

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



**General Meeting Report**

Friday, February 12, 2016

1300 – 1500 EST

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 Call-in number: (218) 844-1930  
 Passcode: 791-9605#  
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**Please note, to un-mute your line, press \*6.**

**Roll Call**

LCDR Hatch, JOAG Executive Secretary, took attendance by performing roll call.

<b>I. Voting Membership</b>					
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>OPDIV</b>	<b>Category</b>
UA	LCDR	Abernathey	Grant	BOP	DENT
AWA	LCDR	Arroyo	Peter	BOP	THER
X	LCDR	Bailey	Daveta	FDA	EHO
X	LT	Bante	Katie	IHS	EHO
X	LT	Bates	Mekeshia	HRSA	NURSE
X	LCDR	Burns	Ashley	FDA	PHARM
X	LCDR	Buttke	Danielle	NPS	VET
X	LCDR	Garza	Elizabeth	CDC	HSO
X	LCDR	Halldin	Cara	CDC	SCI
X	LCDR	Hatch	Lindsay	FDA	HSO
AWA	LCDR	Huang	David	CDC	SCI
X	LT	Magill	Stephanie	CMS	DIET
X	LCDR	Marrero	Abraham	CDC	ENG
X	LCDR	Nguyen	Quynh Nhu	FDA	ENG
X	LCDR	Purdy	Kristie	IHS	DIET
X	LCDR	Shumate	Alice	CDC	SCI
X	LCDR	Spindel	Samantha	FDA	ENG
AWA	LCDR	Stein	Avi	CDC	HSO
X	LCDR	Whitehart	Jonathan	OS/DCCPR	HSO

X=Present, AA=Approved absence; AWA=Absent with alternate; UA=Unapproved absence

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

<b>II. JOAG Agency/Organization Liaisons and non-Voting Member Co-Chairs</b>			
<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>
A	LCDR	Laufenberg	Melissa
A	LT	Miller	Latasha
X	LCDR	Warner	James
X	LCDR	DeGrange	Elizabeth
A	LT	Nelson	Jennifer

A=Absent; X=Present

### III. Executive Committee Reports

a. No report from Ex-Officio or Chair-Elect

**b. Chair Report: LCDR Elizabeth Garza**

i. Current activities/updates/accomplishments

1. LCDR Garza continues to be humbled by the dedication and leadership of JOAG Voting Members and Committee/Workgroup Chairs, as well as the commitment of so many amazing volunteers.

2. JOAG’s theme for the year is, “Building Public Health Leadership and Advancing Deployment Readiness.”

3. CDC is at the highest level alert for the Zika outbreak.

a. This is the fourth time this has happened in our history.

b. Three of our JOAG VMs/Committee Chairs are currently deployed in response to this outbreak: LCDR Huang, LCDR Stein, and LT Nelson.

i. LCDR Garza thanked them for their service, as well as the other junior officers that are deployed.

ii. She also thanked the junior officers that are stepping up to assist the officers that are on deployment, such as LCDR Spindel.

4. JOAG sent forward the ranked order list of the Senior Advisor candidates to OSG on December 15, 2015.

a. Currently awaiting feedback.

5. JOAG’s three priority areas for the operational year:

a. Advocacy

i. JOAG is currently speaking up and representing a unified junior officer voice at the highest levels of senior leadership.

ii. JOAG has been included as a part of the Strategic Planning Workgroup, co-chaired by RADM Trent-Adams and RADM Giberson.

1. This workgroup will develop and implement a U.S. PHS Commissioned Corps Strategic Framework and Doctrine.

2. RADM Trent-Adams and RADM Giberson will be reaching out to the CPOs, as well as the chartered groups for their input.

3. There is a survey developed by COF that will be feeding into this process.
    - a. Junior officers can provide their input to help shape the Corps.
  - iii. JOAG is actively engaged in developing a framework of leadership for Corps officers (led by CAPT Jason Woo).
    1. Several of our current VMs have contributed to this process.
    2. CAPT Woo has met with the DSG and RADM (Ret.) Williams (COF President) who are both very supportive.
      - i. COF is going to fund CAPT Woo, CAPT Calvin Edwards, and LCDR Trainia Cain to be part of a “Train the Trainer” through Arbinger Institute on Servant Leadership.
    3. CAPT Woo will then be looking to roll this leadership training out to the Corps.
  - b. Supporting the initiatives of the Surgeon General.
    - i. JOAG is looking at various new ways to promote mental and emotional well-being, tobacco-free living, active living, as well as the other SG priorities.
      1. Specifics will be presented during the Public Health & Community Service Committee and Readiness & Deployment Workgroup reports.
  - c. Connectedness
    - i. JOAG is reaching out to officers at all duty stations and locations to ensure after OBC they stay connected and that we serve a resource and network for them.
6. Today is the last day to submit any nominations for the JOAG Excellence Award and the JOAG Junior Officer of the Year Award.
    - a. Self-nominations are welcome.
  7. USPHS Scientific & Training Symposium will be held in Oklahoma City from May 16-19, 2016.
    - a. Registration is now live.
  8. February 19, 2016 is the deadline to submit draft articles for the Spring JOAG Journal.
    - a. LCDR Garza encouraged officers to submit their articles and get their name published.
    - b. Articles are one page maximum.
  9. LCDR Garza encouraged the junior officers on the call to get involved with the various JOAG committees and workgroup(s).
- c. Vice-Chair Report: LCDR Cara Halldin**
- i. Current activities/updates/accomplishments
    1. No report.

- d. **Executive Secretary Report: LCDR Lindsay Hatch**
  - i. Current activities/updates/accomplishments
    - 1. No report.
  
- e. **Financial Liaison Report: LCDR David Huang**
  - i. Current activities/updates/accomplishments
    - 1. JOAG's new online marketplace (mkt.com/usphs-joag) had a very successful launch, with over \$1,000 in sales in the first month.
      - a. The newly designed core values coin has been the most successful item in sales, accounting for about 30% of gross sales.
      - b. Both the lanyard and JOAG Medallion have sold out.
    - 2. JOAG's goal is to have new JOAG T-shirts available well before the USPHS Symposium in May, and all items on the website will be available for sale at the Symposium.
    - 3. Junior officers are encouraged to visit the new JOAG online marketplace at mkt.com/usphs-joag.
    - 4. Proceeds from JOAG merchandise sales partially fund the C. Everett Koop Living Legacy Fund, which provides scholarships for Commissioned Officers Association members who are officers at the rank of O-3 (LT) or below to attend the annual USPHS Scientific and Training Symposium.
      - a. For more information about scholarships, including eligibility and application requirements, click on the registration link on the Symposium website (<http://symposium.phscof.org/registration>).

**IV. JO Voice: LCDR Erin Nichols/LT Stephanie Briguglio**

- a. JO Voice was introduced last year as an opportunity for junior officers to ask questions and provide feedback on various topics of interest.
  - i. This initiative has been moved to CPC this year.
- b. Thank you to everyone who submitted questions this month on USPHS Commissioned Corps Awards.
- c. Awards Committee Co-Chairs, LCDR Marrero and LCDR Whitehart, reached out to LCDR Dorinda Ball, Awards Coordinator at DCCPR.
  - i. LCDR Ball provided responses to the questions and comments that JOAG received.
- d. Responses were distributed via the JOAG listserv with the agenda for the February General Meeting.
- e. LT Briguglio thanked LCDR Marrero and LCDR Whitehart for being on this call to assist in responding to questions.
- f. LCDR Whitehart recommended that junior officers visit the CCMIS website, and go to the "Officer Support" tab.
  - i. Under this tab, there is a plethora of information related to awards.
    - 1. In addition, a FAQ document related to awards is housed under this tab.
- g. LCDR Marrero reminded junior officers that each Agency's awards process varies slightly.
  - i. He recommended that officers reach out to the Awards Liaison/Coordinator if an officer is coming to a new Agency to gain more information on the awards process.

- h. Award Committee developed an Awards Guide which should be distributed in the near future.
  - i. LCDR Marrero stated that this document is currently under EC review and is close to being finalized and distributed.
- i. Officers can contact [phs.joag@gmail.com](mailto:phs.joag@gmail.com) to ask questions on this topic or any topic.
- j. Next JO Voice topic for JOAG's General Meeting is on readiness standards.
  - i. Junior officers should send any questions and comments on this topic to [phs.joag@gmail.com](mailto:phs.joag@gmail.com).
    - 1. This email address is at the bottom of all emails distributed via the JOAG listserv.
  - ii. Junior officers can also submit suggestions for future topics to this email address.
  - iii. An officer's name is not anonymous to JO Voice leadership, but the names are removed prior to the publication of the information.

## V. Committee/Workgroup Reports

- a. **Awards Committee: LCDR Abraham Marrero & LCDR Jonathan Whitehart**
  - i. Current activities/updates/accomplishments
    - 1. Committee is currently working on the creation and finalization of the JOAG Awards websites, which features the three JOAG awards.
      - a. LCDR Whitehart thanked CPC for assisting in creating the aforementioned websites for Awards Committee.
        - i. These websites will allow the committee to post the winners of the awards every year.
    - 2. As of today, the committee has received 21 nominations for the Joy Award and four nominations for the Excellence Award.
    - 3. The Carmona Award has been narrowed to five application packages.
      - a. Application packages have been reviewed and sent back to nominators to strengthen before the final selection process.
        - i. Strengthened nominations will be completed by February 26, 2016.
        - ii. Strengthened nominations, along with a link to Survey Monkey will be sent to Voting Members for scoring by February 29, 2016.
          - 1. Voting Members will be given two weeks to review the application packages.
  - i. Next meeting/volunteer opportunities
    - a. The next JOAG Award Committee General Meeting is scheduled for March 2, 2016 at 1200-1300 EST.
- b. **Communications and Publications Committee: LCDR Daveta Bailey & LT Katie Bante**
  - i. Current activities/updates/accomplishments
    - 1. JOAG logo currently under contract with a graphic designer.
    - 2. Twitter and Facebook presence has been established.
    - 3. Uniform Subcommittee is working on a publication to highlight recent uniform issuances.

4. Winter edition of the JOAG Journal was released in January 2016.
  5. Spring edition of the JOAG Journal is scheduled for release in April.
  6. JOAG Journal reader evaluation survey is currently being conducted.
  7. Committee continues to process website data requests.
- i. Next meeting/volunteer opportunities
    - a. Next CPC General Meeting is scheduled for March 16, 2016 at 1300 EST.
      - i. Call-in information will be provided via email.
    - b. Upcoming vacancies will be available for the Social Media Team to manage JOAG's Twitter and Facebook accounts.
- c. Membership Committee: LCDR Alice Shumate & LCDR Quynh Nhu Nguyen**
- i. Current activities/updates/accomplishments
    - a. 2016 JOAG Voting Membership call for nomination was just published for eleven vacancies.
      - i. Committee is currently answering questions regarding nomination process and awaiting nomination submissions.
      - ii. Volunteers will be needed for application verification.
        1. Call for volunteers will be distributed via the JOAG listserv.
    - b. 100% of the Meet & Greet vacancies have been filled across the U.S.
      - i. We are currently working with max.gov and reviewing volunteer needs.
      - ii. Currently have one to two officers who have volunteered to help with Meet & Greets.
    - c. Listserv Subcommittee migrated from Welcoming to the Membership Committee at the beginning of this operational year.
      - i. Listserv Subcommittee has been keeping track of a spreadsheet for new officers joining the corps through OBC.
      - ii. EC has proposed that this spreadsheet is no longer necessary.
        1. As a result, to maintain the Listserv subcommittee, Membership Committee has transitioned the role of issuing welcoming letters from Officer Involvement and Outreach Subcommittee to Listserv Subcommittee since they receive updates about new officers directly from OBC.
  - i. Next meeting/volunteer opportunities
    - a. Next Meeting is scheduled for Friday, March 18, 2016 at 1400-1500 EST.
      - i. Call-in number: 301-796-7777 and 855-828-1770; meeting ID: 745 991 785
        1. <https://fda.webex.com/fda/j.php?MTID=m9b58f56bf4a19e0f265ba65e30278045>
        3. If a password is required, enter the meeting password (11111).
- d. Outreach Committee: LCDR Kristie Purdy & LT Mekeshia Bates**
- i. Current activities/updates/accomplishments
    1. Committee SOP has been revised and approved by EC to be posted to the JOAG website.
      - a. SOP will be revised again in May after the Symposium to add specifics to the Symposium Planning Subcommittee.
    2. Online Square Marketplace for sales of JOAG merchandise is up and running.

- a. Currently the website has the following products for sale: "Not the Navy" t-shirts, coin rack, core value coin, car magnets, and luggage tags.
  - b. More merchandise will be added as products are approved.
- 3. New Officer Guide has been updated to reflect all comment and corrections.
  - a. It was approved by EC and is ready for dissemination with the welcome emails to new officers as of December 15, 2015.
- 4. Twenty-eight new officers participated in the December OBC.
  - a. During the December Open House, 20 of those officers visited the JOAG Booth to sign-up to join the listserv and expressed interest in the Peer-to-Peer Network and Job Shadowing Programs.
  - b. Officers' names were sent to the appropriate points of contact to follow-up with those officers on their interests.
- 5. New Call to Active Duty (CAD) Email Subcommittee emailed 18 new officers in November and 20 new officers in December 2015.
- 6. All Subcommittee Lead names and contact information has been added to the JOAG website.
- 7. Both the Uniform Inspection Booth (UIB) and Junior Officer Career Enhancement Booth are making plans to attend the FDA Awareness Day to be held at the White Oak Campus on April 26, 2016 from 1100-1400 EST.
  - a. The UIB is currently working to develop and complete a Uniform Script for addressing senior officers, a hand-out and quick reference guide for basic uniform wear, and a Set-Up/Breakdown presentation for their display booth.
- 8. Registration for the 2016 USPHS Scientific and Training Symposium is now open.
  - a. The JOAG General Member Meeting is listed as an "official" agenda item and is scheduled to take place on May 17, 2016 at 1245
    - i. Room number will be determined at a later date.
    - ii. At this time, we are working with Symposium planners to secure teleconferencing capabilities for those officers who are not able to be in attendance.
    - iii. Donation items and giveaways have been secured to be provided at this meeting.
- 9. An article was submitted and printed in the winter edition of the JOAG Journal on the JOAG activities at the Symposium.
  - a. Approval of the Uniform Inspection Booth (UIB) has been received.
    - i. The 2016 Symposium will host the UIB be stationed next to Registration in the Main Hall.
  - b. Approval of the Junior Officer Career Enhancement Booth has been received.
  - c. The Symposium Joint Social is scheduled for May 18, 2016 from 1930 to 2030.
    - i. The JOAG Lead for this project reports they will meet on February 12, 2016 to vote on a venue.
  - d. The Symposium Community Service Event is scheduled for May 17, 2016 to serve breakfast at the Homeless Alliance in OKC from 0600 to 0800.
    - i. Twenty-Five volunteers will be needed for this project, and a call for volunteers is currently being drafted.

10. The OKC Resource Guide is near completion to distribute to officers as a resource to local eateries and entertainment.
    - a. Once the location of the Joint Social is announced, this item will be added and the guide will be forwarded onto EC for review.
  - ii. Next meeting/volunteer opportunities
    1. Next Outreach Committee Meeting is scheduled for April 1, 2016 at 1400-1500 EST.
      - a. Meeting is held on the first Friday of even-numbered months.
    2. Upcoming Officer Basic Course (OBC) Trainings are as follows.
      - a. OBC 85: February 7-19, 2016
        - i. 30 new officers to attend
        - ii. Open House: February 7, 2016
        - iii. Graduation: February 19, 2016
      - b. OBC 86: March 6-18, 2016
        - i. Open House: March 6, 2016
        - ii. Graduation: March 18, 2016
      - c. April and May OBC dates: TBD
    3. Those who are interested in volunteering on behalf of JOAG for the Open House or Graduation may contact LTJG Lusi Martin (Lusi.Martin@hhs.gov) or LT Nicole Pascua ([pascuan@cc.nih.gov](mailto:pascuan@cc.nih.gov)).
- e. **Policy and Procedures Committee: LCDR Samantha Spindel**
  - i. Current activities/updates/accomplishments
    1. JOAG Strategic Plan Subcommittee has volunteers from all of the JOAG Committees.
      - a. Thank you to the Chairs for working to identify these Liaisons to work on Part 2 (specific goals and deliverables) of the Strategic Plan.
    2. SOP Subcommittee is working to finalize the reviews of the 2015 SOPs and will be beginning 2016 SOP revisions.
    3. A review of the Bylaws has been initiated and we request Voting Members submit their suggested changes and comments by February 19, 2016.
    4. The Creed and Code of Conduct are under consideration by CCHQ for potential use in the Commissioned Corps Strategic Plan.
      - a. OSG is still interested in the Creed.
        - i. Once a JOAG Senior Advisor is in place, JOAG EC will move forward on this project.
    5. All other subcommittees continue to work on their projects.
  - ii. Next meeting/volunteer opportunities
    1. Next committee meeting is scheduled for March 10, 2016 at 1200 EST.
      - a. Call-in number: 712-775-7300; passcode: 939713#
- f. **Professional Development Committee: LCDR Avi Stein & LT Jennifer Nelson**
  - i. Current activities/updates/accomplishments
    1. No report.

**g. Public Health and Community Service Committee: LCDR Danielle Buttke & LT Stephanie Magill**

i. Current activities/updates/accomplishments

1. Uniformed Services Community Service Projects Subcommittee

a. Current activities/updates/accomplishments

- i. Wreaths Across America (Arlington, VA)
  1. Leads: LT Gail Tarlton and LT Shannon Aldrich
  2. On December 12, 2015, 24 PHS officers and eight family members volunteered to lay wreaths on the headstones at Arlington National Cemetery.
- ii. Wreaths Across America (Fort Leavenworth, KS)
  1. Lead: LT Dwight Deon Ferguson
  2. On December 12, 2015, three PHS officers and several family members volunteered to lay wreaths on the headstones at Fort Leavenworth Cemetery.
- iii. Wreaths Across America (Atlanta, GA)
  1. Leads: LCDR Jennifer Smith and LT Rachel Cook
  2. On December 12, 2015, five PHS officers volunteered to lay wreaths on the headstones of graves at two different cemeteries in the Atlanta area.
- iv. Wreaths Across America (San Diego, CA)
  1. Lead: LCDR Kari Harris
  2. On December 12, 2015, five PHS officers volunteered to lay wreaths on the headstones at Fort Rosecrans National Cemetery.
- v. Wreaths Across America Cleanup (San Diego, CA)
  1. Lead: LCDR Kari Harris
  2. On January 16, 2016, seven PHS officers and three family members volunteered to clean up wreaths at Fort Rosecrans National Cemetery.
- vi. Joint Base Myer-Henderson-Grant Hall Open House (Ft Myer, VA)
  1. Lead: LT Gwendolyn Hudson
  2. February 6, 2016
- vii. Wreaths Across America Cleanup (Arlington, VA)
  1. Lead: LT Gail Tarlton
  2. February 16, 2016

2. Everybody Walk! Subcommittee

a. Current activities/updates/accomplishments

- i. Happy Heart Walk in Washington D.C. will occur next February 20, 2016.
- ii. Virtual Walking Challenge is approved.
- iii. Shamrock Shuffle is approved.
- iv. Alaska Heart Run/Walk is approved.

3. Morale, Wellness, and Recreation Subcommittee:

- a. Current activities/updates/accomplishments
  - i. Family Readiness Guide will be completed in the near future.
    - 1. It is in final review stage.
- 4. National Prevention Strategy Subcommittee
  - a. Current activities/updates/accomplishments
    - i. Upcoming So that Others Might Eat (SOME) event in the planning phase.
    - ii. Capital Area Food Bank event being planned.
    - iii. D.C. Central Kitchen event being planned.
  - ii. Next meeting/volunteer opportunities
    - 1. Next committee meeting is scheduled for April 8, 2016 at 1300 EST
      - a. Call-in number: 218-844-1930; passcode: 210-076
    - 2. Next NPS meeting is scheduled for March 1, 2016
      - a. Call-in number: 712-432-0111; passcode: 605726#

**h. Readiness & Deployment Workgroup: LCDR Grant Abernathey & LCDR Elizabeth DeGrange**

- i. Current activities/updates/accomplishments
  - 1. Get Fit Stay Fit slide
    - a. "Triathlon 101," was posted to the listserv and published on the JOAG resources page.
  - 2. JOAG journal Fitness Corner articles
    - a. Second article, "Healthy Self After Pregnancy," was placed in the winter journal
  - 3. Workgroup finished the Medical Reserve Corps article, which was published in the JOAG newsletter.
  - 4. Published information about how to become an AHA BLS instructor.
  - 5. Continue work on many other projects and SOPs.
- i. Next meeting/volunteer opportunities
  - a. Next R&DWG Committee Meeting is scheduled for March 14, 2016 at 1400-1500 EST.
    - i. New meeting date/time for R&DWG meetings is the second Monday of every month at 1400-1500 EST.
  - b. Behavioral Health Team continues to recruit JOAG officers.
    - i. Contact LCDR Chris Poulson (cpoulson@bop.gov) and LCDR Michelle Sheedy ([michelle.sheedy@hq.dhs.gov](mailto:michelle.sheedy@hq.dhs.gov)) for further information.

**i. Recruitment and Retention Committee: LCDR Peter Arroyo & LCDR Ashley Burns**

- i. Current activities/updates/accomplishments
  - 1. COSTEP Connection Subcommittee received 36 requests to mentor this year's SRCOSTEP class and has made the selections.
    - a. Committee should be able to receive the SRCOSTEP names after the mentors have all submitted their confidentiality forms to the recruitment branch.

2. Standard Operating Procedures Subcommittee completed the revisions of the 2015 SOP.
3. Retention Subcommittee hopes to have a survey draft ready this March to send out to this year's EIS and pharmacy resident classes to examine factors influencing Ready Reserve retention.
4. Career Fair Subcommittee compiled the March 2016 career fairs list and is now working on the list for April and May.
5. Publications Subcommittee submitted their article for the Spring JOAG Journal.
6. Social Media Subcommittee reports that Optometrists and Psychiatric Nurse Practitioners are now continuously open for applications.
7. Agency Training Program Subcommittee assigned new volunteers to the agency contacts team, and they have been receiving responses for their Agency Training Program Alumni.
  - a. An example of this would be the CDC Future Health Leaders Program.
- ii. Next meeting/volunteer opportunities
  1. The next R&R General Meeting is scheduled for March 9, 2016 at 1200-1300 EST.
    - a. Call-in number: 712-432-0111; passcode: 633865
  2. The next R&R Leadership Meeting is scheduled for April 13, 2016 at 1200-1300 EST.
    - a. Call-in number: 712-432-0111; passcode: 633865
  3. Transition Assistance Program Subcommittee has continuous openings for presenters interested in reaching out to the other uniformed service members that are in the process of separation from their respective service.

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

- a. **CCWIAB: LCDR Melissa Laufenberg**
  - i. Current activities/updates/accomplishments
    1. No report.
- b. **CCRWG report: LCDR DeGrange**
  - i. Current activities/updates/accomplishments
    1. CCRWG held its last meeting on January 27, 2016.
    2. Finalization of January's readiness has been delayed due to DA migration, as well as the recent blizzard in the Washington D.C. area.
    3. Final readiness report is currently being finalized, as a large number of officers had discrepancies.
    4. PACE program is now to open to all categories.
      - a. Program recognizes officer excellence in APFT.
      - b. Certificates are available that will now be signed quarterly by CAPT Beck for an outstanding or excellent APFT rating.
      - c. Any officer that maintains that outstanding or excellent rating for a three-year consecutive period, will earn a certificate signed by the Surgeon General.
  - ii. Next meeting/volunteer opportunities

1. Next meeting is scheduled for February 20, 2016 at 1300-1400 EST.
2. Call-in information can be obtained by contacting LCDR DeGrange.

**c. COF Board: LCDR Cara Halldin**

- i. Current activities/updates/accomplishments
  1. COA/F is offering junior officer scholarships to cover the cost of registration for the Annual Scientific and Training Symposium.
    - a. An announcement will be circulated via the JOAG listserv regarding how you can apply for this opportunity.
    - b. In the meantime, officers can visit this website for more information: <http://symposium.phscof.org/registration>.
    - c. Deadline to apply is April 4, 2016.

**d. DCCPR: LT Latasha Miller**

- i. Current activities/updates/accomplishments
  1. All documents received via the eOPF fax lines by January 15, 2016 should be viewable in your eOPF.
    - a. This does not include documents that must be scanned at CCHQ or documents submitted to the licensure fax line (i.e. professional licenses, BLS, official transcripts, awards).
    - b. Officers are asked to review their eOPFs to ensure that all documents submitted by the deadline are present.
    - c. If you are eligible for promotion in 2016 and faxed documents by the submission deadline, and the documents are not showing in your eOPF, you must do the following by 1200 EST on February 16, 2016:
      - i. Email the Promotion Coordinator ([phspromotions@hhs.gov](mailto:phspromotions@hhs.gov)).
        1. Type "Missing eOPF Documents" in the subject line.
        2. Attach the missing item(s) as a PDF document.
          - a. Send the entire document even if only one page is missing from the document (i.e. page seven is missing from your 20-page CV; email the entire CV including the CV summary).
        3. Attach your fax confirmation sheet or fax report confirming date sent.
          - a. Emails regarding missing eOPF documents without an attached fax confirmation or documents faxed after January 15, 2016 will not be accepted.
    2. New uniform instruction is now available via CCMIS.
    3. Absence (leave) requests are now self-service through Direct Access.
    4. Compensation is not yet on Direct Access.
      - a. Please continue using the current pay system and submit any payroll documents directly to Compensation.

5. Please refer to CCMIS for further information.

**e. MOLC: LCDR James Warner**

**i. Current activities/updates/accomplishments**

1. New CMAG Voting Member packages for 2017 membership were developed and distributed by the Office of the Surgeon General.
2. Annual awards for each CMAG have been posted on the respective CMAG websites and submitted to JOAG, where they were listed in the last February Award Announcement.
3. APAOC completed a survey to identify the gaps and opportunities to better serve its members
  - a. The survey received a 27% (approximately) response rate.
  - b. The results will be published in the APAOC Newsletter.
4. BCOAG invited Dr. Camara Jones, President of the American Public Health Association, to conduct a Webinar on Health Disparities during BCOAG's February General Body Meeting.
  - a. BCOAG will disseminate the Webinar announcement broadly.
  - b. Presentation is available upon request and the webinar was recorded.
    - i. Contact CDR Latonia Ford ([Latonia.ford@fda.hhs.gov](mailto:Latonia.ford@fda.hhs.gov)) to obtain the recording and presentation.
5. AIANCOAC is working with the Oklahoma COA Chapter and MOLC in preparation for the May 2016 COA Symposium in Oklahoma City.
  - a. They are looking to establish a Native American/Alaskan Native Dancing and Singing presentation.
  - b. A survey via Survey Monkey is currently being distributed to solicit volunteers for AIANCOAC activities and COA volunteer opportunities.

**ii. Next meeting/volunteer opportunities**

1. Next MOLC meeting is scheduled for February 23, 2016 at 1300 CST.
2. MOLC Volunteer Opportunities:
  - a. COF Symposium Planning Subcommittee
    - i. First meeting occurred on February 9, 2016.
  - b. MOLC Charter and Bylaws Subcommittee
  - c. AIANCOAC Volunteer Opportunities
    - i. Bylaws and Subcommittee Chair
    - ii. Recruitment and Retention Subcommittee Chair

**VII. PAC Liaison Reports**

**a. Dental Category: LCDR Grant Abernathey**

- i. Current activities/updates**
1. No report.

**b. Dietitian Category: LT Stephanie Magill**

- i. Next meeting/volunteer opportunities**
1. Next meeting is scheduled for March 17, 2016.
  2. Call-in information is not available at this time.

**c. Engineer Category: LCDR Quynh Nhu Nguyen**

i. Current activities/updates

1. The EPAC Career Development Subcommittee has created a workgroup to rewrite the Engineer Handbook. In addition, senior engineers from five agencies/OPDIVs will participate in round table discussion sessions.
  - a. EPAC hopes that these sessions will be recorded in the next few months and made available on the EPAC website as a resource to help PHS engineers understand career opportunities in other agencies.
2. Final revisions to the new CV Template and Guidance Document for Engineer Promotions are still under review and are expected to be routed for EPAC approval before mid-year.
3. The EPAC Mentoring Subcommittee is working on the initiative to contact every new or recent call to active duty PHS engineer to offer assistance in being paired with a mentor.
  - a. This initiative will continue in 2016 with the anticipation of a larger number of engineers that may need assistance.

ii. Next meeting/volunteer opportunities

1. Next meeting is scheduled for March 23, 2016 at 1400 EST.
  - a. Call-in number: 641-715-3580; passcode: 341469#
  - b. <https://collaboration.fda.gov/usphs-epac-seminar-3/>

**d. Environmental Health Category: LCDR Daveta Bailey**

i. Current activities/updates/accomplishments

1. Candidates for the Eason, Moran, and Todd awards may be nominated by supervisors, colleagues, or program managers.
  - a. In addition, candidates for the Crow Mentor Award can also be nominated by protégés/subordinates.
    - i. Please consider submitting a nomination for an environmental health professional that you feel is doing outstanding work in the field of environmental and public health.
  - b. The following is a brief description of each of the EHOPAC Awards:
    - i. The John C. Eason Award was established to recognize the accomplishments of talented newcomers to the field of environmental health and moreover, to recognize the promise these individuals hold for the future of the Public Health Service.
    - ii. The Edward (Ted) Moran Award recognizes an outstanding mid-level environmental health professional who consistently achieves high standards in the practice of environmental health, occupational health and safety, industrial hygiene, or radiological health.
    - iii. The John G. Todd Award is the highest honor given by the EHOPAC.

1. The award recognizes an exemplary senior-level environmental health professional for significant career contributions in achieving the PHS mission of improving the Nation's health through the practice of environmental health.
- iv. The Thomas E. Crow Mentor Award recognizes significant contributions by an individual who has enhanced professional growth and career development of environmental health professionals working in the U.S. Public Health Service by serving in a mentoring capacity.
- c. Please submit all award nominations to [knhubbard@anthc.org](mailto:knhubbard@anthc.org) by 12 am EST on March 5, 2016.
- ii. Next meeting/volunteer opportunities
  1. Next meeting is scheduled for March 8, 2016 at 1300-1500 EST.
  2. Call in number: 800-832-0736; passcode: 6084616
- e. **Health Services Category: LCDR Avi Stein**
  - i. Current activities/updates/accomplishments
    1. In response to high demand and interest, a formal USPHS Continuing Education listserv has been created for interested officers.
      - a. Officers can join and share the listserv with fellow officers.
      - b. Officers can subscribe to the listserv by visiting the following link and providing their name and email address for regular subscription:  
[https://list.nih.gov/cgi-bin/wa.exe?SUBED1=usphs\\_continuing-education&A=1](https://list.nih.gov/cgi-bin/wa.exe?SUBED1=usphs_continuing-education&A=1).
      - c. For future reference, the listserv subscription information can also be found on the HSPAC Career Development Subcommittee/Continuing Education Resources website (<http://usphs-hso.org/?q=pac/sub/careerdev/conteduc>).
      - d. For additional information, please contact LCDR Malaika Washington or CDR Jemekia Thornton.
    2. Nominations are currently sought for The Joseph Garcia Jr. Award Nomination
      - a. Deadline for submissions is COB February 26, 2016.
      - b. HS PAC is inviting nominations for the "Joseph Garcia Jr. Award."
      - c. Commissioned Corps Officers for the Health Service Category, excluding the current Voting Members of the HS PAC, are eligible for this award.
      - d. The award will be presented at the Commissioned Officers Association annual meeting.
      - e. The nomination and companion document form can be found on the HS PAC Awards website.
      - f. Award criteria and nomination forms for this award may also be obtained by contacting LCDR Amy Strain (214-767-3048) or CDR Travis Fisher (406-883-5541).
    3. Nominations are currently sought for The Stanley J. Kissel Award
      - a. Deadline for submissions is COB February 26, 2016.
      - b. The Health Services Professional Advisory Committee (HS PAC) is inviting nominations for the "Stanley J. Kissel Award."

- c. Commissioned Corps Officers for the Health Service Category, excluding the current Voting Members of the HS PAC, are eligible for this award.
  - d. The award will be presented at the Commissioned Officers Association annual meeting.
  - e. The nomination form and companion document can be found on the HS PAC Awards website.
  - f. Award criteria and nomination forms for this award may also be obtained by contacting LCDR Amy Strain (214-767-3048) or CDR Travis Fisher (406-883-5541).
4. DHPAG 2016 Candace M Jones Award and 2016 Junior Dental Hygienist of the Year Award
- a. Healthcare Administration Professional Advisory Group's (HAPAG) Junior and Senior Officer Excellence in Healthcare Leadership Awards
    - i. Due date for submissions is COB March 4, 2016.
    - ii. This award is presented to a senior (O5-O6) and a junior (O4 or below) Health Services Officers (HSOs), who have demonstrated outstanding accomplishments in healthcare management or public health administration in the Commissioned Corps of the U.S. Public Health Service.
    - iii. The officer must exhibit exceptional leadership ability and exemplary service, while substantially advancing the health of the nation through innovative and strategic solutions as well as significantly impacting the mission of the Corps.
    - iv. Applicants must demonstrate Basic Readiness Standards in order to apply.
    - v. Self-nominations will be considered.
    - vi. For more information or for nomination forms please visit the HAPAG Awards website.
    - vii. To request a nomination package and for additional details, please contact LCDR Michael Banyas and CAPT Cheryl Ford.
5. 2016 Senior and Junior Social Work of the Year Award Nominations
- a. Due date for submissions is February 16, 2016.
  - b. The Social Work Professional Advisory Group's Social Worker of the Year Award is presented to a Social Work Health Services Officer who has demonstrated outstanding accomplishments, exhibits exceptional leadership ability and exemplary service while substantially advancing the health of the Nation through innovative and strategic solutions as well as significantly impacting the mission of the Corps.
  - c. The call for nominations for the Senior and Junior Social Worker of the Year Award is now open.
  - d. These awards will be presented at the annual USPHS Scientific and Training Symposium to be held in Oklahoma City, OK, May 16-19, 2016.
  - e. Applicants must meet Basic Readiness Standards in order to apply.

- f. To request a submission packet or if you have any questions regarding the nomination and submission process, contact CDR Todd Johnson (214-767-6134).
    - ii. Next meeting/volunteer opportunities
      - 1. Next HS PAC meeting is scheduled for April 1, 2016 at 1300-1600 EST.
        - a. Call-in number: 800-857-5423; passcode 6587545
        - b. [https://hrsa.connectsolutions.com/pac\\_all\\_hands/](https://hrsa.connectsolutions.com/pac_all_hands/)
- f. Nurse Category: LT Mekeshia Bates**
- i. Current activities/updates/accomplishments
    - 1. All Nurse Officers can visit the NPAC website ([www.phs-nurse.org](http://www.phs-nurse.org)) for information on joining NPAC committees.
    - 2. Nurse officers should ensure that they are registered on the NPAC listserv for regular updates.
    - 3. During the December NPAC General Meeting, a presentation was conducted by CDR Randy Bong on "Back to the Basics, Mental Health Education."
      - a. This presentation was on Mental Health First Aid.
      - b. Please go to the NPAC website to review the PowerPoint presentation as the NPAC brings awareness to this topic.
  - ii. Next meeting/volunteer opportunities
    - 1. NPAC meets on the third Monday of every month at 1300-1400 EST.
    - 2. The next NPAC meeting is scheduled for February 22, 2016.
      - a. Call-in numbers: 301-796-7777 and 855-828-1770
      - b. Meeting ID: 746 101 447#; passcode: 12345
- g. Pharmacy Category: LCDR Ashley Burns**
- i. Current activities/updates/accomplishments
    - 1. Officers are asked to consider submitting an article for the PharmPAC newsletter, called the PharmPAC Perspectives.
      - a. Areas of emphasis are advancement of the Surgeon General's initiatives, the PHS mission, community health, and officer wellness.
      - b. Deadline for submission is March 15, 2016.
      - c. Please submit the articles to LCDR Scott Raisor ([thomas.raisor@ihs.gov](mailto:thomas.raisor@ihs.gov)).
    - 2. The American Pharmacists Association (APhA) has announced the selection of the 2016 Awards and Honors Program recipients.
      - a. Honorees will be officially recognized at the APhA Annual Meeting and Exposition in Baltimore, Maryland, on March 4-7, 2016.
      - b. Pharmacist Category's CAPT (ret) Jim Knoblen, co-author of the U.S. Public Health Service Officer's Guide, will be recognized at this event.
      - c. March 4, 2016 is the Federal Forum day.
        - i. There will be a category meet-up in the afternoon.
    - 3. The University Points of Contact (UPOC) Newsletter is requesting articles for the Spring/Summer 2016 issue.
      - a. The deadline for submission is April 1, 2016.
      - b. Please email articles to LCDR Honeylit Cueco ([hkcueco@anthc.org](mailto:hkcueco@anthc.org)).

4. The “Pharmacist's Best Kept Secret” recruitment document has been revised and retitled “Pharmacists Leading the Way.”
  5. Pharmacy Honor Awards nominations are currently under review and recipients will be announced at the upcoming USPHS Annual Symposium in May.
- i. Next meeting/volunteer opportunities
    - a. PharmPAC meetings occur on the first Thursday of the month at 1400 EST.
    - b. The next meeting is scheduled for March 3, 2016.
    - c. The agenda, call information, minutes, and meeting recordings are distributed via the PharmPAC listserv.
- h. Physician Category: LT Jennifer Nelson**
- i. Current activities/updates/accomplishments
    1. Currently seeking nominations for four physician awards (most outstanding PHS Medical Officers serving in Clinical, Research, Public Health, and Junior Physician capacity).
      - a. Officers should contact CAPT Alicia Vantran (alicia.g.vantran@uscg.mil) for more details.
    2. Continuing Medical Education and American Board of Preventive Medicine Maintenance of Certification credits are available for attending the USPHS Symposium.
    3. Nominations for the Federal Interagency Healthcare Executive Course are due on February 28, 2016 to CAPT Dana Thomas (dthomas6@cdc.gov).
    4. 2016 Medical Category survey from the Retention Subcommittee will be released this month.
  - ii. Next meeting/volunteer opportunities
    1. Next PPAC Business Meeting is scheduled for February 25, 2016, at 1300-1430 EST.
    2. Call-in numbers: 866-816-2251 or 517-477-5361; passcode: 9700730#
- i. Scientist Category: LCDR Alice Shumate**
- i. Current activities/updates/accomplishments
    1. SciPAC is currently working on a survey of Scientist officers and a statistical model to assess the strength of the category in terms of retention and recruitment, and to understand what the effects are of recent policies on both recruitment and promotion.
      - a. They are particularly interested in the effects on junior officers and their likelihood of staying in the Commissioned Corps.
      - b. The goal is to present results at the annual COA Symposium.
    2. Science and Practice Series call is currently scheduled for March 15, 2016 at 1200 EST, that may be of broad interest to junior officers.
      - a. LCDR Danielle Barradas will present on "Capacity Building in Resource-Limited Settings" using examples from work with American Indian tribes, states, and perhaps foreign ministries of health.
      - b. Call-in number: 866-782-0573; passcode: 2214354
  - ii. SciPAC is now accepting nominations for the following awards:
    1. Junior Scientist of the Year Award (rank of O-4 or below)
    2. Scientist Mentor of the Year Award (rank of O-4 or above)

3. Nominations are due by COB February 26, 2016.
4. More is available in the JOAG Awards newsletter, or by contacting LCDR Shumate.
5. LCDR Marrero inquired whether an officer had to be in the Scientist category to be nominated for any of the SciPAC awards.
  - a. LCDR Shumate stated that officers are required to be in the Scientist category.
    - i. She explained that you can be a nominator and not in scientist category, but to earn the award, you have to be in the category.
- i. Next meeting/volunteer opportunities
  - a. Next meeting is scheduled for March 1, 2016 at 1200 -1300 EST.
  - b. Call-in number: 866-782-0573; passcode: 2214354
- j. Therapist Category: LCDR Peter Arroyo**
  - i. Current activities/updates/accomplishments
    1. Therapist officers should submit their self-nominations for TPAC Voting Membership by February 15, 2016.
      - a. There will be seven Voting Member positions open to fill this year.
      - b. If you are interested in serving as a TPAC Voting Member, officers should submit their nomination to CDR Sourvignier ([Alicia.r.souvignier.mil@mail.mil](mailto:Alicia.r.souvignier.mil@mail.mil)) and CDR Otto ([josef.otto@ihs.gov](mailto:josef.otto@ihs.gov)).
    2. Education Subcommittee continues to look for presenters.
      - a. If you are interested in presenting, please email LT Krok ([mkrok@bop.gov](mailto:mkrok@bop.gov)).
    3. New 8.0 version of APAN has launched.
      - a. If officers have any feedback for APAN, they should contact CDR Bennett ([swbennett@bop.gov](mailto:swbennett@bop.gov)).
  - ii. Next meeting/volunteer opportunities
    1. Next TPAC meeting is scheduled for February 19, 2016 from 1200-1330 EST.
      - a. Officers can join meeting via APAN.
- k. Veterinarian Category: LCDR Danielle Buttke**
  - i. Current activities/updates/accomplishments
    1. New PAC leadership term started in January.
      - a. New issue and format of the VetBites newsletter was released in January.
  - ii. Next meeting/volunteer opportunities
    1. Next Vet PAC meeting is scheduled for February 24, 2016 at 1400 EST.
      - a. Call-in number: 866-703-2103; passcode: 3364863

## VIII. New/Old Business

- a. No report.

## IX. Final Announcements/Adjournments

- a. Meeting adjourned at 1417 EST.

