Ex Officio member
CAPT David Ashford Geographic Location
CDR Don Gardner NIH Representative
CDR Estella Jones Chair, FDA Representative
CDR Terri Clark NIH, Past Chair, ex officio member
LCDR Patty Klein Junior Officer Representative
LCDR Regina Tan Executive Secretary, USDA, FSIS

Members Absent

CDR Ed Wozniak USDA/FSIS San Antonio, TX
CDR Kim Taylor Member at large
CDR Shanna Nesby-O'dell CDC Representative
CDR Yvette Davis Chair-Elect, Member at large
Dr. Mark Abdy Civil Service Representative

Guests Present

CAPT Cindy Pond USDA, FSIS
CAPT Hugh Mainzer CDC
CDR Clara Whitt DOD
CDR Matt Schech NIH
CDR Meta Timmons OCCO
LT Lauren Davidson CBER, FDA
LCDR Allison Williams CDC
LCDR Lauren Hall-Robertson FDA
LCDR Princess Campbell EPA
LT Zandra Duprey CDC

Guest Speaker

LCDR Ron Keats OCCO

CDR Estella Jones called the meeting to order at 1305 hours.

CPO Comments, CAPT Bill Stokes

1. Thanks to all officers who stepped up to meet Readiness Standards
 - a. 53.26% of Veterinary Officers met Readiness Standards and 50.09% of officers met Readiness Standards Corps-wide

- b. Promotion-eligible Officers must meet requirements by 12/31/2004 to receive the 5 points for the readiness precept;
 - c. ALL Officers are required to meet basic readiness requirements by 5/1/05
 - d. Officers must indicate dates of each Hepatitis A and B immunization when entering immunization data
 - e. Influenza vaccination requirements have been waived until November 1, 2005 due to national shortage
2. Transformation update
- a. The Transformation Work Group report is expected to be forwarded to agencies on 11/2/04 for comment. Officers should comment through their agency liaisons and CPO. The CPO board will collate comments and forward to the Surgeon General
 - b. Regarding Professional Category organization, the Resource Group (with Agency liaison representation) has provided the following options list for transformation:
 - i. Keep professional Categories as they are
 - ii. Change to functional, rather than professional Categories
 - iii. Use a combination of both professional and functional Categories
 - c. Communications and Recruitment Resource Group (in which CAPT Stokes is a member) are developing media resources designed to increase public awareness of USPHS and for use in recruitment materials. Please submit professional pictures or video (e.g. Veterinary Category members working in uniform, scrubs, or other appropriate protective clothing to CAPT Stokes. Pictures of animals and animal related work would be appreciated. CDR Clark may be able to provide laboratory animal/pathology still photographs.
3. Deployments
- a. 2 Veterinary Officers were deployed in liaison roles to hurricane disaster response efforts.
 - b. 1 Veterinary Officer will soon deploy to work with an environmental health officer to develop a veterinary deployment action plan for an area of the White River Apache Indian Reservation (AZ) that had a Rocky Mountain Spotted Fever fatality in a 4 month old boy last month. When previously deployed, CDC EIS officers found 10% antibodies in humans and an increased percentage of RMSF positive ticks. The veterinary deployment action plan will also include rabies vaccinations.
4. Vacancies: three tribal veterinary positions (Not Commissioned Corps) vacancies are available on Indian Reservations in Arizona. Hortentia Harris, DVM, the AZ AVIC has arranged for APHIS cooperative agreements with the tribes that provide funding support for 4 positions. Vacancies are currently available with 1 position on a Navaho reservation, 1 position at the Tohono O'odham Reservation, and 1 position at the Hopi Reservation. The 4th position has been filled. Duties include supporting surveillance and diagnostic capabilities in livestock as well as serving as zoonosis advisor. Because of the difficulty by the tribes in filling these positions, the feasibility of providing the needed services via CC Officers assigned to the Indian Health Service is being investigated.
5. The new promotion year:
- a. The Permanent Promotion roster has been completed and is downtown awaiting approval from the ASH. The list of promotion-eligible officers cannot be determined until this process is completed. Once the process has been completed, promotion-eligible officers will be notified, and the appropriate information will be placed on the secure website. Until that time, all officers are encouraged to update their CVs and material in the eOPFs.
 - b. Development continues on a 6th precept for promotion. An internal workgroup has been developing a draft model of the 6th precept that would involve points being offered to officers for isolated, hard to fill, or hazardous duty-type assignments. It has not been decided whether this policy will be applied for the 2005 promotion cycle.

- c. There will be no major changes in the five precepts used for promotion. Regarding category-specific promotion benchmarks, only minor changes will be made by the categories for this promotion cycle. Any changes will be sent out as soon as possible.
- d. The requirements for the officer's statement and reviewing official's statement will be the same this year as it was last year.
- e. There is no opt-out option this year.
- f. Procedures for Exceptional Proficiency Promotions will be the same this year as last year.
- g. Officers who are above the cutoff line for promotion but not basically qualified by May 1, 2005 will NOT be promoted.
- h. December 31st remains the deadline for submitting materials to the eOPF.

Election Results, CDR Jones

1. For the 2005 PAC elections, 10 nominated and very qualified candidates were presented. The three officers elected for the PAC were CDR Hugh Mainzer, CDR Kathy Perdue, and LCDR Regina Tan.
2. This year's election was very close. Officers who submitted nomination packages but not selected are encouraged to resubmit their packages next year, when 7 seats are expected to come available.

Awards Committee, CDR Jones for CDR Taylor

1. CDR Jones will send Responder/Veterinary Responder of the Year Award documents to the category for nominations no later than 12/1/2004. Please send nominations via email to CDR Taylor (kt60a@nih.gov <<mailto:kt60a@nih.gov>>).
2. This Category award requires a 2 page justification with each nomination.
3. CAPT Stokes suggested that nominated officers should be Readiness Qualified (a stipulation that the VPAC and the Awards Sub Committee may consider for all awards).

Holiday Ball, CDR Clark

1. The Holiday Ball has been scheduled for Saturday, 12/4/2004, at 7:00 pm.
2. RADM Moritsugu has withdrawn as key note speaker for the holiday ball. However, RADM Babb has been engaged to give the key note speech.
3. Officers are encouraged to join this activity to demonstrate esprit de corps and meet veterinary officers in other uniformed services.
4. Thanks go to LCDR Princess Campbell and CDR Tom Thomas.
5. Invitations will go out by email, with a mid November RSVP. Retired officers are encouraged to join. If you know of a retired officer, please forward the invitation to him/her.
6. Uniform is dinner dress blue or mess dress for Officers, and formal/semi formal for civilian guests.

Dining out, CDR Jones

The annual Dining Out event is scheduled for 11/6/2004. Checks must be postmarked by today, 10/28/2004. The cost is \$34 per person.

LCDR Keats, OCCO

1. LCDR Keats is discussing a Career Development that will later be distributed electronically via CAPT Stokes

2. OCCO has 2 career development officers (CDR Luann Rector and LCDR Keats) building a career development model. LCDR Keats would like to work with the Mentoring Subcommittee of the PAC to augment the Subcommittee's efforts.
3. LCDR Keats will contact CDR Don Gardner in Montana
4. Dedicated career path billets while still supporting agencies. Some agencies will dedicate FTEs to certain PHS billets. LCDR Clair Carlson is dedicated to the billet program, still in development.
5. Funding particulars are not yet disclosed, and no word yet on funding for training.

CCRF, LCDR Klein

1. The final draft of the CCRF Public Health Veterinarian deployment role has been passed, and LCDR Klein has not received an additional comments from PAC or Category. RADM Babb, CAPT Stokes, CDR Jones, and LCDR Klein will likely meet to discuss ideas and forward document.
2. Fit testing is not yet recordable on the CCRF website's officer profile.

CV Benchmarks

1. Handouts were distributed in the meeting and will be distributed electronically.
2. Public Health and Leadership Training, Precept 2
 - a. Concern: how do you represent for billets where the public health role is not overtly defined? Officers in these positions could end up being at an inappropriate disadvantage for promotion.
 - b. Proposal: Change benchmarks for veterinarians to Leadership and Management Training and Experience Relevant to the Mission of the USPHS. Change additional language as necessary for each grade. CDR Clark is making the changes and will distribute to CAPT Stokes for distribution to OCCO. Language should specifically highlight professional development experiences.
 - c. These minor changes were approved by the PAC.

New business

1. Subcommittees
 - a. Call for annual subcommittee reports, updated committee procedures, and SOPs. Deadline is December? 15. Please look for CDR Jones' email.
2. PHS ensemble will be performing at next year's COA Convention. Veterinary members include CDRs Matt Schech, Johnny Braddy, and Estella Jones in the DC metro area. CDR Hugh Mainzer sings with the Atlanta ensemble. Veterinary officers, please consider joining the vocal ensemble.
3. Next meeting: Thursday, December 16

The meeting was adjourned at 1507. Minutes were prepared by LCDR Regina Tan and approved electronically by Vet PAC members.

Advisory Committee Minutes - September 23, 2004

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (Vet PAC)

MEETING MINUTES

September 23, 2004

NIH Rockledge Campus, Building 2, Conference Room 3087

Special meeting called to discuss USPHS 50% basic readiness charge

Members Present

CAPT	Bill Stokes	CPO, NIH, non-voting Ex Officio member
CDR	Don Gardner	NIH Representative
CDR	Yvette Davis	Chair-Elect, Member at large
CDR	Estella Jones	Chair, FDA Representative
CDR	Terri Clark	NIH, Past Chair, ex officio member
Dr.	Mark Abdy	Civil Service Representative
LCDR	Kim Taylor	Member at large
LCDR	Patty Klein	Junior Officer Representative
LCDR	Regina Tan	Executive Secretary, USDA, FSIS
		<i>CDC Representative absent due to family emergency</i>
CDR	<i>Shanna Nesby-O'dell</i>	

Guests Present

CAPT	Nancy Pate	EPA
CAPT	John Bartholomew	NIH
CDR	Meta Timmons	OCCO
CDR	Alfred Montgomery	(FDA/CVM)
CDR	Tory Hampshire	FDA
CDR	Dan O'Leary	CDC
LCDR	Nelva Bryant-Gibbs	CFSAN, FDA
LCDR	Allison Williams	CDC
LCDR	Princess Campbell	EPA
LCDR	Anne Emshoff	USDA, FSIS
CDR	Gail Galland	CDC

CDR Estella Jones called the meeting to order at 1305 hours.

CPO Comments, CAPT Bill Stokes

1. Update from ADM Babb on Force Readiness statistics, September 22, 2004:
 - a. 40% of officers met readiness standards
 - b. Readiness across all categories
 - i. An average of 40% of officers across all categories met readiness standards
 - ii. Category readiness ranged from 26% - 55%
 - iii. 26% of officers in the physicians category met readiness standards
 - iv. 54% of officers in dieticians category met readiness standards
 - v. 55% of officers in therapist category met readiness standards
2. Consequences of not meeting 50% readiness goal
 - a. Officers up for promotion will not receive 5 points in their promotion package if they do not meet basic readiness standards by 12/31/2004.
 - b. Officers will not be promoted or assimilated if they do not meet requirements by 5/1/2005.
3. Position from DHHS Secretary Thompson: Corps will be the tip of the disaster response spear. Over 500 Officers, which is one of every 12 officers., were deployed for hurricane disaster response efforts. Officers have both moral and professional obligations to be prepared to meet disaster needs.
4. CAPT Stokes asked that all veterinary officers quickly achieve Basic Readiness status in order to exceed the October 1 target readiness goal and to meet the May 1 requirement that all officers meet the readiness standards. .
5. CAPT Stokes reviewed some of the other highlights from the combined CPO/PAC Chair/SG PAC meeting:
 - a. From CAPT Denise Canton: 1800 officers have not logged-in to the Office of Force Readiness and Deployment website to update their information. CAPT Stokes requested that officers login and update their information (<http://oep.osophs.dhhs.gov/ccrf/>).
 - b. From ADM Babb: Has received thank you notes for officers' contributions to hurricane disaster response, including one received from the FEMA director. The FEMA director particularly thanks those officers (such as CAPT Pate) deployed to the Atlanta FEMA office. CDR Timmons also deployed to the FEMA national operations center. Overall, over PHS 500 officers deployed, and PHS was represented in larger numbers than DMAT, DoD, or VA. Officers provided staffing for 4 hospitals, several Red Cross Shelters; 1 super shelter, 2 FEMA operations centers, and the Secretary's Emergency Response Team.
 - c. From CDR Beck, OFRD:

Anticipates sending advanced notification to officers of impending expiration of immunizations, certifications, and licensure.

- d. There is some concern that, due to national influenza vaccination supply shortage issues, many officers will not meet the 10/1/2004 immunization deadlines.(Note: The OSG subsequently issued a waiver of this requirement until 11/1/05)

Discussion:

1. (Question posed by CDR Meta Timmons)

Are there updates on category specific promotion percentages based on category readiness percentages? Category-specific promotion rates are being discussed, but linkage to category readiness percentages was not discussed at the joint meeting. However, for PY05, all officers must meet basic readiness standards by May 1, 2005, or they will not be eligible for promotion, even if recommended.

2. CAPT Stokes noted that participation by the Veterinary Category in I deployments calls attention to both the quality and responsiveness of officers within our category. For example, ADM Babb is very aware of both CAPT Pate's and CDR Timmons' coordinating roles in hurricane disaster response centers, even though their roles were as liaison officers rather than as a unique veterinary role.

LCDR Pat Klein, CCRF Subcommittee Chair

1. Immunizations and training modules are the biggest hurdle for Veterinary officers trying to meet basic readiness standards.
2. The President's Challenge has also been a logistical challenge for officers. Officers should be aware that OFRD can access the President's Challenge website and cross reference their physical activity by their PHS number.
3. Intermediate and Advanced Readiness Policies are under discussions in the Office of Commissioned Corps Force Management. Intermediate and Advanced Levels would allow officers to be identified for more arduous deployments.
4. Status of the Field Readiness Badge has not yet been decided.
5. Manual Circular 375 "Readiness Standards for the Commissioned Corps of the U.S. Public Health Service (PHS) and implementation plan for Physical Fitness (PF)/Body Mass Index (BMI)/Body Fat (BF) Programs" may be used for the 10/1/2004 deadline only. These guidelines will not be used after 10/1/2004. Under these guidelines, officers did not have to send immunization documentation to MAB. (http://dcp.psc.gov/PDF_docs/MC_on_Readiness_Standards_FY2004.pdf)
6. Manual Circular 377 "Basic Level of Force Readiness Standards for the Commissioned Corps of the U.S. Public Health Service" (http://dcp.psc.gov/PDF_docs/Man_circ_377.pdf) does require that officers send immunization documentation, including title, name, rank, and signature of immunizing individual (procedures standard for Navy). These guidelines will be in use for the 12/31/2004 deadline. If officers have a history of disease for which immunizations are required in Manual Circular, they should have their titers checked and entered onto the Office of Force Readiness and Deployment website.

Discussion: OFRD has been sending individual email instructions to officers with questions concerning readiness standards. LCDR Klein instead proposes that coherent instructions be sent to all officers.

1. To address this issue, a letter addressing category concerns should be drafted and forwarded through the PAC, CPO, or PAC Chair meeting.
2. Officers, please send questions and concerns to LCDR Pat Klein (Patrice.Klein@cfsan.fda.gov).
3. Proposed issues to be addressed include: disease titers, immunization records, fax line for sending immunization records, mechanism to check whether records have been successfully transmitted and received.

Hurricane disaster response deployment updates: CAPT Nancy Pate, CDR Meta Timmons

1. Deployment in the role of a Liaison Officer provided for a personally rewarding experience.
2. FEMA coordination of multiple agencies was well done.
3. It was both a privilege and honor to serve.

VMAT disaster response deployment updates: LCDR Pat Klein

1. VMAT 3 (North Carolina) deployed 22 people to Hurricane Charlie, in Florida for 4 days. VMAT assessment concluded that Florida VMA had the situation well in hand.
2. For Hurricane Ivan, 4 people from VMAT 3 and 1 person from VMAT 2 conducted a needs assessment at the disaster site. Again, Florida veterinarians had the situation under control.

Memo from DHHS Secretary Thompson: concerning a federal public health and medical ready reserve

1. This reserve would be comprised of a force of civil service federal employees that volunteer to deploy to disaster sites and is a parallel program to the civilian medical reserve program for non-federal employees.
2. The reserve has no guidance on readiness standards but should serve as surge capacity for CCRF.
3. CCRF can be activated by request from organizations and agencies, while other disaster response organizations (e.g. VMAT, DMAT, FEMA) require activation of the Stafford Act.

Discussion: Comment on proposed document concerning multiple deployment roles for veterinary officers (LCDR Pat Klein: CCRF/ORFD Role: Public Health Veterinarian)

1. The proposed document is based on CAPT Randolph Daley's template for an alternative to the clinical veterinary deployment role. This additional role is intended to expand the utility of veterinarians, allowing them to become another deployment asset.
2. The proposal for an additional veterinary deployment role stems from previous deployment experience: veterinarians are not usually deployed in clinical roles. Valuable veterinary surveillance of animal health and disease has previously been suggested but not utilized.
3. This additional role would not replace the clinical veterinary deployment role.
4. This additional role would not have a requirement for clinical hours. However, other proposed requirements include completion of 4 additional training modules, perhaps with the addition of food safety and water quality modules.
5. Optional indicators are not required for acceptance of veterinarians into the Public Health Veterinarian deployment role. Additional components may be added to optional indicators (e.g. Foreign Animal Disease Diagnostician, board certification in laboratory animal medicine or board of practitioners). Optional indicators could also be used to justify additional officer training.
6. PAC voting on document: consensus to move document forward with minor revisions.
7. Once the final document has been approved, state public health veterinarians should be notified that veterinary officers in this role can be requested for deployment.

New Business: The next VetPAC meeting has been set for Thursday, 10/28/2004.

The meeting was adjourned at 1453. Minutes were prepared by LCDR Regina Tan and approved electronically by Vet PAC members.

Advisory Committee Minutes - August 26, 2004

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (Vet PAC)

MEETING MINUTES

August 26, 2004

NIH Rockledge Campus, Building 2, Conference Room 3087

Members Present

CAPT Bill Stokes	CPO, NIH, non-voting Ex Officio member
CAPT David Ashford	Geographic Location
Shanna Nesby-	
CAPT O'dell	CDC Representative
CDR Don Gardner	NIH Representative
CDR Estella Jones	Chair, FDA Representative
CDR Kim Taylor	Member at large
CDR Terri Clark	NIH, Past Chair, Ex officio member
CDR Yvette Davis	Chair-Elect, Member at large
Dr. Mark Abdy	Civil Service Representative
LCDR Ed Wozniak	USDA/FSIS San Antonio, TX
LCDR Patty Klein	Junior Officer Representative
LCDR Regina Tan	Executive Secretary, USDA, FSIS

Guests Present

CAPT Nancy Pate	EPA
CAPT Randolph Daley	CDC
Shelly Hoogstraten	
CAPT Miller	NIH
CDR Clare Whitt	DOD
CDR Johnny Braddy	CFSAN, FDA
CDR Kathy Perdue	NIH
LCDR Allison Williams	CDC
LCDR Anne Emshoff	USDA, FSIS
LCDR Elvira Hall-Robertson	(FDA/CVM)
LCDR Marta Guerra	CDC
LCDR Princess Campbell	EPA
LCDR Venita Thornton	NIH
LT Lauren Davidson	NIH
LT Zandra Duprey	CDC
Paula Jones	HRSA

CDR Yvette Davis called the meeting to order at 1310 hours.

AGENDA ITEMS

CPO Comments, CAPT Bill Stokes

6. Thanks to all personnel who organized, staffed, and presented at COA, AVMA, and All-Hands meetings.
7. Briefing from PAC Chair/CPO/SGPAC meeting and follow-up CPO meeting
 - a. Readiness Standards: New Readiness Standards were distributed in the July 2004 Manual Circular of CCPM. Specifically, all active duty officers are required to meet Basic level of force readiness by 5/1/2005. New options for physical fitness standards have been posted: officers must meet either successfully passing Annual Physical Fitness Test or earning the President's Challenge Award (http://dcp.psc.gov/PDF_docs/Man_circ_377.pdf). The Surgeon General has detailed his efforts to meet these same standards in an August 2004 message to the Corps (http://dcp.psc.gov/PDF_docs/CORPS_Readiness_2.pdf). Additionally, CDR Beck (OFRD) reports that 873 officers currently meet readiness standards, down from last week's total of 1800 officers. By close of business tomorrow (8/27/04), each officer will receive an email detailing requirements still left to be met before meeting readiness standards. Please everyone work to meet these standards, support Secretary Thompson's PHS goals, and demonstrate PHS cost effectiveness. Letters have been sent out to all agency heads, and officers should receive official time to complete requirements. If officers cannot meet President's Challenge by 10/1/04, please take the Fitness Test. If officers send temporary medical waivers to MAB, please attach a cover letter indicating urgency for CCRF qualification.
 - b. LCDR Ed Wozniak was detailed to a southern Arizona reservation to run a rabies vaccination clinic, surveillance, and needs assessment. Over 1,000 vaccinations were administered to an estimated 10-15% of the reservation's canine population. LCDR Wozniak reports that the area needs more frequent vaccination clinics and a fulltime staff veterinarian. Pathogen surveillance also needs to be instituted in this special needs area that includes over 70 miles of border where animals freely cross the US/Mexican border. LCDR Wozniak's report will be distributed to all Category members.
8. ADM Knauss predicts that a draft of the formal report on the CC Transformation will be available for comment by the end of September 2004. Among the recommendations made in the report were: 1) identification of agency-specific billets dedicated for PHS personnel and 2) assignment to hardship tours.
9. During the CPO July Retreat, CPOs received feedback from the senior Corps leadership suggesting that CPOs be more proactive. The CPOs are committed to providing proactive leadership and will work to remain in the loop with the Surgeon General before general Corps policies are implemented.
10. Additional items:
 - a. The PHS Advisory Council consisting of OPDIV Heads and co-chaired by the Surgeon General and ASH has not yet convened.
 - b. The President's Challenge website will allow only the last 2 weeks of physical activity to be logged. To be properly credited for any physical activity, officers should use their PHS serial number as their user name. User names cannot be changed retroactively.

Updates

1. Professional Category Pay, CAPT David Ashford – A \$100 professional category pay was set for

veterinarians in 1954. The AVMA is working to increase this pay for all uniformed veterinarians. CAPT Ashford has offered to aide AVMA with their efforts by gathering information on the affect of professional category pay on retention and recruitment. Specifically, statistics are needed on retention of officers with 5 – 10 years of service. Data should be stratified by specialty, and a comparison can be drawn from DOD. Health Professional Scholarships and other long-term civilian training billets unique to DOD should be removed from the comparison. The National Research Council Booklet on current job vacancies, the decline of applicants, and the 5 – 10 year impact is available.

2. Proposal on Projecting Senior Promotions and “3-Strike” Rule, CAPT Shanna Nesby – The 3-Strike Rule can have adverse effects on long-time officers who have dedicated a significant number of years to the PHS with good faith expectations of retirement benefits. The 3-Strike Rule may also adversely affect retention and recruitment, since officers with less time (9 – 10 years) in service may leave uniform, not wishing to make a time investment towards retirement. The proposed retrospective promotion trend study should project the number of officers that may be frozen and with a significant period of time before reaching their 20-year retirement. OCCO should be consulted for necessary data points, and Army Vet Corps should be consulted for comparable statistics (CDR Clark). CAPT Nesby, CAPT Ashford, CDR Clark, and CDR Jones will work together on this effort.

Subcommittee Reports

1. The Awards Subcommittee – CDR Taylor: A guidance document for awards nominations is in process for website posting. Both the Veterinary Responder of the Year and Junior Officer of the Year Awards are in development. The Subcommittee will finish creation of the Veterinary Responder of the Year Award by 11/2004.
2. The CCRF Subcommittee – CAPT Daley and LCDR Klein: The CCRF Subcommittee has contacted every officer who has not met readiness standards. 50% have responded that (within their understanding) they have or will meet readiness standards. 57% are projected to meet readiness standards by 9/30/2004, and 81% are projected to meet readiness standards by 12/31/2004. This Subcommittee has further identified issues with CCRF database that may decrease the CCRF estimate of total Veterinary Category readiness (e.g. retired officers are still listed in the database). Barriers to readiness that this Subcommittee has identified include changing standards, isolated officers having little access to facilities and personnel, and limited access to BLS training.

Finally, the General Public Health deployment role has not yet been finalized. This role would provide additional options for deploying veterinarians and would not replace the Clinical deployment role. Historically, the need for General Public Health Veterinarians was proved during the largest CCRF deployment, the Avian Influenza Deployment, where veterinarians responded in epidemiologic and public health rather than clinical capacities.

3. The Recruitment Subcommittee – CAPT Ashford: The goals for this Subcommittee have been divided into 3 parts:
 - a. Increasing awareness in recruitment activities: American Association of Veterinary Medical Colleges has indicated that interested students do not know how to start careers in public health. Increased educational activities are needed to fill professional gaps in veterinary public health. Additionally, general and agency-specific recruiting will be aimed at SCAVMA job fairs/recruiting talks. Finally, the Subcommittee has drafted an article on PHS career paths for HAVMA, currently under revision. The article will highlight 4 careers for interested readers to follow.
 - b. Facilitating application procedures: To ease application procedures for recruits, identify 2 or 3 senior officers within each agency who will serve as points of contact. These officers can

discuss agency-specific benefits and challenges.

- c. Studying recruitment and retention issues: Study predictors of retention and recruiting using a 20 year retrospective study. Easiest access is to EIS-related data, so this data will form the basis of the study.
4. The Mentoring Subcommittee – CDR Gardner: The mentorship program in development will center around career milestones for young, mid-career, and senior officers in traditional career paths. Supportive tools for mentees will be developed, including: senior officer CVs to serve as career path examples, orientation packages for new officers, and training for senior positions.

CDR Clark additionally noted that she has edited the current Veterinary Category CV format to reflect new promotion precepts and include a CV summary page, following a CV summary sheet from BOTC training. The template will first be sent to the VetPAC and CPO and then to the general category for comment. Anticipated date is 9/30/2004.
5. The Holiday Ball Subcommittee – CDR Clark: The Holiday Ball will be held on 12/4/2004, featuring RADM Moritsugu as a guest speaker. All DC-based officers, please make every attempt to attend.
6. The Veterinary Meetings Subcommittee – LCDR Wozniak: The traditional AVMA Veterinary Category meeting will be moved to 1400-1700 Sunday afternoon, so that interested veterinarians can also attend the ACLAM review session.

Update on VetPAC By-Laws – CDR Davis

The position of Chair-Elect is a 2 year term position, and the officer serving in this position serves in the first year as the Chair-Elect and in the second year as the PAC Chair. If for any reason, the Chair-Elect cannot fulfill his/her duties, new elections will be held to fill this position.

New Business

1. CDR Davis: The next VetPAC meeting has been set for 9/29/2004.
2. CDR Jones: 10 nominations have been submitted to her for the 2005 PAC committee. 3 or 4 seats are available. Electronic voting will be held by the end of next week.
3. Please send website updates directly to Stephanie Dove (sdove@cvm.fda.gov).
4. Welcome to LT Lauren Davidson, a new commissioned officer now in the Masters of Comparative Medicine program at USUHS.

The meeting was adjourned at 1511. Minutes were prepared by LCDR Regina Tan and approved electronically by Vet PAC members.

Advisory Committee Minutes - May 27, 2004

**VETERINARY PROFESSIONAL ADVISORY COMMITTEE
(Vet PAC)**

MEETING MINUTES

May 27, 2004

FDA Center for Veterinary Medicine, 7519 Standish Place, Room 134

Members Present

CAPT Bill Stokes (Chief Professional Officer, Non-voting Ex Officio Member)
CDR Estella Jones (FDA Representative, Chair)
CDR Yvette Davis (Member at Large, Chair-Elect)
LCDR Patrice Klein (Junior Officer Representative)
LCDR Kim Taylor (Member at Large)
Dr. Mark Abdy (Civil Service Representative)
CDR Don Gardner (NIH Representative)
LCDR Ed Wozniak (USDA/FSIS San Antonio, TX)
CDR Shanna Nesby-O'dell (CDC Representative)
LCDR Anne Emshoff (Executive Secretary Alternate, USDA, FSIS)

Members Absent

CDR David Ashford (Geographic Location)
CDR Terri Clark (NIH, Past Chair, ex officio member)
LCDR Regina Tan (Executive Secretary, USDA, FSIS)

Guests Present

CAPT Hugh Mainzer (CDC)
LCDR Nelva Bryant-Gibbs (FDA/CFSAN)
LCDR Sanyvette Williams (EPA)
LCDR Princess Campbell (EPA)
LCDR Elvira Hall-Robertson (FDA/CVM)
CAPT Nancy Pate (EPA)
CDR Meta Timmons (OCCO)
CDR Alfred Montgomery (FDA/CVM)
CDR Johnny Braddy (FDA/CFSAN)

CDR Jones called the meeting to order at 1:00 p.m.

CPO Comments – CAPT Bill Stokes

Commissioned Officer Association 2004 Public Health Professional Conference, May 16-20 in Anchorage, Alaska

- Senior Commissioned Corps leadership, including the Surgeon General, Deputy Surgeon General and Acting Assistant Secretary of Health were present for the entire week.
- 16 Commissioned Corps veterinarians attended
- The Veterinary Category had its first full Category Day at a COA Annual Conference not held on the East Coast. Special thanks to CDR Braddy, CDR Kriete and CDR Jones for organizing the Category Day events.
- Special guests included: RADM (Ret.) Robert Whitney, the only Veterinary Category officer to ever serve as Acting Surgeon General; Dr. Louisa Castrodale, a former EIS officer, now serving as an epidemiologist at the Alaska Department of Health and Social Services; and CAPT Michael Keiffer, an optometrist serving with the Alaska Area Native Health Service.
- “Officership” session brought out the need to emphasize a balance between the mission of one’s agency and the needs of the Corps. Officers must use good judgment when volunteering for CCRF responses.
- CAPT Stokes brought the agenda from the meeting for us to review. Presentations and information about the meeting are available at www.coaphsconference.org.

CCRF Update

- SG Carmona requests that all categories be at 50% of officers be at least Basic qualified on the CCRF roster by September 30, 2004. This level is mandated by the Office of Management and Budget (OMB). Currently the 27% of Veterinary Category officers are at the Basic level.
- To meet the Basic level officers must: provide the proper documentation, take the Basic level of on-line courses, take (passing not required for Basic) and document the APFT, and log into the web site at least every three months.
- All Veterinary officers should go to the CCRF web site and check their status. All veterinary officers should be signed up for CCRF.
- Basic status will be required for promotion eligibility starting next year. Your CCRF status will be provided to promotion boards.

Corps Strength

- There are 95 active duty officers in the Veterinary Category of the Commissioned Corps.
- We have had 12 retirements in the last year. Half of all Veterinary Category officers are currently eligible for retirement.
- We need to actively recruit new veterinary officers.

OCCO

- The Division of Commissioned Personnel (DCP) has been re-organized. Personnel functions are now in the Office of Commissioned Corps Operations (OCCO) and policy functions are now in the Office of Commissioned Corps Force Management (OCCFM).
- CAPT Denise Canton is the director of OCCO and CAPT Larry Fuhrman is the director of OCCFM.

- Both OCCO and OCCFM report through the Surgeon General to the Assistant Secretary of Health.

Upcoming Legislation

- A USPHS Bill has been sent to Agencies for clearance
 - This will authorize a Health Professions Scholarship Program, loan re-payment and paid residency programs for USPHS officers.
 - Although the legislation does not specifically mention veterinarians, we should be able to take advantage of this legislation to encourage recruiting efforts and promote our category.
 - A congressional sponsor has not yet been found for this legislation.
- Active Reserve Program for USPHS
 - This Bill proposes an active reserve for the USPHS on par with the Armed Forces, to include retirement benefits.
 - This program will enable practitioners and members of industry to come on active duty for extended periods.
- Veterinary Category Professional Pay
 - Veterinary officers have earned \$1200 per year in pro pay since 1954. Adjusted for inflation, officers should be receiving approximately \$9000 per year.
 - The AVMA considers increasing uniformed officers' professional pay a priority and is actively working this issue.

Congratulations

- LCDR Pat Klein selected for Commander of VMAT-2

AVMA Meeting in July

- There will be a PHS session from 9 a.m. to noon.
 - Agency overviews and updates will be covered
 - CDR Clara Witt will present her detail to Southeast Asia as part of the investigation/recovery efforts for the Highly Pathogenic Avian Influenza outbreak.
 - Assistant Surgeon General (ret.) RADM James Steele will be present.
 - Invite friends and colleagues to the session; this is a great opportunity for recruiting.

Proposed Revision of Vet PAC Charter – CDR Yvette Davis (Chair-Elect)

- CDR Davis investigated proposed changes to the Vet PAC charter
 1. Change terms from two to three years
 - Motion to change failed unanimously
 2. Define Chair-Elect
 - Serve as Chairperson in the absence of Chairperson
 - Have ability to opt out of requirement to serve as Chairperson the following term
 - Become Chairperson without an additional election
 - Motion to refine definition as described above passed 7 for, 1 against

Subcommittee Reports

Awards Subcommittee and All Hands Meeting – Chair LCDR Kim Taylor

- Veterinarian of the Year Award will be announced at the Veterinary Category All Hands Meeting
- The All Hands Meeting will be held June 24, 2004, at the Women's Club of Bethesda
 - An invitation will be sent out to all Veterinary Category officers
- The Subcommittee produced an Awards Guidance document; this will be distributed to all officers and their supervisors.
- CAPT Stokes discussed the possibility of the Veterinary Category having more awards, specifically a Veterinary Responder of the Year Award and a Junior Veterinary Officer of the Year Award
 - A motion was passed unanimously to establish a Veterinary Responder of the Year Award.
 - The Awards Subcommittee will work out details of the new award and investigate the possibility of other awards, such as the Junior Veterinary Officer of the Year Award.

Recruitment Subcommittee – Chair CDR David Ashford

- Dr. Mark Abdy submitted an article for Intervet, the publication of the national Student AVMA, to CDR Ashford.
- More COSTEP information is needed.
- Information regarding the booth at the AVMA meeting is requested.
- Following speaking engagements at veterinary schools, students were found to be very interested in PHS careers; however, there is considerable difficulty in finding positions for new graduates.
- USDA positions
 - Many FSIS jobs filled internally
 - APHIS MOA should open new positions; according to CAPT Pond, MOA is awaiting, Assistant Secretary of Health, RADM Beatto, signature.
 - PPQ jobs may be offered to new graduates; question over whether these positions will go to Department of Homeland Security
- Competition with other uniformed services: Health Professions Scholarship Program offered for other services, but not yet available to PHS veterinarians.
- CPO suggests a linking to USDA jobs in recruiting messages.
- Subcommittee recommends interested applicants apply to PHS to become an acceptable candidate prior to finding position; appointment boards are meeting regularly; although files are deemed inactive after one year, applicant may request to re-activate his/her file upon finding a potential position.

Mentoring Subcommittee – Chair CDR Gardner

- The subcommittee is putting forth an initiative to have three levels of mentors to offer:
 - Early career general advice with fewer centrally located officers
 - Mid-career advice to direct officers on long-term career paths
 - Senior officer advice on leadership and policy
- The subcommittee has produced an information sheet for junior officers detailing information on the mentoring program. Stephanie Dove will post information on the web site, courtesy of FDA-CVM
- The CPO mentioned the incentive of board certification pay, offered to uniformed officers, but not yet to civil service veterinarians.

Commissioned Corps Readiness Force (CCRF) Subcommittee – Chair LCDR Klein

- LCDR Klein has received the CCRF surveys back and will complete the analysis in approximately three weeks.
- Subcommittee recommends revising CCRF requirements to encourage senior officer membership.
 - CPO suggested that specialty and board certification pay and awards may be linked to CCRF membership.
- Veterinary officers request more upper level CCRF training; much of the advanced training courses are not applicable to veterinarians.
- LCDR Klein attended a large animal rescue class in Maryland with the VMAT-2 team. LCDR Klein requests more active duty PHS participation in such courses.
- The CDC has a Director's Commissioned Corps Advisory Committee to address the transformation process and its affects on CDC Corps officers. There is no veterinarian currently serving on this committee; veterinarians at CDC should consider joining this committee and other similar groups at other agencies.
- Brief discussion on recent CCRF responses and their effects on agency and PHS mission needs. Responses are generally two weeks.

Holiday Ball – Chair CDR Terri Clark (TDY, CDR Jones spoke on her behalf)

- The PHS is the sponsor this year. Attendance, if any the greater DC area, is strongly encouraged.
- RADM Moritsugu will be the Keynote Speaker.
- The date is set for December 4, 2004.

Veterinary Meetings

- The AVMA annual meeting will be in July in Philadelphia.

Next Meeting

The next meeting is tentatively scheduled for July 22, 2004 at 1300 hours. More information will follow.

New Business

- The Veterinary Category asked to respond to IHS requests for CCRF responses. IHS will provide financial support for travel.
 - June 28 – July 2, 2004 rabies clinic in Tucson, Arizona
 - CDR Ed Wozniak volunteered for this response.
 - Possibly another clinic will be offered in September 2004.
- CCRF participation may lead to further work in remote IHS villages to include instruction at local community colleges, veterinary services to underserved populations, etc.
- CPO stressed that veterinary services in these areas cannot compete with local practicing veterinarians.
- Possibility for a full-time assignment with IHS. Such as position has not been established or funded. RADM Grimm is excited about potential for veterinary officers.
- Currently all veterinary-type work is done by environmental health officers.

The meeting was adjourned at 15:15. Minutes were prepared by LCDR Anne Emshoff and approved electronically by Vet PAC members.

Advisory Committee Minutes - March 25 , 2004

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (Vet PAC)

MEETING MINUTES

March 25, 2004

NIH Bethesda Campus, Building 31, Conference Room 3C05

Members Present

Rank	Name	Position
CDR	Shanna Nesby-O'dell	CDC Representative
CDR	Don Gardner	NIH Representative
CDR	Yvette Davis	Vice Chair, Member at large
CDR	Estella Jones	Chair, FDA Representative
CDR	Terri Clark	NIH, Past Chair, ex officio member
Dr.	Mark Abdy	Civil Service Representative
LCDR	Kim Taylor	Member at large
LCDR	Patty Klein	Junior Officer Representative
LCDR	Regina Tan	Executive Secretary, USDA, FSIS

Members Absent

Rank	Name	Position
CAPT	Bill Stokes	CPO, NIH, non-voting Ex Officio member, <i>unable to attend due to family emergency</i>
CDR	David Ashford	Geographic Location
LCDR	Ed Wozniak	Geographic Location

Guests Present

Rank	Name	Agency
CAPT	Hugh Mainzer	CDC
CAPT	John Bartholomew	NIH
CAPT	Shelly Hoogstraten	NIH
CDR	Johnny Braddy	CFSAN, FDA
CDR	Martin Kriete	NIH
CDR	Meta Timmons	PSC
LCDR	Marta Guerra	CDC
LCDR	Nelva Bryant-Gibbs	CFSAN, FDA
LCDR	Princess Campbell	EPA
LCDR	Sanyvette Williams	EPA
LCDR	Anne Emshoff	USDA, FSIS
LT	Kris Bisgard	CDC
LT	Kis Robertson	USDA, FSIS

CDR Estella Jones called the meeting to order at 1303 hours and introduced members and guests.

AGENDA ITEMS

Agency Updates

11. NIH – CDR Clark: NIH employs mostly laboratory animal veterinarians, although some pathology, research based, and non-traditional veterinarians are also hired. Both Dr. Michael Gottesman and RADM Wyatt are supportive of CC officers, as is the Agency as a whole. The Agency is also exploring recruitment mechanisms (e.g. graduate programs, residency programs, and loan repayment options with a \$12,000/year and \$40,000 total payment cap). Supervisors may need to be educated about COERs, awards, etc.
 - a. Center for Scientific Review – CDR Davis: The Center for Scientific Review is looking with veterinarians with both a clinical background and subject expertise. It currently has 2 veterinarians and additional vacancies are expected.
 - b. Animal Resources – CDR Kriete: Animal Resources will actively recruit CC Veterinarians, although they must compete with contractors for clinical lab animal veterinary slots.
12. FDA – CDR Jones: FDA has 5 centers: Center for Biologics Evaluation and Research (CBER), Center for Devices and Radiological Health (CDRH), Center for Drug Evaluation and Research (CDER), Center for Food Safety and Applied Nutrition (CFSA), Center for Veterinary Medicine (CVM), and National Center for Toxicological Research (NCTR). Unrealized potential for veterinarians at FDA exists in the recently-passed Animal Drug User Fee Act (AFDUCA) and clinical drug trials. FDA advertises positions from the entry (O3) to the director (O6) level.
 - a. There was introduced by CDR Gardner some discussion on issues recruiting higher-level veterinarians who may perceive higher benefits in civil service as opposed to uniformed service positions. The issue of retirement and subsequent salary caps and agency changes was discussed. CDR Nesby may have in her files an email containing documentation addressing this issue.
13. CDC – CDR Nesby: Of the 81 veterinarians currently employed at CDC, 28 (35%) are CC veterinarians. Of these 28, 17 are epidemiologists. Few employment opportunities exist for junior veterinarians that do not enter CDC through internal training programs. Retirement benefits are perceived as a good recruitment tool.
14. EPA – LCDR Campbell: EPA now retains 3 veterinarians and a 2:1 civil service:CC ratio at headquarters. EPA understands that officers must serve both CC and EPA missions, and additionally provides support for officers to attend COA meetings. Since the Food Quality Protection Act mandated that EPA assess (and reassess) all pesticide tolerances and exemptions by 2006, EPA is very interested in hiring personnel to assist with the risk and hazard assessments. Personnel additionally must craft directives, liaise with OGC, and write well for both scientific and lay audiences. EPA feels that direct hire of CC is easier than the civilian-equivalent process. However, LCDR does note that there is a division ceiling at GS 14. Veterinarians would need an advanced degree to qualify. Accreditation with the American College of Veterinary Preventive Medicine should be appropriate qualification for applicants.
15. USDA – LCDR Tan: USDA currently retains 19 CC officers, 6 of which are veterinarians. Veterinarians are spread across several program areas, including human resources, policy, emergency preparedness, public health, and field operations. Interested personnel should contact CAPT Cindy Pond. CDR Jones adds that CAPT Pond is working on a Memorandum of Understanding with the

Animal and Plant Health Inspection Service (APHIS).

CCRF Deployments

There was introduced by CDR Jones some discussion of officer's opinions of new CCRF deployment requirements. Although the issue of possible CCRF deployment does not seem to be problematic for officers, supervisors seem hesitant to release officers employed in scientific specialty areas. The question of deployments affecting hiring at CDC was discussed at the CDC All Hands meeting. No specific answer was given, although leadership did reinforce that the CC will move forward with the Transformation as one unified Department for long-term benefit.

CDR Mainzer introduced the Futures Initiative and CDC reorganization, to be released 4/19/2004. The Initiative represents a new business model of management. CC involvement in this Initiative is yet unclear. CDR Mainzer also mentioned that the Atlanta COA and civil service feel that CCRF deployments would make it difficult for officers to hold positions of authority, so the CDC director retains the right to overrule participation.

CDR Nesby indicated that CDC has had discussions concerning CCRF and CDC priority for national needs. CDC worries that officer's talents will not be used to their fullest extent if they are deployed through CCRF. CDR Clark here noted that officers should be listed on CCRF or Agency rosters, with Agency rosters taking overriding CCRF rosters.

Some concern was noted that veterinarians who select "Clinical Veterinarian" as their Primary Deployment Role will be restricted in the number of deployments for which they are eligible. Further concern was voiced that Deployment Roles may not accurately capture officer's multifaceted talents.

Daily uniform wear

CDC: strongly encouraged

USDA: mandated

NIH: strongly encouraged

FDA: not mandated

Committee reports

1. The Awards Committee – LCDR Taylor: The Awards Committee has had 2 teleconference meetings to date. The nomination period for the Veterinarian of the Year Award has been extended from 3/31/2004 to 4/15/2004 to stimulate nominations. The subcommittee appointed to oversee the review of nominations includes: CAPT Angulo, LCDR Sanyvette Williams, and LCDR Allison Williams. Three senior veterinarians will review the nominations and forward their selection to LCDR Taylor by 4/23/04. LCDR Crystal Thomas is responsible for obtaining the award plaque.

The Awards Committee is also discussing the development of an Awards Guidance Document to guide officers and their supervisors through the awards process. The subcommittee is in the early phases of development and has obtained relevant award guidance documents from CDC and FDA. The Subcommittee requests that any other relevant documents be forwarded to the Chair, LCDR Taylor.

2. The All Hands Committee – LCDR Taylor: The All Hands Meeting has been scheduled for 6/28/2004 from 12:30 – 15:30. The tentative agenda for this meeting is as follows: general announcements and category updates from CAPT Stokes and Veterinarian of the Year Announcement and Special Assignment Awards by CDR Jones. Additionally, CDR Clara Witt has been asked to speak on her CCRF deployments for Avian Influenza, and SARS. Additional speakers and the final agenda will be

presented at the next Vet PAC meeting. CAPT Randy Elkins has graciously volunteered again to fund this event this year.

- a. Discussion: Many categories use COA to highlight awards. CDR Mainzer offers the use of COA for the Veterinary Category to do the same and increase the winner's and category's visibility to other CC officers. CDR Clark mentioned last year's discussions on this topic: 1) more Veterinary officers attend All Hands than COA, 2) many officers struggle with funding to attend COA, and 3) a COA charges a fee for award presentations.
3. The Recruitment Committee – Dr. Abdy: This Committee has planned and drafted a letter of advertisement to SAVMA's InterVet Journal. The Committee has further contacted both the journal's editor and advisor to place an advertisement on the journal's website.
 - a. LT Robertson noted that the Committee had discussed downsizing goals set in the 12/2003 VetPAC Retreat.
 - b. CDR Braddy noted that Dr. Maury Potter would like to advertise a laboratory animal detail to CDC's monkey pox lab. Interested persons (including Costep participants) should contact CDR Braddy.
4. Mentorship Committee – CDR Gardner: The Mentorship Committee has had one teleconference, in which they discussed a divergence from the traditional mentorship structure. This new form of mentorship would expand beyond the mechanics of maneuvering through a CC career and take a more global perspective encompassing 1) career tracks and 2) supportive training necessary to pursue chosen career tracks.
 - a. Differing levels of officers would need differing levels of mentorship. New officers would need guidance through category bench marks, promotion precepts, and career tracks that sustain a longer CC career. Mid-career officers would need guidance to help them take advantage of advanced training opportunities.
 - b. This system should support veterinarians and help them to attain leadership positions.
 - c. Possible leadership training opportunities identified: Office of Personnel Management (OPM) Development Center, USDA Graduate College, USHUS degree granting.
5. CCRF Committee – LCDR Klein: The CCRF Committee has had 1 conference call. During this time, the Committee has proposed developing a "recipe" to help officers qualify for CCRF. They anticipate that this "recipe" will be completed by June, 2004. The CCRF Committee has also begun a survey of the Veterinary Category to describe major obstacles to officers becoming CCRF qualified. LCDR Klein presented the following preliminary results.
 - a. Of the 30% of officers who have responded to the survey
 - i. BLS: 25% have access to BLS
 - ii. CCRF modules: Less than 50% have completed CCRF modules
 - iii. CCRF modules: 100% have online access to modules at work but do not have time during the workday to complete them
 - iv. Role training: 50% would be able to attend
 - v. Professional currency: 25% maintain professional currency, 75% don't have time
 - vi. Public Health Veterinarian as a deployment role: Most would consider this role if it was available to them

- vii. Current immunizations: not an issue for most
 - viii. Physical Fitness Testing: most training both during and after work; most have taken the test
 - ix. Supervisor support: 50% have support from their supervisor
 - x. Inadequate information: 25% - 30% do not have adequate information on the CCRF training process
 - xi. Time for training: 70% do not have time for training
- b. CDR Jones updated the PAC on RADM Babb's statistics pertaining to officers putting forth promotion packages that met deployment standards
- i. 1450 of 6000 officers met deployment standards
 - ii. 923 lacked online training modules
 - iii. 413 did not have current vaccinations
 - iv. 163 did not have a physical exam within the last 5 years
 - v. 11 of the 500 highest ranking officers met standards
 - vi. 156 of the 2000 highest ranking officers met standards
- c. CDR Jones further urges officers to check their deployment status on the CCRF website (<http://oep.osophs.dhhs.gov/ccrf/>)
- d. LCDR Klein further noted that veterinarians in the "Clinical Veterinarian" deployment role may not have many opportunities to deploy, a reason to consider re-categorizing deployment roles.
6. Holiday Ball Committee – CDR Clark: The Holiday Ball will take place on Saturday, December 4, 2004. The event will be held in the Ft. Myers Officers' Club, and entertainment will be provided by the PHS Ensemble. CDR Clark has requested that Deputy Surgeon General, RADM Moritsugu, will be the guest speaker.
7. Veterinary Category-Day Planning Committee Updates – CDR Braddy: CDR Braddy reported that most of the COA Meeting components were in place for May 18, 2004. This year's theme will be "Veterinary Medicine's Crucial Role in Public Health and Biodefense." Twelve presenters and 2 contributing papers have been scheduled. The Committee is also discussing plans for having a social gathering from 7:00 pm to 9:00 pm the evening of May 18th. The Provisional Agenda is provided for information:
- a. CAPT William Stokes, CPO Veterinary Category - Welcoming and Opening Remarks
 - b. CAPT Michael Keiffer, Chief, Commissioned Corps Personnel – Operation Arctic Care a Joint Uniform Service Operation
 - c. RADM Linda Tollefson, Deputy Director, CVM - From There to Here – Alternative Careers for Veterinarians in Public Health
 - d. RADM Robert Whitney, DVM - Public Health/Industry Collaboration in Biosecurity and Judicious Use of Antibiotics on Dairy Farms
 - e. Dr. Tracy Lynn, Alaska Department of Health - Environmental Health Monitoring in Alaska
 - f. Dr. Louisa Castrodale, State Public Health Veterinarian, Alaska DPH – Guest Speaker
 - g. CDR Johnny E. Braddy, DVM, MPH - Agroterrorism Awareness: Safeguarding American Agriculture
 - h. LCDR Patrice N. Klein, MS, VMD, DACPV, DACVPM - Overview of VMATs: Roles in Disaster Response

- i. CDR Hugh Mainzer, MS, DVM, DACVPM - One World, One Medicine: Integrating Veterinary Science with Public Health Practice
- j. CDR Estella Z. Jones-Miller, DVM - The Emerging Role of the PHS CC Officer in Federal Regulatory Medicine
- k. CDR Terri R. Clark, DVM, DACLAM - ACUC Regulatory Oversight at NIH
- l. CDR Yvette M. Davis, VMD, MPH - Contributing to the Mission of the USPHS as a Health Scientist Administrator
- m. LCDR Anne Emshoff – Animal Carcass Disposal: Emergency Mass Slaughter Considerations
- n. LCDR Regina Tan – Childhood Dog-Bite Surveillance System Recommendations for Three Counties, Georgia, 2003
- o. CDR Martin F. Kriete, DVM, DACLAM - Closing Remarks

Proposed Additions to By-Laws – CDR Davis

Copies of the “By-laws for the Veterinary Professional Advisory Committee of the United States Public Health Service” were distributed to meeting attendees. CDR Davis and CDR Jones request that officers return comments to CDR Davis in 2 weeks.

New Business – CDR Jones

5. Welcome back to CDR Kriete
6. ACLAM Forum may conflict with the next PAC meeting.
7. Website updates are needed from subcommittees. Please submit to CDR Jones.

Announcements/Concerns Around the Room - None

Next Meeting

The meeting was adjourned at 1525. Minutes were prepared by LCDR Regina Tan and approved electronically by Vet PAC members.

Advisory Committee Minutes - January 22, 2004

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (Vet PAC)

MEETING MINUTES

January 22, 2004

NIH Bethesda Campus, Building 31, Conference Room 1A2

Members Present

Rank	Name	Position
CDR	Estella Jones	Chair, FDA Representative
CDR	Don Gardner	NIH Representative
CDR	David Ashford	Geographic Location
LCDR	Ed Wozniak	Geographic Location
CDR	Yvette Davis	Member at large
LCDR	Kim Taylor	Member at large
LCDR	Patty Klein	Junior Officer Representative
CAPT	Bill Stokes	CPO, NIH, non-voting Ex Officio member
LCDR	Regina Tan	Executive Secretary, USDA, FSIS
CDR	Terri Clark	NIH, Past Chair, ex officio member

Members Absent

Rank	Name	Position
CDR	Shanna Nesby-O'dell	CDC Representative
Dr.	Mark Abdy	Civil Service Representative

Guests Present

Rank	Name	Agency
LCDR	Nelva Bryant-Gibbs	CFSAN, FDA
CDR	Kamela Davis	CBER, FDA
Dr.	Lauren Davidson	CBER, FDA
LT	Kis Robertson	USDA, FSIS
CDR	Meta Timmons	PSC
LCDR	Sanyvette Williams	EPA
LCDR	Allison Williams	CDC
CAPT	Nancy Pate	EPA
CAPT	Randolph Daley	CDC
CDR	Johnny Braddy	CFSAN, FDA
CDR	Princess Campbell	EPA

CDR Estella Jones called the meeting to order at 1310 hours and introduced members and guests.

AGENDA ITEMS

CPO Comments – CAPT Bill Stokes

Congratulations to CDR Jones on her assumption of her new position and responsibilities as PAC Chair.
Thanks to new and continuing members for their participation on the 2004 PAC.

CDR Clarke and CAPT Stokes attended the January 14, 2004 CPO/PAC Chairs meeting. The following items discussed at the meeting are summarized below.

1. **Commissioned Corps Personnel Manual:** Changes in Temporary Promotions, Permanent Promotions, and Readiness standards were signed in December and posted on the DCP website. These include a detailed circular for CCRF qualification levels. CAPT Stokes recommends downloading and reviewing a copy if you have not already done so. Submitted comments on changing standards were considered by senior leadership, demonstrating a commitment to officers.
2. **Changes in promotion procedures:** CAPT Stokes recommends that officers go to the DCP website, login, and see if eligible for a promotion in this promotion cycle. If officers are eligible, they will be considered for promotion unless they opt out. This is the only year that officers can opt out.
3. **Veterinarian Benchmarks:** CDR Clark distributed new Benchmarks via email. These Benchmarks will be used by the Promotion Board. The Promotion Board will consider the weight the five promotion precepts as follows: Performance (40%), Education, Training, & Professional Development (15%), Career Progression & Potential (25%), Characteristics of Career Officer and Service to the Corps (25%), Response Readiness (5%). The Response Readiness Precept was not listed among the Benchmarks. For this year's promotion cycle, basic qualification will be assigned on an all-or-none basis. Officers that selected Clinical Veterinarian as their deployment role and do not have 112 hours of clinical time accumulated will not be considered as qualified. In this case, CAPT Stokes recommends selecting Liaison Officer or Public Health Educator as a deployment role.
4. **Reviewing and Officer Statements:** According to a January 15 email from DCP, both Reviewing Official and Officer Statements will be required for promotion. Decision was released late, as DCP considered all submitted comments on changing promotion procedures. Records submission deadline to DCP is January 31 and includes Reviewing and Officer Statements.
5. **CCRF Qualifications:** Officers who were CCRF qualified by September 30 do not have to requalify with the additional CCRF course requirements for this year. This year, qualified officers will receive 5 points toward promotion if they are qualified. Officers will only be considered for 2005 Assimilation and Temporary Promotions if they are qualified. Everyone should have received procedures for the "Physical Fitness Test" or "Height and Weight Standards" medical waiver. The Physical Fitness Test will not be required for promotion year 2004.
6. **Transformation:** The Office of the Secretary has hired a consultant group to review several elements key to the transformation. Among those elements are recruitment and standardization/centralization of the billet system. An optimistic and positive outlook for the Corps was expressed by senior leaders during the CPO board meeting with RADM Knouss. VADM Carmona stated that he is interested in hearing from all officers, who have the "opportunity to change the world" through their contributions to public health, and ADM Carmona is in the process of holding All Hands meetings with officers among DHHS Agencies.

The Transformation will also engender some organizational changes at DCP. DCP will be split into three separate offices. The Office of Commissioned Corps Management, lead by CAPT Furman, will handle Commissioned Corps policy. The Office of Commissioned Corps Operations will handle day-to-day Corps operations. The Office of Commissioned Corps Support Services will handle medical and financial operations.

The Transformation will also engender the formation of the Public Health Service Commissioned Corps Council. This council will include Agency heads (including NIH, FDA, CDC, EPA, IHS, etc.) as Commissioned Corps clients and will allow Agency heads to have direct input to the Surgeon General and ASH. This process will allow good two-way communication, helping the Corps to better meet client needs.

7. **Commissioned Corps Bulletin:** Hard copies of the Commissioned Corps Bulletin will no longer be mailed out. Officers can, and should, access electronic copies through the DCP website, publications menu, bulletins link (<http://dcp.psc.gov/CCBul.asp>). Included in this month's version:
 - a. A supplement on promotion policies and procedures (link available in the separate listing at the bottom of the web page).
 - b. Assimilation applications are due February 13. The DCP website has a chart that details/compares Regular and Reserve Corps.
 - c. PHS Commissioned Officer and Armed Forces compensation parity issues have been addressed. The average increase in officer pay was 4.1%, ranging from 3.7 – 6.25%. CAPT Stokes acknowledged COA for their support of PHS officers in pay parity issues.
8. **AVMA Meeting:** The meeting room for the annual AVMA PHS officers' meeting has been reserved. The USPHS Veterinary Officers meeting will be from 9:00-noon on July 25. Please put this on your calendar.
9. **Changes in medical care systems:** All officers are now required to enroll as Tricare Prime or Tricare Remote Prime. MAB is still available to answer questions concerning this transition.

Vet PAC Retreat Summary – CDR Jones

Thanks to CDR Clark for her outstanding leadership in the last 4 months, including the Vet PAC Retreat in which both outgoing and incoming Vet PAC members attended a 1 ½ day strategic planning session prior to the December Vet PAC meeting. Mr. Harry Coffee facilitated the session. The purpose of this retreat was to revamp the Vet PAC mission statement, vision, and goals. The product of this meeting (which CDR Clark distributed to the Category via email) represents a dynamic process, and CDR Jones encourages all officers to participate in it's evolution and fulfillment.

1. **Mission:** The Veterinary Professional Advisory Committee (VPAC) is a leadership group of the Commissioned Corps and other Federal veterinarians elected by the Veterinary Category to represent their diverse professional disciplines through subcommittee participation to advocate for their interests, communicate career information, and promote our the category's role in protecting and advancing public health.
2. **Vision:** A strong and growing Veterinary Category, active and leading in all facets of Public Health
3. **Guiding principles:** The guiding principles of our PAC are based on leadership, mentoring, commitment to serve, and vision.

4. **Strengths Weaknesses Opportunities and Threats (SWOT) Analysis:** This analysis described some of the strengths and opportunities that we as a Category need to optimize in order to overcome weakness and threats.
5. **Goals and objectives:** The following goals and objectives are presented in a worksheet format. We will begin working through this worksheet once Subcommittees have formed.
 - a. The CPO/PAC will facilitate 100% CCRF by September 30, 2005. Those officers who have already achieved their promotion goals should still meet readiness standards as leaders, mentors and examples for the rest of the category. CAPT Stokes also noted that a high percentage of deployment-ready officers will enhance the visibility of the Veterinary Category to senior leadership and encouraged officers to look for deployment opportunities and ways to increase clinical hours. This issue will need to be further discussed by the CCRF subcommittee.
 - b. The Vet PAC will double the size of the Veterinary Category by 2009. CDR Jones noted that recruitment and jobs are tied hand-in-hand. USDA as approximately 100 positions open for veterinarians, and FDA is opening 60 positions. These are just some tools that the PAC and Category can use to achieve our goals.
 - c. The Vet PAC will adopt written Vet PAC Committee operating procedures by April 2004.
 - d. The Leadership Development Subcommittee will determine the current leadership roles in the PHS that impact the Vet PAC mission and vision by January 2005 (?).

Vice Chair nominations – CDR Jones

Our current charter allows for a Chair-Elect to support the PAC Chair in the duties and responsibilities. However, the term “Vice Chair” should be allowable, should the PAC prefer it. The position currently does not require that the Vice Chair grow into the Chair position in subsequent years. LCDR Kline proposed that the Vice Chair should do so, ensuring continuity for the PAC from year to year. CAPT Stokes further suggested that, as the charter currently calls for 2 year terms that could limit the utility of this proposal, the PAC should consider revisions to the charter to allow 3 year terms which could increase continuity as LCDR Kline suggests.

LCDR Kline was nominated for the position of Vice Chair. To allow members additional time, CDR Jones will send an email to the PAC soliciting further nominations. The deadline for nominations is Friday, January 30. The list of nominations will be compiled and returned to the PAC for an electronic vote.

Subcommittee Chair Nominations – CDR Jones

CDR Jones noted that members have expressed interest in the following Subcommittees: Recruitment, Holiday Ball, All Hands, Mentoring, and CCRF. Both the Awards and Meetings subcommittees still needed participation. CDR Jones further noted that, although Subcommittee Chair positions will be held by PAC Members, any officer in the category can (and should) participate in Subcommittee activities.

The following PAC and category members have expressed interest in subcommittees:

1. LCDR Taylor volunteered for the Awards Subcommittee Chair, and CDR Jones volunteered to be a member of this Subcommittee. It was noted that experience on the Awards Subcommittee (which also handle the Vet of the Year and McCallum Awards) gives officers good experience in the awards processes.
2. CDR Davis and CDR Gardner both expressed an interest in becoming Chairs of the Mentoring Subcommittee. CDR Davis proposed integrating the Leadership Development Subcommittee into the Mentoring Subcommittee.
3. LCDR Bryant-Gibbs expressed an interest in working on the Meetings Subcommittee

4. CDR Ashford, Dr. Abdy, LCDR Wozniak, CDR Gardner, and CDR Harris all expressed interest in the Recruitment Subcommittee.
5. LCDR Taylor expressed interest in becoming the All Hands Subcommittee Chair.
6. CDR Clark and CDR Princess Campbell expressed an interest in the Holiday Ball Subcommittee.
7. LCDR Klein, CDR Nesby-O'dell, and CDR Stephanie Ostrowski expressed interest in the CCRF Subcommittee.

CDR Jones will begin soliciting category volunteers for Subcommittees via email. Volunteers can be recognized for their participation. The PAC has Certificates of Appreciation that can be sent to an officer's OPF to demonstrate their "Membership/Involvement in PAC/Advisory Groups" as described in Veterinarian Benchmarks #4.

The deadline for Subcommittee Chair nominations is Friday, January 30. Once Subcommittee Chairs are named, the list will be sent to the entire category to increase Subcommittee visibility, promote volunteer opportunities, and demonstrate Agency diversity among those involved with Subcommittees. In-coming Subcommittee Chairs should feel free to call on past Subcommittee Chairs for advice and input.

The next PAC Meeting – CDR Jones

The PAC meetings are shifting from a quarterly to bimonthly basis. Subcommittees should meet so that activities and results can be reported during the next PAC meeting. The next PAC meeting is scheduled for Thursday, March 25, 1 – 3pm.

A proposal was made to rotate meetings between NIH and FDA CVM or FDA CFSAN.

A proposal was made to call for volunteers to host PAC Meetings. Hosting responsibilities would include:

1. Directions, parking availability, parking fees, public transportation availability
2. Room capacity
3. Call-in or video conferencing capability

Upcoming COA Meeting – CAPT Stokes

Scheduled for May 16 – 20, 2004 in Anchorage, AK. The Veterinary Category day is the 18th and will be a full day session. CDR Martin Kriete is organizing this session with the assistance of CDR Johnny Braddy and CDR Estella Jones. The theme for the veterinary session is "The Various Roles the Commissioned Corps Veterinarians Play in the Various Agencies".

There will be an OLAW IACUC meeting at the University of Fairbanks just before the COA, BOTC courses (both before and after), Physical Fitness Testing, and a retirement planning meeting in conjunction with the COA meeting.

CAPT Stokes encouraged that everyone consider attending this meeting; attendees should plan to arrive on March 15.

New Business – None

Announcements/Concerns Around the Room - None

Next Meeting

The next meeting is scheduled for March 25, 2004 at 1300 hours. The meeting place will be announced.

The meeting was adjourned at 1435. Minutes were prepared by LCDR Regina Tan and approved electronically by Vet PAC members.

Advisory Committee Minutes - December 17, 2003

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (Vet PAC)

MEETING MINUTES

December 17, 2003

NIH Bethesda Campus, Building 31, Rm 1A2

Members Present

CAPT Bill Stokes (NIH, Chief Professional Officer, Non-voting Ex Officio Member)

CAPT Randolph Daley (CDC), via conference call

CDR Terri Clark (NIH, Vet PAC Chair)

CDR Estella Jones (FDA)

CDR Yvette Davis (NIH, Alternate for CDR Brent Morse)

LCDR Patrice Klein (FDA)

LCDR Kim Taylor (NIH, Executive Secretary)

Members Absent

CAPT Bob Hoyt (NIH, USPHS, Retired, Civil Service Member)

CDR Brent Morse (NIH)

CDR Stephanie Harris (EPA)

Guests Present

CDR Don Gardner (NIH)

CDR Johnny Braddy (FDA)

CDR Edward Wozniak (USDA)

CDR David Ashford (CDC), via conference call

CDR Princess Campbell, via conference call

LCDR Sanyvette Williams (EPA), via conference call

LCDR Nelva Bryant-Gibbs (FDA) via conference call

LCDR Regina Tan (USDA)

Dr. Mark Abdy (FDA)

CDR Terri Clark called the meeting to order at 1334 hours and introduced members and guests. Minutes of the September 25, 2003 Vet PAC meeting were previously approved and posted at the category's website at <http://www.fda.gov/cvm/links/vcc/>.

Agenda Items

CPO Comments – CAPT Bill Stokes

CDR Clark and CAPT Stokes attended the December 11, 2003 CPO/PAC Chairs meeting. The following items discussed at the meeting are summarized below.

CCPM Manuals

- On November 25, 2003, the CC leadership met with RADM Biatto, the Acting Assistant Secretary for Health and Science, to discuss the comments that were submitted on the draft policies sent out for review Corps-wide. Based on these discussions, it is clear that the PHS senior leadership is responsive and did consider all comments that were submitted.
- RADM Knouss described the two main driving forces for the Corps transformation. First, the President mandated that he wanted the PHS to be more prepared to respond to public health emergencies to include natural disasters and acts of terrorism. The second is driven by the Office of Management and Budget (OMB). Historically, OMB has periodically sought to do away with the CC. As a result, the Corps has placed increased emphasis on our role in public health and formed the CCRF, which makes the CC a unique and valuable force. RADM Knouss emphasized to the meeting attendees that it is critical to the Corps future that we show we are committed to meeting the needs of the American public and that the PHS is a vital force in protecting the public health of the nation.
- CAPT Stokes stressed the fact that each of us needs to inform the public and our peers about our role in public health and the importance of the CCRF as a national resource for public health disasters and emergencies.

Draft Temporary Promotion Policy (November 2003 draft)

- Proposed changes from the July 2003 published Temporary Promotion Policy include:
 - All officers will start over in the promotion cycle with three considerations (July 2003 policy allowed officers one more chance at promotion if they had already been considered three times).
 - There is also an opportunity for Agency heads to request a fourth opportunity for promotion even after the three considerations.
 - Exceptional Capability Promotions do not count towards the three opportunities but are in addition to the three.
- The new Deployment Readiness Standards will not be imposed until promotion year 2005. However, the CCRF promotion precept will be retained and those officers considered deployable and those who have deployed will get additional points. This is an area of great debate and its fairness is being questioned by some. Currently, officers can meet either the old or the new Deployment Readiness Standards. The promotion board will look back at an officer's past 5-year deployment history for promotion purposes. Only Agency or CCRF deployments that were of at least 7-days duration will qualify for points.
- CAPT Stokes expects that the final versions of the policies will be published sometime in January 2004. The deadline for updating officer records has been extended until January 31, 2004 for the 2004 promotion boards.
- The major issues that the high level group will have to address in the final versions include the following:
 - Should there be a separate readiness precept? If so, then what should the minimum standards be? Since there is no longer an Agency recommendation, which was worth 15 points, there is a good chance that the readiness precept may replace it. There is not an absolute requirement for

this year's promotion cycle to meet the readiness requirement. Keep in mind that readiness equates to meeting the deployment standards. If you have been assigned to a deployment roster, then it means that you selected a deployment role; it does not necessarily mean that you are qualified for that deployment role. For example, if you select the Clinical Veterinarian role, but do not have 112 hours of documented annual clinical practice, then you do not meet the qualifications for that particular role.

- What should the promotion requirements be for officers transferring from another service? What should the minimum number of years of PHS CC service be before an officer would be considered for the 0-5 or 0-6 level? The current drafts state that an individual must have at least 5 years time-in-service with 3 in the PHS to be considered for 0-5 and 9 years time-in-service (7 PHS) to be considered for 0-6. The CPO Board submitted their comments regarding these requirements and recommended that they apply only to new incoming officers. Additionally, the board recommended that those officers already in the PHS should be provided a waiver to these requirements or be grandfathered in. The proposed requirements for time in service may have a significant negative impact on recruiting qualified (i.e., individuals with advanced training or certification) into the PHS. Additionally, most positions in the Veterinary Category are 0-6 billets but there are currently no training opportunities within the PHS for individuals to obtain advanced training which would qualify them to be promoted to fill these higher billets.
- Should officers only be allowed three considerations for each grade?
- Should officers be allowed to opt out of the 2004 promotion cycle?
- What is the nature and value of the Agency recommendation since they have done away with that as a precept?
- Should March 1st be considered the cut-off for determining time-in-service?
- Should the purpose of deployments be solely to provide health services as described in the Deployment CCPM? Both NIH and CDC submitted many comments regarding this topic and suggested that the purpose be expanded to include other needs to include research support.
- Should the authority for promotions lie with the SG or with the Assistant Secretary for Health? Currently, the authority lies with the Assistant Secretary but some authority will be redelegated to the SG. Both the CPO Board and COA recommended that the SG should have sign off authority for promoting officers.

NOTE: FINAL promotion policies and readiness standards for the U.S. Public Health Service (USPHS) Commissioned Corps were released and posted on the DCP Web site, <http://www.dcp.psc.gov> on December 23, 2003. All Officers are encouraged to read these documents, especially those eligible for promotion this year.

Commissioned Corps Readiness Force (CCRF) Updates

- An announcement will be made in January 2004 regarding the requirement for respirator (N95) fit testing. The dates and locations (13 sites nationwide) will be announced. You can also be fit tested through your Agency's Occupational Health Service or through a contractor if you so choose.
- RADM Craig VanDerwagen, who is the CPO for the Medical Category, deployed to Iraq in October 2003 to assist the Iraqi Ministry of Health with rebuilding their health infrastructure.

The SG's Priorities

- RADM Moritsugu has recently been emphasizing the SG's current priorities. They are 1) Prevention, 2)

- Public Health Preparedness, 3) Closing the gap on health disparities, and 4) Adequate health literacy.
- The Surgeon General's speeches regarding these priorities are posted at the Office of Public Health and Science website. Any officer with a public speaking engagement should convey these priorities to his/her audience.

Meeting Information

The Association of Military Surgeons of the United States (AMSUS) Meeting – CAPT Stokes

- This year's meeting was a resounding success! It was held in San Antonio this past November. The PHS is responsible for organizing this meeting every 5 years. CAPT Paul Garbe was the Chair for the Veterinary Medicine Section. There were approximately 5000 attendees to include the SG and the senior health officials from 28 countries. RADM Jim Steele, the first Veterinary CPO, was the guest speaker at the luncheon. The veterinary category was well represented and LCDR Pat Klein, CDR David Ashford, CDR Shanna Nesby, CDR Hugh Mainzer and CAPT Randolph Daley were speakers at the Veterinary Session.
- This is an excellent meeting for professional networking and also for recruitment purposes.
- The Veterinary Medicine Section was well attended and well organized thanks to the efforts of CAPT Paul Garbe.

1st National Multihazard Symposium: A One Medicine Approach to Homeland Security – CAPT Stokes

- CAPT Stokes attended this meeting on December 10-12, 2003. There were over 270 participants from 35 states. According to CAPT Stokes this was a fantastic meeting and will be held annually.
- If you are interested in learning more about disaster preparedness and readiness then you may want to attend this in the future.

Upcoming COA Meeting – CDR Clark

- Scheduled for May 16 – 20, 2004 in Anchorage, AL. The Veterinary Category day is the 18th and will be a full day session. CDR Martin Kriete is organizing this session with the assistance of CDR John Braddy and CDR Estella Jones. The theme for the veterinary session is "The Roles the Commissioned Corps Veterinarians Play in the Various Agencies".
- ADM Tollefson, former ADM Robert Whitney, and Dr. Tom McKee, the Administrator for the FSIS, will be speaking at the veterinary session. Additional speakers and topics include:
 - CAPT William Stokes – The Commissioned Corps Veterinary Category: Update and Current Issues.
 - CDR Johnny Braddy – Agroterrorism Awareness and Safeguarding Americas Agriculture
 - LCDR Patty Klein – VMAT Overview: Roles in Disaster Response
 - CDR Hugh Mainzer – One World, One Medicine: Integrating Veterinary Science with Public Health Practice
 - CDR Estella Jones – Emerging Roles of PHS CC Officer in Federal Regulatory Medicine
 - CDR Terri Clark – ACUC Regulatory Oversight at the NIH

- CDR Martin Kriete – Closing comments
- Funding must be obtained through your agency. The registration fee is relatively inexpensive and creative travel, e.g. MAC flight, will reduce the cost even further. Hotel rooms are going fast so if you are interested you should make arrangements for lodging now.
- There will be an OLAW IACUC meeting, BOTC courses (both before and after), and a retirement planning meeting in conjunction with the COA meeting.
- General CE credits are awarded for this meeting but may not be accepted by all state licensing boards.

Vet PAC Strategic Planning Retreat Summary

- Both outgoing and incoming Vet PAC members attended a 1 ½ day strategic planning session prior to the December Vet PAC meeting. Mr. Harry Coffey facilitated the session. All attendees found this to be an extremely valuable experience.
- The purpose of this retreat was to revamp the Vet PAC mission statement, vision, and goals. The following is a condensed draft version of the retreat outcome. The formal summary report will be compiled by Mr. Coffey and will be forwarded to the Vet PAC Chair.

Mission: The Veterinary Professional Advisory Committee (Vet PAC) is a leadership group of the Commissioned Corps and other Federal veterinarians elected by the Veterinary Category to represent their diverse professional disciplines through subcommittee participation to advocate for their interests, communicate career information, and promote our the category's role in protecting and advancing public health.

Vision: A strong and growing Veterinary Category, active and leading in all facets of Public Health

Goals

- 1. The CPO/PAC will facilitate 100% CCRF by September 30, 2005.**
- 2. The Vet PAC will double the size of the Veterinary Category by 2009.**
- 3. The Vet PAC will adopt written Vet PAC Committee operating procedures by April 2004.**
- 4. The Leadership Development Subcommittee will determine the current leadership roles in the PHS that impact the Vet PAC mission and vision by Date TBD.**

Subcommittee Reports

Awards Subcommittee – Chair CDR Terri Clark

- CDR Clark has prepared a SOP for the Awards Subcommittee. This has been handed out to the committee members for review and will be finalized in the near future.
- Outstanding issues include providing each officer with an awards standards document for their own personal information. Along with this information, the subcommittee is planning on preparing another informative document that would be given to supervisors of PHS CC officers. The purpose of this

second document for CC officer supervisors is to provide them with information so that they understand the implications of the new promotion precepts and different benchmarks. This task has been put on hold until the precepts and benchmarks are published.

- A notification for the Vet-of-the-Year Award has been published in the CC Bulletin. This award is traditionally presented at the Annual All Hands Meeting.

Recruitment Subcommittee – Chair CDR Stephanie Harris

- Suggested duties and responsibilities for the Associate Recruiting Program (ARP) include:
 1. Recruitment of veterinarians for all PHS Agencies and other affiliated Federal programs as opportunities avail themselves to fill vacancies with the CC officers.
 2. Inform colleagues and students in the veterinary profession about professional opportunities available in the CC.
 3. Drawing on career experiences in the Corps, make recruitment presentations augmented by printed and/or video materials on professional opportunities in the CC.
 4. Act as preceptors for the JR COSTEP and SR COSTEP, internship, and rotation programs, where possible.
 5. Attend national, state, and local professional conferences and universities to provide information on career opportunities as a CC officer to eligible candidates.
 6. Retention of CC is an important role of the ARP. Active participation in retention activities such as sponsorship and mentoring is also a responsibility for ARPs.
 7. Develop and maintain a web-link with the accredited veterinary colleges and maintain a list of POCs with the same. Assign a CC officer the task of maintaining a website for the Veterinary Category with a web link to the colleges.
 8. Develop and maintain “canned” presentations for use as recruitment tools. Update recruitment booth with newer photographs.
 9. Develop a SOP by which the Veterinary Category nominates ARP members. The current process is inconsistent.
 10. Develop and maintain a recruitment booth applicable to the PHS and specifically the category.
- Potential areas to address within an SOP specific for recruitment include:
 1. Review and update, if needed, the website and presentations on a yearly basis.
 2. Towards the beginning of the school year (October-January) send an email to the POC within each university requesting that they forward the information to the freshman and sophomore classes, regarding the PHS CC Veterinary Category. Prepare and distribute an electronic packet of information that introduces the PHS, has a direct web link to the US PHS, CC and Veterinary Category.
 3. Encourage and “recruit” new recruitment officers from the category, by targeting recent recruits.
 4. When a colleague requests information about the CC or forwards a CV, this information should be shared with other members of the ARP in the category.

Mentoring Subcommittee – Chair CDR Brent Morse

- A message was sent out recently asking CC veterinarians to volunteer to sign up to become a mentor for new recruits. Unfortunately, CDR Morse did not get a great response to his call for volunteers.
- Volunteers are needed to serve as mentors. If you are interested in becoming a mentor, please contact CDR Morse (morseb@ors.od.nih.gov).

Commissioned Corps Readiness Force (CCRF) Subcommittee – Chair CAPT Randolph Daley

- Duties and responsibilities of the Vet PAC CCRF Subcommittee:
 - To advise the Vet PAC on issues related to the CCRF and general officer readiness
 - To develop role descriptions, position statements and other guidelines on Veterinary Category readiness and response issues for the Vet PAC
 - To assist the Vet PAC in advocating for the interests of Veterinary officers relative to the CCRF and Corps readiness policies
- CCRF subcommittee accomplishments – 2003
 - Formed and organized the subcommittee
 - Developed goals and objectives
 - Contacted veterinary officers to encourage establishment or renewal of active CCRF status – initiative resulted in Veterinary category meeting Year 2003 Corps goal for Category participation in CCRF
 - Identified impediments to Veterinary officers achieving active CCRF status
 - Consulted with individual veterinary officers to assist them in achieving CCRF status
 - Developed role description for CCRF Public Health Veterinarian for Vet PAC review
- Goals and Objectives:
 - Goal 1: Veterinary Category participation in CCRF that meets or exceeds general Public Health Service (PHS) objectives
 - Objective 1 – Produce an information document to inform and educate Veterinary Officers about CCRF
 - Objective 2 – Identify obstacles to veterinary participation in CCRF
 - Objective 3 – Develop recommendations for the Vet PAC and Chief Professional Officer (CPO) on actions designed to increase veterinary participation in CCRF
 - Goal 2: A large contingent of Veterinary Officers qualified for various CCRF deployment roles
 - Objective 1 – Identify principal roles and critical skills needed by CCRF
 - Objective 2 – Target roles most applicable to the Veterinary Category
 - Objective 3 – Identify opportunities for Veterinary Officers to develop and maintain critical skills
 - Objective 4 – Identify obstacles to qualification of Veterinary Officers for target deployment roles
 - Objective 5 – Develop recommendations for the Vet PAC and CPO on actions designed to support the development of Veterinary Officers
 - Goal 3: A stable, qualified contingent of Veterinary Officers capable of responding to CCRF requests for clinical veterinary services
 - Objective 1 – Identify obstacles to becoming qualified for the CCRF role of veterinarian (clinical)
 - Objective 2 – Develop recommendations for the Vet PAC and CPO on actions designed to allow Veterinary Officers to maintain qualification for the CCRF role of veterinarian (clinical)
 - Objective 3 – Identify PHS billets that could provide veterinarians the opportunity to maintain clinical currency requirements
 - Objective 4 – Target information to Veterinary Officers serving in these billets
 - Objective 5 – Inform the Veterinary Category about opportunities to maintain clinical currency outside of their official billet

- CCRF Role: Public Health Veterinarian
 - CAPT Daley discussed a draft proposed CCRF role for a Veterinary Public Health Officer. This role would not require 112 hours of annual clinical practice, which is currently required for the Clinical Veterinarian role.
 - Description: Provides expertise on veterinary public health and veterinary preventive medical issues
 - Skill Set:
 - Basic knowledge of the transmission, pathogenesis, and prevention of important zoonotic diseases
 - Basic knowledge of food borne illnesses
 - Basic knowledge of the transmission, pathogenesis, prevention, and control of major exotic animal diseases
 - Basic knowledge of issues related to animals in disaster settings
 - Manage stress and adapts to changing situations
 - Understand professional limitations in knowledge, skills, and abilities and seek appropriate assistance when needed
 - Qualifying Indicators:
 - DVM/VMD degree
 - Current state licensure
 - Advanced training/experience in veterinary preventive medicine OR completion of CCRF module 113 (Veterinary Issues in disasters) and VMAT modules 322 (Public and Environmental Health), 324 (Basic Concepts in Epidemiology), and 328 (Assessment of Veterinary Issues in Disasters)
 - Other Indicators:
 - American College of Veterinary Preventive Medicine certification
 - Advanced education/experience in public health, environmental health, food safety, or animal regulatory practice
 - Federal veterinary accreditation
 - It may be helpful to refer to established CCRF deployment roles in reviewing the role document (website below): http://teams.fema.gov/ccrf/new_deployment_roles.htm

Nominations

- Please submit your name to CDR Clark by January 5th if you are interested in nominating yourself to be the Chair of one of the following subcommittees: Awards, Recruitment, Mentoring, CCRF, Holiday Ball, Meetings, Leadership, and All Hands Meeting. The Chair of any subcommittee must be a member of the Vet PAC. Other subcommittee members can be from the entire Veterinary Category.
- Call for Nominations for the new Vet PAC Chair. The new Chair will be announced at the next Vet PAC meeting.

Announcements/Concerns Around the Room - None

Next Meeting

The next meeting is scheduled for January 22, 2004 at 1300 hours. The meeting place will be announced.

The meeting was adjourned at 1545 pm. Minutes were prepared by LCDR Kim Taylor and approved electronically by Vet PAC members.

Corps Transformation

Expansion of the Reserve Officer Corps

- Secretary Thompson has placed an increased emphasis on expanding the PHS Inactive Reserve Corps. There are currently 1500 officers in the inactive reserve of which 33 are veterinarians. The PHS does not have a retirement program for its reservists such as that which exists for reservists in the Armed Forces. Right now PHS reservists get paid while they are on active duty but do not accrue any credit towards a retirement. The PHS law is slated to be changed this year so that PHS reservists will have the same benefits as reservists in other branches of service. The Secretary has placed a high priority on getting the law changed and it is currently on the DHHS legislative agenda for this year.
- A Basic Officer Training Course and CCRF Course were recently held for reserve officers. The 45 officers that attended were also designated as Associate Recruiters so that they can actively recruit other reserve officers.
- The purpose of expanding the reserve corps is to provide surge capacity for the active duty PHS force in times of disasters and emergencies and also to backfill during rolling deployments. Additionally, special focus programs may be developed to address specific health issues, such as diabetes education and treatment on Indian reservations or dental care. Teams of PHS specialists would be sent into communities to address these special issues.
- There may be an opportunity to develop veterinary public health deployments in the future, similar to the Artic Care deployments each spring in Alaska.
- As a result of the Secretary of Health plan to expand the reserve corps, there will be increased opportunities for individuals to serve as reserve officers. Please direct interested persons to the Recruiting Branch.

CC Personnel Manual (CCPM) Issuances on Temporary Promotions, Permanent Promotions, and Deployment Readiness

- Recently, CC Officers were given the opportunity to make comments on draft CC Personnel Manuals. Many individuals did review these documents. CDR Rhodes compiled the responses for the Veterinary Category and CAPT Stokes forwarded them on to DCP.
- The Revised CCPMs are due to be redistributed this afternoon after they have been cleared by the Office of General Counsel. CC Officers will be given another opportunity to comment before the CCPMs are finalized. There will again be a rather short suspense for comments, 2 weeks or less. Please send your comments to CDR Clark or CAPT Stokes.
- The purpose of revising the CCPMs is to develop promotion precepts that will help shape the PHS Corps so that we are better prepared to respond rapidly to national public health needs and disasters.
- Some of the anticipated changes to the initial versions are listed below.

- The initial proposal stated that an officer would have three attempts at promotion. If they had been considered three or more times then they would have one more chance. However, this proposal has been discarded and all officers will start fresh and all will have three chances for promotion for the grade they are eligible for. This will start with the 2004 promotion cycle, after which, if an officer has been considered three times but has not been promoted then they will be frozen at their current grade. However, they may be given one more chance if their agency requests that they be reconsidered for promotion.
- The revised promotion manual also proposes that an officer may opt to be removed from consideration during the 2004 promotion cycle. This will allow officers to work on meeting the new promotion standards before they are considered for promotion. If you decide to take advantage of this opportunity, then it will not be counted as one of the three times for the next grade you are eligible for.
- The terminology for Exceptional Capability Promotions has changed to Exceptional Proficiency Promotions. A separate board will no longer be held but instead these will be considered at the same time as temporary promotions are considered. If you are recommended for an Exceptional Proficiency Promotion but are not promoted, this will not count as one of your three chances to be promoted to the grade that you are eligible for.
- A medical waiver for the CCRF physical fitness requirements and for the immunization requirements may be obtained. For the first year after implementation of the new promotion regulations, there will not be physical fitness standards that must be met for deployment readiness.
- Promotion precepts:
 - There will no longer be a precept for Agency Priority ranking.
 - There will be an officership precept and also a separate precept for deployment readiness, which is a very important one.
 - Many of the points previously assigned to Agency Priority ranking will be shifted to these two precepts.

“Shape of the Corps”

- Some believe the CC is top heavy with regard to grades. However, one officer stated that in reality the CC is not really top heavy but instead bottom light.
- The senior leadership realizes that more job opportunities need to be created for junior officers. There needs to be consideration for the billets filled; the shape of the Corps should reflect the billet grades.
- With regard to the Veterinary Category approximately half of the officers are O6s. We have quite a few senior positions disproportionate to the other categories, such as nurses, therapists, and dietitians, which do have quite a few entry level positions available for junior officers.
- With the emphasis on expanding the CC and availability of entry level positions in FSIS, this is a good time to recruit junior veterinary officers.

Commissioned Corps Readiness Force

- The Veterinary Category as of today has 32/97 on the CCRF roster. Thank you to the CCRF Subcommittee and to the officers who enrolled in the CCRF. The Veterinary Category has reached the

30% goal set by the SG for the September 30th deadline. The enrollment CC-wide is at 41%.

- ADM Babb emphasized that if you deployed with the CCRF but did not wear your uniform then you will not be nominated for any special awards for CCRF deployment. The SG and the CCRF Office continue to stress the need for visibility of the PHS and that means wearing our uniforms daily.
- If you have been deployed, please provide a written summary of your experience and any photos you would like to share to CAPT Stokes. He will ensure that this information gets included in the Veterinary CPO Scan so that the senior leadership is kept abreast of the veterinary involvement during deployments.
- 165 CC Officers were deployed to assist during Hurricane Isabel; two of these officers were veterinarians. CAPT Randolph Daley was deployed through a direct CDC mechanism to the NC State Health Department. CAPT Nancy Pate was also deployed through CCRF to the DHHS Secretary's Emergency Response Team housed in the Public Health Department. She was there Thursday, Friday, and Saturday. She reported to the FEMA District Field Office on the Monday following Hurricane Isabel. She is still on active status but is back at her duty site.

CPO Board

- DCP is requesting assistance from the CPO Board in standardizing the benchmarks for the category-specific precepts. Each category (11 total) has described the benchmarks differently; so at this point, there could be 11 different published standards.
- Some controversy exists regarding the terminology, "Best-Qualified" officer. The Promotion Task Force chose to use this term and it basically means the same as "Highly Qualified".

- The benchmarks are meant to define a highly qualified officer. There is continued confusion as to what this means. Some interpret the benchmarks as defining the ideal officer whereas others interpret them as defining an officer that meets the 50% mark. This issue will need to be clarified in the near future.

Surgeon General Certificate of Recognition

- The Nursing Category has been giving out these certificates to category members who receive special certifications. DCP has asked all CPOs to provide them with criteria for when they feel it is appropriate to request this certificate.
- CAPT Stokes suggested that for the Veterinary Category, any member who has obtained a specialty board certification recognized by the AVMA might be eligible to receive this award. CDR Estella Jones suggested that those who have undergone First Responder Training and have obtained licensure might also be eligible to receive this recognition. This training is conducted by paramedics and involves 40 hours of classroom training and passing a state test. CDR Jones offered to find out more about scheduling this training for individuals. First Responder Training is another step beyond Basic Life Support training required by CCRF.
- If you have any other ideas for other activities that might warrant the Surgeon General Certificate of Recognition, please forward them to CAPT Stokes.

Deputy Surgeon General Notes

- The Deputy SG reminded the PAC Chairs to notify category members that the flu season is around the corner and that all individuals should receive their annual vaccination. Please also remember to update your CCRF immunization record; this is a required vaccination.
- The CDC would like to have the maximum number of persons immunized against flu this year in the event that a SARS outbreak occurs. This may help to limit confusion since those with flu-like symptoms could be mistakenly diagnosed as having the flu versus SARS.

Meeting Updates

Commissioned Officers Association (COA) Meeting

- This year's COA meeting was held recently in Scottsdale, AZ. A total of five veterinarians attended this meeting. Since there was not an official veterinary program the five veterinarians meet for lunch and were joined by the Administrator of FSIS, Dr. Gary McKee, who is also a Reserve CC Officer. The group was visited by the SG.

- Next year's meeting will be held in Anchorage, Alaska. CDR Martin Kriete has been designated as the Veterinary Program Coordinator. He will be assisted by CDR Hugh Mainzer, CDR Estella Jones, and CDR Johnny Brady. If you have a topic you would like to present at next year's meeting please contact CDR Kriete.

The Association of Military Surgeons of the United States (AMSUS)

- The AMSUS Meeting is rapidly approaching. It is being held in San Antonio, November 15th through the 21st. The PHS is the lead agency for the program this year and CAPT Paul Garbe is the Chair for the Veterinary Medicine Section. He has arranged to have RADM Jim Steele speak at the luncheon. RADM Steele was the first Chief Veterinary Officer for our category. The AMSUS meeting information and a description of the McCallam Award are described in the March 27, 2003 Vet PAC meeting minutes, which are posted at <http://www.fda.gov/cvm/links/vcc/>. Meeting information can be found at <http://www.amsus.org/>.

Meeting Subcommittee – CDR Rhodes

- As a side note, CDR Rhodes suggested to the Vet PAC members that we add a Meeting Subcommittee to our subcommittees list. The meetings are important and we as a category need to play a more active role in coordinating these. This topic will be addressed at the next scheduled Vet PAC meeting, where a chair will be selected. The chair must be a voting member of the Vet PAC. If you are interested, please contact CDR Clark.

National Multihazard Symposium: One Medicine Approach to Homeland Security

- CAPT Stokes sent out a flyer recently for this meeting. It is being held in Durham, NC, December 10-12, 2003. The target audience is primarily directed toward veterinarians and physicians.
- There will be a table top exercise, and an optional large animal disaster response wet lab conducted at the veterinary school.
- The SG has been invited to speak at the opening ceremony.

Subcommittee Reports

Awards Subcommittee – Chair CDR Terri Clark

- Special Assignment Award
 - This award is given to elected PAC members. One award can be given per term for each member that has performed an equivalent of 30 days of service.

- The CPO will still certify that the PAC member performed the prerequisite time. Those rotating off the Vet PAC need to send CAPT Stokes documentation of their activities while serving on the board to include dates. He would like to have this information forwarded to him by the end of the year. Please also include a copy of your official appointment letter signed by the Surgeon General.
- One day of service does not equal 8 hours. The following are examples of activities that would count as one day of service: attending a PAC meeting, involvement in a subcommittee teleconference, or volunteering to man the booth at a meeting.
- CPO Board reviews awards submitted for individuals nominated for recognition of their participation in PAC activities. CAPT Stokes stated that the Awards Subcommittee plays an important role in submitting nominations to recognize officers who have worked hard on the committee.
- More members are needed to assist CDR Clark on the subcommittee. LCDR Regina Tan volunteered to be a member. If you are interested in helping, please contact CDR Clark. [NOTE: You do not need to be a Vet PAC member in order to assist on the various subcommittees. Get involved today!]
- Vet-of-the-Year Award
 - This award has been traditionally presented at the Annual All Hands Meeting. However, other categories present similar awards at the Annual COA Meeting. This may be a great opportunity to recognize individuals in front of their peers.
 - CDR Hugh Mainzer is a member of the COA Board of Directors and has offered to assist with this endeavor. This may be a great way to promote not only Veterinary Category visibility within the Corps but also to encourage participation of veterinarians in the COA. However, the PAC members felt that funding would not be available for moving this award to the COA meeting and could also present a problem for having attendance by the Awardee for the presentation.

Recruitment Subcommittee – Chair CDR Stephanie Harris

- CDR Harris has compiled a list of contact for veterinary schools in the U.S to include email addresses to the Associate Deans of Academic Affairs. Apparently all veterinary students are required to have an internet address, so this is probably the best way to contact prospective recruits.
- CDR Harris needs volunteers to assist her with designing an eye-catching webpage that could be sent to first and second year vet students through the Associate Deans at each university. Some items that could be included on this webpage are access to the PHS websites, specific information about opportunities for recent graduates, the CO-Step program, etc. Developing an electronic informative message would really save on postage and paper waste.
- CDR Harris contacted Dr. Andrew Maccabe of the AAVMC regarding suggestions for recruitment tools. Dr. Maccabe had many good ideas to include contacting students through the college electronically and publishing articles and website information in the SCAVMA Journal, the INTERVET, which is now available only electronically. He also suggested contacting public practice “clubs” within the veterinary schools, such as the Bovine Practitioners Club and targeting veterinarians that have been practicing for between 3 and 5 years. This could be done through the AVMA or other organizations.

- CDR Harris has also contacted Dr. Rosemary LoGuidice from the AVMA regarding access to the SCAVMA INTERVET, but is waiting to hear back from her yet.
- CDR Hugh Mainzer suggested that all CC vets read the most recent Journal of Veterinary Medicine Education (Vol 30, #2, summer 2003). The issue is entitled “An Agenda for Action: Veterinary Medicine’s Crucial Role in the Public Health and Biodefense and The Obligation of Academic Veterinary Medicine to Respond”. CDR Mainzer stated that this is a walking advertisement for why veterinarians should join the Public Health Service.
- CDR Kathy Perdue, NIH, has updated the recruitment PowerPoint presentation and will forward to CDR Harris on a zip disk to share with others.
- The Recruitment and Assignment Branch (RAB) can fund more than was originally thought with regard to recruitment efforts at meetings and conferences. The Recruitment Committee will prepare a prioritized list of meetings and conferences that the Veterinary Category should be represented at, either via the booth or by providing a speaker. CAPT Sean Altekruze interjected that the RAB has agreed to pay for conference fees for an individual to attend the SCAVMA Symposium next spring (University of Tennessee, March 11-13, 2004) and the AVMA next summer, and a meeting in NCVMA in November. CDR Harris will contact Penny Copola at DCP who is the POC for obtaining funding for conference fees. She will check to see if they will also fund sending the booth as well.

Mentoring Subcommittee – Chair CDR Brent Morse

- The information regarding the mentoring program has been updated at the category website.
- Volunteers are needed to serve as mentors. If you are interested in becoming a mentor, please contact CDR Morse (morseb@ors.od.nih.gov).

Commissioned Corps Readiness Force (CCRF) Subcommittee – Chair CAPT Randolph Daley

- The Veterinary Category met the 30% enrollment goal. CAPT Daley expects the numbers to climb over the next month or two based upon conversations he has had with officers. Apparently the largest obstacle faced by officers is the ability to attend BLS training.
 - BLS courses are offered weekly in Building 31 on the NIH campus. The number is 301-496-4111. Officers can also attend BLS training at WRAIR. Contact CDR Estella Jones or CAPT Daley if you need assistance finding a course near you.
 - The requirement for CCRF BLS certification has changed. Any future BLS course taken to meet this requirement should be the AHA BLS course, NOT the American Red Cross CPR or Standard First Aid courses.
- If you are deployed by a mechanism other than CCRF you will not get credit for CCRF. However, include this information on your CV and hopefully you will get officership credit by the promotion board.
- Clinical hours may be available via MOUs established with military Veterinary Treatment Facilities. CAPT Daley is checking into this as an option. CDR Jones also has a list of clinics where you may be able to obtain compensated clinical hours.

Announcements/Concerns Around the Room

- CDR Rhodes announced that starting January 1, 2004 the CC Bulletin will no longer be mailed individually to CC Officers on active duty. The bulletin will be accessible at the DCP Website. This is an ideal opportunity for all officers to verify and update their personal information if needed. The bulletin will still be sent to retirees and other select individuals.
- CDR Jones announced that the FDA had their Annual CO All Hands Meeting on September 15th at the Parklawn Building. Both the SG and the FDA Commissioner, Mark McClellan, attended the meeting. The major point stressed was that starting October 6th all FDA officers were expected to wear their uniforms full-time. CAPT Stokes stated that PAC members should set the example and wear uniforms daily as requested by the SG.
- Liaisons/Memberships in Professional Organizations: A rather lengthy discussion took place regarding promoting membership in organizations such as COA and the NAFV. CDR Estella Jones and LCDR Regina Tan volunteered to gather information regarding the various professional organizations and their membership requirements. CAPT Stokes suggested that this information be posted at the category website. This topic will be an agenda item for further discussion at the next meeting. CDR Rhodes suggested that it is important to make this activity an official activity of one of the subcommittees so that it gets reported on the category scans.
- CDR Terri Clark is working on a strategic planning meeting for current and incoming Vet PAC members. More information will be sent out as plans evolve. The purpose of this meeting is to gather old and new members to discuss goals and outstanding issues.
- A hearty thank you and best wishes were extended by CAPT Stokes to CDR Dusty Rhodes for his hard work and dedicated service during his tenure as the Vet PAC Chair, during which he served under two

different CPOs and also without a CPO. CAPT Stokes thanked CDR Rhodes for doing such a great job watching out for the best interest of the Veterinary Category. CDR Rhodes was presented with a plaque as a token of the PACs appreciation for his hard work. The plaque was engraved with the following statement: "Presented to CDR Lowry L. "Dusty" Rhodes in recognition of outstanding leadership as Chairman of the U.S. PHS Veterinary Professional Advisory Committee, January to October 2003. He will also be receiving two other awards, which are currently winding their way through administrative channels. CAPT Sean Altekruze procured a lovely and delicious cake (decorated with a motorcycle no less) to celebrate CDR Rhodes retirement. CDR Rhodes retires with honor after serving 23 years in the PHS CC and U.S. Army. He is leaving to work for a private company in Frederick, Maryland.

Next Meeting

The next meeting is scheduled for December 17, 2003 at 1300 hours. The meeting place will be announced.

The meeting was adjourned at 1430 pm. Minutes were prepared by LCDR Kim Taylor and approved electronically by Vet PAC members.

Advisory Committee Minutes - June 12 , 2003

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (Vet PAC)

MEETING MINUTES

June 12, 2003

NIH Campus, Building 31, Room 3C05

Members Present

CAPT Bill Stokes (NIH, Chief Professional Officer, Non-voting Ex Officio Member) via conference call
CAPT Randolph Daley (CDC) via conference call
CDR Dusty Rhodes (NIH, Vet PAC Chair)
CDR Brent Morse (NIH)
CDR Terri Clark (NIH)
CDR Estella Jones (FDA), via conference call
CDR Stephanie Harris (EPA), via conference call
LCDR Kim Taylor (NIH, Executive Secretary)

Members Absent

CAPT Bob Hoyt (NIH, USPHS, Retired, Civil Service Member)
LCDR Patrice Klein (FDA)

Guests Present

CAPT Sean Altekruze (NIH, Vet PAC past-Chair, ex officio member)
CAPT Cynthia Pond (USDA)
CDR Martin Kriete (NIH)
CDR Meta Timmons (DCP)
CDR Yvette Davis (NIH, Alternate for CDR Brent Morse), via conference call
LCDR Sanyvette Williams (EPA) via conference call

CDR Dusty Rhodes called the meeting to order at 1309 hours and introduced members and guests. Minutes of the March 27, 2003 Vet PAC meeting were previously approved and posted on the category's website at <http://www.fda.gov/cvm/links/vcc/>.

Organizational Maintenance – CDR Rhodes

- A hearty welcome aboard was extended to CAPT Bill Stokes, our new Chief Professional Officer (CPO).
- Be sure to read this month's Commissioned Corps (CC) Bulletin - the Veterinary Category received a lot of press to include CAPT Stokes Bio.
- The Call for Vet PAC Nominations is in this month's Bulletin. Please seriously consider serving on this all important and ground-breaking committee. Instructions can be found in the CC Bulletin. Self-nominations are welcome.

Agenda Items

CPO Comments – CAPT Bill Stokes

CDR Rhodes and CAPT Stokes attended the May 22, 2003 CPO/PAC Chairs meeting. The following items were discussed.

Corps Transformation

- Secretary Thompson has directed the Surgeon General (SG) to “transform” the Commissioned Corps so that it will be better prepared to meet the public health needs of the 21st century. He envisions the Corps as a visible, physically fit, highly motivated, and expert mobile uniformed service of public health professionals. Secretary Thompson sent a letter on April 17, 2003 to the Heads of all Public Health Service (PHS) Operating and Staff Divisions personally requesting that they assist the SG with accomplishing the Secretary’s directives for the Corps transformation and building the Commissioned Corps Readiness Force (CCRF). [NOTE: CAPT Stokes suggested that we all keep this letter so that in the future you can use it to remind your supervisor of this request for Agency support. The letter was also published in the June CC Bulletin.]
- Secretary Thompson is expected to make a public announcement in the near future about changes relating to the Corps transformation

Commissioned Corps Readiness Force:

- Surgeon General Carmona sent a letter in April 2003 calling on every officer to become an active member of the CCRF. Secretary Thompson has requested that at least 30 percent of the Corps be deployable members of the CCRF by September 30, 2003, with increases to 50 percent by September 30, 2004, and 70 percent by September 30, 2005. To facilitate training, the SG provided a CD-ROM of the required courses. His letter also provided detailed steps on how to join the CCRF.
- ADM Babb stated that Office of Management and Budget (OMB) is closely monitoring the progress of the CC in meeting the Secretary’s goals for CCRF. Because some officers may be automatically dropped from deployable status due to expired licenses or certifications, it is important that each category exceed the minimum quotas. CCRF courses are one way to quickly achieve qualification, and over 360 officers will have completed this training by September 30.
- Other CCRF News
 - Body Mass Index (BMI) is expected to replace the height/weight requirement beginning in October 2003. The proposed standard for Fully Deployable status is a BMI < 30; Field Medical Readiness Badge (FMRB) eligibility will require a BMI <25. A BMI calculator is expected to be added to the CCRF website in the near future. [NOTE: If you have any comments regarding this issue, especially those based upon factual past experience, such as prior military experience, please send your comments to CDR Rhodes. The comments will then be collated and forwarded on to CAPT Stokes to present to the CCRF.]
 - Deployable status will require completion of 12 modules as of October, compared to the current 4 modules.
 - There may be a request for CCRF Officers to participate in the Iraqi and Afghanistan

reconstruction projects.

- CCRF membership categories will likely change in October to: Candidate Status, Deployable, Fully-Deployable, and FMRB-eligible. These will replace the current Candidate, Roster-Qualified/Roster Assigned, and Fully Qualified/Roster Assigned.
- Membership in the CCRF will be a factor considered by all future promotion and assimilation boards, including both temporary and permanent competitive promotions in all grades through 0-8, as explained by the SG in his memorandum reprinted in the May 2003 CC Bulletin. Officers that want to achieve "Fully Qualified" status or earn the FMRB must complete the Hepatitis A and B vaccination series. These vaccinations will need to be started very soon in order to have the series completed and documented in records by the December deadline.
- The Veterinary Category currently has 97 active duty officers. Participation in CCRF is as follows:
 - Roster Qualified/Roster Assigned: 16
 - Candidates: 6
 - Applicants: 10
 - Inactive: 14Only Candidates and Roster/Fully Qualified count as deployable members, so our category is at 22%.
- CAPT Stokes strongly encouraged all Veterinary Officers to become Conditionally Deployable or Roster Qualified by September 30 of this year. We at least need to meet the minimum quota of 30%, and should strive to meet and exceed the 70% level as soon as possible.
- For those officers that are CCRF members, it is important to log on at least every 90 days and ensure that your license and certifications are kept current so that you remain in a deployable status.

Promotions

The promotion precepts and benchmarks for FY04 promotions are being finalized and will be available later this summer. Category specific benchmarks prepared by the Vet PAC were forwarded to Office of the Surgeon General (OSG) for consideration. Corps-wide precepts will emphasize demonstrated leadership and officership attributes and activities.

Commissioned Officers Association (COA) Meeting

Nearly 1000 Officers are expected at the COA meeting this year. SG Carmona will be visiting each of the Categories during their luncheons on Tuesday. PHS Veterinarians will have a meeting room assigned for lunch with the CPO.

The Association of Military Surgeons of the United States (AMSUS)

SG Carmona is chairing the AMSUS meeting this year. Each Category was strongly encouraged to submit nominations for awards. Veterinarians are eligible for nomination for the McCallam Award. The AMSUS meeting information and a description of the McCallam Award are described in the March 27, 2003 Vet PAC meeting minutes, which are posted at <http://www.fda.gov/cvm/links/vcc/>. Meeting information can be found at <http://www.amsus.org/>.

2003 Promotions

- FY 03 Temporary Grade Promotions were announced on June 3. Congratulations to the following Veterinary Officers that were selected:

0-6

CAPT Mark Haines, NIH
CAPT Peter Bloland, CDC
CAPT Nancy Pate, EPA
CAPT Lynn Post, FDA

0-5

CDR Kamela Davis, FDA
CDR John Painter, CDC
CDR Tracee Treadwell, CDC

0-4

LCDR Gregg Langham, NIH
LCDR Jennifer Wright, CDC

- Promotions remain extremely competitive at the 0-5 and 0-6 levels. The overall success rates this year were 90% to 0-4, 30% to 0-5, and 20% to 0-6. For the Veterinary Category, the success rates were 100% for 0-4 (2/2), 30% for 0-5 (3/10), and 22% for 0-6 (4/18).
- Division of Commissioned Personnel (DCP) has sent memos to all officers eligible for promotion informing them of the results for this year. For those officers not selected, information was provided about review board scores and ranking.
- All officers, especially those eligible for promotion, need to be aware of the revised promotion precepts and benchmarks that will be released later this summer. They should also keep in mind that CCRF qualification will be a factor considered by the 2004 Promotion Review Boards.

Commissioned Officers' Effectiveness Report (COER) System

- The new 2003 Annual COER (web based electronic workflow process) will be released on DCP's website on June 25th. DCP will introduce and demonstrate this new process at the USPHS Professional Conference in Scottsdale, AZ.

- Please note the revised due dates:
 - The electronic COER should be transmitted to the Rating Official no later than July 11th.
 - The electronic COER should be transmitted to the Reviewing Official not later than August 8th.
 - The electronic COER should be transmitted to DCP no later than September 2nd.
- More detailed instructions, as well as the manual circular will be posted to the DCP website on June 25th. The instructions and manual circular should be printed at that time and provided to your Rating Official.

Communications

CAPT Stokes will be sending information and updates periodically by e-mail to all PHS Veterinary Officers, and would like everyone to keep him informed of any changes to their e-mail addresses. Please let him know if there are any COSTEPS, new Officers, or civil service veterinarians that should be included on this distribution list. He can be reached at stokes@niehs.nih.gov or 919-541-7997. If he is out of the office and you need to reach him, you should contact his assistant Ms. Debbie McCarley at mccarley@niehs.nih.gov or 919-541-2384.

Subcommittee Reports

Awards Subcommittee – Chair CDR Terri Clark

- 2003 Goals and Progress Report
 - Vet-of-the-Year Award: CAPT Judith A. Davis, NIH, was the recipient of this year's award, which was presented at the All Hands meeting at Uniformed Services University of the Health Sciences on May 8, 2003. A summary of CAPT Davis' accomplishments will appear in the October 2003 CC Bulletin.
 - James A. McCallam Award: The nominations submission deadline is June 30th. This award is presented at the annual AMSUS meeting. Please email nominations to CDR Clark (clarkte@od.nih.gov) June 20th.
 - Special Assignments Award: This award is currently being presented to PAC Chairs as they complete their term of service. Typically they are put forth for this award by the CPO. However, this award is available for all Vet PAC members who put in 30 days of service. The criteria for this award are currently not well-defined. The Awards Subcommittee will attempt to define the existing criteria and make a recommendation to the Vet PAC at the next meeting.
 - Vet PAC Certificate of Appreciation: The newly created and approved Vet PAC Certificate of Appreciation will be used to recognize individuals who provide outstanding service and/or support to the Vet PAC, the Veterinary Category, and/or the PHS.
 - Retired Officer Recognition: CDR Clark is investigating into this possible new "award" that would be presented by the Vet PAC as a companion to the current Vet-of-Year Award.
 - The subcommittee is working on developing a SOP that will provide guidance for supervisors and officers concerning awards. This guidance will be based on the new promotion precepts.
 - The Awards Subcommittee plans to draft a SOP providing guidance on all awards that relate to the Vet PAC.
- CDR Clark provided the following notes from an informal discussion she had with Mr. Ken Diepold, the NIH CC Liaison Officer (LO) and NIH Awards Coordinator regarding awards submission:
 - There are no limitations on who can nominate an officer for an award. If the nominator and awardee are within the same agency, the award goes to the CC LO for processing. If you are

nominated across agencies then the nominator sends the award to their agency's LO, who then contacts the awardee's agency to ensure that they concur with the award being submitted.

- Supervisors should establish a pattern for themselves of either recognizing officers after the completion of significant projects or for overall accomplishments for significant periods of duty, i.e. every 2-4 years.
- CAPT Stokes raised the question of pursuing approval of a category specific device. There was concern over the cost of production for such a small group of officers.
- CAPT Pond stated that she had championed a new ribbon for PAC members. It had made it through the approval process through all the PACs and DCP, but was not accepted by the previous SG. Since VADM Carmona is much more favorable to awards, she suggested contacting the OSG to see if this effort would have a chance of success in the current administration.

Recruitment Subcommittee – Chair CDR Stephanie Harris

- 2003 Goals
 - Receive funding from DCP for shipment of recruitment booth to and from "recruitment" activities.
 - Identify Veterinary Category officers that are willing and able to attend national/state conferences and to visit veterinary schools to act as recruitment officers. These individuals must also be willing to assist people who are attempting to join the PHS.
 - Encourage veterinary officers to track positions available within their agencies that could be filled by a veterinarian and to forward this information to the Recruitment Subcommittee.
 - Prepare a video or CD to augment the current general recruitment CD that is more specific to veterinarians. This would be used during recruitment efforts at veterinary schools and various meetings.

- Modify the current PowerPoint presentation to make it more generic and add "standardized" text to make the presentation easier for the presenter. This PowerPoint presentation would be made available to officers attending recruitment events. The advantage of preparing standard text to complement the slides is that the information presented by different recruiters would be consistent.
- Notes from the Vet PAC Committee Members discussion during the meeting:
 - Historically, there has been no funding set aside by OSG to assist the different categories with recruitment efforts to include shipping the recruitment display and providing TDY funding for officers willing to act as recruitment officials. As a result, the veterinary category has had to use creative mechanisms to fund these activities or find officers willing to travel on their own time and dollar. CDR Rhodes has placed this item on the PAC Chair Meeting agenda for the past two months but unfortunately CCRF and the new promotion precepts have dominated the meeting discussions. CDR Rhodes will continue to pursue this topic at the PAC Chairs meeting.
 - CAPT Altekruze suggested that the Recruitment Subcommittee needs to focus their efforts on first and second year veterinary students, since the majority of these individuals might be still considering a variety of career options.
 - The American Association of Veterinary Medical Colleges (AAVMC) has expressed their interest to CAPT Altekruze in finding career tracts for new veterinarians. There may be a possibility that the veterinary category could obtain funding from the AAVMC or from the veterinary schools themselves to defray the costs of travel for recruitment efforts. This will be discussed at a meeting with the AAVMC on June 25th – CAPT Pond will represent the Veterinary Category at the meeting.
 - A suggestion was made to replace the recruitment booth with a PowerPoint presentation and the brochure when recruiting at veterinary schools.
 - The AVMA is currently very active with a number of legislative issues to include loan forgiveness for new veterinarians entering private practice. CAPT Altekruze suggested that the Vet PAC could address this issue at the OSG level.
 - There is a meeting at the University of Maryland, entitled “Career Transitions” on September 13th and 14th at College Park, MD. CDR Yvette Davis, NIH, has volunteered to speak at this meeting.
 - The next annual Student American Veterinary Medical Association meeting is scheduled for March 11-13, 2004 in Memphis, TN. Anyone interested in attending this meeting to assist in recruitment should contact CDR Harris at Harris.Stephanie@epamail.epa.gov.
 - CAPT Cynthia Pond informed the committee members that there are currently 28 Consumer Safety positions and nearly 100 veterinary positions open for veterinarians interested in a career in the FSIS. She also suggested that in the future these positions could be listed on the Veterinary Category website. CAPT Pond can be reached at Cindy.Pond@fsis.usda.gov or 202-720-7208.

- **To find information about FSIS positions:**
The following is the web site for FSIS positions that are not announced through our automated hiring system:

<http://www.usajobs.opm.gov/a9fsis.htm>

The following is the web site for FSIS positions that are announced through our automated hiring system. To view the current vacancies, just click the “Just Browsing” button, then press the NEXT button and a list of current vacancies will appear.

<https://jobs.quickhire.com/scripts/FSIS.exe>

Together, these two lists will give a total listing of all announced vacancies at any given time.

Mentoring Subcommittee – Chair CDR Brent Morse

- 2003 Goals and Future Initiatives
 - Update the Mentoring Webpage.
 - Link the webpage to the new “Commissioned Corps Force Management” for recruiting and assignments.
 - Review and, if needed, update the mentoring forms.
 - Coordinate the mentoring program with the Junior Officers Advisory Group and with Veterinary Category Officers attending the Epidemiologic Intelligence Service (EIS) training.
- After discussion, it was decided that it would be critical to have CC points of contact to act as liaisons for the Mentoring Program. These areas will be discussed by the subcommittee, but initially two areas where new CC officers can be offered mentoring through the program are the USDA (CAPT Pond as liaison) and the EIS course.
- If you are interested in becoming a mentor, please contact CDR Morse (morseb@ors.od.nih.gov).

Commissioned Corps Readiness Force (CCRF) Subcommittee – Chair CAPT Randolph Daley

- CCRF Subcommittee Goals
 - Goal 1: Veterinary Category participation in CCRF that meets or exceeds general Public Health Service (PHS) objectives
 - Objective 1 – Produce an information document to inform and educate Veterinary Officers about CCRF. [NOTE: CAPT Daley presented a draft brochure entitled “Information for Veterinarians about the Commissioned Corps Readiness Force” to the Vet PAC. The Vet PAC discussed the proposed document and will move forward to finalize it.]
 - Objective 2 – Identify obstacles to veterinary participation in CCRF.
 - Objective 3 – Develop recommendations for the Vet PAC and CPO on actions designed to increase veterinary participation in CCRF.
 - Goal 2: A large contingent of Veterinary Officers qualified for various CCRF deployment roles
 - Objective 1 – Identify principal roles and critical skills needed by CCRF.
 - Objective 2 – Target roles most applicable to the Veterinary Category.

- Objective 3 – Identify opportunities for Veterinary Officers to develop and maintain critical skills.
 - Objective 4 – Identify obstacles to qualification of Veterinary Officers for target deployment roles.
 - Objective 5 – Develop recommendations for the Vet PAC and CPO on actions designed to support the development of Veterinary Officers.
- Goal 3: A stable, qualified contingent of Veterinary Officers capable of responding to CCRF requests for clinical veterinary services
 - Objective 1 – Identify obstacles to becoming qualified for the CCRF role of veterinarian (clinical).
 - Objective 2 – Develop recommendations for the Vet PAC and CPO on actions designed to allow Veterinary Officers to maintain qualification for the CCRF role of veterinarian (clinical).
 - Objective 3 – Identify PHS billets that could provide veterinarians the opportunity to maintain clinical currency requirements.
 - Objective 4 – Target information to Veterinary Officers serving in these billets.
 - Objective 5 – Inform the Veterinary Category about opportunities to maintain clinical currency outside of their official billet.
- If you have specific comments or suggestions regarding the CCRF, please send them to CAPT Daley (wcd0@cdc.gov). The subcommittee will then collate the comments and make recommendations to the Vet PAC Chair and CPO for presentation to the CCRF.

Promotion Precepts

The Vet PAC needs to take the initiative and play an active role in ensuring that all officers are aware of these new promotion precepts, which will be released later this summer.

Upcoming Meetings

AVMA Meeting (Denver, CO, July 19th through the 23rd)

- The PHS Veterinary Booth will be set up at the AVMA meeting. Volunteers are still needed to man the booth during the General Session. CDR Rhodes will be sending out a sign-up sheet with the times needed. Additionally, there will be a sign-up sheet located at the booth within the Exhibit Hall.
- The Veterinary Officer meeting is scheduled for Sunday, July 20, from 10:00 a.m. to 12:00 in the Nat Hill Room in the Marriot. CDR Rhodes will be sending out the agenda for this meeting in the near future.
- A general announcement will be sent out regarding a session entitled “Public Practice Careers in Veterinary Medicine”, which is scheduled for Saturday, July 19th from 8:00 a.m. to noon.

AMSUS Meeting (San Antonio, TX, November 16th – 21st, 2003)

- The PHS is sponsoring the meeting this year; attendance by CC Officers is highly recommended.

- The Veterinary Category is well represented this year by CAPT Paul Garbe, who is the Chair of the Veterinary Medicine Section, and by CDR Hugh Mainzer, who is Chair of the Exhibits.

Opportunities for Veterinarians at USDA – CAPT Cynthia Pond

- There are currently two mechanisms in place for CC Officers to become hired by the USDA:
 - A Memorandum of Agreement (MOA) was signed in April by the PHS and the Food Safety Inspection Service (FSIS). This MOA is the mechanism by which veterinarians and other CC Officers can be hired into FSIS.
 - An individual detail agreement can also be used for CC Officers wishing to work in divisions or agencies of the USDA other than the FSIS. CAPT Pond can assist individuals with this process.
- Future MOAs are in the works and should be relatively easy since one is already written and in place with the FSIS. The Animal, Plant, Health Inspection Service (APHIS) is interested in pursuing a MOA.
- Vacancies not announced on the Quickhire or USAJOBS websites will be placed on DCP's Vacancy Announcement Tracking System (VATS). Both Corps applicants and Corps Officers are eligible to apply for these positions.
- This is really an exciting opportunity for interested individuals. The FSIS is very interested in becoming a premier public health agency.
- CAPT Pond welcomes any comments or suggestions you may have to improve and promote this tremendous career opportunity. She can be contacted at 202-720-7208 or Cindy.Pond@fsis.usda.gov.

Web Page Management

The Category Website contains some outdated information. LCDR Kim Taylor has volunteered to head this project. If you have any suggestions or comments or would like to volunteer to help, please email her at ktaylor@niaid.nih.gov.

Announcements/Concerns Around the Room

- Congratulations are extended to LCDR Jennifer McQuiston! She was recently awarded the prestigious Dr. Daniel E. Salmon Award for her assistance during post-911, the anthrax postal episode, the Avian Influenza outbreak, and now, during the monkey pox outbreak. She will be presented this award on CSPAN sometime in the near future. This award is presented annually to recognize outstanding contributions and notable service in the public's interest by a veterinarian employed in any federal human health, environmental health or animal health discipline. More information can be obtained at the National Association of Federal Veterinarians website at <http://users.erols.com/nafv/salmon.htm>.
- The Vet PAC would like to extend an open invitation to all CC officers and COSTEPs to attend our quarterly meetings. This is a great way to meet your peers and to learn more about what's happening in the Veterinary Category.

Next Meeting

The next meeting is scheduled for September 25, 2003 at 1300 hours. The meeting place will be announced.

The meeting was adjourned at 1515 pm. Minutes were prepared by LCDR Kim Taylor and approved electronically by Vet PAC members.

Advisory Committee Minutes - March 27 , 2003

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (Vet PAC)

MEETING MINUTES

March 27, 2003

Building 6120, Executive Blvd, Rockville, Room 8101

Members Present

CAPT Sean Altekruze (NIH, Vet PAC past-Chair, ex officio member)
CAPT Randolph Daley (CDC) via conference call
CDR Dusty Rhodes (NIH, Vet PAC Chair)
CDR Brent Morse (NIH)
CDR Terri Clark (NIH)
CDR Stephanie Harris (EPA), via conference call
LCDR Patrice Klein (FDA)
LCDR Kim Taylor (NIH, Executive Secretary)
Lauren Davidson (FDA), Alternate for CDR Estella Jones

Members Absent

CAPT Bob Hoyt (NIH, USPHS, Retired, Civil Service Member)
CDR Estella Jones (FDA)

Guests Present

CAPT Bill Stokes (NIH), via conference call
CDR Nancy Pate (EPA), via conference call
CDR Yvette Davis (NIH), Alternate for CDR Brent Morse, via conference call
CDR Kathy Perdue (NIH)
LCDR Regina Tan (CDC), Alternate for CAPT Randolph Daley, via conference call
LCDR Jennifer McQuiston (CDC), via conference call

CDR Dusty Rhodes called the meeting to order at 1305 hours and introduced members and guests. Minutes of the January 30, 2003 Vet PAC meeting were previously approved and posted on the category's website at <http://www.fda.gov/cvm/links/vcc/>.

Organizational Maintenance

- CDR Rhodes informed the committee that the Vet PAC has many goals and initiatives for this coming year.
- Many committee members have demonstrated already that they are highly motivated. CDR Rhodes expressed his appreciation to those who have volunteered. He also hopes to get those in the field more involved as well. Once the Vet PAC organizes several subcommittees and turns them over to a specific Chair, then those in the field can assist greatly via phone and email.

Agenda Items

CPO/PAC Chair Meeting, 3-27-03 (Notes presented by CDR Rhodes)

- RADM Moritsugu was chosen as the COA Health Officer of the Year; the award will be presented at the COA meeting.
- Attendance at the AMSUS meeting was stressed. There will be two plenary sessions at this years meeting. The first is entitled “Public Health Issues and Initiatives in the Services” and the second entitled “Chemical, Biological, and Radiation Surveillance”. The Army, Air Force, and PHS will share the presentations.
- The biggest topic of discussion at the CPO/PAC Chair meeting was CCRF issues. Refer to the end of the meeting minutes for a detailed discussion of the main points.
- RADM Davidson of DCP is retiring on 1 April 2003. CAPT Denise Canton will be Acting Director until a replacement is named. Additionally, several civilians have been identified that will be helping CAPT Canton in the interim.

Past Chair as Ex Officio Member

- The following is an excerpt from the Vet PAC Charter pertaining to Ex Officio Members (Non-voting): *The Chief Professional Officer is an ex-officio member of the Vet PAC. The former Chair may serve 1 additional year as an ex-officio member of the Vet PAC. The Vet PAC may identify other individuals and request that they serve as ex-officio members.*
- The committee members present at the meeting agreed that CAPT Altekruse should officially be an ex officio member as the former Vet PAC Chair.

Chair-Elect

- CDR Rhodes indicated this topic was discussed briefly at the PAC Chair Group meeting. Some categories have a Chair-Elect, while others do not. Some categories wait until mid-year to elect the Chair-Elect. Additionally, the topic about whether the PAC Chair’s physical location is a consideration was discussed. CDR Rhodes spoke to several PAC Chairs and found that there are a few who are located outside the Washington, D.C. area. Some said this is a disadvantage because they cannot attend meetings in person, and others indicated it is not an issue. Previous Vet PAC Chairs have been primarily located in the D.C. area but there have been chairs from outside the D.C. area.
- CDR Rhodes would like to get the new Chair-Elect elected as soon as possible.
- At a previous meeting, the Vet PAC briefly discussed who within the present membership is eligible for the position.
- CAPT Sean Altekruse proposed at the last meeting that the veterinary category request a one-time waiver of the 6-year membership rule for veterinarians who have served a 3-year and a 2-year term. This would permit them to serve one more 2-year term. The practical implication is that they could serve as Chair-Elect and Vet PAC Chair in a final term. He sent this information to CC officers in an email on February 14, 2003. He also informed the committee members that if all members of the present membership were to be considered then a waiver would need to be granted for the total length of time that an individual could be a member on the committee.
- CAPT Altekruse inquired of the members present who would be going off the committee next year. The following Vet PAC members’ term will expire at the end of 2003: CAPT Daley, CAPT Hoyt, CDR Rhodes, CDR Clark, and CDR Morse. CDR Harris is currently serving a 1-year term for a total of six so an extension

will need to be requested to enable her to serve a full 2-year term. There are 2 remaining eligible candidates, LCDR Klein and CDR Jones.

- The Call for Nominations for Vet PAC members for CY2004 will be in the June issue of CC Bulletin.

Alternate Vet PAC Committee Members

- CDR Rhodes reminded the committee members that they should all have a designated alternate. The following officers have selected an alternate:
 - CAPT Daley's Alternate is LCDR Regina Tan.
 - CDR Morse's Alternate is LCDR Yvette Davis.
 - CDR Jones' Alternate is Lauren Davidson.
- The following excerpt is taken from the Vet PAC Charter regarding alternate members: *Cognizant of the demands of the member's primary work responsibilities and the Vet PAC's need to conduct business, the Vet PAC allows each voting member to appoint, and inform the Chairperson of, a single individual who can serve as his/her alternate. Such alternates shall have voting privileges when serving in the place of a primary member. It is the responsibility of the primary Vet PAC member to keep the alternate fully informed and knowledgeable of the Vet PAC's activities. Any Agency clearance or approval requirements for travel/per diem will have to be handled within the agency by the primary Vet PAC member.*

Meeting Updates

2003 All-Hands Meeting

- CDR Terri Clark and CDR Brent Morse are co-chairing this year's meeting.
- The meeting is scheduled for May 8, 2003 from 12:30 to 2:30 at the Uniformed Services University of the Health Sciences (USUHS) small dining room located just off the main cafeteria dining hall. USUHS is located on the Bethesda Naval Medical Center installation in Bethesda, MD across from the main NIH Campus on Rockville Pike.
- As in past years, lunch will be provided courtesy of CAPT Randy Elkins and the NIAID administrative office.
- The committee Chairs and committee members discussed potential topics and speakers.
- If the veterinary category has a new chief by then, he/she will address the officers.
- The Vet-of-the-Year Award will also to be presented at the meeting.
- To date, the co-Chairs have received about 10 RSVPs to attend the meeting. **Please RSVP to one of the individuals listed below no later than Friday, May 2nd** if you plan to attend. Another email reminder will be sent out in the near future.
 - CDR Brent Morse (301-435-7709, morseb@mail.nih.gov)
 - CDR Terri Clark (301-496-5424, clarkte@od.nih.gov)
 - CDR Dusty Rhodes (301-451-9476, rhodesl@mail.nih.gov)

AVMA Meeting (Denver, CO, July 19th through the 23rd)

- The PHS Veterinary Booth will be set up at the AVMA meeting. We will need volunteers to man the booth and there will be a sign up sheet at the booth.
- CAPT Altekruze has scheduled a veterinary officer meeting. It will be on Sunday, July 20, from 10:00 a.m. to 12:00 in the Nat Hill Room in the Marriot.
- A number of themes were proposed for the meeting, to include FSIS opportunities or CCRF. **Speakers are needed.** Please contact CDR Rhodes if you are interested in presenting at the PHS CC veterinary meeting at the AVMA.

- PHS Veterinary Booth Update
 - LCDR Jennifer McQuiston printed some new pictures for the booth but was unable to get permanent pictures made. She suggested that this should be addressed in the near future since the photos probably won't hold up under prolonged use.
 - Daryl Flemming from the FDA recently informed LCDR McQuiston that they would no longer be able to store the booth. CAPT Altekruise suggested that Dan O'Leary who is located at Fort Collins might be willing to accept delivery of the booth specifically for the AVMA meeting this year. CDR Harris will contact him to coordinate this. Generally, in the past, the Chief Veterinary Officer (CVO) has been in charge of finding a permanent home for the booth. Once a permanent CVO is named, this issue should be resolved.

COA Meeting (Scottsdale, AZ , June 14th - 20th, 2003)

- The Surgeon General is planning to attend the entire meeting.
- The Vet PAC decided not to organize an official veterinary category meeting this year due to the recognition that very few CC veterinarians will be attending due to the geographic location of the meeting.

AMSUS Meeting (San Antonio, TX, November 16th – 21st, 2003)

- The PHS is sponsoring the meeting this year; attendance is highly encouraged by CC Officers.
- The Veterinary Category is well represented this year by CAPT Paul Garbe, who is the Chair of the Veterinary Medicine Section, and by CDR Hugh Mainzer, who is Chair of the Exhibits.
- CAPT Paul Garbe is seeking individuals interested in presenting at the meeting. Please contact him if interested.

FSIS Update (CAPT Altekruise)

- The Memorandum of Understanding (MOU) between the FSIS and the PHS will be signed at an official ceremony on April 17, 2003
- There are quite a few individuals who are interested in this opportunity.

Awards Update

Vet-of-the-Year Award

- This award will be presented at the 2003 Annual All Hands Meeting scheduled for May 8th.
- The Nominations Review Board has been selected and consists of three senior veterinary officers.

McCallum Award (CDR Rhodes)

- This award for veterinary medicine is sponsored by the Association of Military Surgeons of the United States (AMSUS) and awarded at their annual meeting.
- The following information was taken from their website, www.amsus.org:
 - Brigadier General James A. McCallam, a former Chief, United States Army Veterinary Corps, is recognized by the Association with this award. General McCallam served in both World Wars. He was the first veterinarian to hold the permanent rank of Brigadier General in the Regular Army. His military awards include the Legion of Merit, the Bronze Star Medal, and the Army Commendation Medal.

- This award is presented to a Doctor of Veterinary Medicine in recognition of outstanding accomplishments in the field of medicine and health. Nominees must be AMSUS members or eligible for membership. A plaque and a monetary award are presented.
- Recent James A. McCallam Award recipients:
 - 1998 Colonel George E. Lewis, Jr., VC, USA, Ret.
 - 1999 Colonel Paul L. Barrows, VC, USA
 - 2000 Colonel Nancy K. Jaax, VC, USA
 - 2001 Colonel Niall B. Finnegan, VC, USA, Ret.
 - 2002 Colonel Gerald B. Jennings, VC, USA, Ret.

Official Subcommittees of the Vet PAC (CDR Rhodes)

- One of the goals set by CDR Rhodes for CY03 is to establish subcommittees to improve and assist certain areas of interest, such as mentoring incoming officers, recruitment initiatives, and facilitating the CCRF process.

- The Chair for these subcommittees must be a voting member of the Vet PAC, and other members of the subcommittees do not necessarily have to be members of the VPAC. CDR Rhodes asks that you let him, or the chair of the subcommittee, know if you are interested in working on a specific subcommittee.

Awards Subcommittee

- CDR Terri Clark has volunteered to serve as chair of the Awards subcommittee. Currently, CDR Estella Jones, CDR Stephanie Harris, and LCDR Regina Tan have been working on awards and will most likely remain on the subcommittee. The subcommittee will be coordinating the efforts for the Vet-of-the-Year award and the AMSUS award. They will look into the requirements for nominating the VPAC members for the Special Assignment Award.
- The subcommittee plans on preparing information for the supervisors of commissioned officers that will inform them of the importance of awards and offer suggestions as to appropriate types and frequency of awards.

Mentoring Subcommittee

- CDR Brent Morse volunteered to Chair this subcommittee. CDR Yvette Davis volunteered to assist CDR Morse.
- Goals will be developed and announced at the next meeting.

Recruiting Subcommittee

- The following individuals volunteered, have expressed an interest previously, or are currently involved with the recruiting initiative: CAPT Ron Landy, CDR Stephanie Harris, LCDR Jennifer McQuiston (Associate Recruiter), and LCDR Tory Hampshire.
- LCDR McQuiston will soon be stepping down from the Associate Recruiter position and her position as recruitment liaison for the veterinary category. CDR Stephanie Harris has volunteered to chair the Recruitment subcommittee and will develop appropriate goals and initiatives that will be discussed at the next meeting.
- CDR Rhodes invited Penny Coppola from the Associate Recruiter Program to the next Vet PAC meeting to shed some light on DCP's recruitment ideas and how they can assist the veterinary category with this initiative.

CCRF Subcommittee

- CAPT Randolph Daley volunteered to Chair this subcommittee. The subcommittee members are: CAPT Bill Stokes, CDR Nancy Pate, CDR Estella Jones, CDR Stephanie Harris, and LCDR Patrice Klein.
- One of the first initiatives of the subcommittee is to develop an information document that will be sent out to the category that describes information on enrollment, requirements, deployments, etc.
- A great deal of emphasis from the level of the SG is being placed on increasing the number of CCRF qualified officers – in all categories. There have been some questions concerning the roll of veterinary officers in the CCRF. CDR Rhodes spoke with RADM Babb concerning veterinary involvement in the CCRF, to include deployments. The bottom line is that if due to professional training an individual is able to perform various functions/tasks/responsibilities, that individual should be expected - or volunteer - to perform in any capacity that is necessary to meet the particular mission requirements. Opportunities to deploy in veterinary-specific (i.e. animal work) capacity is so limited, the CCRF expects the veterinarians to pitch in whenever and wherever possible.

Announcements/Concerns Around the Room

- The Junior Officer Advisory Group (JOAG) is trying to become more involved with the PACs and CPOs to keep them informed of junior officer issues.
- CDR Rhodes reminded officer's that it is very important to check their personal information located at the DCP website every few months; this prevents passwords from being lost. Additionally, all officers should update their personal points of contact and next of kin information annually.
- Recruitment Efforts:
 - LCDRs Jennifer McQuiston, Regina Tan, and Jennifer Wright manned the PHS Veterinary booth at the SCAVMA Symposium in Atlanta in March. CDR Stephanie Harris will be manning the booth at the Washington State University's Spring Veterinary Conference located at Washington State University.
 - LCDR McQuiston reported that the SCAVMA meeting went well, at which both the EIS and PHS Booths were set-up side by side. The meeting ran from Thursday afternoon through Saturday evening. They received many positive comments on their uniforms probably related to the recent start of the war in Iraq. She estimated that approximately 30 to 35 students stopped by specifically to discuss future job opportunities. A number of individuals expressed interest in the USDA/FSIS, not so much CC veterinary positions but more for student opportunities working with Exotic Newcastle Disease. She referred those individuals to the APHIS booth. She felt there was a lot of interest in alternative careers in veterinary medicine. Many first and second year students expressed to LCDR McQuiston that they had never thought about the PHS as a career alternative but were now considering it. LCDR McQuiston gave her contact information to several individuals who thought that they might like someone to come to their schools to talk about opportunities in the PHS.
 - LCDR Regina Tan had a number of students express interest in the COSTEP program during the SCAVMA meeting. The PHS Veterinary Brochure contains COSTEP information but it is not included on the PHS Veterinary Booth. LCDR Tan referred these individuals to the DCP website. CDR Harris will take the brochures with her to the Washington State meeting.
 - CDR Terri Clark reminded the committee members of the Laboratory Animal Medicine residency position that is offered every other year to qualified individuals to include recent graduates. She will forward this information to CDR Harris for dissemination at the Washington State meeting.

Next Meeting

The next meeting is scheduled for June 12, 2003 at 1300 hours. The meeting place will be announced.

The meeting was adjourned at 1450 pm. Minutes were prepared by LCDR Kim Taylor and approved electronically by Vet PAC members.

Advisory Committee Minutes - January 3 , 2003

VETERINARY PROFESSIONAL ADVISORY COMMITTEE (VetPAC)

MEETING MINUTES

January 30, 2003

Building 6120, Executive Blvd, Rockville, Room 8101

Members Present

CAPT Bob Carolan (DCP, Chief Professional Officer, Non-voting Ex Officio Member)
CAPT Randolph Daley (CDC) via conference call
CDR Lowery "Dusty Rhodes (NIH, VetPAC Chair)
CDR Brent Morse (NIH)
CDR Terri Clark (NIH)
CDR Estella Jones (FDA)
CDR Stephanie Harris (EPA) via conference call
LCDR Patrice Klein (FDA) via conference call
LCDR Kim Taylor (NIH, Executive Secretary)

Members Absent

CAPT Bob Hoyt (NIH, USPHS, Retired, Civil Service Member)

Guests Present

CAPT Paul Garbe (CDC) via conference call
CAPT Sean Altekruze (NIH)
CDR Nancy Pate (EPA) via conference call
CDR Meta Timmons (DCP)
CDR Yvette Davis (NIH)
LCDR Kamela Davis (FDA) via conference call
LCDR Regina Tan (CDC) via conference call
LCDR Nelva Bryant-Gibbs (FDA) via conference call
LCDR Sanyvette Williams (EPA) via conference call

CDR Dusty Rhodes called the meeting to order at 1308 hours and introduced members and guests. Minutes of the November 21, 2002 VetPAC meeting were previously approved and posted on the category's website at <http://www.fda.gov/cvm/links/vcc/>.

CPO Comments/Updates – CAPT Carolan

Information from the Office of the Surgeon General

- Led by RADM Richard Wyatt, the task force commissioned to review the promotion process made an initial report of its recommendations at the January 16, 2003 combined CPO/PAC Chair and SG PAC meeting. The next phase in the process is to gather feedback. The PACs have been asked to develop benchmarks (expectations) for grades and to comment on the proposed promotion precepts. The recommendations from this report will be integrated into the upcoming Corps Transformation Initiative. The board recommended the use of the following four promotion precepts: performance, professional qualifications, career progression/potential, and career officer characteristics. Specific recommendations include: changing the concept of “average officer” to “best –qualified officer” for promotion review; abolishing the term “Exceptional Capability Promotion,” in favor of “Accelerated Promotion;” creating an “up or continue in grade” system that limits to four the number of cycles during which an officer may be reviewed; and requiring that officers be in a billet at the next higher grade before they are eligible to be promoted to that grade. The Task Force also recommended that Promotion Board members provide officers with clear, qualitative feedback following their reviews.
- VADM Carmona gave an overview of his priorities. They are (1) Medicare reform; (2) preparedness: all pathogens, all threats; (3) prevention: this is his highest priority and his initial focus is on obesity; (4) health care disparities; and (5) information technology. The SG plans to use a monthly “theme” program to promote his priorities along with specific SG Reports. VADM Carmona indicated that the Corp Transformation Initiative will be announced by the Secretary and is expected to result in some radical changes. He reported that President Bush wants 70% of the Corps CCRF qualified by 2005. Officers should expect CCRF participation to play an increasing role in the promotion process.
- VADM Carmona expects leadership to be demonstrated at all grade levels. He is striving for parity with the other uniformed services and has the expectation that PHS officers will wear their uniform daily. He stated that one of the greatest obstacles to the promotion of the Corps has been its lack of visibility.
- The PHS is responsible for hosting the 2003 Association of Military Surgeons of the United States (AMSUS) meeting in San Antonio, November 16 – 21, 2003. VADM Carmona is the President of AMSUS for 2003 and will be the keynote speaker at the annual meeting. Participation in AMSUS and this meeting is encouraged. All health professions are eligible for AMSUS membership. The Veterinary Medicine Section Chair for this years meeting is CAPT Paul Garbe. [NOTES from CAPT Garbe: The meeting theme is “Partnership in Preparedness, Prevention, and Public Health: Protecting the Nation”. Emphasis will be on presentations that describe joint service projects or activities that could lead to joint service collaborations between the PHS, Army, Air Force, and Department of Veterans Affairs. CAPT Garbe is in charge of organizing an 8-hour program of which 4 to 6 hours will be presentations by PHS officers with the remaining 2 to 4 hours from Army and Air Force veterinarians. There is no specific theme for the Vet Med portion of the meeting. Please contact CAPT Garbe if you are interested in presenting or know of someone who may be able to participate. Unfortunately, no travel funds are available for participants. Historically, 50 to 60 veterinarians attend the Vet Med section, and of these, the majority are Army and Air Force officers. CAPT Garbe would really like to see increased PHS participation at this years meeting. CAPT Garbe will check with AMSUS to see if they have the funds to pay the Registry on Continuing Veterinary Education for approving the veterinary section for CVE credits. Continuing Medical or Nursing Education credits (CME or CNE) can be approved by USUHS but CAPT Garbe was uncertain as to whether CME or CNE would be acceptable to a veterinary CE board.]
- **Selection of CPO**
 A CPO Board for the Veterinary Category is being held next week. The recommendations of the board will be forwarded to the Surgeon General, who will make the final selection. Since CAPT Carolan is retiring on March 1, efforts are being made to expedite the selection process.

Information from the Division of Commissioned Personnel

- The 2003 promotion cycle is in progress. All documents forwarded to DCP by the December 31 deadline will be included in the electronic records in time for each category's board. The Promotion Task Force recommendations are not being implemented for this promotion cycle.
- The draft veterinary brochure was returned for additional editing and formatting. Unfortunately the revised document was not available in time for review by the PAC during this meeting.
- RADM Davidson gave an overview of the **detail process**. A detail is the assignment (voluntary or involuntary) of an officer to perform duties in or for a non-HHS organization. There must be an individual Memorandum of Understanding (MOU) for the detail of a single officer for a specific term of service or a blanket MOU for an indefinite term of service, covering multiple officers (e.g. Coast Guard or Bureau of Prisons). Blanket MOUs are restricted to Federal entities and the District of Columbia. Details are required if the assignment is projected to last more than 20 weeks. For "Host" details, an HHS agency provides the officer with a position upon their return from the detail. "No Host" details do not provide a home agency or position for an officer upon termination of the detail. Officers considering a detail should work closely with DCP prior to making any commitments since there is some risk associated with these types of assignments.

Veterinary Activities

- **PHS Commissioned Corps as a Personnel System at USDA**
A meeting was held on December 17, 2002 to discuss the status of the **detail** agreement with FSIS and to define the roles of those involved with the implementation. Attendees included CAPT Pond, CAPT Carolan, CAPT Altekruze, CDR Rhodes, Dr. Buntain (FSIS), Dr. Salamone (FSIS) and CAPT D.W. Chen (FSIS). Completion of the final MOU has been delayed but should be signed within the next month. The FSIS Office of Field Operations is currently identifying open positions that could be filled by PHS veterinarians and environmental health officers. FSIS is actively considering Corps officers and Corps applicants for its positions.
- **CCRF:** As of January 15, there were 98 active duty veterinary officers and 22 are qualified or are in the process of becoming qualified for CCRF. Participation in the CCRF is projected to become an essential part of a PHS career. Some have had questions about the CCRF requirement to serve at least 112 hours of clinical time each year. RADM Babb stated that veterinarians can meet this requirement in variety of ways and they are not strictly enforcing this for veterinarians since they can be utilized in many non-clinical capacities during a deployment. This requirement is intended to ensure clinical competency if placed in a clinical setting during a deployment. Since not all CCRF deployments utilizing veterinarians are of a purely clinical nature, there will be latitude given on the fulfillment of this requirement. As an example, deployment to assist with the Avian Influenza outbreak did not require clinical skills for most involved. Veterinarians with experience as epidemiologists were used in that capacity. Those with pathology or clinical experience were used in the field. Being assigned to a clinical billet such as a laboratory animal veterinarian clearly fulfills the requirement, as would working in a private practice clinical setting. In the past they have deployed veterinarians that had not worked in a clinical setting for some time. They are applying a large dose of common sense when making deployment decisions involving veterinarians. The clinical requirement should not be a deterrent to CCRF participation. [NOTES: At the time of the meeting, the USDA has not yet asked for CCRF assistance with the Exotic Newcastle Disease outbreak in California

and Nevada. (Since then, the USDA has requested CCRF assistance.) CAPT Daley stated that the clinical requirement for 112 hours per year was initially established for a role and not a category. He went on to state that the 112 hours requirement would be more strictly enforced for a veterinarian called up to provide clinical veterinary medical services, such as veterinary care of search and rescue dogs or other working animals. CAPT Carolan stressed that the requirement for 112 hours of clinical practice should not be a deterrent to joining the CCRF. Additionally, leaving blanks on the application for clinical skills does not preclude an officer from becoming a CCRF member. CAPT Daley pointed out that there are many roles for all categories that don't require clinical skills. To find out about CCRF training opportunities, sign up for the CCRF listserv.]

Organizational Maintenance

- This is the first meeting for the 2003 PAC. There is much to do and the VetPAC has mapped a course for the year that promises many accomplishments.

Agenda Items

COA and AVMA Meetings

- The annual COA Meeting is in Scottsdale, AZ, June 14 –20, 2003. This is a good meeting for networking and also offers CCRF certification testing, a retirement planning seminar, and a condensed 3-day Basic Officer Training Course. CAPT Linda Morris-Brown is organizing an Air Force charter for attendees and will be sending out a message in the near future. A room has been reserved for the All Hands meeting at the COA conference. The format for last years meeting included four 20-minute presentations, which were very interesting and well received by attendees. CAPT Altekruise would highly recommend this format again. Any one interested in presenting at the All Hands meeting should contact CAPT Altekruise.
- The AVMA Annual Convention is being held in Denver, CO, July 19-23, 2003. CAPT Altekruise is in charge of registering the PHS CC booth and finding volunteers to man the booth during the meeting. Last year CAPT Altekruise posted a sign-up list with the times needed to cover the booth during the exhibit hall hours. This technique proved to be very successful and resulted in almost 100% coverage during the convention. We are allowed one registrant for the booth so if someone is having difficulty getting their registration paid for by their agency this may be an option for them. Another option would be to attend as an exhibitor but they may not be able to claim CE credits for the meeting.

All Hands Meeting (Washington D.C. area)

- CDR Rhodes asked for volunteers to chair this meeting. CDR Brent Morse and CDR Terri Clark volunteered to organize this years meeting.
- NIAID (CAPT Randy Elkins) has funded this function in the past and has volunteered to fund this years meeting.
- The location for this meeting has typically been determined in the past by the geographic area with the largest number of officers. The committee members agreed that the meeting should be held at the USUHS conference room again, and is tentatively scheduled for May 8, 2003.
- The All Hands Meeting luncheon for PHS officers located in the Atlanta area is scheduled for the first day of the Epidemiologic Intelligence Service (EIS) Conference, March 31 – April 4, 2003 in Atlanta.

Promotion Task Force Information

- The PAC Chairs initially requested comments on category specific precepts (2 and 3) by January 24th.
- CDR Rhodes clarified that the initial directive is to review the Draft Report of the Commissioned Corps Promotion Task Force document he sent out electronically.
- The PAC briefly discussed the report and a summary of the discussion will be included in the response to OSG.

Veterinarian-of-the-Year Award

- This award is presented at the All Hands meeting in the spring. The call for nominations will be in the February issue of the Commissioned Corps Bulletin and will also be sent out electronically by CDR Rhodes.
- CDR Rhodes is looking for volunteers to head this project. Basically, this project involves compiling the nominations, finding 3 senior officers to review the nominations and choose the candidate, and having the plaque made. CAPT Altekruse offered to help with the plaque again this year.
- The following VetPAC members volunteered for this duty:
 - CDR Stephanie Harris (Harris.Stephanie@epamail.epa.gov)
 - LCDR Regina Tan (rtan@cdc.gov)
 - CDR Estella Jones (jonesez@cber.fda.gov)
- The deadline for submission of nominations is April 1, 2003. Please email your nominations to one of the above individuals or to CDR Rhodes at rhodesl@mail.nih.gov.

Recruitment

- One goal of the VetPAC this year is to increase recruitment efforts. Tools available to all PHS Veterinarians assisting with this endeavor include the PHS Veterinary Brochure (final version will be ready in the very near future), visiting veterinary schools, and attending meetings. CDR Rhodes will be requesting assistance from individuals to assist with this initiative.
- LCDR Jennifer McQuiston (CDC) and LCDR Jennifer Wright (CDC) will be taking the PHS Veterinary Booth to the annual Student Chapter AVMA (SCAVMA) meeting this March in Athens, GA. A suggestion was made to have them take the recruitment brochures with them to give to the representatives of each student chapter to take back to their vet schools for distribution to senior veterinary students. Additionally, a cover letter could be attached to the brochure that also provides information about entry-level positions available with the FSIS.
- The VetPAC is seeking volunteers from both the VetPAC and non-VetPAC members to head the recruitment initiative. The primary purpose of this subcommittee would be to contact new prospects and assist them through the application process to include providing them points of contacts, assisting them with filling out forms, and discussing assignment options.
- LCDR Kamela Davis informed the VetPAC members that the Junior Officer Advisory Group (JOAG) has a Recruitment and Retention Committee that may be able to assist in this process.
- LCDR Tory Hampshire voiced a desire to assist the VetPAC and CDR Rhodes will contact her to see if she would like to serve as Co-Chair of the Recruitment Initiative Subcommittee. LCDR Sonyvette Williams volunteered to work on this committee also.

FSIS Initiative

- The priority right now is the FSIS initiative and to recruit individuals to fill these positions.
- The long-term goal is to also get positions for PHS veterinarians with APHIS. There is a very large potential for positions within the USDA. Currently, APHIS has many jobs unfilled. Additionally, establishing positions within this organization would broaden the veterinary category geographic base and provide more entry-level assignments in the Corps. CAPT Altekruze suggested that this is the next step in the process and preliminary discussions have already taken place with APHIS regarding this partnership. However, we need to first show that we can deliver people to fill the FSIS positions.
- CAPT Altekruze has been intimately involved over the last year with the FSIS initiative and is the main POC for disseminating information regarding new developments.
- The committee was informed that there have been some recent developments particularly on the recruitment side. A listserv message was sent out through the American College of Veterinary Preventative Medicine and the National Association of Federal Veterinarians announcing FSIS positions. Since then, there have been several inquiries into these opportunities.
- CAPT Altekruze will be attending the American Association of Veterinary Medical Colleges meeting in March to speak to the attendees about the progress of this initiative.
- The VetPAC plans to maintain high visibility of this initiative throughout the next year.

Maryland Animal Disaster Planning Advisory Committee (MD ADPAC)

- The MD ADPAC is an interorganizational committee that was formed post 911 to specifically look at disaster preparedness, planning, and response as it relates to animal health. It is a fairly broad based group that is concerned with all animal activities to include food, companion, and laboratory animals, although laboratory animal representation has been minimal to date. Over the last year, this group has been working on developing intra- and interstate disaster response plans.
- LCDR Patrice Klein is currently a member of the MD ADPAC and volunteered to officially represent the VetPAC. She will bring the MD ADPAC report to the next VetPAC meeting to share with the committee members.
- Outside activity approval will not be necessary for the VetPAC representation. However, this will be included in the biweekly reports to the Surgeon General.

Junior Officer Advisory Group (JOAG)(LCDR Kamela Davis, Junior Officer Representative for VetPAC)

- The JOAG was established in 1999 for the purpose of providing advice and consultation on junior officer related issues.
- Since 1999, the JOAG has established a number of committees to include:
 - Welcoming Committee – Developed a Welcoming Brochure, which is now included in active duty packets.
 - Recruitment and Retention Committee chaired by LCDR Shawn Boyd – Assist DCP with recruiting initiatives. Their goal is to develop recruiting material such as posters, brochures, and a display booth and to establish a recruiting network. They are currently establishing contact with the PAC Recruiting Subcommittees. LCDR Davis will forward LCDR Boyd’s contact information to LCDR Jennifer McQuiston.
 - Policy and Procedures Committee

- Professional Development Committee – Developed a Code of Conduct for CC officers. This standard Code of Conduct has been approved and is being disseminated through the Basic Officer Training Courses.
- Communications Committee
- LCDR Davis' term will be ending this spring. LCDR Alison Williams, currently LCDR Davis' alternate, has expressed interest in becoming the Chair of the JOAG and is a candidate for her replacement.

VetPAC Structure

- The VetPAC Charter indicates that the VetPAC should have alternates identified for each member and also a Chair-Elect.
- CDR Rhodes encouraged all members to solicit interested individuals to serve as their alternates. The alternate member does not have to be an active duty officer and although it would be nice, it is not necessary for this individual to be affiliated with the same agency as the member. Please forward contact information for alternates to CDR Rhodes.
- The position of Chair-Elect will be discussed in further detail at the next meeting.
- CAPT Altekruze volunteered to serve as the ex-officio member and is also the Past Chair.
- CAPT Altekruze proposed that the veterinary category request a one-time waiver of the 6-year membership rule for veterinarians who have served a 3-year and a 2-year term. This would permit them to serve one more 2-year term. The practical implication is that they could serve as Chair-Elect and VetPAC Chair in a final term. Please contact CAPT Altekruze if this waiver applies to you.

Announcements/Concerns Around the Room

- CDR Clark announced that the award approval process for the Commissioned Corps Awards Board for NIH has recently changed. Previously the awards board was composed entirely of civilian members; award boards now also include Commissioned Corps officers. The first step in the process of approving awards at NIH is the review of proposed awards by an intermediary board comprised of NIH employees. Awards approved by this intermediary board are forwarded to DCP, and in some cases to a higher level, for final approval.
- CDR Timmons extended an open invitation to all veterinarians to attend a Basic Officer Training Course (BOTC). A condensed 3-day BOTC is being offered at the COA meeting in Scottsdale, AZ and is open to all PHS veterinarians. Since January 2001, the regular 5-day BOTC is only offered to new officers.
- CAPT Daley informed the committee that the names of the new incoming EIS officers for 2003 have been released. Out of 73 new officers, 8 are veterinarians.
- CDR Jones requested that the CCRF Physical Fitness Requirements be added as an item for the next meeting.

New Business

CDR Rhodes would like to post at the VetPAC website step-by-step instructions on how to become CCRF qualified. This will simplify the process for interested individuals and will eliminate having to sift through numerous emails to figure out the process.

Next Meeting

The next meeting is scheduled for March 27, 2003 at 1300 hours to be held at Building 6120, Executive Blvd, Rockville in Room 8101.

The meeting was adjourned at 1452 pm. Minutes were prepared by LCDR Kim Taylor and approved electronically by VetPAC members and the Chief Professional Officer.

Advisory Committee Minutes - November 21, 2002

VETERINARY PROFESSIONAL ADVISORY COMMITTEE

MEETING MINUTES

November 21, 2002

Members Present

CAPT Sean Altekruise (NIH)
CAPT Randolph Daley (CDC)
CDR Brett Morse (NIH)
CAPT Bob Hoyt (USPHS, Retired) (NIH)
CDR Lowrey "Dusty" Rhodes (NIH)

Members Absent

CDR Terri Clark (NIH)
CDR Kathy Hollinger (FDA)

Guests Present

LCDR Nelva Bryant (FDA)
LCDR Princess Campbell (FDA)
LCDR Kamela Davis (FDA)
CDR Estella Jones (FDA)
CDR Nancy Pate (EPA)
William Stokes (NIH)
LCDR Regina Tan (CDC)

The meeting was called to order at 1305 hrs. Minutes of the August 15, 2002 Vet PAC meeting were previously approved and posted on the category website:

Comments from the Interim CPO (CAPT Carolan)

CAPT Carolan was unable to attend the meeting.

Comments from the PAC Chair (CAPT Altekruise)

A reminder that the Holiday Prom will be held on December 14 2002 at Bolling Air Force Base Officer's Club (1800 Social Hour, 1900 Dinner). Cost is \$28.00 per person. RSVPs to LTC Sheila Kinty, 1501 Beverly Court, Frederick MD 21701.

2003 Vet PAC

CDR Dusty Rhodes (NIH) was elected Vet PAC Chair for 2003. He begins a new 2- year term on the PAC in 2003. New members of the PAC are CDR Stephanie Harris (EPA), CDR Estella Jones (FDA), and LCDR Patrice Klein (FDA). Returning members are CDR Terri Clark (NIH), CAPT Randolph Daley, (CDC) CAPT Robert Hoyt (NIH), and CDR Brent Morse (NIH). These officers are great representatives. Please consider volunteering your time to help them move our category's interests forward. To quote from our website, "the more veterinarians who contribute to PAC projects and activities, the more representative the products and policy recommendations will be."

Five Vet PAC vacancies will be announced in the March 2003 Commissioned Corps Bulletin. As stated in our Charter, 2004 members must include a civil service veterinarian, a CDC representative, and a member from

outside the Washington, DC area. The Charter also emphasizes Junior Officer representation and we may want to elect FSIS and NIH representatives.

Junior Office PAC Representative

The veterinary category might also identify a new officer to represent us on the Junior Officer PAC as LCDR Kamela Evans, a founding member of the JOPAC, moves into the Senior Officer cohort. LCDR Allison Williams (CDC) is currently LCDR Evans' alternate representative to JOPAC.

Vet PAC Alternates

CAPT Randolph Daley has identified LCDR Regina Tan (CDC) as his alternate on the PAC. Other Vet PAC members are asked to identify alternates before the next PAC meeting.

Roster of CDC Veterinarians

CDR Hugh Mainzer has developed a list server of CDC Civil Service and Commissioned Corps veterinarians. A PHS-wide roster of veterinarians would help with Profession-related communications. This would require officers in other agencies to follow up on Hugh's initiative. Please feel free to contact him for advice about this.

Commissioned Corps Readiness Force (CCRF)

RADM Babb recently reported that the Veterinary Category had the best Commissioned Corps Readiness Force (CCRF) participation and deployment rates of any category. Even though we are doing the best only about 10% of veterinarians are CCRF certified and the Vet PAC called for a doubling in the rate of CCRF certification in 2003. CCRF certification will be advantageous if "officership" is a promotion precept in the anticipated transformation of the Commissioned Corps. For more information on how to apply to CCRF visit the website <http://oep.osophs.dhhs.gov/ccrf/>

Veterinary Category Recruitment Brochure

Program Support Center (PSC) is working with us to developing a veterinary category recruitment brochure. It is the first in a series of category specific brochures that they will develop. We have requested 3000 copies. They should go to print in December. When available, copies may be requested from CDR Dusty Rhodes for distribution to students at veterinary schools.

Memorandum of Understanding; USDA, Food Safety and Inspection Service (FSIS)

A memorandum of understanding between the Division of Commissioned Personnel and the USDA Food Safety and Inspection Service to hire CC veterinarians may be signed in December 2002. This MOU will give our category considerably more geographic options and entry-level assignments than we have had in the past.

FSIS has identified more than 50 vacancies for veterinarians across the United States and would like to fill up to 30 vacancies in the field with Commissioned Corps veterinarians. These field positions are entry-level assignments in hard to fill plants in AL, CA, GA, IA, NE, KS, MI, MO, MS, NC, SC, TX, and WI. Several FSIS vacancies in Washington, DC may be open to Commissioned Corps veterinarians: two assignments in

Recall Programs and an assignment to conduct risk assessments in the Office of Public Health and Science. Commissioned Corps Veterinarians may also be assigned to the Technical Service Center in Omaha, NE.

Efforts to put the word about these assignments include preparing information for senior veterinary students. Dr. Ben Salomone at FSIS is developing a press release to announce the MOU in JAVMA. Similar information could also be sent out via newsletters. Please let CDR Dusty Rhodes know about other target groups rhodesl@ors.od.nih.gov.

SAVMA Meeting in Athens, GA; March 20-23, 2003

Volunteers are needed to staff the Commissioned Corps Veterinarians Booth at the Student AVMA meeting, which will be held at the Veterinary School in Athens, GA from March 20-23. If you would like to help with any of these efforts please contact LCDR McQuiston at fhz7@cdc.gov.

COA Meeting Scottsdale, AZ; Week of June 15, 2003

The COA Meeting will be held in Scottsdale, AZ the week of June 15, 2003. CAPT Altekruze has agreed to help organize a category day session for veterinarians, but needs to know if it will be worthwhile depending on officers' interests. Last year our category day session at the COA meeting addressed very interesting topics; however, there were only about 10 participants present including the speakers. An option we might consider in 2003 is to combine our category day session that of the other small categories (e.g., therapists, dieticians). If you would like to give a presentation at the COA Meeting, please let me know by Dec 31, 2002 by email: altekruze@mail.nih.gov.

Vet PAC Structure

This is a period of evolution for the Veterinary Category as exemplified by the MOU with USDA-FSIS. Therefore, we have an even greater need for officers to participate in subcommittees involved in recruitment, mentorship, and communications as we move forward. CDR Rhodes, as the new PAC chair is setting and will request volunteers for these activities. CAPT Daley recommended that participation be recognized with certificate of appreciation and other forms of recognition. CAPT Daley also noted that we will need to pay added attention to mentoring of FSIS officers because they will be in a different agency and widely dispersed geographically.

Old Business

Our website is not current. CDR Lynn Post (FDA) has volunteered to look at the website and update the calendar, testimonials, and other pages.

New Business

In the new year we will need to consider organizing for the 2003 AVMA Conference- PHS session, and to form a committee to discuss nominations for Veterinarian of the Year award.

A draft of the PHS-Veterinary Category brochure has been developed for review and comment. The draft will be circulated for comments to be returned by December 4, 2002. The final review authority will be through CAPT Carolan and VADM Carmona.

The new Surgeon General has mentioned that he is considering a transformation of the commissioned corps. In particular, a way to measure officership is being discussed.

CAPT Daley noted that LCDR Regina Tan is his alternate for the Vet PAC. Each member should have a named alternate.

Select date for next meeting

The next VetPAC meeting is scheduled for Thursday, January 30, 2003 at 1:00 p.m. Location to be announce by CDR Rhodes.

The meeting was adjourned at 1415 hrs. Minutes were prepared by LCDR Patrice Klein (FDA) and approved electronically by Vet PAC members and the interim Chief Professional Officer.

Advisory Committee Minutes - August 15, 2002

**VETERINARY PROFESSIONAL ADVISORY COMMITTEE
MEETING MINUTES
August 15, 2002**

Members Present

CAPT Sean Altekruise (NIH)
CDR Terri Clark (NIH)
CAPT Randolph Daley (CDC)
CAPT Marissa Miller (NIH), Alternate for CDR Katherine Hollinger (FDA)
CDR Brent Morse (NIH)
CDR Lowery "Dusty" Rhodes (NIH)

Members Absent

CAPT Bob Hoyt (USPHS, Retired) (NIH)

Guests Present

CAPT Cynthia Pond (NIH), Chief Professional Officer (Ex Officio Member)
CDR Johnny Braddy (FDA)
LCDR Kamela Davis (FDA)
LCDR Jennifer McQuiston (CDC)
CDR Nancy Pate (EPA)

The meeting was called to order at 1305 hrs. Minutes of the April 25, 2002 Vet-PAC meeting were previously approved and posted on the category's website:

<http://www.fda.gov/cvm/links/vcc/>

Comments from the CPO (CAPT Pond)

Information from the Office of the Surgeon General

We now have a new Surgeon General, VADM Richard H. Carmona. The CPOs are arranging an All-Hand's videoconference with the Surgeon General; it is tentatively set for next Friday, August 23. CAPT Pond will send information about the videoconference to the category as soon as the details are available.

A task force is being set up to examine the entire promotion process. CAPT Pond was a member of the committee to determine the charge to the task force. The task force will recommend changes that will be implemented in promotion year 2004.

Information from the Division of Commissioned Personnel

Here are the promotion results for our category for Promotion year 2002. Congratulations to all!

To Temporary Captain (0-6)

Sean F. Altekruise	7-1-02
Mark A. Bryant	7-1-02
Patricia E. Hasemann	7-1-02

To Permanent Captain (O-6)

Cynthia L. Pond 7-1-02
Linda R. Tollefson 7-1-02

To Temporary Commander (O-5)

Terri R. Clark 7-1-02
Katherine A. Hollinger 7-1-02
Brent C. Morse 7-1-02

To Permanent Commander (O-5)

Judith A. Davis 8-16-02

To Temporary Lieutenant Commander (O-4)

Nelva J. Bryant 7-1-02
Kristy M. Lillibridge 7-1-02
Regina L. Tan 10-1-02
Allison M. Williams 7-1-02

To Permanent Lieutenant Commander (O-4)

Katherine A. Hollinger 7-1-02
Charlotte A. Spires 7-1-02

Veterinary Activities**1. PHS Commissioned Corps as a Personnel System at USDA**

After multiple meetings and intense discussions over the past few months, USDA's Food Safety and Inspection Service (FSIS) has decided to begin utilization of PHS Commissioned Corps veterinarians. The first few officers will be placed in field positions. CAPT Pond has offered her assistance, and that of the Vet PAC, to spread the word about vacancies, and assist USDA in finding suitable candidates from the applicant pool. Preliminary discussions have also been held with USDA's Animal and Plant Health Inspection Service.

We have an urgent need for volunteers to screen the DCP veterinary applicant pool to fill these and other anticipated vacancies. Please contact CAPT Altekruze if you can assist with this important category activity.

2. Avian Influenza

The outbreak of avian influenza in Virginia and West Virginia is over. The last positive bird was found on July 3. PHS involvement with the task force ended on August 3. A total of 4,743,560 chickens and turkeys were depopulated in order to contain the outbreak. A total of nine PHS veterinarians assisted with epidemiology and surveillance.

3. PHS Veterinarian Selected as NC VMA Veterinarian of the Year

CDR Nancy Pate, of EPA's Office of Air Quality, Planning and Standards, Information Transfer and Program Integration Division, was honored recently by the North Carolina Veterinary Medical Association as "Veterinarian of the Year". CDR Pate has been an active member of the NCVMA since she graduated from Oklahoma State College of Veterinary Medicine in 1969, and she currently serves as Chair of the NCVMA Informatics Committee. CDR Pate has worked with several EPA programs and has served on many interagency

work efforts. As a member of the USPHS Commissioned Corp Readiness Force, she recently deployed to assist USDA with an avian influenza outbreak in northern Virginia.

4. PHS Veterinarians All-Hands Luncheon

The PHS veterinarians held their annual All Hands luncheon meeting on Thursday May 23, 2002. Featured speakers included LTC Don Noah (USAF), on "Bioterrorism: A Veterinarian's Perspective", RADM John Babb (Director, CCRF) on "The role of the veterinarian in the PHS CCRF", and CDR Meta Timmons (Senior Instructional Officer, COTA) on "Space-A Travel: Opportunities and How To Use Them". LCDR Patrice Klein (FDA) gave a brief overview of the "Virginia Avian Influenza Outbreak Deployment Response". CAPT Douglas Sharpnack received the 2002 Commissioned Corps Veterinarian of the Year Award.

5. American Veterinary Medical Association meeting

The Commissioned Corps of the PHS was highlighted at the AVMA meeting July 13-17. The PHS CC recruitment booth was staffed by officers and offered a full range of informational material, including a newly developed four-page brochure about the veterinary category. Thirty-one of the visitors to the booth requested additional information about the CC. During the PHS veterinarians' session, category members gave presentations about their involvement in investigations and operations related to anthrax, 9-11, and avian influenza. Special visitors to the session included previous CPOs RADMs Steele and Blackwell, VMAT members and uniformed services veterinarians. Speakers from the category met with Student AVMA Representatives to discuss the PHS as a career option. Members of the category were invited speakers at the meeting on the following topics: dogs as therapeutic interventions; antimicrobial resistance; anthrax exposures; anthrax bioterrorism; retail meat pathogens; career opportunities for laboratory animal veterinarians in the PHS and other federal agencies; and career opportunities in veterinary public practice.

6. Veterinary Medicine and Public Health Meeting - CDC

On Tuesday August 20th, from 12:15 - 1:30 PM, Dr. Lonnie King will be giving a seminar at CDC on "The Challenges Facing Academic Veterinary Medicine and Their Impact on Public Health". The Seminar will be held at the Roybal Campus, Building 16, Room 1111. Dr. King, Dean of the Michigan State University College of Veterinary Medicine, is truly one of veterinary medicine's most dynamic and visionary leaders today, and he always has interesting and thought provoking ideas to share on how to move veterinary medicine forward into the future to improve the public's health. An invitation has been extended to members of the American College of Veterinary Preventive Medicine, the University of Georgia, as well as CDC, USDA and FDA employees.

7. Annual Meeting, Association of Military Surgeons of the United States (AMSUS)

This year's AMSUS meeting will be held November 10-15 in Louisville. The veterinary session is Tuesday November 12. A request was made for speakers from the PHS; several volunteered to speak and COL Severin has selected two speakers.

Organizational Maintenance

1. PAC Membership for 2004

The category elected four officers for terms beginning January 1, 2003. Once Agency endorsement is received, the nomination package will be sent to the Office of the Surgeon General for concurrence.

NAME	AGENCY	DUTY STATION	GRADE	NOMINATED BY
Lowrey Rhodes	NIH	Bethesda, MD	0-5	Self
Estella Jones	FDA	Rockville, MD	0-5	Self
Stephanie Harris	EPA	Port Orchard, WA	0-5	Self
Patrice Klein	FDA	College Park, MD	0-4	Self

2. PAC Charter

The recently revised 2002 Veterinary PAC Charter was approved by the Office of the Surgeon General and is posted on our website

3. Call for Nominations of new Vet CPO

The Office of the Surgeon General is seeking nominations from the agencies for candidates for the position of Chief Veterinarian. CAPT Pond's tenure ends November 1, 2002.

Comments from the PAC Chair (CAPT Altekruise)

PHS Commissioned Corps Veterinary Category Strength

As of August 2002 there are 99 active duty Commissioned Corps Veterinarians. Seven new officers were called to duty in the spring of this year. Of these, five officers are at CDC, and one officer each at FDA and NIH. The large number of new officers assigned to CDC reflects the increased demand for CDC and state-based Epidemic Intelligence Service (EIS) officers in the aftermath of the terrorist attacks of 2001. The veterinary category needs to recruit to maintain our current level of active duty officers. Nearly half of CC veterinarians are approaching or have passed 20 years of service, the optional age for early retirement.

Commissioned Corps Bulletin Articles

There have been several requests for new articles summarizing the role of the Public Health Service in the Avian Influenza outbreak in the Shenandoah Valley. The veterinary category was the lead PHS professional group in that deployment. An article is in preparation and will be submitted to the Division of Commissioned Personnel (DCP) in the next few weeks.

Meeting Agenda Items

Request for information on category preparedness

The Chief Professional Officers are compiling a document for the Surgeon General on activities since 9-11 related to preparedness. Final comments were solicited for completion of our category's document. CAPT Randolph Daley and CAPT Marissa Miller will forward by email their comments on CCRF and working

relationships with non-federal agencies, respectively. CAPT Cindy Pond requested any final comments be sent to her by August 19, 2002.

PHS Veterinarians' Brochure

The DCP has announced plans to fund the printing of recruitment brochures for each category. Although these would be category specific brochures, they would be designed by DCP in a standard template. Deadline for submission of request to DCP is the end of September.

The AVMA-CC Veterinarians Booth

The CC booth was well attended at the 2002 AVMA Conference in Nashville. Over 250 copies of the PHS Veterinarians Brochure were distributed. LCDR Jennifer McQuiston has requested the use of our CC booth at to the Student AVMA meeting on March 20-23, (2003) in Athens, Georgia. We do need to update the library of photographs. Please send publication quality digital files to LCDR Jennifer McQuiston at fzh7@CDC.GOV. Other suggestions for updates to the booth included adding the new FSIS position category and "usajobs" website.

Associate Recruiter Program

Our newest Associate Recruiters are CDR Alfred Montgomery (FDA), CDR Mark Haines (NIH) and CDR Meta Timmons (DCP). CDR David Ashford (CDC) and LT Jennifer Wright (CDC) have also expressed their interest in serving as Associate Recruiters.

CC Veterinarian Website

A surprising number of people are visiting our website. To have maximum advantage of this resource we need to update our calendar of events, add the standardized curriculum vitae format, Vet-PAC meetings minutes, and other items of interest on at least a quarterly basis. CDR Kathy Hollinger has been working with the webmaster. CDR Nancy Pate suggested using 'cold fusion technology' and will forward her comments on that process to CAPT Sean Altekruise.

Standard curriculum vitae format

CDR Terri Clark and CDR Brent Morse are developing a standard CV format in consultation with officers who have served on veterinary promotion boards. Participants at the Vet PAC meeting provided comments. A final document will be posted on the category website in September <http://www.fda.gov/cvm/links/vcc>

Holiday Uniformed Services Veterinary Prom

The Air Force is lead organizer of the Veterinary Prom this year. CDR Terri Clark will serve as our category's lead coordinator in assisting the AF with PHS related requirements.

Old Business

A goal was set to double the number of Commissioned Corps veterinarians with CCRF certification in 2003.

New Business

LCDR Kamela Davis (FDA) commented on the need for career development for junior officers, in particular guidance on promotions. CAPT Randolph Daley suggested focusing on post-graduate training, board certification, veterinary category activities, and participation in CCRF.

Select Date for Next Meeting

The next meeting date is November 21, 2002 at 1300 hours to be held at Executive Park South, NCI DCEG Conference Room 7107, Rockville, MD.

Adjourn

The meeting was adjourned at 1500 hrs. Minutes were prepared by LCDR Patrice Klein (FDA) and approved electronically by Vet PAC members and the Chief Professional Officer.

Advisory Committee Minutes - April 25, 2002

VETERINARY PROFESSIONAL ADVISORY COMMITTEE

MEETING MINUTES

April 25, 2002

Members Present

CDR Sean Altekruise (FDA)
CAPT Randolph Daley (CDC)
LCDR Brett Morse (NIH)

Members Absent

LCDR Terri Clark (NIH)
LCDR Kathy Hollinger (FDA)
CAPT Bob Hoyt (USPHS, Retired) (NIH)
CDR Lowrey "Dusty" Rhodes (NIH)

Guests Present

CAPT Cynthia Pond (NIH)
CAPT John Babb (OS)
CDR Tom Bowman (OS)
LCDR Princess Campbell (FDA)
LCDR Sandra Chatfield (DCP)
LCDR Kamela Davis (FDA)
CDR Hugh Mainzer (CDC)
CDR Nancy Pate (EPA)
CDR Meta Timmons (DCP)
LCDR Don Wetter (OS)
LT Allison Williams (CDC)

The meeting was called to order at 1405 hrs. Minutes of the January 25, 2002 Vet PAC meeting were previously approved and posted on the categories website:

http://www.fda.gov/cvm/links/vcc/VETPAC_MINUTES_Jan_2002_final.doc.

To enable discussion of the avian influenza outbreak in the mid-Atlantic and southeastern United States, comments from the Chief Professional Officer and Vet PAC Chair were submitted to the minutes without discussion.

CCRF Activation for Avian Influenza

The first order of business was a briefing from CAPT John Babb (OS) on the activation of the Commissioned Corps Readiness Force (CCRF) to address the avian influenza outbreak in the mid-Atlantic and Southeastern United States. It seems probable that PHS veterinarians will be deployed for two week periods, possible as soon as May 11-24. To be deployed officers must be CCRF certified. Because veterinarians will be the principal category in this deployment, expedited CCRF certification may be possible. For more information please visit the CCRF website <http://oep.osophs.dhhs.gov/ccrf/>

The CCRF requirements include completing a training module, meeting specific height and weight standards, and logging onto the secure area of the DCP website <https://dcp.psc.gov/InsideDCP/DCPLoginForm.asp>. Officers who are deployed wear the working khaki uniform. Information on uniform components can be found in CCPM Pamphlet No. 61 "Information on Uniforms", Part 2, available at the DCP web site at http://dcp.psc.gov/PDF_docs/ccpm61-pt2.pdf (page 56 for men, page 91 for women). Please note that supervisory clearance is also required for deployment. Dan Beck, in the Office of Emergency Preparedness can provide additional information on how to sign-up for CCRF. His email address is DBeck@OSOPHS.DHHS.GOV.

Comments from the CPO (CAPT Pond)

Comments from the PAC Chair (CDR Altekruise)

The Veterinary Session of the Commissioned Officers Association (COA) Meeting was held on April 24. Speakers were CDR Mainzer, MAJ Winterton (USAF), CAPT Ostrowski, LCDR Alicia Anderson, CDR Sean Altekruise, and CAPT Daley. The topics illustrated the breadth of issues addressed by PHS veterinarians. Participant in the session included CDR Meta Timmons, LCRD Princess Campbell, and LT Allison Williams.

RADM Kenneth Moritsugu, Acting Surgeon General, visited during the COA Veterinarian luncheon. He informed us of the activation of the CCRF for the avian influenza outbreak and his expectation that veterinarians would be the principal discipline that was deployed. He praised the Veterinary Categories contributions to the PHS Mission and reminded Commissioned Officers of his emphasis on healthy lifestyles. After RADM Moritsugu departed, a discussion was held of the challenges and opportunities presented to Commissioned Corps Veterinarians.

Recruitment and retention of qualified officers are top priorities for the Commissioned Corps. Two veterinarians, LCDR Jennifer McQuiston (CDC) and CDR Alfred Montgomery (FDA) have volunteered to serve as PHS Associate Recruiters. Associate Recruiters are also sought for EPA and NIH. For more information, please contact LT Nasser Mahmud (OS).

LCDR Kamela Davis, our representative to the Junior Officer Advisory Group (JOAG), volunteered to serve again next year. If you would like to contribute to this PHS activity please contact LCDR Davis or LCDR Michelle Jordan.

The Student Chapter of the AVMA (SCAVMA) meeting will be held in Athens, GA during March 2003. This meeting is a good venue to inform future veterinarians about opportunities in the PHS. Deadlines for submitting abstracts for the 2003 SCAVMA meeting are approaching.

It has been suggested that a standard CV format be developed for PHS veterinarians. If interested in helping with this proposal, please contact CDR Sean Altekruise.

PHS Commissioned Corps Veterinarians Brochure

The PHS Veterinarian Brochure should be ready before the July 2002 AVMA Meeting. If you have photographs that could be used in the brochure, please send them to CAPT Pond as email attachments.

PHS Veterinarians Booth at AVMA Meeting

Officers are needed to staff the PHS Veterinarians Booth during the AVMA Meeting in Nashville. Please inform LCDR Hollinger if you will be in Nashville and can contribute to this activity. It was proposed that the officers who staff the booth should receive a letter of appreciation for this PHS activity.

Category activities during AVMA Meeting

CAPT Pond will present an overview of career opportunities for laboratory animal veterinarians in the Public Health Service on July 15. A PHS veterinarian meeting will be held during the AVMA meeting, on July 14 at 10 am. The deadline for submitting abstracts for this meeting was extended until May 30. Please send your abstract to CDR Altekruze as an electronic email attachment. Reports on recent deployments and investigations are of particular interest.

CDR David Ashford has organized an AVMA Session on veterinary careers in the public sector, "Outstanding Careers in Public Service: What You Need to Know." The session will be held during the morning of July 17. Speakers include Commissioned Corps officers from CDC, FDA, and NIH as well as veterinarians from USDA and State Health Departments.

All-hands meeting

The Veterinary All Hands Meeting will take place in the Small Dining Room at the Uniformed Services University of Health Sciences on Thursday, May 23 from 1130-1430. The invited speakers are Ben Woods (from Ft. Detrick) who will give his brief perspective on bioterrorism. CAPT John Babb will talk about the Commissioned Corps Readiness Force. From our own category, CDR Meta Timmons will discuss Space-A travel. The PHS Veterinarian of the Year Award will also be presented to this year's recipient. If you would like to attend and have not replied to the invitation please contact LCDR Brent Morse or CDR Lowery Rhodes as soon as possible.

Vet PAC Membership

Nominations for new PAC members are due by May 15, 2002. Self-nominations are encouraged. Please send a brief resume and a statement of interest to CDR Sean Altekruze. Nomination packages will be sent to the category for a vote.

Vet PAC Charter

The Vet PAC Charter needs to be revised before August 2002. The voting members of the Vet PAC will meet to revise the Vet PAC Charter in May.

New Business

LCDR Sandra Chatfield (DCP, Recruitment and Assignments Branch) described the Applicant Locator System. She indicated that nurses use this resource to identify applicants and provide mentoring. It was noted that the database could include more information on applicants training, experience and interests. We could also use help to find vacancies matching the skills and interests of veterinarians who apply to the Corps.

Old Business

CAPT Daley provided an update on CCRF clinical practice requirements for deployment. Veterinarians are often deployed in administrative or scientific roles. The stringency of clinical requirements may be clarified by the current deployment of PHS veterinarians to control avian influenza in the mid-Atlantic and southeastern United States.

Select date for next meeting

The next meeting will be scheduled by Vet PAC members to assure that a quorum is present to vote on the Charter.

Adjourn

The meeting was adjourned at 1520 hrs. Minutes were prepared by LCDR Princess Campbell and approved electronically by Vet PAC members and the Chief Professional Officer.

Advisory Committee Minutes - January 25, 2002

**VETERINARY PROFESSIONAL ADVISORY COMMITTEE
MEETING MINUTES**

6116 EXECUTIVE BLVD., SUITE 700

JANUARY 25, 2002

Members Present

CDR Sean Altekruise (FDA)
LCDR Terri Clark (NIH)
CAPT Randolph Daley (CDC)
LCDR Kathy Hollinger (FDA)
CAPT Bob Hoyt (USPHS, Retired) (NIH)
LCDR Brett Morse (NIH)

Members Absent

CDR Lowrey "Dusty" Rhodes (NIH)

Guests Present

CAPT Cynthia Pond (NIH)
LCDR Princess Campbell (FDA)
CDR Nancy Pate (EPA)
LCDR Jennifer McQuiston (CDC)
LT Allison Williams (CDC)
CDR Kris Bisgard (CDC)
CDR Estella Jones (FDA)

CDR Altekruise called the meeting to order at 1:05 pm. A motion was made to approve the minutes of the meeting held on 30 November 2001. The motion was unanimously approved.

Comments from the CPO (CAPT Pond)

A. Information from the Office of the Surgeon General

A Surgeon General's listening session on the initiative on Mental Retardation was held in December. Dr. Satcher has announced that he will not seek re-appointment. His term ends February 13, 2002. A farewell reception will be held on February 6 at 6:30 PM in the Natcher Center, NIH. They are hoping for a large turnout. Registration and payment are due now. They also need volunteers to help, if anyone is interested.

The Crisis Response Service Award has been approved for the two events (9/11 and Anthrax response). A master list of officers who were deployed has been generated by OEP. For those of you unfamiliar with this award, here are the criteria:

An officer who has participated by direct, non-routine intervention in a designated crisis situation, qualifies for this award. The officer must participate in a "hands-on" activity of the crisis. The activity may not be a normal part of the officer's assigned duties, and must directly contribute to the formal response effort for the officer's duration of not less than 7 days.

IHS is supporting two students at USUHS.

Opportunities for positions within the Department of Agriculture, both senior leadership and entry level, are available.

OSG will be advertising for one or two junior officers to fill permanent staff positions. Duties will be mainly administrative, to assist the Chief of Staff.

The Reserve Officer Association held its midwinter meeting this week. The President shared his areas of emphasis:

1. improving the health of the nation,
2. strengthening the Department of Defense
3. rebuilding the economy

There is an Office of Inactive Reserves located within the OSG. Their accomplishments to date include updating of the database of contact information on officers in the inactive reserve. Approximately 2630 officers are currently listed as being part of the inactive reserve. All were sent a request to update their records. Approximately 1300 responses have been received. The inactive reserve will provide surge capacity during times of increased need. Legislation is needed to bring the PHS inactive reserve component into parity with the other uniformed services.

Changes were made to CCRF requirements. Please refer to the January CC Bulletin for details.

The PHS flag that was flown over ground zero in New York City was presented to Secretary Thompson.

A report to Congress on Corps revitalization is due April 1, 2002. Each category prepared a one-page summary of their view regarding future opportunities for growth. Secretary Thompson is very supportive of the Commissioned Corps, and is spreading the word about our response to the bioterrorism attacks.

OSG is looking for a senior (O-6 or above) officer to serve as advisor to the Junior Officer Advisory Group.

A presentation was given to the CPOs on the Associate Recruiter program. Our category's contact is LCDR Jennifer McQuiston. They would like to have a second officer identified from our category.

A report was given to the CPOs by the COA Foundation. They will be assisting in evaluating recruitment materials and helping with recruitment.

B. DCP Update:

Thrift Savings Plan cutoff is January 31. If you miss this deadline, there will be another open season later in the year.

All officers with restricted or "military" licenses must get them updated to unrestricted status immediately. Officers who do not do this will be subject to adverse actions. Examples of adverse actions could be withholding of special pays and promotions.

Comments from the PAC Chair (CDR Altekruse)

CDR Altekruise thanked the following officers for their service to the PAC:

CAPT Randy Elkins for his service as Chair of the 2001 Vet PAC; CAPT Judy Davis, LCDR Kris Bisgard, and CAPT John Bartholomew for their service as PAC members; and CDR Marianne Ross for her service as Executive Secretary.

The Junior Officer Advisory Group (JOAG) was chartered by the Surgeon General in December 2001 to provide advice and consultation on issues affecting junior officers in the USPHS Commissioned Corps. Membership is open to active duty officers at the rank of TGRADE 0-4 or below in the USPHS Commissioned Corps and meets monthly. Members are expected to participate in subcommittee activities. LCDR Kamela Evans-Davis is our category representative and LT Allison Williams is our alternate representative. If you are interested in participating in JOAG, please contact LCDR Michelle Jordan at the following address:

LCDR Michelle Jordan

Chair, Junior Officer Advisory Group

E-mail: Mjordan@hrsa.gov

Telephone: 301-443-7037

The Student Chapter AVMA meeting will be held in Ft. Collins, Colorado March 14-16. We may be able to schedule a speaker, or at least, send brochures to the school. If you are interested, please see the website for more information: <http://www.cvmb.colostate.edu/scavma/symposium/homepage.htm>

Our category sponsored the Uniformed Services Veterinary Holiday Prom. The contributions of LCDR Terri Clark, CAPT Marissa Miller, CDR Marianne Ross, CAPT Randy Elkins and others made the event a great success.

Both CAPT Stephanie Ostrowski and CDR David Ashford submitted articles to the Commissioned Corps Bulletin about recent deployments (Foot and Mouth Disease control in the United Kingdom and Response to the World Trade Attack, respectively). CAPT Ostrowski's article was published and CDR Ashford's article is in press.

To commemorate and Honor Dr. Satcher's term as Surgeon General the veterinary category will present him with a memento: A framed print of Edward Hicks' Peaceable Kingdom was selected.

The dedication plate reads:

To Surgeon General David Satcher
In appreciation for your leadership
From the PHS Veterinary Category
February 2002

If you would like to honor Dr. Satcher by making a contribution to the gift, please send a check to our Chief Professional Officer:

CAPT Cynthia L. Pond
NCI/ODDES/OCTR

6116 Executive Boulevard, Suite 7011, MSC 8346
Rockville, MD 20892-8346

New Business

A. Communications

There is interest in updating our Category's brochure. Ideally we would like to have a new brochure by the July 2002 AVMA Meeting. Officers who would like to read or comment can obtain a copy of the draft brochure from LCDR Hollinger or CDR Altekruise. CAPT Pond receives frequent requests for this brochure. Recently AVMA, for example, requested 20 copies.

Several Categories have adopted a Standard *Curriculum vitae* format. It has been proposed that a similar format be developed for the consideration of officers in our category. If there is interest, it would be helpful to distribute the format to officers by the end of September 2002.

Additional effort will be made to send the VetPAC minutes to the category within weeks. CAPT Pond also offered to send out "date sensitive" announcements to the Category ahead of the minutes.

B. Veterinary Category Website (<http://www.fda.gov/cvm/links/vcc/>)

LCDR Hollinger continues to take a lead role in maintaining the Categories website. She requests comments and suggestions for the site including updating the logo and site appearance. Please note that the site is linked to the CC web page. Recently posted information includes the VetPAC minutes and mentoring information. It was suggested that recent awards presented to Officers in the Category be posted on this site.

C. Awards

A call for nominations has been sent to the Commissioned Corps Bulletin for the PHS Veterinarian of the Year Award. Nominations due by April 1, 2002. To date, one nomination has been received. Other awards of interest to our category include the National Association of Federal Veterinarians Daniel E. Salmon Award (Outstanding Young Veterinarian), AMSUS McCallum Award, AVMA Animal Welfare Award, and AVMA Award for Distinguished Organizational Leadersip.

D. Upcoming Meetings

All Hands Meeting: The Veterinary Category All-Hands Meeting is tentatively scheduled for late spring. CDR Dusty Rhodes and LCDR Brent Morse have offered to help organize this event. An e-mail will be sent to the Category requesting suggestions for speakers and topics. The All Hands Meeting will be scheduled to accommodate the speakers' schedules.

COA Meeting: The meeting is scheduled for the week of April 21. According to a COA Frontline article, if there is sufficient interest a flight may be arranged from Andrews AFB to Atlanta. Contact CAPT Linda Morris Brown if you are interested in this flight option. CAPT Daley and CDR Ostrowski are the coordinators for the

veterinary category. Category Day is Wednesday April 24. Please send an e-mail to CAPT Daley ASAP if you plan to present at this meeting. He needs to finalize the agenda.

AVMA Meeting: The AVMA Meeting will be held in Nashville July 13-16. Please send abstracts to CDR Altekruze by April 1, 2002 if you would like to present at the Category's meeting. Volunteers are also needed to work at the booth.

E. Vet PAC Maintenance

Nominations for new PAC members are due May 15, 2002. The Vet PAC Charter calls for a minimum of seven members with geographic, agency and demographic attributes representing the diversity of officers within our category.

The Veterinary Professional Advisory Committee Charter is due to be updated this year. We need to examine the Charter, and then submit a request for any changes to the Charter. The OSG limits what changes we can make. Our Charter presently deviates from that of the other PACs since we solicit votes for PAC members from the entire category.

The PHS Associate Recruiter program has identified increasing the number of Commissioned Officers as a high priority. Their specific goal is to increase the number of active duty officers from approximately 5600 in 2002 to 7000 by 2005. There are currently 95 officers in the Veterinary Category, a 10% decline from 10 years ago, mirroring a trend across the Corps. As noted by CAPT Pond, our category needs additional Lead Recruiters for the Associate Recruiter Program, ideally one for each of the major agencies (i.e. CDC, EPA, FDA and NIH).

Other recruitment activities within our category include the AVMA Booth, the revision of the blue brochure "The Veterinarian in the U.S. Public Health Service", and development of an informal network of Associate Recruiters.

CAPT Witt has proposed that a list be developed of Commissioned Corps and Civil Service Veterinarians in the Public Health Service. This list could be used to identify programs that hire veterinarians and improve communications on veterinary issues. Summaries of this type of data have been published by JAVMA in the past. Any officer that would like to work to this is encouraged to contact CDR Altekruze.

Old Business

LCDR McQuiston requested clarification of the CCRF guidelines for practice. CAPT Daley indicated that the guidelines pertain to clinical responsibilities of officers during a deployment. Veterinarians can be deployed in administrative or scientific roles as well as clinical roles. Clinical practice guidelines (i.e. minimum number of clinic hours over the last year) only pertain if you are fulfilling a clinical veterinary role for CCRF and would not apply to non-clinical roles (epidemiology/surveillance, food safety, environmental health). You need to seek out training opportunities, formal or hands-on, for example at our clinical facilities, if you need to update your clinical skills. We will invite a speaker from CCRF to give an update at the next VetPAC meeting.

Select date for next meeting

The next meeting has been scheduled tentatively for April 24, 2002, after 2:00 PM at the COA meeting in Atlanta.

Adjourn

The meeting was adjourned at 2:30pm.

Minutes prepared by LCDR Princess Campbell

Minutes approved electronically by VetPAC Chairperson; Vet PAC members and Chief Professional Officer

Advisory Committee Minutes - November 30, 2001

VETERINARY PROFESSIONAL ADVISORY COMMITTEE

MEETING MINUTES

6116 EXECUTIVE BLVD, SUITE 700

November 30, 2001

Members Present:

CAPT Randy Elkins	NIH, PAC Chair
CAPT John Bartholomew	NIH (via phone)
CAPT Judy Davis	NIH
CDR Dusty Rhodes	NIH
CDR Sean Altekruise	NIH
LCDR Kathy Hollinger	FDA
LCDR Marianne Ross	FDA, Executive Secretary

Guests Present:

CAPT Cindy Pond	NIH, CPO
CAPT Allan Lock	NIH
CAPT Randolph Daley	CDC (via phone)
CDR Martin Kriete	NIH
LT Nelva Bryant	FDA (via phone)
LCDR Brent Morse	NIH

The meeting was called to order at 12:05

Minutes of the previous Vet PAC meeting were approved without objection.

Comments from CAPT Pond, CPO:

Information from the Office of the Surgeon General

1. Response to Terrorism

Descriptions were given of the CC response after the World Trade Center bombings. The CCRF was activated immediately. CC officers also assisted in DC after the anthrax mailings, to the DC post office and Capitol Hill. Full details on the officers deployed are attached. DSG Moritsugu was assigned full time to Capitol Hill as Congressional Liaison. CAPT Veronica Stephens was assigned to Governor Ridge's office. The AMSUS meeting was cancelled. Four DMAT officers appeared on the TV show Good Morning America. DCP is preparing criteria for awards that will be given to officers involved in these activities, to be used to standardize the type of award given. These will be available to the OPDIVs in the near future. This is critical because OPHS is going to have an awards ceremony to present awards to those who contributed. We need to make sure that non-CCRF officers in our category are appropriately recognized.

2. Reports from OSG

The Surgeon General's Call to Action on Overweight and Obesity is tentatively scheduled for release in late 2001. There is a Surgeon General's conference next week on Mental Retardation.

A series of four Surgeon General's Listening Sessions on Youth Violence are scheduled:

Chicago	November 7, 2001
Atlanta	November 30, 2001
Los Angeles	December 11, 2001
Philadelphia	December 14, 2001

Dr. Satcher is not going to seek another term as Surgeon General. His term expires February 13, 2002. He is not accepting any additional invitations at this time. There may be a large CC event in January for him. Dr. Satcher will be speaking at the Anchor and Caduceus Society luncheon on January 4. All officers are invited to attend.

The OSG will have their Holiday Open House on Tuesday December 18 from 9:30AM – 11:30AM. It will be in Room 18-57 Parklawn.

3. Junior Officer Advisory Group

This group was formed to serve as the collective "voice" and conduit of information on interests and concerns specific to junior officers in the USPHS Commissioned Corps. The Junior Officer Advisory Group prepared a charter that was sent to all categories for review and comment. The veterinary category provided comments on the charter. The charter will go to the Surgeon General for review.

4. Funeral Honors

DCP has been working with the USCG to obtain funeral honors for PHS officers. The USCG will assist in the training of PHS in the protocol for funeral honors. If a PHS officer has served in the USCG, USCG will make every effort to render funeral honors for that officer.

The Surgeon General's Honor Cadre continues to work with OSG and the COA Branches to receive protocol training for aide-de-camp and funeral honors. All interested officers should contact CAPT Richard Vause. Officers outside the Washington DC metro area are encouraged to participate.

5. Opportunities for Commissioned Corps Officers outside HHS

Officers can be detailed to the Department of Agriculture (DoAg) as they are to the US Coast Guard or the Bureau of Prisons. In 1999, the mission/focus of DoAg changed from inspection and enforcement to a more public health focus. This presents excellent opportunities for officers of all disciplines. The leadership of the Department of Agriculture is very supportive of the placement of commissioned officers.

CAPT Pond is working with Dr. Margaret Wild of the National Park Service to try to identify positions for CC veterinarians.

6. Inactive Reserve Component

OSG is updating its database of officers in the inactive reserve, in order that they may be easily called to duty. They are currently addressing many issues related to the use of the inactive reserve. OPDIVs need to notify OSG if they have opportunities for inactive reserve officers.

7. OEP Meeting

The CPOs met with Office of Emergency Preparedness to discuss issues related to membership and function of the CCRF. Several recommendations will be made to the Surgeon General regarding the CCRF Operations Plan.

Information from DCP

1. Promotion Cycle

For the upcoming promotion cycle, officers eligible for permanent promotions will not be placed into cohorts. Officers eligible for temporary promotions are to follow the same procedures as were in place last year. Detailed information is available to officers and their supervisors in the CC Bulletin and on the DCP web page www.dcp.gov

2. Savings/Insurance

Detailed information on the Thrift Savings Plan is available in the CC Bulletin and from links from the DCP web page.

SGLI has changed its coverage for spouses and dependents. Detailed information is available in the CC Bulletin and from links from the DCP web page.

3. CPO Selection

The Chief HSO, CAPT Vivian Chen, resigned from the position. The Acting CPO for the Health Services Officers is CAPT Nina Dozoretz. A search for a new Chief HSO will start soon.

The new CPO for the Environmental Health Officers is CAPT Randy Grinnell. The appointment process for the Chief Therapist Officer is underway. A call for names of nominees will go out soon.

Vet PAC membership

The membership package for 2002 has been completed and approved by the Surgeon General.

Our new members (two year term each) are:

Clark, Terri

Daley, Randolph

Hoyt, Robert

Morse, Brent

PHS Recruitment

PHS has created a recruitment CD. Please contact the Recruitment and Assignment Branch at 1-800-279-1605 if you are interested in obtaining copies.

Commissioned Corps Bulletin

CAPT Stephanie Ostrowski prepared an article on her work in England on FMD for the Commissioned Corps Bulletin. It can be read in its entirety at <http://dcp.psc.gov>. Click first on 'Publications/Policies' and then 'Commissioned Corps Bulletin.' The article titled "The Emergency Response to Foot and Mouth Disease in England" can be found in the section titled 'CCB Plus' for November 2001.

Appointment Standards

DCP is updating the appointment standards of all the categories. The draft changes were placed on the DCP web site. The veterinary category provided comments on the general information, and proposed changes for our category's appointment standards.

DEPLOYED OFFICERS - CCRF

Category	September 11th Attacks	Anthrax Attacks
Medical	17	26
Dental	16	3
Nurse	79	140
Engineer	13	7
Scientist	8	5
EHOs	14	8
Veterinarians	1	3
Pharmacists	33	100
Dieticians	3	2
Therapists	4	5
HSOs	40	27

These numbers DO NOT include officers who deployed under directed of their Agency. For example, CDC deployed many officers as members of EIS and NIOSH, which are not captured in the figures cited above.

Recruitment

LCDR Hollinger reported on the Associate Recruiter Program meeting held in November. The Commissioned Corps is interested in expanding the Corps by approximately 25%. The strategies used for recruitment of larger categories are not effectively adaptable to our small category of very specialized professionals. The veterinary category needs new strategies for effective recruitment. The PHS CC website works well to describe the category and PHS but there are few traditional vacancies that are announced. We are a small category so we may not need a large-scale recruitment effort; therefore, it may be more beneficial to find increased numbers of non-traditional veterinary roles in an effort to increase the number of officers.

There are currently 22 applicants for the veterinary corps; only two have final board approval. Some applicants will be transferring from other services. This indicates that the interest in PHS is there but the difficulty is to identify their specialties and suitable matching vacancies. Most members of the Category have positions requiring advanced training in several very distinct disciplines. The method used to report lists of available applicants does not show area of specialty, advanced training or area of interest, which would be helpful in matching applicants with potential vacancies.

There are currently only 95 officers in the category, due to retirements and re-hires as civil servants. We have unique problems compared to other categories in terms of filling positions. Vacancies for traditional veterinary positions are unavailable at this time, so we need to expand how we are utilized in order to fill non-traditional/non-clinical veterinary roles. We need to work with all OPDIVs (for example, Mary Babcock at FDA) to increase awareness of the multi-professional capacity of veterinarians. CAPT Daley will work to find a contact person at CDC and will discuss these issues with EIS officers.

CDR Kriete recommended obtaining a curriculum from veterinary schools to see how current graduates can qualify for non-traditional positions. Virginia Tech has an established government/corporate track and other schools may offer different options. This may make it difficult to determine overall skills from all new graduates.

Applicants need to be educated in the application process. Applicants must first fill out paperwork for DCP and then find a position. USUHS offers opportunities for PHS officers to develop specialized credentials and skills but we need to identify PHS positions for veterinarians without board certification or specialized experience. For example, positions may be available for veterinarians in reviewer, HSO and regulatory assignments. This can also be achieved by creating a link on the website describing series and job classifications for applicants with a veterinary degree.

CAPT Elkins and CAPT Pond wanted the category to continue to be represented at the Associate Recruiter Meetings to provide insight into more effective veterinary category recruitment strategies. LCDR Hollinger will continue to represent the category in the Associate Recruiter Program.

Mentoring

A new subcommittee chair is needed. CDR Altekruze will appoint a chair next year. The new forms and web pages describing the mentoring program will be put on the web before the next Vet PAC meeting.

Special Initiatives

The COA meeting will be held in Atlanta at the same time as the EIS conference. The Veterinary Session will be held Wednesday, April 24, which is the last day of the conference. Times will be announced based on the number of speakers available. A luncheon will be included in the registration fee for Category Day. COA meeting liaisons are CAPTs Ostrowski and Daley. CAPT Daley has been involved in planning in terms of presentation of topics and discussion of a category theme to go along with meeting. He proposes that our category title be 'Veterinary Response to Protect Public Health'. Veterinarians are encouraged to educate each other as well as officers in other categories as to what we do and how we protect public health. Anyone interested in presenting should submit an abstract through general procedures. Persons interested in participating in Category Day only should contact CAPT Daley. CAPT Daley hopes for attendance from outside Atlanta area.

LCDR Hollinger will put an announcement on the website with highlights of details on the veterinary session. The possibility of having an All Hands meeting at the same time was discussed. However, this may not serve to increase attendance from those outside the Atlanta area. CAPT Daley serves on the scientific planning committee for EIS and can provide the agenda and presentation schedule once it is determined in March. An email will be sent to the category once scientific scheduling is complete, to bolster attendance for both the EIS and COA meetings.

Awards

CCRF awards may be generated for those involved in deployment for the WTC and Pentagon attacks. Dates and names of deployed officers are needed for unit citation and crisis response awards. Each of the OPDIVs need to set criteria to assure that all officers get included and recognized for their service.

Materials to recognize the outgoing PAC chair and PAC members have been forwarded to the OSG by CAPT Pond.

Unformed Services Holiday Dinner

There are currently 38 officers and 29 guests attending. CAPT Pond would like to present significant accomplishments and job diversity from veterinary officers. She encourages all officers to submit information that will be of interest to the tri-service arena. CAPT Pond will send another email to advertise the Holiday Dinner.

AVMA Booth 2002

It is necessary to have booth manned at all times. In the past, officers have been reluctant to sign up for duty. A coordinator is needed to plan for shipping and managing of the booth. CAPT Elkins and LCDR Hollinger have institutional knowledge that will assist the new coordinator. Darrell Fleming and John Scheid at FDA/CVM currently handle the shipping. The coordinator is responsible for completing paperwork and setting up the booth. Pictures on the display were updated 2-3 years ago. A large collection of pictures exists so that they can be changed often. CDR Altekruze will serve as coordinator.

New business

During the CPO PAC chair meeting yesterday, there was a call for a one-page document from each category to be incorporated into a larger document to explore revitalization of PHS and Commissioned Corps. This document should discuss such things as why the category should expand, what would be the optimal size for the category, and how would these new openings be identified and utilized. The emphasis is for information outside HHS and for collaborations with outside agencies. For instance, more veterinarians can be deployed with CCRF, VA, USDA, Park Service, State Health Departments, etc. The deadline is Dec. 7, so CAPT Pond would need email submissions by December 4. LCDR Hollinger will assist in synthesizing the submissions.

Constituent operations will be alerted concerning Dr. Satcher's departure in order to provide awards and recognition for an outstanding job.

CAPT Pond asked that officers donate money or food to the December 18 Open House. It will take place at 0900 in the Surgeon General's Conference Room.

Inactive reserve: Officers who are aware of any short-term tours and opportunities to be filled by Inactive reserve Officers should provide this information to CAPT Pond. She will then pass this information on to the OSG, since there is a current revitalization effort in place.

The meeting was adjourned 1:45

The next meeting will be held on January 25, 2002 from 1300-1500 at 6116 Executive Blvd, Suite 700.

Minutes reviewed and approved: CAPT Cynthia Pond, Chief Veterinarian

Advisory Committee Minutes - September 7, 2001
VETERINARY PROFESSIONAL ADVISORY COMMITTEE
MEETING MINUTES
ROCKLEDGE 1 CONFERENCE ROOM
SEPTEMBER 7, 2001

Members Present:

CAPT Randy Elkins	NIH, PAC CHAIR
CAPT Judy Davis	NIH
CDR Sean Altekruise	NIH
LCDR Kathy Hollinger	FDA
LCDR Kris Bisgard	CDC

Members Absent:

LCDR Marianne Ross(Executive Secretary)	FDA
CDR Lowrey Rhodes	NIH

Guests Present:

CAPT Cynthia Pond	NIH, CPO
CDR Hugh Mainzer	CDC
CDR Nancy Pate	EPA
LT Allison Williams	CDC

CAPT Elkins called the meeting to order at 1:00 pm. CDR Altekruise volunteered to take the minutes of the meeting.

Comments from the CPO (CAPT Pond):

Information from the Office of the Surgeon General

The Office of the Surgeon General is developing several reports. VADM Satcher's present term as Surgeon General will end in February 2002. CAPT Pond will forward minutes from the CPO/PAC Chair meetings to the category.

Information from the Division of Commissioned Personnel

A Department-wide review of administrative functions is being performed. One change that will occur is an effort to recreate the Commissioned Corps. The first steps of this initiative are beginning. OSG will provide us more details as the plan develops.

The Program Support Center, where DCP is located, is reorganizing. Information technology will be consolidated.

Thrift Savings Plan will be coming on line soon. Information is available at: <http://dcp.psc.gov/sglv.pdf>

DCP is updating the appointment standards of all the categories. This is a chance for all categories to make suggestions on changes. Information is posted on the DCP Website, pages 37 and 38 of the Commissioned Personnel Manual. CAPT Pond requested that interested Officers provide her with any comments as soon as possible.

A presentation was made to the CPOs and PAC Chairs by the CCRF. They provided an overview of CCRF, as well as a summary of their activities over the past two years. Most recently, officers were sent to the Presidential Inauguration, to Mescalero Indian Hospital (physician/physician assistant support), to Houston (Tropical Storm Allison), and to FMC Devens (pharmacy support). Upcoming events include IMF/World Bank, Winter Olympics, and further work in Houston (EHOs and engineers for mold amelioration).

The Junior Officer Ad Hoc Advisory Group has prepared a charter for review by OSG, outlining their mission and procedures. The group was formed to serve as the collective “voice” and conduit of information on interests and concerns specific to junior officers in the USPHS Commissioned Corps.

DCP is holding a basic training program for new officers in October 2001.

Calls to active duty are up 20%, however retirement rates are very high and are tending to offset the calls to active duty. Application forms for the Commissioned Corps are now available on-line.

The data from the uniform survey is being analyzed. 27% of the active duty officers responded to the survey. More than 4,000 written comments were received. A full report on the results will be presented at the October CPO/PAC Chair meeting.

New CPOs Selected

Selections have been made for the Chief Pharmacist and Chief Dentist. RADM Dushanka Kleinman is the new CPO of the Dental Category and RADM Richard Walling is the new CPO of the Pharmacist Category.

Dr. Linda Tollefson promoted to Rear Admiral

CAPT Pond announced that Dr. Linda Tollefson was promoted to the rank of O-7 (Rear Admiral) on August 1, 2001. Dr. Tollefson is the first female veterinarian in the PHS Commissioned Corps to reach the rank of Rear Admiral. A promotion ceremony, officiated by RADM Moritsugu and Haffner, was held on August 22. As the CVM Deputy Director, Rear Admiral (RADM) Tollefson is responsible for all public health programs and international activities. A primary focus of the Center’s mission is human food safety, through assessing the safety and effectiveness of drugs used in animals intended for human consumption. RADM Tollefson is also responsible for the management and coordination of all Center projects under the National Food Safety Initiative. The Food Safety Initiative is designed to reduce the incidence of foodborne disease through extensive collaboration among the U.S. Federal food safety agencies, State governments and private organizations. Congratulations were extended to our new Flag Officer.

Commissioned Officers Association Meeting

The 2002 meeting will be in Atlanta. CAPT Randolph Daley has volunteered to coordinate the category day for vets. CAPT Stephanie Ostrowski has volunteered to represent the category on the Scientific Planning Committee.

Commissioned Corps Readiness Force

CCRF veterinarians have been invited to join the Veterinary Medical Assistance Teams (VMATs) teams. There are several benefits to such a membership. Veterinarians who are VMAT members have a greater likelihood of being deployed than CCRF veterinarians. Furthermore, there are funds available to send VMAT members for training programs sponsored by AVMA (no funding is available for CCRF members).

In coordination with the US Army at Ft. Bragg, the VMAT teams will hold a field training exercise Oct 26-28, 2001 that will include Army support personnel, NC State Veterinary College, 70 VMAT members, and representatives from the State of North Carolina Dept of Public Health. Courses will include Incident Command System, FMD, Preventive Medicine, etc as well as living in a tent for 3 days. The VMAT Team Leader, Dr. Jim Hamilton, has offered 20 spaces to CCRF vets if there is an interest.

Vet PAC membership

This year there were four vacancies on the PAC, and four nominees, so there was no need for electronic voting. Nominees are LCDR Terri Clark, CAPT Randolph Daley; Dr. Robert Hoyt; and LCDR Brent Morse. In accordance with the VetPAC charter, a memo will be sent to each nominee's agency requesting concurrence or nonconcurrence of the individual's nomination to the PAC. If the agency concurs, a package will go to the Surgeon General for formal selection of new members.

Promotions for 2001

Congratulations to the following veterinarians for their promotions this year:

To Captain (0-6)

Randolph Daley, CDC 7/1/01

Marissa Miller, NIH 7/1/01

Stephanie Ostrowski, ATSDR 7/1/01

Doug Powell, NIH 7/1/01

To Commander (0-5)

Marianne Ross, FDA 1/1/02

Charlotte Spires, FDA 7/1/01

To Lieutenant Commander (0-4)

Alicia Anderson, CDC 7/1/01

Princess Campbell, FDA 7/1/01

Katherine Feldman, CDC 7/1/01

Jennifer McQuiston, CDC 7/1/01

PHS Video

PHS has created a seven-minute continuous loop video on the PHS Commissioned Corps. CAPT Pond has a copy that is available for recruiting activities.

AVMA Electronic News

CAPT Pond indicated that she routinely receives electronic news from the AVMA.

She sought opinions on whether the Veterinary Category would be interested in having these bulletins forwarded electronically.

Request for volunteers

CAPT Pond mentioned a request for volunteers from the Poplar Spring Animal Sanctuary, a non-profit refuge of 400 acres for farm animals and wildlife in Poolesville, Maryland. Their mission includes care, rehabilitation,

and sanctuary for neglected, abandoned or unwanted farm animals and wildlife. If any officers are interested they can visit the web site: <http://www.animalsanctuary.org/>

CAPT Pond is seeking a volunteer to write an article for the Commissioned Corps Bulletin. It is the Veterinary Category's turn. Potential topics might include mentoring and PHS Veterinary Officer's assignments (e.g., Foot and Mouth Disease Investigation).

Comments from the PAC Chair (CAPT Elkins):

Junior Officer Ad Hoc Advisory Group

LT Alison Williams has volunteered to serve as the Veterinary Category's Liaison to the Junior Officer Ad Hoc Advisory Group while LCDR Kamela Evans-Davis is on maternity leave.

Communication/Website

LCDR Hollinger provided an update on the PHS Commissioned Officer Veterinary Category website. The web site is updated quarterly with meeting minutes, Category notes and comments received from users of the site. CAPT Judy Davis and LCDR Hollinger will finalize changes to the Mentoring web site in this quarter's update. No comments or suggestions about the proposed changes that were disseminated in May's Vet PAC meeting minutes have been received, therefore revisions will be incorporated as proposed.

Mentorship

In addition to the information that CAPT Judy Davis and LCDR Hollinger provided on the Mentoring web site, CAPT Elkins indicated that individual honor awards are a method for recognizing an officer's contribution as a mentor. Awards can be submitted to DCP either through an OPDIV or via the CPO/PAC Chair, as appropriate.

Special Initiatives

CAPT Powell coordinated the Veterinary Category session at the Annual meeting of the COA in Washington, DC in May.

CAPTs Pond and Garbe set up the Veterinary Category booth in the exhibit hall at the AVMA Annual Meeting in Boston in July, and many officers contributed their time at the booth. The AVMA now requires that the booth to be manned during all working hours. CAPT Pond suggested that a schedule of the times that officers can serve at the booth be finalized before the 2002 AVMA meeting begins.

Uniformed Services Veterinary Holiday Prom/Dinner

The Public Health Service is the lead service for organizing this year's Uniformed Services Veterinary Holiday Prom/Dinner. The event will take place on the evening of December 15 at Fort Myer. CAPT Pond indicated that several officers had proposed that an auction be organized as part of the festivities.

Henry M. Jackson Foundation

CAPT Elkins reported that there is a balance of \$ 514.94 in this fund. It was recommended that these funds be kept in reserve in since there may be some upfront expenses associated with the Uniformed Services Veterinary Holiday Prom/Dinner.

Commissioned Corps Re-creation Initiative

CAPT Elkins noted that the National Institute of Allergy and Infectious Diseases has spent considerable effort to develop a list of Global Health Research Priorities for HIV/AIDS. He suggested that the work agencies have done on this and other public health issues can serve as models for re-creation activities.

All-hands meeting

The spring 2001 Veterinary Category All-Hands Meeting at the Uniformed Services University of Health sciences was a success with many officers in attendance. Potential dates and locations for the next meeting were discussed. It was proposed that the next meeting be held in the spring of 2002.

Election of PAC Chair-Elect

CDR Altekruise was unanimously selected VetPAC Chair-Elect.

Date of next meeting

The next meeting will be held on Friday, November 30, 2001 from 1300-1500. The location will be announced (either Rockledge 1 or 6116 Executive Boulevard).
CAPT Elkins adjourned the meeting at 2:00 pm.

CAPT Randy Elkins
Chair, VetPAC

CAPT Cynthia Pond
Chief Professional Officer, Veterinary Category

Advisory Committee Minutes - May 11, 2001

VETERINARY PROFESSIONAL ADVISORY COMMITTEE

MEETING MINUTES

ROCKLEDGE 1 CONFERENCE ROOM, NIH

May 11, 2001

Members Present:

CAPT John Bartholomew	NIH
CAPT Randy Elkins	NIH, PAC Chair
CAPT Judy Davis	NIH
LCDR Kathy Hollinger (via phone)	FDA
CDR Dusty Rhodes	NIH
CDR Sean Altekruise	FDA
LCDR Marianne Ross (via phone)	FDA, Executive Secretary

Members Absent:

CDR Randolph Daley	CDC
LCDR Kris Bisgard	CDC

Guests Present:

CAPT Cindy Pond	FDA, CPO
CDR Doug Powell	NIH
CDR Kathleen Downs	

CAPT Elkins called the meeting to order at 1405. Members and guests were welcomed and introduced.

Comments from CDR Downs (CCRF):

CDR Kathleen Downs, Acting Director, CCRF, gave a comprehensive presentation on the Commissioned Corps Readiness Force mission, activation, deployments, capabilities, category demographic, qualifications, core and category-specific training, and associated awards. The CCRF was initiated in 1994 by the Surgeon General to respond to public health emergencies. In 1997, CCRF activities were transferred from the OSG to the Office of Emergency Preparedness.

Currently, CCRF includes only active duty Commissioned Officers who can be mobilized in times of extraordinary need to provide hands-on or technical expertise and guidance. CCRF is activated upon request from many sources, such as other federal agencies, states, independent tribal organizations, and non-government organizations (NGO's), such as the Red Cross. Foreign governments can route requests through the USDA or the State Department but will most likely not contact CCRF directly. CCRF must be activated by direction of the Surgeon General.

Of the 1400 members, there are currently 27 veterinarians. Only 624 CO's are current in terms of database information and qualifications. In 1999, CCRF was deployed to Ft. Dix to aid with the Kosovar refugees, Guatemala, and the South Pacific. In 2000, the CCRF has been primarily concerned with a contingency plan. Liaison deployments (LNO) are available to assist with such activities as the recent democratic and republican national conventions and the International Trade Agreements. LNO support includes regional staff assistance.

The CCRF determines the categories that may be of most assistance during a crisis. For instance, if a request for physicians comes in, the CCRF recommends the deployment of other categories such as nurses or physician assistants as an additional source of assistance. To date, there have been no specific requests for hands-on assistance from veterinarians. Dental care is typically not provided via CCRF. However, dentists were deployed to Ft. Dix.

Currently, the uniform is the working khaki. Since this may not be practical in all situations, CCRF is discussing options for uniform wear.

The National Disaster Medicine System (NDMS), which includes VMAT, consists of teams that train together and come with materials and equipment provided. The VMAT consists of small teams of about 4-6 persons. The NDMS is deployed in response to a federal response plan, whereas the CCRF can respond to a non-federal response plan. The NDMS supports such things as preventive medicine and medical support to NOAA marine mammal research unit.

One question that officers ask about CCRF is: Why have I never been called to deployment? There are several reasons, including the fact that there are few requests for veterinarians, and officers must have data current in the CCRF and DCP databases. Other questions include immunizations, training, and physical test requirements. Information can be found on the CCRF website.

Continuing education credits can be given if approved by the professional governing boards. Information regarding awards can be found on the website. The criteria have recently been modified by the Surgeon General and are found in the CCPM. Awards include the Crisis Response Service Award, National Emergency Preparedness Service Award, and the Field Medical Readiness Badge.

The USPHS Noble Training Center, a renovated Army hospital, is a field station that allows for indoor/outdoor training opportunities all at PHS cost. It has 2 large classrooms and will eventually have functional emergency rooms with a tracking system and inventory management.

Comments from CAPT Pond, CPO:

Information from the Office of the Surgeon General

Dr. Satcher has moved his office to the Parklawn Building. A variety of reports have been completed or are in the process of being completed.

The issue of whether a categorical device should be developed for wear on the uniform was addressed by the PACs and CPOs. The consensus was that a categorical device not be developed. The Surgeon General endorsed this recommendation.

The results of the OSG uniform wear survey is not yet available. Thanks to all in the category who participated in the survey. Our numbers of officers participating as a percentage of category strength was quite high compared to other categories.

CPO Selection

No selections have yet been made for the Chief Pharmacist or Chief Dentist. There has been a call for nomination for the Chief Environmental Health Officer.

Notes of interest from DCP

The DCP web site has been updated in many areas. Please visit it at <http://dcp.psc.gov>

There have been recent changes in the Servicemens Group Life Insurance. Officers should visit the DCP web site for details.

A recruitment video has been developed. It has a running time of eight minutes. I have received a copy if anyone is interested in borrowing it.

Commissioned Officers Association Meeting

The COA meeting will be held in Washington, D.C. this year. The veterinary category day is Wednesday, May 30. There will be a veterinary luncheon, with a visit from the Surgeon General.

American Veterinary Medical Association meeting - July 2001

The veterinary session will be held on Sunday, July 15 at 1000 hours.

Foot and Mouth Disease - update on category readiness

A call to join the CCRF has gone out to the category, along with numerous emails with information about CCRF membership, uniforms, PT testing and more. Many officers have volunteered and are preparing for possible utilization if an FMD outbreak occurs in the US. CDR Stephanie Ostrowski leaves for the UK in mid-May for a 30-day detail with USDA in the UK.

CAPT's Pond, Carolan and Elkins prepared a document describing how the veterinary category can provide assistance in the event of an outbreak of a foreign animal disease in the United States. This plan was circulated to the Office of the Surgeon General and DCP. In addition, CAPT Pond offered assistance to USDA and Veterinary Medical Assistance Teams (part of the NDMS), through the use of details or deployment of the CCRF. The category was represented by CAPT's Pond and Wolff at a May 4 FMD meeting of HHS, OEP and VMAT personnel.

CAPT Elkins:

The Henry M. Jackson Foundation, Education Support Fund for USPHS Veterinary PAC balance rose to \$514.09 from a \$5000 pharmaceutical company donation.

Subcommittees:

Recruitment, Retention, and COSTEP: CDR Dusty Rhodes

Recruiting packets were mailed on 3 April, 2001 to 31 Deans of the North American Schools/Colleges of Veterinary Medicine. The packets consisted of the following documents:

- * The Veterinarian in the U.S. Public Health Service
- * Veterinary Human Capital-Knowledge, Skills, and Abilities that Enhance Employment Opportunities Outside Private Practice
- * U.S. Public Health Service, JRCOSTEP, Recruitment Information Packet
- * Veterinary Careers in the U.S. Public Health Service Commissioned Corps

- * U.S. Public Health Service Commissioned Corps, Recruitment Information Packet

All Hands Meeting: CDR Dusty Rhodes

The All-Hands meeting will be Wednesday, May 16, 2001 from 1200-1400 in the small dining room at USUHS. Speakers will begin at 1230, including CAPT Pond, CAPT Carolan, CAPT Flyzik, and RADM Davidson. Any uniform of the day is appropriate.

AVMA Booth: CDR John Bartholomew

The AVMA booth is temporarily misplaced in a FDA warehouse and the responsible party is on sick leave. LCDR Hollinger will verify the booth location. CAPT Bartholomew has arranged for scheduling and mailing of recruiting materials.

CAPT's Elkins and Pond have blue booklets, recruitment materials and other publications if needed for the booth. CAPT Pond expressed the need for reliable officers to work at the booth.

Category Communication, Website, Information Management: LCDR Kathy Hollinger

Mentoring: CAPT Judy Davis

LCDR Hollinger and CAPT Davis have worked together on mentoring and updating the website. Changes to the webpages include:

- Deletion of the sponsorship portion of the web page

- Expanded mentoring from Junior Officers to include any interested officer

- Request for mentorees

- Changes in text describing the program

- Changes in the registration forms for mentors and mentorees to permit better matching of Officers based on expertise and career goals

Input from the Category is needed on the changes mentioned above and on methods of formal recognition to encourage participation in the mentoring program. Please see attachments to the minutes listed below.

Awards: CDR Sean Altekruise

Awards are frequently-discussed because award requests not associated with an IC, such as PAC activities, mentoring, etc. must be routed through the OSG and there is currently a delay due to tracking problems. CAPT Pond can discuss this issue with CPO's and PAC chairs to get ideas of what other categories are doing regarding mentor awards.

CDR Altekruise will be sending an announcement of available awards

Uniformed Services Veterinarians Holiday Dinner: LCDR Terri Clark, Organizer, and CDR Marissa Miller, LCDR Marianne Ross

The Dinner Dance will be held on December 15, 2001, Ft. Myer Officer's Club, Abrahms Room.

COA Meeting: CDR Doug Powell

The COA meeting will take place from May 28-31 at the Marriott Wardman Park Hotel, NW. The hotel is on the Metro Red Line to allow for easier access. Space is available for one more presenter. Currently, the speakers are:

Marissa Miller- Antibiotic Resistance

Mark Haines-Zoonoses

Marissa St. Claire-Nonhuman Primates In Human Viral Pathogen Research

Randolph Daley-Flood-Related CO Poisoning

CAPT Mike Parnell may be available to discuss wildfires. If he is not available for COA, the possibility exists that he may be able to speak at the AVMA meeting.

Speakers must also register for the meeting. One-day registration is \$100. The luncheon is \$28. COA is subsidizing \$7 for the luncheon.

New Business:

CAPT Pond will be transferring to NIH, NCI as of June 18.

The next PAC meeting will be held on September 7, 2001 from 1300-1500 hours at Rockledge 1.

CAPT Elkins called the meeting adjourned at 1435.

Advisory Committee Minutes - February 9, 2001

VETERINARY PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES ROCKLEDGE 1 CONFERENCE ROOM, NIH February 9, 2001

Members Present:

CAPT John Bartholomew (via phone) NIH
CDR Randolph Daley (via phone) CDC
CAPT Randy Elkins NIH, PAC Chair
CAPT Judy Davis NIH
LCDR Kathy Hollinger FDA
CDR Dusty Rhodes NIH
CDR Sean Altekruise FDA
LCDR Charlotte Spires (via phone) FDA
LCDR Marianne Ross (via phone) FDA, Executive Secretary

Members Absent:

LCDR Kris Bisgard CDC
Dr. Susan Harper FDA

Guests Present:

CAPT Cindy Pond FDA, CPO
CAPT Axel Wolff NIH
CDR Marissa Miller NIH
CDR Nancy Pate (via phone) EPA
LCDR Kamela Evans Davis FDA
LCDR Meta Timmons (via phone) PSC

CAPT Elkins called the meeting to order at 1403. Members and guests were welcomed and introduced. There was unanimous approval of the November, 2000 minutes. CAPT Elkins noted that the new PAC members should submit their contact information to him.

Comments from CAPT Pond, CPO:

1. Information from the Office of the Surgeon General

The OSG is interested in determining whether a categorical device should be developed for wear on the uniform. CAPT Pond has sent an email to the category requesting opinions on this issue. The comments from the category will be summarized and provided to the OSG.

The OSG is preparing a survey regarding uniform wear. Notice about the survey will be sent out on the DCP Listserv. Please sign up if you have not already done so.

2. CPO Selection

The Office of the Surgeon General is in the process of selecting the Pharmacist and Dentist CPOs. RADM Mary Pat Couig was selected as CPO for the Nurse category.

3. Notes of interest from DCP

The DCP web site has been updated. Please visit it at <http://dcp.psc.gov>. While you are there, please check out the instructions for signing up for the DCP Listserv.

4. Commissioned Officers Association Meeting

The COA meeting will be held in Washington, D.C. this year. CDR Doug Powell is orchestrating the veterinary category session. Please contact him ASAP if you are interested in presenting.

5. American Veterinary Medical Association meeting - July 2001

The time slot for our session has been requested, and a booth has been reserved. We need a subcommittee to take the lead on updating the booth, getting volunteers, and shipping the booth to Boston.

6. Association of Military Surgeons of the United States (AMSUS) meeting - November 2001

The Office of the Surgeon General is requesting nominations for the Richard A. Kern Lecture Award, the William C. Porter Lecture Award, the Edward Rhodes Stitt Lecture Award and the Sustaining Membership Lecture Award. Please let CAPT Pond know if you are interested in making a nomination. Information about these awards can be found at the AMSUS web site at <http://www.amsus.org>

PAC Chair Update, CAPT Elkins

There is an outline for recognition of service for PAC members that was signed by the Surgeon General on September 12, 2000. Once PAC membership service is completed, PAC members may be able to receive the Surgeon General's Certificate of Appreciation. PAC Chairs may be eligible to receive a PHS Citation for their service. A Special Assignment Award (service ribbon) may be also awarded to PAC Chairs and members.

The Veterinary PAC charter differs from the model PAC charter but still has approval from the OSG. The Veterinary charter differs from the model charter in several ways. It outlines voting specifics, specifies chairman duties, selects a PAC Chair Elect, allows the entire category to vote, outlines distribution of meeting minutes, and allows for 2 one-year terms for the PAC Chair.

There have been discussions concerning linking all PAC sites. CAPT Wolff, LCDR Timmons and CDR Pate think this is a valuable tool since veterinarians can have cross-category assignments. LCDR Hollinger stated that this is already available through the DCP website that offers access to Category websites at

<http://www.os.dhhs.gov/phs/corps/ProfAssignments.htm>. This address will change in the near future and a notice will be forwarded to members of the DCP listserv.

CAPT Elkins handed out a White Paper on recruitment, promotion and retention that has been provided to the Surgeon General by the Chief Professional Officers. Contact CAPT Elkins for a copy if you are interested in reading it.

Dr. Rick Spiegel has resigned to work with the Gates Foundation vaccination program.

CAPT Elkins thanked CDRs Mainzer, Ostrowski and Daley for submission of pictures for an AVMA calendar depicting veterinarians involved in public health activities.

Subcommittees

CAPT Elkins discussed the subcommittee structure for 2001.

Executive Secretary: LCDR Marianne Ross

Category Communication, Website, Information Management: LCDR Kathy Hollinger

Recruitment, Retention, and COSTEP: CDR Dusty Rhodes and CAPT Randy Elkins, (along with assistance from LCDR Terri Clark)

Mentoring: CAPT Judy Davis

Special Initiatives (CCRF): CDR Randolph Daley

Awards: CDR Sean Altekruise

Uniformed Services Veterinarians Holiday Dinner: LCDR Terri Clark, Organizer, and CDR Marissa Miller, LCDR Marianne Ross

The U.S. Public Health Service is the 2001 sponsor/organizer for the annual Uniformed Services Veterinarians Holiday Dinner, 15 December, 2001, Abrhams/Chafee Room, Ft. Myer Officer=s Club. LCDR Clark has arranged for the 257th Army National Guard Brass Quartet to provide music for the evening. Contact information for LCDR Clark is clarkt@ninds.nih.gov or (310) 496-7107.

COA Meeting: CDR Doug Powell, CAPT Randy Elkins

All Hands Meeting: CDR Dusty Rhodes, CDR Marissa Miller, CAPT Randy Elkins

This meeting will be structured to better meet the needs of the category. A survey of the category was mixed with respect to the following questions:

1. Informational or educational topic (s)
2. Speakers
3. Location for meeting
4. Formal or informal social gathering

5. Length of meeting
6. Time of day

CAPT Pond offered to send the survey results again to familiarize the PAC with the results. It was noted that this meeting could be combined with the COA meeting to accommodate more people and to accommodate those from outside the metro area. It was mentioned that training funds are limited which may preclude attendance. The majority of officers surveyed want an informal, informational meeting, but was divided in terms of scientific speakers. It was preferable to have a casual atmosphere at lunch either at NIH or USUHS. Teleconference is probably not a good option since only a few persons utilize this technology.

AVMA Booth: CDR John Bartholomew, Charlotte Spires

The booth is located at CVM. It is shipped by CVM along with a box of handouts. Shipping is paid by FDA but CAPT Elkins offered to ship it via federal express if need be. We need to order accessories and necessary items that are needed once the display arrives at the convention (i.e., 2 chairs, 2 tables, table skirts, etc). We may also need to pay for the space allocated at the convention. The veterinary category meeting is being scheduled; the exact date, place and time has not been confirmed. Potential convention attendees include CAPT Pond, CAPT Elkins, CAPT Wolff, CDR Daley, LCDR Ross and LCDR Spires.

CCRF Activities

The qualifying indicators for veterinary clinical role require a minimum of 2 cumulative practice years. This eliminates those directly out of school but veterinarians can chose another CCRF role. The consensus of all clinical categories is for 2 cumulative practice years. The PAC decided to remain consistent with the other categories and maintain that the veterinary clinical role would require 2 years cumulative practice experience as well as current practice experience. This information will be forwarded to CAPT Pond and then on to CCRF.

Veterinary Category Website

The veterinary category web site is accessed from the FDA Center for Veterinary Medicine web site. On the CVM home page, choose "links to other sites" and then "Veterinary Category of the USPHS". The page formatting and logo need to be updated and suggestions are invited from Category members. The website hosts the Category PAC mission statement and charter, the mentoring program, a biography of the CPO CAPT Pond, Current Events and Category Notes, the Vet PAC minutes and has a link to the DCP site. LCDR Hollinger requested a photograph of CAPT Pond to post on the CPO page. LCDR Hollinger also requested an update of the Mentoring web pages from CAPT Davis.

The DCP web site is currently undergoing substantial changes, which may result in temporary interruptions in links from the Veterinary Category website to the DCP sites. The DCP list serve will announce changes and the links will be updated. If you identify any disconnected links please contact LCDR Hollinger. There are two new pages providing automated search capability of the DHHS vacancy database, one that will search by category and a second customized search page. The customized search provides the capability to search by geographic location, position type, grade or Agency amongst several other factors. For Vacancies available to veterinarians in the Commissioned Corps go to http://dcp.psc.gov/vats/rept_select.htm.

The deadline for submission of applications for assimilation into the Regular Corps is March 16. A 4-page application is posted on the DCP website at <http://dcp.psc.gov/assimilation.asp>. The application includes instructions and provides a comparison of reserve and regular corps. The Regular Corps is the career component

of the PHS Commissioned Corps and is composed of officers who have expressed long-term commitment to the missions and goals of the Corps. Regular Corps appointments are currently limited by statute to 2,800 officers. The proportion of Officers selected for assimilation into the Regular Corps is higher in the lower grades and Officers are encouraged to submit applications early in their career. Applications need to be updated every two years to be eligible for review.

The Veterinary Category Notes posting current and upcoming events will be updated on the web as they arise. Please contact LCDR Hollinger if you would like to have an event posted on the web or have an update of a currently posted event. Contact LCDR Hollinger at (301) 827-0935 or email at kholling@oc.fda.gov Officers are encouraged to send graphics, photographs, comments and suggestions for the web page.

It was unanimously decided to table the Veterinary category CV format until the next PAC meeting.

New Business

LCDR Hollinger noted that CDR Coppola will transfer from the recruitment and assignments branch on March 1, 2000, to become the BOP Commissioned Corps Liaison. His departure leaves the veterinary category without a representative in DCP. There was a tremendous effort made within the past year to provide DCP with contact information within the veterinary category. CAPT Pond and CAPT Elkins expressed concern about losing Category specific representation and will raise the question at the next CPO/PAC Chair meeting. Officers can voice their concerns and ask questions by calling (301) 594-3360.

A question was raised about increasing the monthly veterinary special pay. There is no move to increase this pay at this time. Pharmacists may see an increase in special pay.

An Army officer has recently contacted CAPT Pond, CAPT Elkins and LCDR Ross for information on job openings and opportunities within the PHS. It was recommended that the applicant send her resume to CAPT Pond to distribute to the category. It was also recommended that the applicant be informed of part-time and full-time Masters programs available through Johns Hopkins School of Public Health at Shady Grove and at USUHS.

LCDR Davis is a member of the Junior Officer Advisory Group. This group is not officially a PAC and is a pilot group that discusses issues such as retention and recruitment issues.

The next PAC meeting will be held on May 11 from 1300-1500 hours at Rockledge 1.

CAPT Elkins called the meeting adjourned at 1604.

Advisory Committee Minutes - November 17, 2000

VETERINARY PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES ROCKLEDGE 1 CONFERENCE ROOM, NIH NOVEMBER 17, 2000

Members Present:

CAPT John Bartholomew (via phone) NIH
LCDR Kris Bisgard (via phone) CDC
CDR Randolph Daley (via phone) CDC
CAPT Randy Elkins NIH
CAPT Judy Davis NIH
CAPT Cindy Pond FDA, CPO
CAPT Axel Wolff NIH, PAC Chair

Members Absent:

Dr. Susan Harper* FDA
LCDR Kathy Hollinger FDA
LCDR Marianne Ross* FDA
Dr. Rick Spiegel CDC

*Note: Drs. Harper and Ross tried to connect via phone but could not due to technical problems.

Guests Present:

CDR Marissa Miller
CDR Nancy Pate (via phone)

CAPT Wolff called the meeting to order at 1315. Due to problems with the conference call system, several members were connected late and some could not connect at all. Members and guests were welcomed and introduced.

A brief list of the accomplishments of the VetPAC for 2000 are hereby included as recommended by the PAC, although due to time constraints these were not discussed by the group.

The following items were accomplished by the VetPAC in the year 2000:

Submission of PHS information and recruitment packages to all U.S. veterinary schools
Representation at the SCAVMA meeting in Blacksburg, VA in March
Provide representative to the Public Health Veterinary Coalition Committee
Maintain the veterinary website
Provide representative to Commissioned Corps Readiness Force planning committee
Provide veterinary information/recruitment booth at AVMA
Coordinate mentoring of new officers
Disseminate PAC minutes and news to category

Provide representative to COA meeting planning committee
Submitted categorical article on PACs to the Commissioned Corps Bulletin
Interfaced with DCP regarding centralized placement system; provided contact list to DCP
Provided representative to meeting on veterinary issues at Office of Emergency Preparedness

Comments from CAPT Pond, CPO:

2000 AMSUS Meeting - Las Vegas

CAPT Pond attended the 2000 AMSUS meeting and represented the PHS veterinary category. The Army provided a full day of excellent speakers. Topics included West Nile virus, medical management of marine mammals, Arctic Care, Rhesus monkey as a model for renal transplantation and managing information technology. The luncheon speaker was Dr. Sherman Glass, COL (Ret.), VC, USAR. He delivered a delightful speech on his times as a veterinary officer in World War II.

Information from the Office of the Surgeon General

The final version of the minutes of the October CPO/PAC Chair meeting will be available soon. CAPT Pond will continue to email them to the category.

CPO Selection

The Office of the Surgeon General is in the process of selecting the Pharmacist and Nurse CPOs. RADM Art Lawrence has been asked to work with Dr. Moritsugu on pharmacy issues until a selection is made.

Flag Officer Billet and Promotion Boards

DCP has recently reviewed all flag billets. The process of reviewing all officers in flag billets will be underway soon.

Promotion Cycle 2001

Officers who are up for promotion should be aware that all documents faxed for inclusion into their Official Personnel Folders must be received no later than midnight December 31, 2000. Each officer should review his/her electronic OPF to make sure everything is in order.

PAC Recognition

The newly updated Commissioned Corps Personnel Manual CC27.1 Instruction 1, entitled "Commissioned Officers' Recognition Program" has been sent out to all officers. The Special Assignment Award has been expanded to include special initiatives of the Surgeon General. These special initiatives include functioning as a Chief Professional Officer or a member of a Professional Advisory Committee, or appointment to other special initiatives or activities, as determined by the Surgeon General. CAPT Pond will let the category know as soon as a mechanism for distributing the award is determined.

Notes of interest from DCP

The computer- based leave system is being tested at PSC and AHRQ. For now, the new system will be used to track the leave balance. Until the system is finalized, timekeepers will continue to record leave on the PHS-31 card.

Appointment of Vet PAC members for 2001

The Surgeon General has approved our membership for 2001. The Vet PAC will have two new members, CDR Sean Altekruse and CDR Lowrey Rhodes. Two previous PAC members will be returning, LCDR Katherine Hollinger and LCDR Charlotte Spires.

Call for Nominations for the Daniel E. Salmon Award For Exemplary Achievement in Federal Veterinary Medicine

The deadline for all nominations to reach NAFV is January 15, 2001. The nominations must be signed off by the Surgeon General or the OPDIV head. Here is the available contact information:

FDA: Contact person is Linda Gorenstein at 301-827-4150

Nominations are due to her by December 11, 2000

Veterinary All Hands Meeting

The All Hands Meeting is scheduled for December 4 at 1:00 PM. CAPT Pond has sent a survey to the category asking for input on the type of meeting and preferred schedule. (CPO's note: This has been rescheduled to spring 2001).

Uniformed Services Veterinary Christmas Dinner

The Veterinary Christmas Dinner is planned for December 9, 2000 at 1900. Invitations have been sent by email and U.S. Mail. This year, retired PHS veterinarians who live in D.C., Maryland and Virginia have been invited. A presentation will be made by each of the Chief Veterinarians. CAPT Pond has requested that each officer send her a list of accomplishments for 2000 to include in her speech.

CCRF Activities

CAPT Pond has offered the support of the category to CCRF for the January Inauguration. There may be a need for CCRF veterinarians to augment VMATs for care of the Secret Service canine units.

Commissioned Officers Association Meeting

The COA meeting will be held in Washington, D.C. this year. Plans are already underway for a veterinary category session.

American Veterinary Medical Association meeting - July 2001

The time slot for our session has been requested, and a booth has been reserved.

Association of Military Surgeons of the United States (AMSUS) meeting - November 2001

The Office of the Surgeon General requested nominations from each category of officers to participate in AMSUS 2000-2001 committees. The veterinary category nominated CAPT Paul Garbe for the Veterinary Awards Subcommittee, and CDR Hugh Mainzer for the Exhibits Committee.

Discussion of election results:

New VetPAC members for 2001 are CDR Sean Altekruise, LCDR Kathy Hollinger, CDR Lowrey "Dusty" Rhodes, and LCDR Charlotte Spires.

Committee Reports:

CAPT Elkins reported that a veterinary information packet had been sent to the Cornell College of Veterinary Medicine as was requested. The PAC indicated that it would be a good idea to send out a COSTEP packet to the veterinary schools and SCAVMA. Repeated mailings of information packets will need to be performed periodically in order to reach the students.

CDR Daley presented a Commissioned Corps Readiness Force (CCRF) update. He indicated that many people are on the CCRF roster but not roster qualified. To be qualified an individual must be current in CPR. There are presently five veterinarians current out of a list of twenty. People on the roster need to log into the website and periodically update their information. There are not many requests specifically for veterinarians although a few requests were made to assist with working dogs. Clinical practice proficiency is a requirement for CCRF veterinarians and CDR Daley developed a proposal of skill sets for specific roles. This list was distributed and comments requested back from PAC members by 12/01/00.

CAPT Wolff presented the website committee update on behalf of LCDR Hollinger and Dr. Harper. The subcommittee requests updates from other committees to post on the vet notes page and mentoring page. Previous PAC minutes have already been posted. PAC members requested that the list of veterinary contacts that had been prepared for DCP be posted on the website. The proposal by the subcommittee regarding the establishment of a restricted site for personnel information was discussed by the PAC and not recommended. The PAC also decided against posting the present example of the generic veterinary Curriculum Vitae since it needs to be updated. Updating the template will be undertaken by the PAC next year.

CAPT Davis indicated that the previous list of mentors cannot be located. The PAC suggested a new list be developed to reflect the current status of potential mentors. CAPT Davis will solicit new mentors and also request feedback from officers that were mentored. The request for mentors will be published in the Commissioned Corps Bulletin.

Old Business/New Business:

CAPT Wolff discussed a new CCPM regarding veterinary appointment boards. He sent back comments to modify the proposed language to include properly credentialed and boarded foreign graduates. DCP is updating all the CCPMs and is sending copies out for comment. Copies will be forwarded to the PAC for comments with the understanding that if no replies are received, the PAC chair and CPO will answer on behalf of the category. The turnaround times for comments to DCP are very short.

CAPT Wolff handed out the model PAC charter prepared by OSG as well as the comments regarding variations between the model charter and the recently approved veterinary PAC charter. No action needs to be taken at this time but when the three year re-submission is due, the PAC should evaluate the charter in relation to the model.

PAC specific items can be handled as bylaws which only need approval for change by the CPO rather than the OSG.

Discussion was held regarding the All Hands meeting. CAPT Pond conducted a survey of the category by email regarding the preferred type and content of the meeting. From the survey, it appears that most PHS veterinarians would prefer the following:

Informational session - more substance

High profiled speakers

Bethesda/NIH location

More informal atmosphere, with a category luncheon followed by speakers

1.5-2 hours maximum

Afternoon meeting

Based on this discussion, the PAC decided to cancel the December 4 All Hands meeting and plan a meeting for 2001 that would better incorporate the wishes of the category. CAPT Elkins will convene a committee to plan the meeting.

The Veterinarian of the Year Award status was discussed. A subcommittee was established to review the nominations and recommend approval or disapproval to the CPO and PAC chair.

CAPT Wolff thanked the PAC for their good work throughout the year and then CAPT Elkins set the next meeting date for Friday, February 9, 2001. The location will be announced as soon as a room is arranged.

The meeting was adjourned at 1500.

Advisory Committee Minutes - August 4, 2000

VETERINARY PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES ROCKLEDGE 1 CONFERENCE ROOM AUGUST 4, 2000

Members Present:

CAPT Cynthia Pond FDA, CPO
CDR Axel Wolff NIH, PAC CHAIR
CDR Randy Elkins NIH
CDR John Bartholomew NIH
CAPT Judy Davis NIH
Dr. Susan Harper FDA
LCDR Marianne Ross FDA, Exec. Secretary

Members Absent:

CDR Randolph Daley CDC
LCDR Kris Bisgard CDC
Dr. Rick Spiegel CDC

Guests Present:

CDR Hugh Mainzer CDC
LT Princess Campbell NIH
CDR Dean Coppola DCP

CDR Wolff called the meeting to order at 1:03 pm.

Comments from the PAC Chair (CAPT Wolff):

CAPT Wolff commented on the success of the AVMA booth at the recent conference in Salt Lake City. Thanks to CAPT John Bartholomew and CDR Hugh Mainzer who worked along with the FDA to assemble and transport the booth.

A farewell dinner was held at USUHS last week for RADM Blackwell. On behalf of the Veterinary Category he received a plaque of appreciation from CAPT Tollefson. He also received a decorative box for business cards from CAPT Pond at the PHS veterinarians meeting at the AVMA convention.

Comments from the CPO (CAPT Pond):

Readiness

A request has been made of PHS veterinarians, in association with the CCRF, to assist at the upcoming Democratic National Convention. There were 60 bomb-sniffing dogs at the recent Republican National Convention, thus the need for veterinary services. There are currently three veterinarians on the roster for CCRF, including CDR Randolph Daley, LCDR Mary Brown and LCDR Gary Goldberg. There is a need for increased veterinary involvement so that the same few people are not being called to action each time. The

emergency preparedness subcommittee, led by CDR Daley, may be of assistance.

Mentoring

Suzanne Pickering, a member of the therapist category, has sought the PAC's assistance on mentoring. Dr. Blackwell expressed his desire to see the PACs and categories expand their current mentoring program to be a more comprehensive, complete program. He suggested that the mentoring program serve as a 'welcome wagon' for new members to assist them in finding homes, daycare providers and community amenities to name a few.

OSG updates

CAPT Pond will begin to send electronic copies of minutes from the monthly Surgeon General's Policy Advisory Council meeting. She will continue to do so if there is interest in receiving this information. The Council provides information about activities in DCP. For example, there is information on two of the recent Surgeon General reports concerning oral health and tobacco. These reports must be reviewed by each of the agencies prior to release. There are many reports to be completed prior to the end of this year.

DCP

The DCP reorganization has been finalized. DCP will serve to handle the officer from recruitment, through their career and to retirement. The DCP website is a good resource to find contact information for DCP personnel since many of them have been dispersed to other parts of the program. The website now includes copies of most CCPMs.

Earnings statement

DCP will soon be using a new earnings statement which will be laser printed on 8 1/2 x 11 tri-fold paper and not utilize carbon copies.

Promotions and assimilation

Permanent promotion announcements will be made today and will be posted on the DCP website. Orders related to these promotions will be sent out shortly. Assimilation announcements will be made within the next 1-2 months. Assimilation continues to be a very long process in part due to physical examination requirements and need for senate confirmation. Officers that began the assimilation cycle 1 year, 3 months ago are just now receiving orders.

Comments from the PAC Chair (CAPT Wolff):

The Commissioned Corps Readiness Force (CCRF) will be coordinating with different categories to determine areas of knowledge and expertise at a meeting on August 24/25. CDR Daley will represent the category and deal with specific criteria and responsibilities.

Committee reports:

Recruitment (CAPT Elkins):

CAPT Elkins reported that two Army officers have recently been recruited. Brent Morse joined CAPT Mike Eckhaus at VRP, NIH, and Terry Clark joined CAPT Judy Davis at NINDS. It was noted that it is beneficial to hand-carry application materials to the Transactions and Applications Branch to help expedite this potentially lengthy process.

CAPT Wolff mentioned that he had gotten a request from Cornell College of Veterinary Medicine to send the booth or a representative to discuss the PHS and inform students about the opportunities and application procedures. It would be beneficial to send a Cornell alumnus from the category. The volunteer for this task must be willing to fund their travel independently.

Recruitment packets have already been forwarded to Cornell but, as CAPT Wolff learned, this information does not always make it to the students. Dr. Blackwell has also requested packets to be distributed at Tennessee. CAPT Elkins will forward packets to these two schools.

AVMA booth (CDR Bartholomew):

CDR Bartholomew reported that the booth was very successful at this year's convention. Many people visited the booth, primarily military personnel. There is some new information on this year's display, including photos of CAPT Cindy Pond and mini-posters sent from CDR Hugh Mainzer. CDR Bartholomew would like to extend his thanks to all those who served to cover the booth throughout the convention, including:

Axel Wolff
Hugh Mainzer
Stephanie Ostrowski
Meta Timmons
Lynn Post
Randolph Daley
Bob Carolan
Cindy Pond
Art Schardel
Al Montgomery
Patricia Brown
Sarah Lister
Marcia Headrick
Gary Goldberg

All Hands (CAPT Wolff for LCDR Kris Bisgard):

Since CAPT Landy has now rotated off the PAC, help is needed to finalize plans for the All Hands meeting in December. CAPT Landy has already done most of the work prior to his departure. At least one person is needed to confirm speakers, secure the room and the audiovisual equipment, and to provide refreshments. Since LCDR Sarah Lister is leaving the PHS to join APHA, we may need to find a speaker to replace her. A tentative schedule is already in place. In the past we have had 'update' persons as speakers (i.e. Dr. Blackwell, ADM Moritsugu) as well as scientific sessions. This year, the goal will be to provide a potpourri of information to appeal to the entire category. Several ideas were presented as to the location of the meeting. Since Wilson Hall charges a fee, Natcher auditorium is booked and the Surgeon General's conference room does not allow for the use of Envision, CVM and USUHS were offered as suggestions. CAPT Wolff, CAPT Elkins, CDR Bartholomew and LCDR Ross will assist in preparing for the meeting.

Emergency preparedness (CAPT Wolff for CDR Daley):

The USDA-sponsored planning committee meeting was held in June in Riverdale, MD. USDA has taken the lead to coordinate many different agencies and interest groups that could potentially handle animals in

emergency and disaster situations. However, many beneficial groups were omitted from the discussions, such as military and zoo personnel and the discussion only included pets at this time. Dr. Cindy Lovern of the AVMA is assisting with this project. There needs to be a comprehensive approach to the issue and several key items should be addressed, such as carcass disposal and food/water safety.

CDR Mainzer added that there are many opportunities for our category to get involved. He brought up several issues, such as jurisdictional conflicts, FEMA involvement, and emergency preparedness for bioterrorism in addition to natural disasters, and the need for coordination of efforts of all agencies, organizations and interested parties. CDR Daley reported that an animal emergency preparedness planning conference was held on March 22-24, 2000. Due to scheduling conflicts, no officers were able to attend.

Website management (Dr. Harper):

Several new items have been added to the website but Dr. Harper and LCDR Hollinger need help to fill in gaps in other areas. Dr. Blackwell's page has been deleted, the CPO page remains the same and veterinary category notes have been updated. The latest PAC membership information and the minutes of the 2000 Vet PAC meetings will be posted in the near future. LCDR Ross will send electronic copies to Dr. Harper. If anyone has further information on the category notes, please contact Dr. Harper.

Mentor program (CAPT Judy Davis):

LCDR Timmons provided a list of new officers and a list of officers who had contacted the Corps for information on recruitment. In order to maintain a current list, the category must be proactive in identifying new officers. In a report of the PHS mentoring committee in 1995, it was stated that DCP should forward a list of new officers to the CPO who would then be able to provide information to the mentor subcommittee chairperson. CAPT Davis will explore the issue of getting current updates on new officers with CDR Dean Coppola of DCP and the information flow from DCP to the PAC needs to be instituted. Officers are needed to serve as mentors. Those interested can contact CAPT Davis to fill out the appropriate paperwork. CAPT Davis will email the two new officers and their mentors to encourage networking and communication.

DCP Re-organization discussion by CDR Coppola:

The reorganization took place on June 1, 2000. CDR Coppola stated that we need to find a common ground for all categories even though we have some different needs. The PACs currently work at differing levels with DCP.

The new staffing officers will be much different than the staffing officers of the past. The new staffing officer may not be a member of your category and may not be aware of all the intricacies of your category. For instance, CDR Coppola is in the dental category and is learning more about the different specialties in the veterinary category. This will enable him to assist recruits.

Information technology is coming to DCP. Since staffing is low, ADM Davidson has made recommendations to change the current system in order to more efficiently educate officers and meet their needs.

CDR Coppola explained that some categories have a large applicant pool but have inadequate follow-up. If the category is losing members at a rapid pace and not searching the applicant pool for recruits, then vacancies may not be filled. The veterinary category applicant pool is small but the information is still needed in one common area for simplicity and efficiency.

CAPT Wolff suggested that the category come up with a list of volunteers who would be willing to talk to applicants. He suggested that the category generate multiple representatives from each of the various subspecialties to serve in this capacity. CDR Coppola stated that there will be new information systems in place soon to allow access to commissioned officers, agencies and applicants. This will allow better coordination and matching. Coordination is the key to getting all parties involved in the matching process. The most difficult part for DCP is to obtain vacancy announcements. There are many different offices in charge of hiring at the various OPDIVs and it is difficult to funnel the information into one common area. DCP will be centrally coordinating this information.

CDR Mainzer stated that vacancy announcements should provide information on application procedures for officers. More detailed information should be included on application procedures for those interested in joining the commissioned corps. CAPT Pond recommends sending all application materials in the same fashion as civil service applicants. A resume may not provide enough information compared to an entire packet, including KSAs. She suggested that applicants be informed to apply to the corps at the same time they apply for the vacancy. This may be difficult to enforce since each personnel group is responsible for putting information on the vacancy announcement.

CDR Coppola stated that, in the past, DCP has been passive. RADM Davidson would like to identify areas that may benefit from a commissioned officer and approach them with a selection of applicants from the pool. However, there are only 5-6 employees working on this task. The applicant pools should be trimmed to keep a fresh set of applicants in order to approach agencies with viable applicants. CAPT Wolff mentioned that several new agencies, such as VA, USDA/FSIS and the National Park Service, are willing to hire commissioned officers. The HCFA may consider using officers outside the physician category, including dental and veterinary officers. HCFA has never considered this approach in the past but CDR Coppola has discussed this issue with their Commissioned Corps Liaison. CAPT Wolff mentioned that it is important to build bonds with new groups, such as HCFA, and to provide them with a positive experience so that they will continue to hire commissioned officers.

There are currently 4 veterinarians who are boarded and ready for employment but matching has not taken place. CDR Coppola inquired if our website would be a good resource for posting job announcements or to create a link to the OPM website. There will be a series of filters for jobs in order to better serve officers. For instance, filters will be in place to screen announcements for corps officer levels (i.e., only post those higher than GS-11); filters to then target jobs to the majority of the category (veterinarian); then filters to target those in the category with specialized experience (i.e. pathologist). Since there are currently only a few positions that are applicable to our category, this process may be feasible and manageable.

CDR Mainzer mentioned that veterinarians employed at CDC have a wide range of positions all throughout the 600 job series. This is important information in terms of setting up a filtering process.

CDR Coppola suggested that a list of potential applicants be sent to CAPT Pond, who will, in turn, forward them to the category. Each of us could then take an active role in attempting to place and match applicants. CDR Mainzer stated that, although it is important to serve as mentors, it was just as important to inform certain applicants that they may not be interested in what we do in the PHS rather than build false hopes and expectations. CDR Coppola emphasized the need for a list of willing contact persons in the category who would be comfortable talking to interested persons.

The new applicant website is up and running. It is hoped that it will have an easier address in the near future. It includes a comparison of benefits and will soon include a comparison for pay as compared to civil service. A

disclaimer would prevent any misconception about actual salary and special pay. The website is now more user friendly and applications can be downloaded and printed. In the future, applications will be processed on-line. Using the current mail system, application requests are 6 weeks behind schedule so the new computer applications will be much more efficient. The site (<http://dcp.psc.gov>) has a link to the PHS Commissioned Corps web page on the left column.

CDR Coppola handed out charts of information that were compiled from 1995-1998 concerning the veterinary category. These reports showed percents by grade retirements, reserve corps inactivation, ethnicity and total percent of separations. It is imperative for us to know why officers are deciding to leave the corps and the demographics of these officers. It is important to look at trends and historical data. These will vary by discipline and category. Due to privacy issues, surveys are not conducted. However, exit interviews and separation forms would be beneficial.

The August Commissioned Corps Bulletin will advertise a job announcement for a minority recruiter for all categories.

Each of the previous staffing officers provided specific instructions to officers regarding management of their official personnel files. Some of the instructions were category-specific while others were more general. Since staffing officers no longer handle individual career development, it has been suggested that career development classes be held, broken down by grade levels. Web-based career development strategies have also been suggested. The recent web-based approach to explanations of promotion results was successful.

CDR Coppola was invited to future PAC meetings to keep officers informed of activities at DCP. He can be contacted by email at Dcoppola@psc.gov or by phone at (301) 594-3394 (also toll free 1-877-INFODCP ext. 43394).

New business (CAPT Wolff):

PAC membership levels will be dropping to below the required amount in the near future. There are 5 openings with only 3 applicants. The PAC must look at critical specialties and target officers to fill those slots. All PAC members will be on the same rotation cycle in January 2001. Currently, officers are on different rotation schedules. This makes it difficult to assign tasks since officers may rotate off the PAC prior to completion of the task. Areas of need for future PAC membership include civil service representatives, field personnel, pathologists, minority officers and junior officers. CAPT Wolff asked that each person in the category target one eligible person for PAC membership. Some positions may still need to run unopposed depending on the profile of the applicants. Interested officers should send a CV and a one-page statement of interest to CAPT Wolff. The goal for completion of this task is the end of the year.

There are only four remaining CPO PAC meetings so it is imperative to select a PAC Chair-elect. CAPT Randy Elkins was unanimously selected as the PAC Chair-elect.

The next meeting will be held on Friday, November 3, 2000 from 1300-1500 at the Rockledge location.

CAPT Wolff ended the meeting at 3:30 pm.

LCDR Marianne Ross,
Executive Secretary

CAPT Axel Wolff
Chair, VetPAC

CAPT Cynthia Pond
Chief Professional Officer,
Veterinary Category

Advisory Committee Minutes - April 28, 2000

VETERINARY PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES April 28, 2000

Members Present:

CDR Axel Wolff	NIH, PAC CHAIR
CAPT Ron Landy	EPA
LCDR Kris Bisgard	CDC
CDR Randy Elkins	NIH
CDR John Bartholomew	NIH
CAPT Judy Davis	NIH
CDR Randolph Daley	CDC
LCDR Katherine Hollinger	FDA
LCDR Marianne Ross	FDA, Exec. Secretary

Members Absent:

CAPT Cynthia Pond	FDA, CPO
CAPT Fred Angulo	CDC
Dr. Susan Harper	FDA
Dr. Rick Spiegel	CDC

Guests Present:

LCDR Gary Goldberg	CDC
CDR Hugh Mainzer	CDC
CAPT Mike Eckhaus	NIH
CDR Doug Powell	NIH

CDR Wolff called the meeting to order at 3:50 pm.

Comments from the PAC Chair (CDR Wolff):

The first order of business was the presentation of the unit commendation for meritorious service for the planning and implementation of the veterinary display at the 1998 AVMA convention. Service was conducted between January, 1998 and July, 1998. Activities included the planning and presentation of the educational display, reservation for the traveling Public Health exhibit, poster display, history of the PHS, transportation, assembly, and disassembly of the display. The committee was instrumental in inviting the Surgeon General as the guest speaker for the opening ceremonies. This activity was in addition to the officers' regular duties and

assignments. They also promoted the PHS and informed the public about the many important roles of PHS veterinarians. Refreshments, including a cake with the ribbon colors in icing, were provided courtesy of CAPT Pond. The unit commendation was presented to:

CAPT Eckhaus
CAPT Headrick
CDR Powell
CDR Wolff
LCDR Mainzer
LCDR Hollinger

Comments from the CPO (CDR Wolff for CAPT Pond):

1. From the Office of the Surgeon General, the Healthy People 2010 report is complete and will be available on CD-ROM. Several SG reports are in progress and will be routed to the OPDIVs for clearance.
2. Strategic visioning
3. A group of 28 persons from the private sector was asked their opinions on the state of the Corps. The data was consolidated into a report that will be available soon. A summary of the report will be presented at the June COA meeting.
4. PAC recognition

The Deputy Surgeon General determined that he would not forward the proposal for PAC recognition further consideration by the Surgeon General for the following reasons:

1. There is no other Uniformed Service that provides similar recognition ribbons for CPOs or for members of authorized Advisory committees.
2. For outstanding and noteworthy performance of duty while in those positions, we have a Commissioned Corps awards system that provides a variety of awards to recognize activities
3. We have an existing recognition mechanism in the special assignment awards which can acknowledge special activities of officers who are working in special assignments outside their billet.

The PAC suggested that a subcommittee be formed to identify potential ribbons that may be used retrospectively to identify all active duty PAC members and CPO's.

5. Alternate workplace

The official documentation concerning the alternate worksite was mailed to all officers. Each OPDIV will decide on whether they will participate, and who the authorizing officials will be.

6. CPO/flag boards

Scientist, Pharmacist, and Nurse CPOs are being selected. Flag officers and flag billets are being reviewed by the Flag boards.

7. Restructuring of DCP

Records are currently being scanned electronically for officers being promoted in 2001. ADM Davison stated that the recent promotion process went well and that the electronic process was quick and efficient. DCP will be restructured and this should be completed some time this summer. More detailed information will be forthcoming as it is received.

8. April Commissioned Corps Bulletin

There are instructions in this issue of the bulletin regarding submissions of materials to OPF.

9. Article for CC bulletin

The Surgeon General's office has asked that each category submit articles for inclusion in the bulletin. CDR Wolff has written an excellent article on behalf of the PAC to submit to the CC bulletin. The submitted article is about PAC and CPO duties and responsibilities.

10. AVMA convention

The Veterinary meeting will be on Monday, July 24 from 10:00 am until noon. There will be scientific presentations by officers. The booth has been reserved and there is no fee for booth set-up. Volunteers are needed to staff the booth. In order to update the display for the convention, several large, current pictures are needed from CDC officers since several of the photos on the current display are out-of-date.

11. COA meeting

The deadline to register for the meeting is May 1, 2000.

12. Representation at SAVMA

CDR Elkins prepared orientation packets for distribution at the recent SAVMA meeting in Blacksburg. Jane Rooney represented the PHS and distributed packets to students interested in the Commissioned Corps. Many students expressed interest in the COSTEP program and several hoped to do the CDC elective during their senior year.

13. Recruitment:

Adm Davidson reports a decline in overall corps strength in the near future. There will be a massive recruitment effort under the new reorganized DCP. The veterinary category will also notice a decline in numbers. DCP recognizes that it is most effective to match applicants with jobs and not just place names into a pool. More cross-OPDIV hiring is one way to ensure that applicants are matched with jobs in a timely fashion throughout the PHS.

Comments from the PAC Chair (CDR Wolff):

Promotions will be announced on June 1, 2000. Two types of letters will be mailed to officers; congratulatory letters will be sent by the CPO whereas "condolence" or non-promotion letters will be sent by DCP. These letters will not be simply form letters; rather, they will be officer-specific, indicating promotion statistics. Staffing officers will no longer meet directly with officers for file review so each officer is responsible for his/her own file. It will be possible to access the OPF electronically in order to view the results of the promotion

board. Staffing officers will still remain in DCP but will be assigned different tasks, although officers can still contact their respective staffing officer.

Several new branches will be formed after the re-organization of DCP. The Officer Support Branch will handle such things as COER and promotion. The Assignment Branch will be responsible for matching applicants with vacancies and will also handle the COSTEP program. Information Services will provide computer services. Medical Affairs Branch and the Compensation Branch will remain intact.

There will be an effort to review the promotion process. The draft of the first promotion review meeting will be distributed to provide background information for general discussion. The goal of the review is to provide fair and objective information to the review boards. It is often difficult for different specialists to fairly and accurately evaluate each other. (For instance, a clinician may find it difficult to evaluate an epidemiologist). If PAC members have any information they would like to share with this review group, please submit suggestions to CDR Wolff. There is still adequate time to provide input and make suggestions to the group. Drafts for comment will be distributed to the PAC.

The categorical PAC chairs are drafting a letter requesting guidance from the OSG regarding templates for submitting documents such as charters as well as requesting a method for tracking documents through the OSG. This will expedite the time frame for receiving a response by eliminating the need to revise letters for re-submission.

A letter discussing physical fitness was sent from OSG to all officers. A survey was included to assess physical fitness and habits of officers. More information will be available in the near future about this new initiative. It is important for officers to set good examples by not smoking and by being physically fit.

Committee reports:

Recruitment (CDR Elkins):

CDR Elkins reported that recruitment packets were mailed to all veterinary schools on March 20. The packets contained a cover letter from CAPT Pond, along with information on veterinarians in the PHS, Jr. COSTEP program, veterinary careers in the PHS, an article on knowledge, skills, and abilities needed for various non-traditional veterinary positions, and an article on the 50th anniversary of the Veterinary Corps of the USPHS. On March 22 packets were mailed to all PAC members. Packets were also delivered to Jane Rooney for distribution at the SAVMA meeting in Blacksburg.

CAPT Davis suggested that once an officer is recruited into our category that the mentoring committee be notified. CDR Wolff noted that DCP would like to centralize the process and create a system to coordinate applicants with jobs. Our category is efficient in matching jobs across the entire country. It is important that this task continues after this current group of officers is no longer on the PAC. CAPT Davis will contact LCDR Timmons to discuss the possibility of utilizing the DCP database to streamline this process.

LCDR Mainzer mentioned that a number of Air Force and Army veterinarians have shown interest in the PHS. It would be beneficial for CDR Elkins to arrange for follow-up with these officers. If possible, these individuals should be put in contact with representatives from the Transactions and Applications Section (TAS), DCP branch who are familiar with the many forms, variables and details associated with transitioning military officers. With military transitioning, strategic planning is necessary to allow for one commission to end and a PHS commission to begin.

LCDR Gary Goldberg recommended that CDR Elkins and CAPT Davis put a list of frequently asked questions on the website for those persons interested in transferring to the PHS from other branches. CDR Elkins stated that it is imperative that information contained on this site be reviewed and approved by the TAS for accuracy. It was recommended that a DCP specialist be contacted when dealing with questions concerning transfers from other branches. CDR Elkins will be able to put referral information on the web page to direct interested persons to DCP for specific information.

AVMA booth (CDR Bartholomew):

The booth is reserved and registered for the upcoming AVMA convention. Updated pictures and volunteers are needed. Funds from the Jackson Foundation were used for shipping the display for last year's convention but these funds are not available for this year. John Scheid from FDA shipped our booth last year and we helped one another set up and take down the exhibits so the same arrangement might be possible this year. LCDR Hollinger will inquire if this is possible again.

All Hands (CAPT Landy):

The All Hands meeting will be held in Wilson Hall on December 4, 2000 at 1:00 pm. The room is reserved for 3 hours but the meeting will probably last 1 ½ hours. The tentative agenda shows an opening statement from RADM Blackwell, a brief presentation of topics from CAPT Pond, general topics from LCDR Sarah Lister, and information on the strength of the corps from LCDR Timmons. CAPT Landy suggested that interested officers meet for lunch in the NIH cafeteria to socialize prior to the meeting. It may be possible to reserve tables in the cafeteria.

The fee for using Pictel is \$150, although CAPT Eckhaus commented that there was no fee for this service in the past. The only fee in previous years was an overtime charge for use of technical assistance. CAPT Landy recommended using the free Placeware program in lieu of Pictel. This service would allow access to the speaker's slides via the internet. Remote sites would be able to view slides with audio in real-time but would not be able to view the speaker. It would be possible to submit questions to the speaker via the phone or electronically. Remote sites such as Atlanta, with multiple attendees, would need access to LCD to project the images on a wall or large screen. CDR Wolff recommended that Pictel be used if there is no fee for its' use. Placeware can be used if there is a substantial fee for Pictel. CAPT Eckhaus will investigate this further. CAPT Landy will re-confirm the availability of speakers.

Retention (CDRs Angulo and Daley):

CDR Angulo is on a detail in Geneva and was not available to comment on this issue. CDR Angulo was conducting a survey of those officers who left the PHS and their reasons for leaving. DCP must be contacted to determine privacy act issues. It is known that most officers who leave do so after 2 years of service. CDR Wolff would like for this information to be obtained during this PAC session if possible.

Emergency preparedness (CDR Daley):

CDR Daley reported that an animal emergency preparedness planning conference was held on March 22-24, 2000. Due to scheduling conflicts, no officers were able to attend.

There will be a USDA sponsored planning committee meeting in June in Riverdale, MD. CDR Wolff stated that the USDA is spearheading the coordination of this program but that the states, federal government, the AVMA, and other entities must work in conjunction on this issue.

CDRs Daley and Wolff discussed the FEMA self-study training modules that were available online or that can be ordered in book format. Several of the modules require 10 hours to complete. Certificates are available upon completion of the modules. For more information, contact CDR Wolff or access the FEMA website.

CDR Daley will travel to Oklahoma to attend a conference on the recent tornado disaster. Information will be presented in terms of the efforts that were taken during the crisis and the use of disaster prediction. The state veterinarian will provide data on how animals fared during the crisis. CDR Daley has the statistics of the tornado disaster but sufficient information is not available for submission into a peer-reviewed journal. It may be possible to prepare a synopsis for the USDA conference in June but that this must first be cleared with authorities in Oklahoma.

LCDR Mainzer mentioned a parallel project concerning bioterrorism. The MMWR recently published a report on a summary of plans for chemical and biological disasters. Three veterinarians were among the authors of this report. He mentioned that there are currently no efforts to induce national disaster response activities. Surveys from the Department of Justice have been sent out to various emergency preparedness groups to determine their veterinary knowledge. Our category should participate fully in this endeavor.

Website management (LCDR Hollinger):

The new charter has been put on the website. The link from the CVM website has been relocated to give a higher profile and make it easier to access. It has been suggested that a list of job titles, series numbers, and job descriptions would be beneficial on the website to give a perspective of all the various areas in which veterinarians can be incorporated.

Old Businesses:

None at this time.

New Business:

Training will be offered for all officers and supervisors. There will be COER training on 5/1/00 from 9–12 noon at Bldg. 31. This meeting will discuss the new COER. Although this meeting was not publicized, all OPDIVs are welcome to attend.

Several abstracts have been presented for discussion at the veterinary session of the AVMA convention. Since there were only 6 articles to be presented, the PAC felt that all of these presentations could be accommodated in the 2-hour time frame allotted for the session. Each presentation will be 15-20 minutes. The presenters will be:
CDR Randolph Daley: Blood Lead Levels Among Children Attending Primary School in Dhaka, Bangladesh
CAPT Marcia Headrick: NARMS-EB Veterinary Isolates 1998 Summary
CAPT Stephanie Ostrowski: Limited Utility of Dental Lesions in the Diagnosis of Sub-clinical bovine Flourosis.

LCDR Sarah Lister: Science and Public Health in Congress

CAPT Peter Schantz: A Survey of Echinococcosis in Tibetan Populations in China.

CAPT Pond will contact the AVMA to determine if these titles are to be printed in the JAVMA under the special sessions category prior to the convention.

Two representatives are needed for the delegate and alternate to the Public Health Veterinary Coalition Committee on behalf of the PAC. CDR Mainzer discussed the positions. CAPT Eckhaus and RADM Blackwell were past representatives to the Coalition and CAPT Angulo is the current president. The next meeting will be held on May 16 at 2 pm. This organization shares information of common interest between industry, regulatory agencies, and other federal agencies. LCDR Hollinger volunteered as the primary and CDR Mainzer as the alternate to represent the PAC.

The ACVPM will hold its 50th anniversary celebration at the AVMA convention on Sunday, July 23. It is an all day session. Several PHS veterinary officers will give addresses, so all are encouraged to attend and show their support.

The April edition of the CC bulletin announced the call for PAC nominations. The nominations close on May 15. There have been 2 applicants to date. Names will be circulated electronically to the PAC and then to the category. The number of open positions will need to be determined and CDR Wolff will discuss this with CAPT Pond.

A PAC chair elect is still needed, especially since there are only 2 more PAC meetings for the year. It is important to choose a PAC elect as soon as possible in order to attend PAC chair and CPO/PAC chair meetings prior to the end of the session. CDR Wolff recommended that the PAC elect a chair by the next meeting.

CDR Wolff adjourned the meeting at 5 pm. The next meeting will be held on August 4 at the Parklawn location (if available) at 3:40 pm. There will be 6 phone lines available for remote access.

Please note CDR Wolff's correct mailing address and phone numbers as listed below.

Axel Wolff, M.S., D.V.M.
Senior Assurance Officer
Office of Laboratory Animal Welfare, OD/OER/NIH
Rockledge 1, Suite 1050
6705 Rockledge Drive, MSC 7982
Bethesda, MD 20892-7982
ph. (301) 594-2061
fax (301) 402-7065

NOTE: The Parklawn conference room is occupied on August 4 so CDR Wolff would like to hold the meeting that day at his new office conference room in Rockledge 1. This is in Bethesda and there is free parking all day so the meeting can be held earlier. Proposed time is 1:00 to 3:00. Directions will be sent out if this is agreeable.

LCDR Marianne Ross,
Executive Secretary

CDR Axel Wolff
Chair, VetPAC

Advisory Committee Minutes - January 28, 2000

VETERINARY PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES

January 28, 2000

Members Present:

CAPT Cynthia Pond FDA, CPO
CDR Axel Wolff NIH, PAC CHAIR
CAPT Judy Davis NIH
CDR Randy Elkins NIH
CDR John Bartholomew NIH
CDR Randolph Daley CDC
LCDR Katherine Hollinger FDA
LCDR Marianne Ross FDA, Exec. Secretary

Members Absent:

CAPT Fred Angulo CDC
LCDR Kris Bisgard CDC
Dr. Susan Harper FDA
Dr. Rick Spiegel CDC
CAPT Ron Landy EPA

Guests Present:

LCDR Meta Timmon
Dr. Jane Rooney

CDR Wolff called the meeting to order at 4:05 pm.

Comments from the PAC Chair (CDR Wolff):

The first order of business is the assignment of projects and committee chairs.

Secretary- LCDR Marianne Ross

Minutes will be sent to PAC members, all CPO's, Deputy Surgeon General, ADM Blackwell and the Surgeon General's PAC

Website management-LCDR Kathy Hollinger

This will include an updated charter, PAC minutes, vacancies, and PAC addresses

Retention-CDRs Fred Angulo and Randolph Daley

DCP is concerned about this issue as well. Information can be shared with DCP and other PAC Chairs to shed light on this matter.

Emergency preparedness-CAPT Randolph Daley

CDR Axel Wolff and LCDR Hugh Mainzer will also assist with this subcommittee.

AVMA Booth-CDR John Bartholomew

Recruitment-CDR Randy Elkins

This will include gathering information that is spread across several offices so a packet stuffing party may be needed. Packets will be distributed to all PAC members, staffing officers and will be displayed at the AVMA booth. A cover letter may be modeled after the letter that was distributed to schools of public health by the Scientist category and will be sent to all US schools of Veterinary Medicine.

Mentoring-CAPT Judy Davis and CDRYvette Davis

Since the role of the staffing officer may be eliminated by the end of the year, it was determined that the mentor program is beneficial and needs to be continued. Officers will be looking to the PACs for career development and to offset the re-organization of DCP. A second meeting of the junior officers will be conducted to determine the need for a junior PAC.

Ribbon/Device Development-CDR Randy Elkins

Ribbons have been developed for both a PAC Service Ribbon and a CPO Ribbon, and will be presented to the Surgeon General for his review. The Institute of Heraldry is currently reviewing the ribbons to make sure they are unique. It is proposed that the PAC Service Ribbon and CPO Ribbon will be given to past PAC members and CPOs. This subcommittee will work to identify who these individuals are, if the ribbons are approved.

DCP Liaison-LCDR Meta Timmons

This subcommittee will attempt to centrally identify vacancies. On that note, LCDR Timmons explained that RADM Davidson is in charge of the DCP re-organization process. Since there has been a decline in the number of officers entering and an increase in officers leaving the PHS, a critical staffing shortage may occur. There is an effort to re-invent DCP personnel positions in order to benefit the Corps in the form of new training and recruitment programs. The retention survey will be an excellent tool to determine reasons for decreased numbers of PHS officers. The subcommittee of PAC Chairs is also concerned about this issue and have been brainstorming to determine how to post jobs for categories with multi-disciplinary personnel.

Planning for All Hands and Veterinarian of the Year- CAPT Ron Landy

Several officers felt that the 1999 All Hand's Meeting was too long. This will be passed on to CAPT Landy prior to planning this year's meeting.

PAC Chair elect

A PAC Chair elect is needed to attend several CPO meetings and to observe the PAC Chair's duties. A 6-month overlap is recommended to give the PAC Chair elect time to attend several CPO meetings and several Vet PAC meetings. This item will be put on the agenda for the next Vet PAC meeting.

Subcommittee Reports:

A report from the subcommittees will be expected at the next Vet PAC meeting.

Comments from the CPO (CAPT Pond):

There is a need for an organizational maintenance group within the PAC. Dr. Susan Harper will lead the group in getting the membership drive started, working on articles for the CC bulletin and for sending emails out to recruit new members.

There will be various Surgeon General Reports coming out in the next year, including Underage Drinking, Oral Health, Youth and Violence, Effects of Interventions on Tobacco Use, and Women and Smoking. These can be accessed on the web at <http://www.surgeongeneral.gov/sgoffice.htm>.

Each officer should have received a physical activity initiative fitness survey and information on the Presidential Sports Award. Please complete the survey and try to participate in the health initiative.

Two new branches of DCP will be formed after the restructuring. The Assignment branch will handle recruitment and placement issues. The Support branch will take care of training, career development, promotion, assimilation and retirement. There will be no more one-on-one file reviews. This will be replaced by group training, web-based training and support from the PAC. The primary goal is recruitment and retention. The Corps is losing approximately 100 officers per year.

Each category is being asked to contribute an article for the CC bulletin. The veterinary category article is due by June 8 for the July issue. CDR Wolff may be able to contribute an original article concerning the role of PACs and their duties. CAPT Pond will be receiving additional information on this topic and will be asking for assistance from the PAC as necessary. LCDR Hollinger volunteered to help on this project.

DCP is developing a computer-based system for leave records.

DCP is offering training for new officers next week. This will be a comprehensive course for junior officers.

The Scientist category sent out letters to 28 schools of public health to inform them about the PHS and what it can offer to students. It is suggested that all categories follow suit.

CAPT Pond attended a mock board using computerized files. The system works well once you learn how to use it. It is easier and more efficient. All records for promotions have been scanned and are ready for boards next month.

The Institute of Heraldry is in the process of clearing the proposed ribbons for PAC recognition. There will be 2 new ribbons with a medal set available for dress uniforms. A memo is ready to be sent to the Surgeon General pending the approval from the Institute of Heraldry.

The Compensation Branch, DCP will begin payment of veterinary board certified pay with the March 1 paycheck. Officers will receive the pay retroactively from the date of approval, which was October 1, 1999.

At the 2000 AVMA meeting in July, the PAC has requested a time slot for Monday July 24 from 10:00-12 noon. There is no information on the booth at this time. It was suggested that PAC members who need to justify expenses to the meeting give presentations at the 7/24 meeting. One hour can be designated for updates and business items while the next hour can be reserved for presentations. The PAC will convene a subcommittee to review abstracts and select the speakers for the session.

The SAVMA meeting in Blacksburg will be held from March 15-18. We hope to have officers attend to recruit students for COSTEP positions and for government/corporate tracks. A call for volunteers will be made to the category.

Senior COSTEP selections will be held February 11. The Senior COSTEP program pays a monthly ensign's salary for the last year of school (minimum eight months). OPDIV support is needed. The payback commitment is twice that of the time period supported. There is currently one veterinary applicant.

Selection for Junior COSTEPs will be held on February 17 and 18. Seven veterinary students have applied for the program.

New Business:

CDR Wolff gave a summary of the latest meeting of the PAC Chair subcommittee. It seems that all PACs have similar problems and concerns. One item that came up was the timeliness of charter approvals and letters for the Surgeon General for tracking. There have been complaints of slow progress and lost items. The PAC Chair subcommittee will discuss this issue with ADM Blackwell.

Attendance and performance are other issues of concern to all PACs. It was suggested that report cards be kept but the PACs declined. Our charter has specifications and expectations spelled out for members' performance and attendance.

The issue of precept agency ranking was brought up since there is no feedback or guidance. An emphasis will be placed on resolving this issue.

Re-organization of staffing officers: All officer records will be on-line so that officers can review their records and files 24 hours a day. The next promotion cycle will be the first to use the new system. Questions have been raised as to whether officers will be able to interpret the results of the board. A mock promotion board was held recently. Raters established a model officer. PACs can also establish a model officer for each category, for example: model epidemiologist, model lab animal officer, etc. at each rank. This way, officers will be informed of the minimum standards for promotion. This system will force raters to make comments and to explain the officer's ranking as compared to the model officer. There will be continued access to score sheets and COERs on line.

The PAC has relied on funds from the Jackson Foundation in the past. However, these funds have been depleted and there needs to be a determination whether to continue having the foundation solicit for more funds on behalf of the PHS Veterinary Corps. Since additional funding for PAC activities is unavailable from OSG, alternative methods for fund raising are needed. The PAC discussed the issue of utilizing the HMJ Foundation as a future potential method of fund raising but the option may not be cost effective based on the previous attempt. The \$1500 raised last year paid for the shipping and preparation of the Preventionville exhibit from CDC which was displayed at the 1998 American Veterinary Medical Association's annual meeting and highlighted the 200th anniversary of the PHS. A small amount of the remaining funds were also utilized for refreshments at the All Hands Meeting. Other methods to raise funds utilized by other PAC's will be discussed at future meetings.

Anyone interested in attending the next COA meeting should contact LDCR Mainzer or CAPT Pond.

CDR Wolff attended the Healthy People 2010 meeting and helped staff the PHS booth. The meeting was well attended and the PHS received positive public response and press coverage. Signed "prescriptions" by the Surgeon General were handed out at the booth as souvenirs.

LCDR Hollinger is looking to start a study group for ACVPM boards. All interested officers are asked to contact her for more information.

Note: The following PAC subcommittee assignments were made on behalf of members that could not attend- Sue Harper-assist with website management, organizational PAC maintenance Ron Landy, Kris Bisgard-All Hands planning, vet of the year award Rick Spiegel-assist staffing officer Meta Timmons with DCP, mentoring, etc. issues Fred Angulo-retention survey which will be shared with DCP

The next Vet PAC meeting will be held on Friday, April 28 from 3:40-5:00 pm EST in the Parklawn Building.

The meeting was adjourned at 5:20 pm.

LCDR Marianne Ross,
Executive Secretary

CAPT Axel Wolff
Chair, VetPAC

CAPT Cynthia Pond
Chief Professional Officer,
Veterinary Category