

**Health Services Professional Advisory Committee (HS PAC)  
Voting Member Nomination Process  
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**How can I prepare to become a voting member for the HS PAC?**

Participation in PAC activities allows current HS PAC members the opportunity to know you. Remember that activities that support the PAC’s Professional Advisory Groups (PAGs) also help. Attending PAC meetings helps you understand the standard operating procedures and activities of the PAC, which can help you know where assistance is needed for volunteering.

**Can I be on a subcommittee if I am not a member of the PAC?**

The only subcommittee that requires HS PAC voting membership is the Membership Subcommittee. Although subcommittee chairs are voting members, your involvement and participation is needed with all other HS PAC subcommittees. There is far more to do than what the voting members alone can accomplish.

**Does being part of a PAG help?**

Yes, and it is helpful if you take a leadership position within your PAG such as chair, vice chair, or subcommittee chair.

**Where can I find a nomination form for the HS PAC?**

Nomination forms can be downloaded from the HS PAC web site at:  
<https://dcp.psc.gov/osg/hso/sub-membership-nominations.aspx>

**What do I need to submit to have a completed application?**

For a complete application submit a cover letter, a nomination form signed by your supervisor, and your current HSO CV and Summary Sheet.

**What do I put in the cover letter?**

The cover letter is very important because it provides the information the Membership Subcommittee uses to review you and your accomplishments. It makes a positive impression to summarize HS PAC activities like official subcommittee appointments, projects you assisted with, leadership positions held, and PAG activities. Identify the reason(s) you would like to be part of the HS PAC and what you can contribute.

**What does “HSO Discipline” mean on the nomination form? Is that my job?**

Your HSO discipline is your qualifying degree; for example, if you were commissioned as a dental hygienist, but you work as a health education specialist, your HSO discipline is “dental hygienist.”

**What should I select for “HSO Subcategory” on the nomination form?**

The HSO subcategory is related to your qualifying degree. For example, if you qualified for commissioning as a dental hygienist (a clinical discipline) and you work as a health education specialist, your subcategory is “clinical.” Even if you do not work in a clinical field or haven’t for years, your subcategory is still based on your qualifying degree.

**Should my CV and CV Summary Sheet have to be in the HSO format?**

It is best to convert your CV and CV Summary Sheet into the most recent HSO format. The reviewers are familiar with the HSO format. Submitting your CV and CV Summary Sheet in the HSO format allows the reviewers to find all of your accomplishments easily and efficiently.

**Can I submit my application electronically?**

Absolutely, and this is preferred. However, be sure to scan your nomination form with signatures to a PDF file to include with your cover letter, CV, and CV Summary Sheet.

**Can I send my cover letter, CV, and CV Summary Sheet electronically and fax my nomination form?**

Yes, as long as we receive all four documents (cover letter, nomination form, CV, and CV Summary Sheet).

**Where should I submit my completed HS PAC application?**

The completed application package should be submitted to the current Chair of the HS PAC Membership Subcommittee: <https://dcp.psc.gov/osg/hso/sub-membership.aspx>

**What if I cannot get my supervisor's approval?**

Supervisor approval is required and must be present on the nomination form or we cannot accept your application. Therefore, it is your responsibility to explain the benefits and time commitment of PAC membership to your supervisor well ahead of the application deadline. Consider how best to frame the advantages and disadvantages from your supervisor's perspective and present solutions to work conflicts to demonstrate your commitment to your job and the Corps. When you discuss your interest in voting membership with your supervisor, be sure to let them know that voting membership includes additional Commissioned Corps responsibilities.

**What criteria does the HS PAC use to select new members?**

The HS PAC evaluates:

- i. An officer's progression of responsibility, achievement, and contribution to the agency mission.
- ii. An officer's participation in Corps activities like workgroups, JOAG, COA, BCOAG, AIANCOAC, and other non-PAC activities (current and active participation within the past 5 years)
- iii. An officer's active involvement in the HS PAC – this can be represented by membership and participation in a PAC subcommittee, chair of a PAG, active member of a PAG subcommittee, active mentor in the HSO Mentoring Program, and other PAC activities (current and active participation within the past 5 years)
- iv. Specific criteria in the PAC bylaws addressing membership diversity with regard to discipline, geographic location, gender, racial and ethnic characteristics, seniority, and agency.

In addition, the Membership Committee reviews the application package to ensure that all required documents are received. Incomplete application packages will not be considered for voting membership. Make sure to scan the current HSO CV and CV summary sheet and signed nomination form into a single pdf file prior to submission.

**How long will it take to find out whether I was selected as a PAC voting member?**

The process can take anywhere from six to eight months after the closing date.

**How will I find out the selection results?**

Once the recommended applicants are approved by the Surgeon General, letters will be sent to all applicants. New HS PAC members will receive a confirmation letter from the Surgeon General that can be faxed to their eOPFs.

**If not selected, is there a maximum number of times that I can apply?**

The HS PAC does not limit the number of times an officer can apply; however, if you are not selected, it may help to review the questions and answers above to determine how to strengthen your application. If you have additional questions, feel free to contact a Membership Subcommittee member or the Membership Subcommittee Chair and Co-chair for guidance.

**What is the time commitment required if selected to the HS PAC?**

If selected to a three-year term as a voting member of the HS PAC, one should expect to attend via teleconference or in person six meetings per year. PAC meetings are usually two to three hours long. Members must attend at least one meeting in person. Members can attend in-person meetings in Rockville, MD, Atlanta, GA, or at the PAC meeting held on Category Day at the annual USPHS Scientific and Training Symposium.

Members are also expected to chair or participate in one or more of the subcommittees—each of which has periodic meetings and offline tasks—and perform other duties as assigned by the CPO or HS PAC Chair.

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