

United States Public Health Service Commissioned Corps

Junior Officer Advisory Group

Outreach Committee

Standard Operating Procedures (SOP)

Document Approvals:

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Document History Record

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Outreach Committee <u>Standard Operating Procedures</u>			
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00	07/10/2015		Updated text throughout to match JOAG SOP Template
01	09/14/2015		Added new subcommittees for development of new Outreach Committee and incorporated Executive Committee updates

Purpose

The Junior Officer Advisory Group (JOAG) Outreach Committee Standard Operating Procedures (SOP) provides operational and procedural guidance for the JOAG Welcoming Committee. This SOP provides guidance on matters not addressed by the JOAG Charter or Bylaws.

Scope

This SOP applies to all documents created that are related to all functions within the JOAG Outreach Committee to establish policies, processes, records and acceptance criteria under the auspices of JOAG. This SOP does not apply to documents created by other organizations outside of the JOAG Outreach Committee.

Definitions

Document No.: The unique identifier assigned to each document.

Revision No.: The numeric designation identifying the version of a controlled document. New documents are assigned “Rev. 00.” Subsequent, approved revisions of the same document are assigned sequential numbers, “Rev. 01,” “Rev.02,” etc.

Approval Date: The date that the Chair accepts the document into the Document Control System by applying the final approval signature.

Effective Date: The first date that the new or revised document must be used; and the previous revision, if there is one, may not be used.

References

JOAG

<https://dcp.psc.gov/osg/JOAG/about.aspx>

JOAG Governing Documents

- Charter
- Bylaws
- Standard Operating Procedures
- Strategic Plan

https://dcp.psc.gov/osg/JOAG/about_governingdocs.aspx

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ARTICLE I

MISSION STATEMENT

To connect and recruit newly commissioned junior officers to activities of JOAG and to unite and connect current junior officers to JOAG through JOAG-sponsored activities at major events including the USPHS Scientific and Training Symposium.

ARTICLE II

COMMITTEE RESPONSIBILITIES & ORGANIZATION

Section 1. Committee Responsibility

The Outreach Committee shall work with the JOAG Executive Committee (EC) and Voting Members to connect and recruit newly commissioned junior officers to activities of JOAG and to unite and connect current junior officers to JOAG through JOAG-sponsored activities at major events including the USPHS Scientific and Training Symposium

Section 2. Subcommittee Responsibility

A subcommittee is an established and recurring program within the JOAG Outreach Committee. Often times, projects within the subcommittees are identified. A project is defined as a short-term task or assignment that may or may not have a definitive termination date, depending upon the task and any applicable deadlines.

The Outreach Committee consists of following subcommittees:

- A. New Call to Active Duty (CAD) Email Subcommittee: shall disseminate JOAG Welcome Letters along with the JOAG brochure and any other relevant documents to CADs. In addition, the subcommittee is responsible for updating the Welcome Letter and fielding questions from the CADs.
- B. Officer Basic Course (OBC) Subcommittee: shall work with the JOAG voting membership in the DC (District of Columbia) metro area to ensure representation at each OBC Graduation and OBC Open House.
- C. Symposium Planning Subcommittee: shall assist the JOAG Symposium Planning Committee in the activities planned during the annual USPHS Scientific and Training Symposium. Shall work with USPHS Symposium Planners (representatives from the national COF organization or the contracted planning company) to coordinate and organize the following:
 - 1. · JOAG General Meeting
 - 2. · JOAG Information Booth

3. · JOAG Uniform Inspection Booth
4. · JOAG Community Service Event

The Subcommittee will consist of the following workgroups:

1. Volunteer Coordination Workgroup: coordinates and organize the following:
 - a. Officer room share and ride share program by recruiting junior officers to participate
 - b. Recruit officers to participate in the JOAG Information Booth, JOAG Uniform Inspection Booth, JOAG Community Service Event and set up an online sign-up sheet to facilitate this
2. JOAG General Member Meeting Workgroup
3. JOAG Information Booth Workgroup
4. JOAG Uniform Inspection Booth Workgroup: serve as a resource regarding proper uniform standards to all USPHS Commissioned officers.
5. JOAG Community Service Event Workgroup
6. JOAG Joint Social Event Representative

- D. Standard Operating Procedures (SOP) Subcommittee: shall review and update the JOAG Outreach Committee's SOP annually to ensure that it accurately reflects the Committee's functions. The Subcommittee will review and incorporate any changes recommended by the JOAG Executive Committee, Outreach Committee Co-Chair, and Subcommittee Chairs.
- E. New Officer Guide (NOG) Subcommittee: shall review and update as necessary the latest version of the NOG annually to confirm that all the information is current
- F. Product Research & Selection Subcommittee: shall produce ideas for USPHS JOAG merchandise. Responsible for obtaining vendor quotes for production costs. Accountable for the sale of approved merchandise, including oversight of merchandise sales at annual USPHS Scientific and Training Symposium and website product sales.

The Subcommittee will consist of the following workgroups:

1. Website Product Sales Workgroup: tasked with investigating potential vendors of web-based sales software, credit card transaction processing, and shipping calculators to make merchandise purchases from the JOAG Merchandise website (<https://dcp.psc.gov/osg/JOAG/merchandise.aspx>) an easier process for the customer
2. T-shirt Workgroup: activated every few years when the Executive Committee determines, with the help of the Outreach Committee's Co-Chairs, that sales of the current JOAG t-shirt are lagging due to market saturation (i.e. anyone who wants one already had bought one) and that it is time for a new t-shirt to be developed and brought to production.

G.

Section 3 Leadership

The Outreach Committee consists of two Committee Co-Chairs, one or two Secretaries, one Website Coordinator, and six Subcommittee Leads.

The Committee Co-Chairs are responsible for the following tasks:

1. Provide reports at JOAG General Meetings
2. Participate in JOAG Voting Member meetings and activities
3. Lead Outreach Committee meetings occurring every other month
4. Review documents as necessary
5. Regularly communicate with the Executive Committee Liaison
6. Designate Subcommittee Leads

The term duration for Committee Chair(s) shall be one to two years. The term duration for Committee Co-Chair shall be one to two years.

The Secretary is responsible for the following tasks:

1. Disseminate meeting announcements and agendas
2. Record and distribute meeting minutes
3. Disseminate announcements as requested by the Chair (or designee) to the Committee
4. Maintain the Outreach Committee membership and volunteer rosters

The term duration for Committee Secretary shall be one or two years.

The Website Coordinator is responsible for the following tasks:

1. Develop and maintain the Outreach Committee webpage and advise the JOAG Communications and Publications Committee on updates to the JOAG website that are pertinent to Outreach Committee functions
2. Develop and maintain the content for the webpage, although a contractor is responsible for technical support
3. Ensure the content of the webpage adheres to Section 508 guidance
4. When necessary, update the webpage with any documents produced by the Outreach Committee

The term duration for the Website Coordinator shall be one to two years.

The Subcommittee Lead is responsible for the following tasks:

1. The Subcommittee Lead shall have the authority and responsibility to assign specific tasks and responsibilities to individual subcommittee participants as needed to carry out the mission/function of the subcommittee

The term duration for the Subcommittee Lead shall be one to two years.

Section 4. Committee Involvement

Committee Participant: Committee Participants will fulfill the following expected roles and responsibilities:

1. Be willing and able to give the necessary time to attend meetings and perform any assigned duties
2. Actively participate in discussions and be willing to listen to and respect others viewpoints
3. Think in terms of the welfare of the group rather than personal interests
4. Accept and follow through on assignments
5. Maintain minimum standards for Committee Participants (See Article IV)

Committee Observer: A Committee Observer is a junior officer who merely wishes to maintain awareness of Committee issues but is under no obligation or requirement to participate, maintain a minimum level of attendance, or other responsibility.

Section 5. Letters of Appreciation

The Outreach Committee shall disseminate Letters of Appreciation to committee members for participation and volunteer support. The Letters of Appreciation will be issued on an annual basis using the template provided by the JOAG Awards Committee (see Article VII).

ARTICLE III

COMMITTEE PROCEDURES

- Section 1.*** The JOAG Outreach Committee shall hold meetings at least every other month where all Subcommittees shall report their activities. The meetings are scheduled at the discretion of the Committee Chair (or Co-Chair).

Section 2. JOAG Outreach Subcommittees:

A. Call to Active Duty (CAD) Email Subcommittee Procedures

1. After every OBC, the CAD Email Subcommittee receives a list of new officers from the OBC Subcommittee, which is compiled from a signup sheet at the OBC Open House
2. Routinely checks the JOAG website (<https://dcp.psc.gov/osg/joag/>) for current JOAG General Meeting and Journeymen Series Seminar information and updates the CAD emails accordingly
3. Using the signup list obtained from the OBC Subcommittee, the Subcommittee sends an email with the standard Welcoming Letter (including PAC Liaisons), JOAG Brochure, and New Officer Guide attached to junior officers within one month of commissioning. See Appendix 1 for the Welcoming Letter and (<https://dcp.psc.gov/osg/JOAG/resources.aspx>) for the JOAG Brochure and New Officer Guide. These documents must be reviewed annually and updated as needed, and the Subcommittee must ensure the most recent approved document is being used
Note: *The JOAG Brochure is updated by the Communications and Publications Committee. The Subcommittee will need to make sure that they are using the latest version.*
4. If necessary, the Subcommittee will field questions via email from new CADs. If the Subcommittee is unable to answer the question(s), the question(s) will be forwarded to JOAG Outreach Committee Chair for response. If the Chair does not know the answer he/she can refer to the Executive Committee Liaison, other JOAG Voting Members, or whoever is knowledgeable in the referenced area

B. Officer Basic Course (OBC) Subcommittee Procedures

1. Prepares information to be disseminated at the OBC Open House and Graduation, including:
 - a. JOAG brochure (<https://dcp.psc.gov/osg/JOAG/resources.aspx>)
 - b. Flyers for JOAG initiatives from the JOAG Communications and Publications Committee.In addition, the Subcommittee ensures the materials are made available at each course throughout the year
2. Solicits and coordinates JOAG representation at each OBC graduation and OBC Open House/information session. JOAG representation at the OBC Open House shall consist of volunteer JOAG members who have completed a signed acknowledgement

(Appendix 6) that they have read the JOAG Bylaws, the JOAG General Standard Operating Procedures, and New Officer's Guide (available online at <https://dcp.psc.gov/osg/JOAG/resources.aspx>). All non-voting members must also shadow a Voting Member at the Open House prior to volunteering without a Voting Member present. A JOAG Voting Member is not necessary at OBC graduation; however, it is recommended that the non-voting member demonstrate his/her knowledge of JOAG or obtain experience at earlier OBC functions while being accompanied by a JOAG Voting Member

3. After each OBC Open House, provides via email a list of officers who have signed up for the JOAG listserv and JOAG welcome email to the Call to Active Duty (CAD) Email Subcommittee
4. Prepares merchandise to be sold at OBC Open House, which includes contacting the Financial Liaison ahead of time if there is a need to resupply merchandise. The Subcommittee will keep an inventory of current merchandise, report to the Financial Liaison of items sold after each Open House, and deposit funds into a designated JOAG account after every Open House

C. Symposium Planning Subcommittee Procedures

1. Attends meetings with the USPHS Symposium Planners (representatives from the national COF organization or the contracted planning company) and reports back to the JOAG Symposium Planning Committee on the status of volunteer activities;
2. Collaborates with the JOAG Awards Committee and JOAG Chair to coordinate logistics for presentation of JOAG Awards;
3. Collaborates with the USPHS Symposium Planners to acquire space and organize logistics for the JOAG Information Booth and the JOAG Uniform Inspection Booth including booth location and merchandise storage;
 - a. Volunteer Coordination WG: coordinates and organizes the following:
 - (1) Officer room share and ride share program by recruiting junior officers to participate
 - (2) Recruit officers to participate in the JOAG Information Booth, JOAG Uniform Inspection Booth, JOAG Community Service Event and set up an online sign-up sheet to facilitate this
 - (3) Recordkeeping process for JOAG junior officer volunteers at the annual USPHS Symposium.
 - (4) Responsible for letters of appreciation for the officers who volunteered at the JOAG Uniform Inspection

- Booth, the JOAG Information Booth and JOAG Community Service Event during the Symposium.
- b. JOAG General Member Meeting WG:
 - (1) Collaborates with the Symposium Planning Subcommittee Lead(s) other officers on the workgroup, and the JOAG Executive Committee to facilitate, organize, and host the JOAG General Meeting during the USPHS Symposium;
 - (2) Coordinates audio-visual equipment and room layout, and other items as needed for the General Meeting;
 - (3) Coordinates efforts to obtain the junior officer gift bags, including identifying healthy snack items for gift bags, obtaining approval for purchase by the JOAG Executive Committee, and assembling gift bags, if the JOAG Executive Committee approves the expense;
 - (4) Drafts invitations to CPOs to speak to junior officers and sets aside gift bags for these attendees. JOAG Chair will send the invitation.
 - c. JOAG Information Booth WG:
 - (1) Lead the volunteer efforts for the FDA PHS CC Awareness Day
 - (2) Work with the Professional Development Committee and other committees to determine if there are other Initiative specific flyers that should be included at the informational booth and ensure that copies of flyers are available at the booth (this will include the JOAG Peer to Peer Network flyer on one side and the JOAG Job Shadowing flyer on the other side).
 - (3) Coordinate with the Welcoming Product Research & Selection Committee to ensure JOAG merchandise is in order and available for selling
 - (4) Train all volunteers in assisting during the Symposium.
 - (5) Participate in any Symposium planning related calls that relate to exhibits, etc.
 - d. JOAG Uniform Inspection Booth WG:
 - (1) Provide a uniform inspection booth at the annual USPHS Scientific and Training Symposium
 - A. Maintain the Uniform Inspection Booth display material and update as necessary
 - B. Coordinate logistics for booth display site, booth hours and booth set-up
 - C. Recruit and train volunteers to staff the booth

- (2) Participate in other venues where the uniform inspection booth is seen as an asset to the participants and pursue other venues as appropriate (e.g., FDA White Oak USPHS Commissioned Corps Awareness Day)
- e. JOAG Community Service Event WG: Coordinates local community service event at USPHS Scientific and Training Symposium.

D. Standard Operating Procedure (SOP) Subcommittee Procedures

- 1. Updates the SOP throughout the year as requested by Outreach Committee Co-Chairs
- 2. Completes the annual review and revision of Committee's SOP by assigning SOP Subcommittee members specific section(s) for editing/revising
- 3. Sends the updated SOP document to the Outreach Committee Co-chairs who send it to the JOAG Policy and Procedures (P&P) Committee and then the JOAG EC Liaison for EC Review

E. The New Officer Guide (NOG) Subcommittee Procedures

- 1. Updates the NOG annually by assigning NOG Subcommittee members to specific section(s) for editing/revising
- 2. Sets due dates for the NOG revisions
- 3. Combines all the revisions into a single document
- 4. Reviews and ensures proper formatting of the revised document
- 5. Sends the compiled document to the Outreach Committee Co-Chairs who send to the EC Liaison for EC review

F. Product & Selection Subcommittee Procedures: produces ideas for new USPHS-JOAG merchandise and obtaining vendor quotes for these products. Once the Outreach Committee Co-Chairs and the EC reach a consensus of which items to produce, the Subcommittee Lead(s) will use the vendor quotes obtained by this subcommittee to develop funding request forms through which COF will release the funds to cover the production costs to the vendor.

- 1. Website Product Sales WG: investigates potential vendors of web-based sales software, credit card transaction processing, and shipping calculators to make merchandise purchases from the JOAG Merchandise website (<https://dcp.psc.gov/osg/JOAG/merchandise.aspx>) an easier process for the customer.
- 2. T-shirt WG: this workgroup is activated every few years when the EC determines, with the help of the Outreach Committee's Co-Chairs, that sales of the current JOAG t-shirt are lagging due to

market saturation (i.e. anyone who wants one already had bought one) and that it is time for a new t-shirt to be developed and brought to production.

ARTICLE IV

MINIMUM STANDARDS FOR COMMITTEE PARTICIPANTS

Section 1. Committee Participant: Committee Participant minimum standards include:

- A. Attending at least half of the eligible meetings since joining the Committee
- B. Active participation in at least one project or Subcommittee annually
- C. Active participation in meeting discussions and providing input to the Committee Chair (or Co-Chair) solicitations

Also see JOAG General SOP, Article VIII, Section 1.

ARTICLE V

TRANSITIONING

Section 1.

Transitioning Procedure: Incoming Committee Chair (or Co-Chairs) and outgoing Committee Chair (or Co-Chairs) should schedule a meeting to discuss the transitioning of the position. In collaboration with the outgoing Committee Chair (or Co-Chairs), the incoming Committee Chair (or Co-Chairs) will utilize the orientation guidelines and practices regarding absenteeism and member recognition to assist them in their preparation as the Committee Chair (or Co-Chairs). Transitioning will also include orientation to Committee documents, the JOAG Committee Chair Frequently Asked Questions Guidance Document, and the JOAG Strategic Plan. **Refer to JOAG General SOP, Article X, Section 1 for further details.**

ARTICLE VI

ABSENTEEISM POLICY

Section 1.

Absenteeism Policy: Committee Participants should inform the Committee Secretary (or designee) if they will be unavailable to attend a Committee meeting. To maintain their status, Committee Participants are required to attend at least half of the eligible meetings since joining the Committee. Refer to **JOAG General SOP, Article IX, Section 1 for further details.**

Section 2.

Member Participation: Committee Participants who miss more than half the meetings in a six month period (June through December) or half the meetings in a twelve month period (January through December) shall be considered “inactive” and not be eligible for a Letter of Appreciation. The Committee Secretary (or designee) shall keep attendance of all meetings and notify the Committee Chair (or Co-Chairs) if a member has fallen below the 50% attendance mark. Officers who fail to reach the 50% mark, but who wish to participate may be designated “observer status.” These guidelines are intended to encourage at least 50% attendance at meetings. However, it is recognized that there may be individual cases which warrant special consideration (e.g., weekly scheduling conflict), where an officer is not able to make that percentage but substantially contributes to the Committee. Therefore, the Committee Chair (or Co-Chairs) reserves the right to utilize appropriate discretion in determining whether or not an individual officer should be recognized as a Committee Participant. **Refer to JOAG General SOP, Article IX, Section 1.**

Section 3.

Notifying Inactive Members: Those Committee Participants who fall below the 50% attendance mark will be sent an e-mail by the Secretary (or designee) informing them of such and asking if they would like to continue to participate in the respective committee. They may continue to participate but may be designated “observer status.” Those officers who choose to disassociate from a Committee, not respond, or continue to fail to attend meetings are designated “observer status” and will not achieve the minimum recognition of Committee Participant as outlined above and in **JOAG General SOP, Article XII, Section 2. Also see JOAG General SOP, Article IX, Section 3.** They may not be eligible for a Letter of Appreciation.

ARTICLE VII

MEMBER RECOGNITION

Section 1.

Committee Participants: Committee members who maintain the minimum standards for Committee Participants (Article IV) will be acknowledged through the following methods:

- A. A written letter signed by the Committee Chair (or Co-Chairs) and JOAG Chair suitable for inclusion in the officer's eOPF.

Specific detail on the individual officer's contributions should be maintained along with the impact of their contributions on the overall outcome when applicable. A letter shall be granted to every officer who demonstrates at least a 50% attendance record (in addition to the other criteria) since joining the committee.

- B. Approval to list membership role with JOAG committee on official curriculum vitae as "Committee Participant."
- C. Committee Participants shall be differentiated from Committee Observers in attendance rosters and in correspondence with the JOAG Chair and Executive Committee for the purposes of acknowledging their contributions to JOAG.

Also see JOAG General SOP, Article XII, Section 1.

ARTICLE VIII

CHANGES TO THE STANDARD OPERATING PROCEDURES (SOP)

Section 1.

Updates to the Outreach Committee SOP: The Committee Chair (or Co-Chairs) shall be responsible for maintaining and updating the Outreach Committee SOP. Updates to the SOP may be initiated as needed by the Committee Chair (or Co-Chairs), Subcommittee Leads, or JOAG Executive Committee. Any Subcommittee Lead or JOAG Executive Committee member may request a review of the SOP or suggest a change to the SOP through correspondence with the Committee Chair (or Co-Chairs). If deemed worthy of further review, such a review shall occur with drafting of new proposed verbiage.

Section 2.

Outreach Committee SOP Review: The Committee Chair (or Co-Chairs) will initiate the yearly review process. The Outreach Committee SOP shall be the reviewed annually by the Committee Chair (or Co-Chairs) and the Subcommittee Leads to ensure the SOP is up-to-date and adequate to meet the needs of the

committee. The Outreach Committee website shall also be reviewed during this time to ensure it accurately reflects the information in the Outreach Committee SOP.

Section 3. Approval: The Outreach Committee SOP requires review and approval by the Policy and Procedures (P&P) Committee and the JOAG Executive Committee. The draft revised SOPs shall be submitted first to the P&P Committee for review of format and general content. The Outreach Committee shall make revisions, if necessary, following P&P Committee review, then submit the draft revised SOP to the JOAG Executive Committee Liaison to begin Executive Committee review. After receipt and incorporation of edits or comments from the Executive Committee, the SOP shall be considered final and will be posted to the JOAG Governing Document webpage with a hyperlink on the Outreach Committee webpage.

Section 4. Minor changes: Minor changes to the SOP (i.e. to correct spelling or grammar or to clarify unclear wording) may be made without P&P Committee or JOAG Executive Committee review and approval.

ARTICLE IX

APPENDICES

- Appendix 1: Sample Welcoming Letter
- Appendix 2: Officer Basic Course- Training Statement

Appendix 1

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



October 22, 2015

Dear Colleague,

On behalf of the Junior Officer Advisory Group's (JOAG) Outreach Committee, congratulations on your recent call to active duty to the USPHS Commissioned Corps! JOAG serves as a voice

to the Surgeon General for all junior officers. As a junior officer (T O-4 and below), you are highly encouraged to participate in JOAG activities and meetings.

JOAG conducts a general meeting on the second Friday of every other month from 1300 – 1500 EST, starting in October. JOAG also offers a *Journeyman Speaker Series (JSS)* Presentation every other month in which there is no general meeting. The JSS Presentation is an hour-long, bimonthly speaker series developed by the JOAG Professional Development Committee to bring relevant information to junior officers related to career advancement and officership.

Upcoming Dates: December 11, 2015, JOAG General Meeting, 1300-1500 EST
 November 13, 2015, JSS Presentation, 1300-1400 EST
 Please visit the JOAG page for meeting updates:
<https://dcp.psc.gov/osg/JOAG/meetings.aspx>

Teleconference: JOAG General Meeting (subject to change)
 Call in#: (218) 844-1930
 Passcode: 791-9605#

JSS Presentation
 Details for the bimonthly JSS Presentations are sent out via the JOAG listserv and also posted on the JOAG website accordingly
https://dcp.psc.gov/osg/JOAG/meetings_journeyman.aspx

As you have requested, we will shortly be signing you up for the JOAG listserv so that you can receive up-to-date information and resources for junior officers. Please see the attached JOAG brochure, New Officer Guide, and visit JOAG website at <https://dcp.psc.gov/osg/joag/> for more information about JOAG.

JOAG has Liaisons to all of the Professional Advisory Committees (PAC) for category specific questions that may come up. Current JOAG PAC Liaisons are as follows:

Category	Name	E-mail
Dentist	LT Grant Abernathy	gabernathy@bop.gov
Dietitian	LT Stephanie Magill	Stephanie.Magill@cms.hhs.gov
Engineer	LCDR Quynh Nhu guyen	QuynhT.nguyen@fda.hhs.gov
Environmental Health	LCDR Daveta Bailey	Daveta.Bailey@fda.hhs.gov
Health Services	LCDR Avi Stein	Wya8@cdc.gov
Nurse	LT Mekeshia Bates	mbates@hrsa.gov
Pharmacist	LCDR Ashley Burns	Ashley.Burns@fda.hhs.gov
Physician	LT Jennifer Nelson	zcn6@cdc.gov
Scientist	LCDR Alice Shumate	wii5@cdc.gov
Therapist	LCDR Peter Arroyo	PArroyo@bop.gov
Veterinarian	LCDR Danielle Buttke	Danielle_Buttke@nps.gov

Again, welcome to the USPHS Commissioned Corps and congratulations on accepting the call to protect, promote, and advance the health and safety of the nation! If you have any questions regarding JOAG or the Corps, please feel free to contact us.

Respectfully,

/s/

LCDR Kelly Dalton (Kelly.Dalton@ihs.gov)

LT Anca Tabakova (Anca.Tabakova@hrsa.gov)

JOAG Outreach Committee

Appendix 2

JOAG Representation at Officer Basic Course – Training Statement

I hereby acknowledge have shadowed a voting member of JOAG (or his/her designee) at the OBC Open House on _____ (fill in date). Further, I acknowledge that I have read the FAQ's (Frequently Asked Questions), JOAG Bylaws, Standard Operating Procedures, and New Officer's Guide.

Printed Full Name of JOAG Non-Voting Member (e.g., LT John Smith)

Printed Full Name of JOAG Voting Member (e.g., LT John Smith)

Signature of JOAG Non-Voting Member

Signature of JOAG Voting Member

Date

Date