



Health Services Officer Category
OF THE U.S. PUBLIC HEALTH SERVICE
Strength Through Diversity



Medical Laboratory Scientist Professional Advisory Group - MLSPAG

February 11, 2016

Time: 2:00 PM to 3:00 PM EST

Teleconference call number: 1-866-882-1054 Passcode: 2066464

MEETING Minutes

Attendance Record in Alphabetical Order					
Attendance	Rank	Last Name	First Name	OPDIV	Voting Member
Present	CAPT	Alspach	Todd	CMS	No
Present	LCDR	Bashay	Richard	FDA	Chair
Present	LCDR	Boison	Charles	FDA	Yes
Present	CDR	Darrah	Clyde	IHS	Yes
Present	LCDR	Ertel	Donald	FDA	Secretary
Present	LCDR	Flores	Lisa	FDA	Yes
Present	CDR	Galloway	Renee	CDC	Yes
Present	LCDR	Germain	June	FDA	Yes
Excused	LCDR	Hill	Renaë	IHS	No
Present	CDR	King	Debra	NIH	Yes
Present	LT	Maruna	Thomas	FDA	No
Present	LCDR	Mitchell	Camille	BOP	No
Present	LT	Morgan	Megan	NIH	No
Excused	LCDR	Morris	Julie	CDC	No
Present	LT	Ndenga	Emmanuel	BOP	Yes
Present	CAPT	Nemeth	Dana	BOP	Yes
Present	CDR	Nichols	Cara	IHS	Yes
Present	LCDR	Oloyede	Babatunde	BOP	Yes
Present	LCDR	Patrick	Lundy	FDA	No
Present	LCDR	Peay	Andre	BOP	No
Present	LCDR	Ryan	Thrasher	IHS	Yes
Excused	LCDR	Sampson	Docia	IHS	Yes
Present	LCDR	Smith	Renee	CMS	No
Present	LCDR	Tate	Jennifer	DHS	Yes
Present	LCDR	Thrasher	Ryan	IHS	Yes
Present	LCDR	Tirado	Vladimir	BOP	Yes
Present	CDR	Tool	Will	IHS	Yes
Present	CAPT	Woodlief	Gina	?	No
Present	LCDR	Young	David	FDA	Chair-Elect



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- I. Call to Order : Chair, LCDR Richard Bashay III @ 1400
- II. Roll Call for Voting Members: Secretary, LCDR Donald Ertel
- III. Introduction: Chair, LCDR Richard Bashay III
 1. **Welcome**
 2. **Approval of Minutes**
 3. **Commissioned Corps Updates (Attached)**
 4. **HSO PAC Updates**
 - Website Mitigation**
 - Merged of PAC & PAGES events**
 - PAC Subcommittees with volunteer spots:**
 - Career Development, Communications, Policy & R/R**
 5. **COA - Conference registration is open; Room block is sold out but overflow block at the Sheraton**
 6. **Mentorship Subcommittee/Policy Legislation**
 7. **Goals of 2016**
 - Get MLS Category open
 - Update on Bylaws **DUE: 3/1/16**
 - Subcommittees SOPs review/updates **DUE: 5/1/16 to Bylaws**
 - Get more MLS members involved
 - Website Updates
 - Subcommittees Goals
- IV. Subcommittee Reports:
 - A) **Awards Chair: LT Emmanuel Ndenga; Co-Chair: LCDR Katrina Redman;**
Members: CAPT Donna Brown, CDR Debra King, CAPT Gina Woodlief
 - *LT Ndenga with update: Jr. and Sr. Officer MLS Award Recognition Nominations are in; Low number of Nominations this year. Subcommittee SOP is Up to Date*
 - B) **By-Laws: Chair: LCDR Vladimir Tirado Co-Chair: LCDR Lisa Flores**



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Members: CDR William Tool, CDR Sabrina Ivory, LCDR Fabian Chaparro, LT Jennifer Tate, LCDR Camille Mitchell, LCDR Patrick Lundy, LT Emmanuel Ndenga

- *LCDR Vladimir Tirado with the update: Subcommittee will meet next week for discussion of Changes to Bylaws; Two Positions are open in the Bylaw Subcommittee.*

C) Communications: Chair: LCDR Lisa Flores; Co-Chair: CDR Jeri Coats
Members: CAPT Todd Alspach, CDR Toni Bledsoe, CDR Cara Nichols, CDR Nathan Town, LCDR Charles Boison, LT Michelle Hohensee, LT Angela Hatzenbuhler

- *LCDR Lisa Flores with the update: All MLS members are encouraged to visit MLS PAG website and check for accuracy, and to inform LCDR Flores with needed corrections. Preparation activities are being started for the Fall Newsletter; communications with request for content/articles to follow soon*

D) Membership: Chair: CDR Renee Galloway; Co-Chair: LCDR David Young
Members: CAPT Gina Woodlief, CDR Chauha Pham, LCDR Docia Sampson

- *CDR Renee Galloway with updates: Subcommittee will be meeting about SOP revisions; Membership is evaluating the procedure for tracking of terms*

E) Mentorship: Chair: LCDR Richard Bashay III; Co-Chair: LT Lura Kelly
Members: LCDR Andrea Peay, LCDR Donald Graham, LT Maggie Kemp

- *LCDR Richard Bashay with the update: Subcommittee met at end of Jan 2016; SOP id drafted; subcommittee is requesting that Officers submit names of Mentors to compile database; Mentoring will be internal to our MLS PAG*

F) Professional Development Chair: LCDR Renae Hill; Co-Chair LCDR Donald Ertel; Members: CDR Dana Nemeth, LCDR Babatunde Oloyede, LCDR Al Peyketewa LCDR Daniel Cajigas, LT Ashley Frost, LT Summer Pearson, LT Jason Truax

- *LCDR Donald Ertel with the update: SOP is actively under review and revision; ProDev intends to meet in the next couple of weeks to discuss SOP and complete revisions*



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G) Recruitment/Retention : Chair: LCDR June Germain; Co-Chair: LCDR Docia Sampson Members: LCDR Mary Sheets, LCDR Jon Antoniou, LCDR Charles Boison, LCDR Alfred Lugo, LCDR Julie Morris, LT Diyo Rai

➤ *LCDR June Germain with the update: SOP in revision. No other updates*

V. Treasury Report: CDR Jeri Coats

➤ *CDR Jeri Coats reports \$532.77 in the MLS PAG treasury*

VI. Old/New Business

➤ *LCDR Bashay mentioned that the Commissioned Corps Updates from HSO Meeting were included at the end of this agenda; opened floor for discussion – no issues, questions, or concerns were raised*

VII. Open Floor

➤ *LCDR Ertel requested a link to MLS PAG website in email to the all of the MLS PAG for benefit of new members*

➤ *LCDR Bashay mentioned that we are pursuing a real resolution of the requirement for annual updating with DCCPR by some officers related to Issue of no Expiration on their ASCP Certifications associated Grandfathering (certification prior to 2004)*

➤ *For those attending 2016 USPHS Symposium in Oklahoma City, CDR Jeri Coats made some suggestions for entertainment outside of Symposium hours. i.e. Bricktown Area has activities such as bowling alley, movie theatre, pubs & restaurants, and a Triple A Baseball Team*

VIII. Action Items

1. *Communications: Send Link to MLS PAG website to MLSPAGLISTERV-L@LIST.NIH.GOV*
2. *Any / All members: LCDR Bashay needs examples (copies) of ASCP Certifications (issued prior to 2004) without an Expiration*

IX. Adjournment

Meeting adjourned at 1425; the next General Meeting is scheduled for April 14th



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Commissioned Corps Updates

OSG Update:

- 2016 USPHS Calendar is now available for purchase from members of the Choral Ensemble.
- Due in large part to the efforts of the Commissioned Officers Association, Disney theme parks now recognizes PHS & NOAA as Services. They can now purchase tickets at the military discounted rate at MWRs and at the theme parks.

Commissioned Corps Headquarters (CCHQ) Director's Update:

- There will be a February OBC and they will continue each month through April.

Commissioned Corps Head Quarters (CCHQ) Highlights

COER:

- 97% done with COER.
- 6,300 out of 6,600 that have been processed.
- 48 active that did not start their COER.
- eOPF is up to date for manual COER submissions.
- In the future, those that do not submit a COER will get a flag in DA (effects PY2017).

Promotions:

- 2800 ROS have been indexed.
- File room has completed filing of all docs submitted on or before 28 Dec 2015.
- Fax line was taken off-line 15 January 2016. Once all is indexed there will be a last call to those that are promotion eligible in PY2016 and have something missing (OS, ROS, COER, etc.).
- Moving faxes from 05 January 2016 into the indexing queue (2,100 left) and 30 December 2015 out of indexing queue. There are another 5,000 documents to get in (awards, etc.) and will get those done by President's Day.
- Faxes should be done by 29 January 2016.
- Readiness Status is anticipated to be ready by 1 February 2016. If relevant, any officers who are deemed not basic ready but believe they should be must contact RedDOG with faxed documents and confirmation.

Awards:

- Those up for promotion should see all awards submitted to CCHQ by 31 December 2015 reflected in their PIR/ Direct Access. Due to the paper backlog



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with the eOPF system it will take longer to show in eOPF. Promotion Boards will only be concerned with what is on the PIR and in Direct Access.

- The Presidential Unit Citation (PUC) will not appear in officers PIR prior to promotion boards meeting, as the entire Corps will receive it and the Awards team is focusing its attention on get all awards approved/ entered that were submitted on or prior to 31 December 2016 into DA so they can they appear in officer's PIRs.

Direct Access:

- DA must be utilized, as it is the only official record for the following types of absences (leave):
 - Annual inside and outside of CONUS
 - Sick
 - Adoption
 - Paternity
 - Maternity and Paternity
 - Post Deployment Mobilization Respite Absences (PDRMA) **Note:** PDRMA does not exist in the Corps but is the equivalent of the Corps' Post-Deployment Respite Absence (PDRA).

All of other authorized absence (leave) types from duty stations should be requested and approved in a method determined by each Agency. **All officers must ensure** their email addresses are correct in DA, as they will be used by CCHQ for all communication, leave and pay issues.