

**United States Public Health Service Commissioned Corps**

**Junior Officer Advisory Group**

**Public Health and Community Service Committee (PHCS)**

**Standard Operating Procedures (SOP)**

**Document Approvals:**

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## Document History Record

Document History Record for: <u>JOAG Public Health and Community Service Committee</u> <u>Standard Operating Procedures</u>			
<i>Revision Number</i>	<i>Date of Revision</i>	<i>Effective Date</i>	<i>Description of Changes</i>
00	1/19/2010		Deleted JOAG General SOP Language
01	1/19/2010		Added Purpose, Scope, Definition, & References
02	1/19/2010		Added Reference to JOAG General SOP Sections
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08	4/4/2014	10/1/2014	Reviewed and updated (PHCSC Co-Chairs)
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## Purpose

The Junior Officer Advisory Group (JOAG) Public Health and Community Service Committee (PHCSC) Standard Operating Procedures (SOP) provides operational and procedural guidance for the JOAG Public Health and Community Service 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 Public Health and Community Service 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 Public Health and Community Service 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 may and must be used; and the previous revision, if there is one, may not and must not be used.

## References

JOAG

<http://www.usphs.gov/corpslinks/joag/>

JOAG Governing Documents

- Charter
- Bylaws
- Standard Operating Procedures
- Strategic Plan

[http://www.usphs.gov/corpslinks/JOAG/about\\_governingdocs.aspx](http://www.usphs.gov/corpslinks/JOAG/about_governingdocs.aspx)

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# ARTICLE I

## MISSION STATEMENT

Enhance health and wellness through support of Commissioned Corps officers and their communities by providing information and tools that promote health and wellness. Implement and support community service activities that will promote public health and enhance the visibility of the USPHS and interaction with other uniformed services.

# ARTICLE II

## COMMITTEE RESPONSIBILITIES & ORGANIZATION

### *Section 1.* Committee Responsibility

The Public Health and Community Service Committee shall work with the JOAG Executive Committee (EC) and Voting Members (VM) to provide a mechanism whereby junior officers can promote public health within their communities and with other uniformed services to provide community service support and enhance the visibility of the US Public Health Service (USPHS), while increasing camaraderie within its ranks, in accordance with the mission of JOAG.

### *Section 2.* Subcommittee Responsibility

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

The Public Health and Community Service Committee consists of the following Subcommittees:

- A. Morale, Welfare, and Recreation (MWR) Subcommittee: This subcommittee is responsible for facilitating work-life balance, increased esprit-de-corps, and quality of life for PHS officers and their families by providing easily accessible information on travel, recreation, and fitness opportunities afforded them.

- B. Uniformed Service Community Service Projects Subcommittee: This subcommittee is responsible for coordinating community service activities in collaboration with other uniformed services to enhance visibility of the PHS, while building leadership and collaborative relationships among junior officers.
- C. National Prevention Strategy (NPS) Subcommittee: This subcommittee is responsible for coordinating community service activities which directly support the initiatives outlined in the NPS and enhancing visibility of PHS in the community.
- D. Officer Health and Wellness Promotion Subcommittee: This subcommittee is responsible for encouraging, promoting, and building on established healthy lifestyles in PHS officers and in the community by providing officers with the tools and resources they need to empower themselves and their peers.
- E. Every Body Walk! Subcommittee: The purpose of this subcommittee is to improve the walkability of neighborhoods and local geographic locations and increase the numbers of officers and civilians walking. The workgroup aims to create a culture that supports walking for all ages, educate Americans on the importance of walking and regular exercise and promote walkable communities.

**Section 3.** Leadership

The JOAG Public Health and Community Service Committee consists of two (2) Committee Chairs (Co-Chairs), a Secretary and five Subcommittee Leads.

The Committee Chair(s) is responsible for the following tasks:

1. Oversee and direct the activities of all PHCSC Subcommittees.
2. Ensure all products and deliverables from the Subcommittees are deemed appropriate and fall under the purview of the mission of the PHCSC.
3. Coordinate and conduct monthly meetings with the general PHCSC membership.
4. Write annual Letters of Appreciation (LOAs) for PHCSC members who participate throughout the year.

The term duration for Committee Chairs shall be 1-2 years.

The Secretary is responsible for the following tasks:

1. Record monthly general meetings and attendance of participants.
2. Distribute the agenda for the monthly calls to the committee.
3. Distribute the meeting minutes from the monthly calls to the committee.
4. Conduct the monthly meetings in the absence of the Chair and Co-Chair.
5. Other duties as assigned by the Chairs.

The term duration for Secretary will be 1-2 years.

The Subcommittee Lead/Co-Leads is/are responsible for the following task:

1. Oversee the meeting, coordination, function, and membership of the respective Subcommittee for which they are the Lead/Co-Lead.

The term duration for Subcommittee Leads/Co-Leads will be 1-2 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 discussion 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. (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.*** Ad-hoc Committees

Ad-hoc/Special Projects Subcommittees are formed in response to the JOAG's needs and as directed by the committee Chair.

***Section 6.*** Letters of Appreciation

The Public Health and Community Service Committee shall disseminate Letters of Appreciation to committee members for participation and volunteer support. The Letters of Appreciation should be issued using the template provided by the JOAG Awards Committee on an annual basis. Please see Article VI of the JOAG General SOP, Minimum Standards for Committee Participants.

# ARTICLE III

## COMMITTEE PROCEDURES

**Section 1.** The Public Health and Community Service Committee shall hold at least bi-monthly meetings where all subcommittees shall report their various activities. The meetings are scheduled at the discretion of the Committee Co-Chairs.

**Section 2.** Public Health and Community Service Committee (PHCSC) Subcommittees:

A. Morale, Welfare, and Recreation Subcommittee (MWR) Procedures

1. The MWR Subcommittee Lead will provide an orientation of the committee to new members and ensure they have an appropriate understanding of their roles, responsibilities, and expectations.
2. The MWR Subcommittee Lead will conduct monthly or quarterly meetings, as needed, to ensure projects are developed to meet committee goals and milestones.
  - a. An agenda should be sent to the subcommittee membership prior to any scheduled meeting.
  - b. Minutes should be recorded at every meeting to ensure an accurate account of the proceeding and attendance.
3. All potential projects and deliverables shall be submitted for review and approval to the PHCSC Chair and the JOAG Executive Committee before commencing.
4. The MWR Subcommittee Lead is responsible for maintaining all content related to the PHCSC on the JOAG website.
  - a. Any content/information related to the PHCSC or its subcommittees must be submitted to the PHCSC Chairs for approval before posting on the JOAG website.
5. The MWR Subcommittee Lead will coordinate other projects as deemed necessary or assigned by the Chairs of the PHCSC.
  - a. The MWR Subcommittee Lead will submit the names of committee members that participated in committee activities during the year to the Chairs of the PHCSC to be recognized with a Letter of Appreciation. Only the names of subcommittee members that provided significant

participation during the operational year should be sent to the Chairs of the PHCSC for recognition. In order for participation to be considered significant, committee members must attend at least 50% of the monthly Subcommittee calls and participate in at least one activity during the operational year (please see Article VI of the JOAG General SOP).

B. Uniformed Service Community Service Projects Subcommittee Procedures

1. The Uniformed Service Community Service Projects Subcommittee Lead will provide an orientation of the committee to new members and ensure they have an appropriate understanding of their roles, responsibilities, and expectation.
2. The Uniformed Service Community Service Projects Subcommittee Lead will conduct monthly meetings to plan and coordinate community service projects that will provide opportunities for junior officers to interact with other uniformed services.
  - a. An agenda should be sent to subcommittee membership prior to any scheduled meeting.
  - b. Meeting minutes should be recorded at every meeting to ensure an accurate account of the proceeding and attendance.
3. All potential projects and products should be submitted for review and approval to the Chairs of the PHCSC and the JOAG Executive Committee before commencing.
  - a. Any officer(s) from the Uniformed Service Community Service Projects Subcommittee may submit a proposal for a community service project and it must contain at a minimum the following information:
    - 1) Information regarding the planning organization must include the following:
      - (a) Description of the volunteer activity
      - (b) Point of contact and phone number for the contact
      - (c) Location of the volunteer activity
      - (d) Date and time of the project

- (e) Number of volunteers needed (minimum and maximum)
  - (f) Any special skills required
  - (g) Any potential financial cost
  - (h) Consent forms, if required
  - (i) Whether meals will be provided
  - (j) Whether family, friends, or other Uniformed Service personnel can participate
  - (k) Proposed Project Lead
  - (l) Uniform of the day
- b. Projects will be presented at the monthly Uniformed Service Community Service Projects Subcommittee meeting for approval by the committee.
  - c. Projects that need approval must be submitted to the Uniformed Service Community Service Projects Subcommittee Lead using the “Event Proposal Template,” found in Appendix A. This template will ensure the consistency and accuracy of the proposed project.
  - d. Projects that are approved by the Lead and a majority of the Uniformed Service Community Service Projects Subcommittee will be proposed to the PHCSC Chair. The approved proposal will then be shared with the rest of the PHCSC.
  - e. Once approved by the Chairs of the PHCSC, the proposal will be submitted to the JOAG Executive Committee for approval. Any comments or edits proposed by the EC will be addressed and resubmitted. While the proposal is being reviewed by the EC, the Subcommittee Lead will draft the call for volunteers.
  - f. If approved by the JOAG EC, the project will then be proposed to the Office of the Surgeon General (OSG) for final approval. Once the OSG has approved the project, the Uniformed Service Community Projects Subcommittee Lead and other participants can begin planning and coordinating the event.
  - g. If clarification is needed, questions regarding the event may be sent through the PHCSC Chairs and Uniformed Service Community Service Projects Subcommittee Lead and Co-Lead to the Project Lead.

- h. Upon approval of the project and confirmation of an adequate number of volunteers, the Project Lead will contact the point of contact for the project to finalize the commitment.
- i. This process is subject to change based upon time constraints. If necessary, the proposal may skip the Uniformed Service Community Projects Subcommittee and PHCSC approval and be sent straight to the PHCSC Chairs for further processing.
- j. The Uniformed Service Community Service Projects Subcommittee Project Lead shall:
  - 1) Recruit volunteers via the JOAG listserv and website.
  - 2) Communicate with the project point of contact.
  - 3) Commit to attend the project personally.
  - 4) Track the attendance and participation of JOAG volunteers.
  - 5) Report the attendance to the Uniformed Service Community Projects Subcommittee Lead and Co-Lead.
  - 6) Submit a summary of the event (1/2 page) to the Uniformed Service Community Projects Subcommittee Lead and Co-Lead, which shall include contact information, number present, details of what was done and where the event was located, along with contact information. Once reviewed, the summary will be forwarded to the PHCSC Chairs who will report to the JOAG EC on the event.
- k. The project leader will provide volunteers with timely recognition in the form of a Certificate of Participation from the Lead of the Uniformed Service Community Projects Subcommittee for placement in an officer's electronic Officer Personnel File (eOPF).
- l. Projects should generally be planned at least three (3) months in advance to allow adequate approval, communication with JOAG members, and recruitment of volunteers.
- m. Following a successful project, the activity may be nominated as a standing project to be repeated. In addition to the previously mentioned information, proposals for

standing projects should include the frequency of the project proposed and outline the reason that it should be considered as a standing project. Standing projects will be events that can take place at any duty station across the country. Once approved as a standing project, yearly approval through the JOAG PHCSC, JOAG EC, and OSG will no longer be required. The project may be discontinued or brought up for discussion, however, at the discretion of the JOAG PHCSC, JOAG EC, or OSG. Project Leads will still be required to submit a summary of each event.

- n. The Uniformed Service Community Projects Subcommittee Lead/Co-Lead will maintain a list of proposed and completed projects and project contacts to ensure accurate information is available for future reference.
  - o. Participation in community service projects shall be primarily centered on PHS junior officers. Senior officer participation in community service projects will be considered on a case-by-case basis. This will likely occur when an insufficient number of junior officers volunteer to participate for a particular community service project.
  - p. All efforts should be made to focus on community service projects that enhance leadership and collaborative relationships among junior officers in all of the uniformed services.
- 4. The Uniformed Service Community Service Projects Subcommittee Lead will coordinate other projects as deemed necessary or assigned by the Chairs of the PHCSC.
  - 5. The Uniformed Service Community Projects Subcommittee Lead will submit the names of committee members that participated in committee activities during the year to the Chairs of the PHCSC to be recognized with a Letter of Appreciation.
    - a. Only the names of committee members that provided significant participation during the operational year should be sent to the Chairs of the PHCSC for recognition. In order for participation to be considered significant, committee members must attend at least 50% of the monthly subcommittee calls and participate in at least one activity during the operational year.

C. National Prevention Strategy Subcommittee Procedures

1. The National Prevention Strategy Subcommittee Lead will provide an orientation of the committee to new members and ensure they have an appropriate understanding of their roles, responsibilities, and expectations.
2. The National Prevention Strategy Lead will conduct monthly meetings to plan and coordinate community service projects that will provide opportunities for junior officers to serve the community.
3. An agenda should be sent to the subcommittee membership prior to any scheduled meeting.
4. Minutes should be recorded at every meeting to capture attendance and content.
5. All potential projects, articles, web-postings or other documents should be submitted to the Chair of the PHCSC and the JOAG Executive Committee for review and approval before commencing.
  - a. Any officer(s) from the National Prevention Strategy Subcommittee may submit a proposal for a community service project and it must contain at a minimum the following information:
    1. Description of the volunteer activity
    2. Identification and description of any host organization
    3. Point of contact and phone number for the contact
    4. Location of the volunteer activity
    5. Date and time of the project
    6. Number of volunteers needed (minimum and maximum)
    7. Any special skills required
    8. Any potential financial cost
    9. Consent forms, if required
    10. Whether meals will be provided
    11. Whether senior officers or family members may participate
    12. Proposed Project Lead
    13. Uniform of the day

- b. Projects will be presented at the monthly National Prevention Strategy Subcommittee meeting for approval by the committee.
- c. Projects that need approval must be submitted to the National Prevention Strategy Subcommittee Lead using the “Event Proposal Template,” found in Appendix A. This template will ensure the consistency and accuracy of the proposed project.
- d. Projects that are approved by the Lead/Co-Lead and a majority of the National Prevention Strategy Subcommittee members will be proposed to the PHCSC Chairs, then discussed with the entire JOAG PHCSC.
- e. Once approved by the Chair of the PHCSC, the proposal will be submitted to the JOAG Executive Committee for approval. While the proposal is being reviewed by the EC, the Subcommittee Lead will draft the call for volunteers.
- f. If approved by the JOAG EC, the project will then be proposed to the Office of the Surgeon General (OSG) for final approval. Once the OSG has approved the project, the Subcommittee Lead and other participants can begin the planning and coordination of the event.
- g. If clarification is needed, questions regarding the event may be sent through the PHCSC Chairs and National Prevention Strategy Subcommittee Lead and Co-Lead to the project leader.
- h. Upon approval of the project and confirmation of an adequate number of volunteers, the project leader will contact the point of contact for the project to finalize the commitment.
- i. This process is subject to change based upon time constraints. If necessary, the proposal may skip the National Prevention Strategy Subcommittee and PHCSC approval and be sent straight to the PHCSC Chairs for further processing.
- j. The National Prevention Strategy Project Lead shall:
  - 1. Recruit volunteers via the JOAG listserv and website.
  - 2. Communicate with the project point of contact.

3. Commit to attend the project personally.
  4. Track the attendance and participation of JOAG volunteers.
  5. Report the attendance to the National Prevention Strategy Subcommittee Lead and Co-Lead.
  6. Submit a summary of the event (1/2 page) including contact information, number present, details of what was done and where the event was located, along with contact information to the National Prevention Strategy Subcommittee Lead and Co-Lead. Once reviewed the summary will be forwarded to the PHCSC Committee Chair who will report to the JOAG EC on the event.
- k. The Project Lead will provide volunteers with timely recognition in the form of a certificate of appreciation from the National Prevention Strategy Subcommittee Lead and Co-Lead for placement in an officer's electronic Officer Personnel File (eOPF).
  - l. Projects should generally be planned at least three (3) months in advance to allow adequate approval, communication with JOAG members, and recruitment of volunteers.
  - m. Following a successful project, the activity may be nominated as a standing project to be repeated. In addition to the previously mentioned information, proposals for standing projects should include the frequency of the project proposed and outline the reason that it should be considered as a standing project. Some standing projects will be written so that they may be performed in duty stations across the country. Once approved as a standing project, yearly approval through the JOAG PHCSC, JOAG EC, and OSG will no longer be required. The project may be discontinued or brought up for discussion, however, at the discretion of the JOAG PHCSC, JOAG EC, or OSG. Project leads will still be required to submit a summary of each event.
  - n. The National Prevention Strategy Subcommittee Lead/Co-Lead will maintain a list of proposed and completed projects and project contacts to ensure accurate information is available for future reference.
  - o. Participation in community service projects will be primarily centered on PHS junior officers. Senior officer participation in community service projects will be

considered on a project-by-project basis. This will likely occur when an insufficient number of junior officers volunteer to participate for a particular community service project.

- p. All efforts should be made to focus on community service projects that enhance leadership and collaborative relationships among junior officers which support the initiatives outlined in the National Prevention Strategy.

6. The National Prevention Strategy Lead will coordinate other projects as deemed necessary or assigned by the Chairs of the PHCSC.

7. The National Prevention Strategy Lead will submit the names of committee members that participated in committee activities during the year to the Chairs of the PHCSC to be recognized with a Letter of Appreciation.

- a. Only the names of committee members that provided significant participation during the operational year should be sent to the Chair of the PHCSC for recognition. In order for participation to be considered significant, committee members must attend at least 50% of the monthly Subcommittee calls and participate in at least one activity during the operational year.

D. The Officer Health and Wellness Promotion Subcommittee Procedures

1. The Officer Health and Wellness Promotion (OHWP) Subcommittee Lead will provide an orientation of the committee to new members and ensure they have an appropriate understanding of their roles, responsibilities, and expectation.

2. The Officer Health and Wellness Promotion Subcommittee Lead will conduct monthly meetings as needed to ensure projects are developed to meet committee goals and milestones.

- a. An agenda should be sent to the subcommittee membership prior to any scheduled meeting.

- b. Meeting minutes should be recorded at every meeting to ensure an accurate account of the proceeding and attendance.

3. All potential projects and products should be submitted for review

and approval to the Chairs of the PHCSC and the JOAG Executive Committee before commencing.

4. For approval of *Let's Move!* program projects, the following procedures should be followed:
  - a. The standardized event proposal templates will be used (see Appendix A). Template will ensure the consistency and accuracy of the proposed projects.
  - b. Information regarding the projects will include:
    - 1) Description of the volunteer activity
    - 2) Location or potential location of the volunteer activity
    - 3) Point of contact and phone number for the contact at the proposed site
    - 4) Number of volunteers needed (minimum and maximum)
    - 5) Any special skills required
    - 6) Any potential financial cost
    - 7) Consent forms if required
    - 8) Whether meals will be provided
    - 9) Whether family members or other Uniformed Service personnel are included
    - 10) Proposed project leader
    - 11) Uniform of the day
    - 12) The proposed subcategory of the *Let's Move* Campaign the project will encompass, e.g.
      - i. *Let's Move!* Cities, Towns and Counties
      - ii. *Let's Move!* Chefs Move to Schools
      - iii. *Let's Move!* Faith and Communities
      - iv. *Let's Move!* Outside
      - v. *Let's Move!* Museums and Gardens
      - vi. *Let's Move!* In Indian Country
      - vii. *Let's Move!* Child Care
      - viii. *Let's Move!* In the Clinic
  - c. Completed event proposal templates will be sent to the OHWP Subcommittee Lead(s), who will then forward to the PHCSC Chairs for review.
  - d. Once approved by the PHCSC Chairs, the proposal will be submitted to the JOAG EC for approval.
  - e. Once the JOAG EC has approved the project, the Project Lead and other participants can begin the planning and coordination of the event, starting with the programming implementation procedures.

- f. Projects should generally be planned at least three (3) months in advance to allow adequate approval, communication with JOAG members, and recruitment of volunteers.
5. Officers wishing to implement an approved *Let's Move!* project should utilize the following procedures. Participation is open to all Commissioned Corps junior officers (individuals or groups).
- a. Designate a Project Lead or Lead(s) who will be responsible for:
    - 1) Participating in the project personally
    - 2) Recruiting additional volunteers, if desired.
    - 3) Communicating with the proposed site point of contact
    - 4) Tracking the attendance and participation of JOAG volunteers
    - 5) Ensuring a site representative signs off on an evaluation form
    - 6) Reporting on attendance and evaluation of project success to the OHWP Subcommittee Lead(s)
  - b. Gather information on the site at which the project will be implemented, for example, type of facility, anticipated number of attendees, permission to present, number of officers that will participate, and time of day.
  - c. Submit an approved *Let's Move!* event template packet to the OHWP Subcommittee Lead(s) and provide any information that was gathered about the potential event
  - d. Members of the OHWP Subcommittee will review the proposed activity, location, and decide if requested activities and site meet criteria for programming.
  - e. Once the OHWP Subcommittee has determined that the proposed site meets the objectives of the selected approved project and the PHCS Chairs and EC have been notified of the event, they will provide the Project Lead with the *Let's Move!* project packet (to be developed), which shall include:
    - 1) Standardized programming materials
    - 2) Best methods/tips for communicating message to children
    - 3) Checklist of required site, personnel approvals needed, etc.

- 4) A form letter to be sent to the site confirming activity date and time.
  - 5) Attendance sheet for participating officers to sign
  - 6) A letter for a representative at the site to sign verifying the officer's presence at the activity
  - 7) A post-activity evaluation form to be filled out by the officer and delivered to the OHWP Subcommittee Lead(s)
- f. Upon completion of the project, the Project Lead will fill out, scan (if available), and fax or e-mail all template project documents to the OHWP Subcommittee Lead(s) within 30 days of completing the activity.
  - g. The OHWP Subcommittee will award all officers that participated in the event with a certificate of appreciation, provided all forms are properly completed and sent within 30 days of activity completion.
  - h. Officers will be responsible for ensuring that their certificates are faxed and entered into their individual eOPF.
  - i. The OHWP Subcommittee Lead(s) will record and track all activities and submit monthly reports to the PHCSC Chairs.
  - j. The OHWP Subcommittee Lead(s) will oversee Project Leads who will document officers participating in the project by:
    - 1) Logging the rank, name and contact information of officers requesting *Let's Move!* packets.
    - 2) Requiring the completion and submission of post event evaluation forms and attendance logs. The evaluations will be used for project status updates, quality improvement, and issuance of participation certificates.
3. The Officer Health and Wellness Promotion Subcommittee Lead will coordinate other projects as deemed necessary or assigned by the Chairs of the PHCSC.
  4. The Officer Health and Wellness Promotion Subcommittee Lead will submit the names of committee members that participated in committee activities during the year to the Chairs of the PHCSC to be recognized with a JOAG Letter of Appreciation. (Appendix B).

- a. Only the names of committee members that provided significant participation during the operational year should be sent to the Chair of the PHCSC for recognition. In order for participation to be considered significant, committee members must attend at least 50% of the monthly subcommittee calls and participate in at least one activity during the operational year (please see Article VI of the JOAG General SOP).
- E. Every Body Walk! Sub-committee Procedures
1. Local Coordinators will identify potential projects through collective workgroup brainstorming, or conferring with other USPHS officers and JOAG leadership.
  2. Gather additional information as needed.
  3. Identify Project Lead and create an action plan with timeline.
  4. Project lead will fill out the JOAG Event Proposal Form and create a draft listserv announcement for posting on JOAG and PAC listservs and have the local coordinator review. (see Appendix A. Event Proposal Form)
  5. Local coordinator will submit Event Proposal Form and draft listserv announcement to Workgroup Co-Leads.
  6. Workgroup Co-Leads review event proposal form and draft announcement for content and clarity and for appropriateness in meeting workgroup mission. They will revise the documents as needed and if cleared, workgroup co-leads will send the documents to EC Liaison.
  7. EC Liaison reviews both documents and forwards to the JOAG Executive Committee.
  8. JOAG Executive Committee provides input and revises the documents as necessary.
  9. If the event proposal is approved by the JOAG's Executive Committee, the JOAG Chair or Vice-Chair will send the event proposal to the Office of the Surgeon General for approval.
  10. Office Surgeon General will approve or deny JOAG's request to participate in the event; they may also provide recommendations for improving the event proposal and request a re-submission from JOAG.
  11. EC liaison will inform workgroup co-leads and local Coordinators of the Office of the Surgeon General's decision and recommendations, if any.
  12. After obtaining approval from the Office of the Surgeon General, project lead will begin advertising the event and prepare associated documents such as sign-in forms
  13. Execute event. Project Lead must provide the sign-in form and track appropriate information.
  14. Include project updates in JOAG General Meeting report

15. JOAG Chair or Vice-Chair will provide a summary of walking event(s), participants, and photographs to the Office of the Surgeon General for their records and internal tracking purposes.

## **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 solicitations.

**Also see JOAG General SOP, Article V, Section 1.**

[https://dcp.psc.gov/osg/JOAG/about\\_governingdocs.aspx](https://dcp.psc.gov/osg/JOAG/about_governingdocs.aspx)

## **ARTICLE V**

### TRANSITIONING

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

## **ARTICLE VI**

### ABSENTEEISM POLICY

**Section 1.** Absenteeism Policy: Committee Participants should inform the Committee Secretary if they will be unavailable to make a Committee meeting. To maintain their status, Committee Participants need to attend at least half of the eligible meetings since joining the Committee. **Also see JOAG General SOP, Article IX Section 1.**

**Section 2.** Member Participation: Committee Participants who miss more than half the meetings in a six month period or half the meetings in a twelve month period (January through December) shall be considered “inactive” and not be eligible for inclusion on the website’s roster and for the Committee’s end-of-year Letter of Appreciation. The Committee Secretary shall keep attendance of all meetings and notify the Committee Chair if a member has fallen below the 50% attendance mark. 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 reserves the right to utilize appropriate discretion in determining whether or not an individual officer should be recognized as a Committee Participant. **Also see 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 email by the Secretary informing them of such and that they will be removed from the website roster and may not be eligible for the end-of-year Letter of Appreciation. Those officers who choose to disassociate from a Committee, not respond, or continue to fail to attend meetings 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.**

## ARTICLE VII

### MEMBER RECOGNITION

**Section 1.** Committee Participants: Committee members who maintain the minimum standards for Committee Participants (Article VI) will be acknowledged through the following methods:

- A. A written letter signed by the Committee 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 Public Health and Community Service Committee SOP: The Committee Chair (or Co-Chairs) shall be responsible for maintaining and updating the Public Health and Community Service 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 SOPs 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.*** Public Health and Community Service Committee SOP Review: The Committee Chair (or designee) will initiate the yearly review process. The Public Health and Community Service Committee SOP shall be reviewed annually by the Committee Chair and the Subcommittee Leads to ensure the SOP is up-to-date and adequate to meet the needs of the Committee.
- Section 3.*** Approval: Public Health and Community Service 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 Public Health and Community Service 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.

**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 A

#### EVENT PROPOSAL TEMPLATE

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

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**Date:** [insert month, day, year of proposal]

**To:** Office of the Surgeon General

**Through:** [insert Rank, Name]  
Senior Advisor, Junior Officer Advisory Group (JOAG)

[insert Rank, Name]  
Chair, Junior Officer Advisory Group (JOAG)

**From:** [insert Rank, Name]  
Chair, Public Health and Community Service Committee

**SUBJECT:** Proposal for JOAG Involvement in the [insert event location] [insert event sponsor] [insert event title] [insert event date] – ACTION  
(ex- Fort Gillem/Fort McPherson US Army Reserve Command’s “HOOAH RACE” Celebration on June 12, 2010- ACTION)

#### **Background**

On [insert date], the [insert event sponsor] will be sponsoring the [insert event name]. This is an annual event featuring [provide basic explanation] [include and “is open to civilian participants” if applicable]. The event will take place from [insert event time] on [insert day of week, month, date, year] at the [insert location].

#### **United States Public Health Service Involvement**

USPHS volunteers will participate with the [insert service group (ex- US Army Reserve)] [include “and other uniformed service volunteers” if applicable] to help with the event. The JOAG Public Health and Community Service Committee has reached out to this military

organization in [insert general location (ex- Atlanta area)], to volunteer assistance for their activities and events. This event allows USPHS officers an opportunity to support the community at large. Volunteers will work [insert basic description (ex- in an outdoor environment and assist in a variety of activities centered around the races)].

**Description of Activities and Expectations of the Volunteers**

[Describe activities (ex- Volunteers will be responsible for assisting with setup, sign in, assistance with passing out water bottles and fruit, and clean up at the event)].

**General Event Information**

**1. Point of Contact(s):**

[insert rank and name] (USPHS/JOAG)  
JOAG PHCSC  
National Prevention Strategy Subcommittee  
[insert phone #]  
[insert alternate phone #]  
[insert email]

[insert rank and name] (USPHS/JOAG)  
JOAG PHCSC  
National Prevention Strategy Subcommittee  
[insert phone #]  
[insert alternate phone #]  
[insert email]

**2. Location:**

[insert full address, telephone number, link to website if available]

**3. Date & Time:**

[Day of week, Month, Day, Year (ex- Saturday, May 12, 2010)]  
[insert time (ex- 0700-1200 EST)]

**4. Uniform of the Day:**

[insert appropriate attire- (ex- PHS Shirt, PHS Ball Cap, Long Pants, Closed Toe Shoes)]

**5. Number of Participants: [insert #]**

- The initial call for volunteers will only be open to junior officers and will be sent via the JOAG listserv.
- A waitlist will be started after the [insert # from above] person maximum is reached.
- This event will be open to senior officers if the maximum is not reached with junior officer volunteers or if the sponsors of the event increase the limit. The USPHS will be permitted to increase their numbers if the other services are unable to recruit [insert # from above] volunteers per service.

6. [Insert financial cost if applicable. If none state: “There are no financial costs associated with this event”.]
7. [Insert “consent form required and will be provided to those who volunteer” or “consent form not required”, as appropriate]

**RECOMMENDATION**

JOAG is approved to participate in the [insert event name], with the [insert collaborating group] and other uniformed service volunteers.

*-signed-*

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[Insert rank and name]  
Chair, JOAG Public Health and  
Community Service Committee

**DECISION**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

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CAPT Dan Beck  
Office of the Surgeon General

## APPENDIX B

### CERTIFICATE OF APPRECIATION TEMPLATE

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

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DATE:

TO: [Officer Rank and Name]

On behalf of the Public Health and Community Service Committee, Uniformed Service Community Projects Subcommittee, [I or We] would like to express sincere appreciation for your outstanding service to the Uniformed Service Community Projects Branch. Your work on the Committee has been invaluable.

Your service and contributions have allowed the Uniformed Service Community Projects Branch to participate with junior officers from the other uniformed services and convey the importance of the UPSHS Commissioned Corps. Because of your commitment, the Uniformed Service Community Project Branch continues to have significant impact on [describe impact and add more sentences as necessary].

The Uniformed Service Community Projects Branch appreciates your passion for the U.S. Public Health Service Commissioned Corps and your dedication to the needs of junior officers. Your professionalism, leadership, and esprit de corps are commended.

Sincerely,

[Insert Signature of Lead/Co-Lead]

[Insert Printed Lead or Co-Leads name]

Uniformed Service Community Projects Branch