



U.S. PUBLIC HEALTH SERVICE
Pharmacist Professional Advisory Committee (PharmPAC)
Department of Health and Human Services

General Meeting Minutes
1400 - 1530 EDT Thursday, 7 April 2016

[To view the WebEx recording of the April 2016 General Meeting, click here.](#)

Roll Call: LCDR Kevin Herkenham

MEMBER	SECTION	OPDIV	CITY, STATE	PRESENT	ALTERNATE	PRESENT
RADM Pamela Schweitzer	CPO	CMS	Baltimore, MD	Yes	N/A	N/A
CAPT Aaron Sigler	Chair	FDA	Silver Spring, MD	Yes	CDR Robert Gaines	N/A
LCDR Rodney Waite	Chair-Elect	BOP	Milan, MI	Yes	CDR Jaime Morris	N/A
CDR Jefferson Fredy	Career Development	IHS	Crownpoint, NM	No	LT Dakota McMurray	Yes
CDR Anne Marie Bott	Recruitment	IHS	Anchorage, AK	Yes	LCDR Matthew Duff	N/A
CDR Kenda Jefferson	Readiness	DHS/DIHS	Washington, D.C.	Yes	LCDR Carl Olongo	N/A
CDR Damion Killsback	Recruitment	IHS	Rockville, MD	Yes	LCDR Amy Luo	N/A
CDR Diem-Kieu Ngo	Communication	FDA	Silver Spring, MD	Yes	LCDR Nicole Zelenak	N/A
CDR Bill Pierce	Readiness	FDA	Silver Spring, MD	Yes	CDR Matt Brancazio	N/A
CDR Shary Jones	Career Development	OS	Kansas City, MO	Yes	LCDR Long Pham	N/A
CDR Jinhee Lee	Administration	SAMHSA	Rockville, MD	Yes	CAPT Jen Fan	N/A
CDR Marisol Martinez	Career Development	DOD	Fort Sam Houston, TX	No	LCDR Phung Nguyen	Yes
CDR Mark Miller	Recruitment	FDA	Silver Spring, MD	Yes	LCDR Andrew Fine	N/A
CDR Timothy Murray	Readiness	IHS	Claremore, OK	Yes	CDR Jodi Tricinella	N/A
CDR Tami Rodriguez	Recruitment	BOP	Edgefield, SC	Yes	LCDR Michelle Williams	N/A
CDR David Schatz	Administration	DHS/USCG	Clearwater, FL	Yes	LCDR Chris Janik	N/A

MEMBER	SECTION	OPDIV	CITY, STATE	PRESENT	ALTERNATE	PRESENT
CDR Aimee Young	Administration	IHS	Anchorage, AK	Yes	CDR Sara Doran-Atchison	N/A
CDR Tina Bhavsar	Communication	CDC	Atlanta, GA	No	LCDR Jennifer Lind	Yes
LCDR Benjamin Bishop	Administration	FDA	Silver Spring, MD	Yes	LCDR Salvatore Pepe	N/A
LCDR Mark Iseri	Communication	IHS	Toppenish, WA	Yes	LCDR Rodney Won	N/A
LCDR Scott Raisor	Communication	IHS	Winterhaven, CA	Yes	LCDR Gayle Lundberg	N/A
LCDR Melinda McLawhorn	Administration	FDA	Silver Spring, MD	Yes	LCDR Jessica Fox	N/A
LCDR Anna Santoro	Career Development	BOP	Ayer, MA	Yes	LCDR Daniel True	N/A
LCDR Marie Manteuffel	Readiness	CMS	Baltimore, MD	Yes	CDR Lorelei Piantedosi	N/A
LT Jun Lee	Recruitment	NIH	Bethesda, MD	Yes	LT Marleen Tran	N/A
LT Jane McLaughlin	Administration	HRSA	Rockville, MD	No	LCDR Kimberly Davids	Yes
Dr. Mary Jo Zunic	Communication	IHS	Albuquerque, NM	Yes	LCDR Steven Rodgers	N/A
LCDR Kevin Herkenham	Executive Secretary	FDA	Silver Spring, MD	Yes	N/A	N/A

Officer Basic Course (OBC)

- Officers are invited to attend the upcoming Pinning Ceremony and Graduation for OBC 85.
 - Pinning Ceremony will be held at 0830 on 6-May-2016.
 - Graduation will be held at 1030 on 13-May-2016.
 - **New Location: William F. Bolger Center, 9600 Newbridge Drive, Potomac, MD 20854.**

Pharmacy Category Action Items

Task (Frequency)

Ensure [Basic Readiness](#). Checks are completed quarterly as follows:

- **30 June 2016**
- **30 September 2016**
- **31 December 2016 (Must be Basic Ready at this point for the following year's promotion boards)**
- **31 March 2016**

The annual seasonal flu vaccination is required for the December 31st and March 31st readiness checks.

The flu vaccination is required once each year before December 31st. Always keep evidence/confirmation of the faxes you send to Medical Affairs (MA). Once received, they will update info on the eOPF and Direct Access.

- **Officers should NOT use the old numbers and should ONLY use the following new fax numbers for immunization submissions: (301) 480-0373 or (301) 480-0385.**
- **Use the MA coversheet when faxing immunization documents. The coversheet is available at: [http://dcp.psc.gov/ccmis/PDF_docs/Immunization FAX Coversheet.pdf](http://dcp.psc.gov/ccmis/PDF_docs/Immunization_FAX_Coversheet.pdf)**
- **MA enters all medical information in Direct Access, not Readiness and Deployment Operations Group (RedDOG).**
- **Immunization requirements can be obtained at http://dcp.psc.gov/ccmis/Medical%20Affairs/MA_immunizations_m.aspx**

PharmPAC Perspectives Newsletter

- **Review new issues. (Quarterly)**
- **Volunteer to submit articles to the Communication Section (Whenever you can!)**

PharmPAC Meetings/Minutes

- **Review previous minutes (Monthly)**
- **Attend future meetings when possible. (First Thursday of the month at 1400 EST)**

Annual Physical Fitness Test (APFT) – [Go to the APFT Initiative Website](#)

Task (Frequency)

USPHS Awards (Annually, generally in March)

- **Review Criteria** (https://dcp.psc.gov/osg/pharmacy/sc_admin_awards.aspx)
- **Nominate eligible officer(s), submitting all material as ONE PDF document to the Administration Section**

Chief Professional Officer: RADM Pamela Schweitzer

- Welcome to all the students that are joining us this month.
- I've recently had an opportunity to take some time off and reflect, and I'm so grateful to be a part of the pharmacy category; there are so many great activities and projects going on right now.
- We had an amazing turnout of officers at this year's APhA. We made good connections and we're already thinking ahead to next year's meeting in San Francisco.
- I want to thank the folks that help get the Excellence in Public Health Awards out. It brings a lot of pride to the schools and the students.
- COA this year is going to be a great event. If you haven't registered, consider doing so.
- This will tie into our CPO talk presentation, but I want people to think about their wellness and having a balanced lifestyle. Make sure to take a step back and look at the bigger picture of what we're doing. I help manage this by always having a trip on the horizon where I can unplug and step away from day to day. This helps ensure you stay healthy and spend time with family and loved ones.

CPO Talk: Women's Leadership Support Group – CDR Eunice Chung-Davies

- **[Slide presentation available via recording at 00:11:30 through 00:20:18](#)**

Administration

CDR Jinhee Lee (jinhee.lee@samhsa.hhs.gov)

CDR David Schatz (david.j.schatz@uscg.mil)

CDR Aimee Young (alyoung@anthc.org)

LCDR Benjamin Bishop (benjamin.bishop@fda.hhs.gov)

LCDR Melinda McLawhorn (melinda.mclawhorn@fda.hhs.gov)

LT Jane McLaughlin-Middlekauff (jmclaughlin@hrsa.gov)

Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_admin.aspx

[Responsibilities: Awards, Coins , Charter and SOP, History, Liaisons \(Agency Liaisons , Organization Liaisons\),](#)

[Legislation Monitoring, PharmPAC member directory, PHS Pharmacists List](#)

- PharmPAC voting member application window closes 14 April 2016.
 - We are seeking applicants for CDC, ICE, OS, CG, CMS, HRSA, and IHS. Please see the listserv announcement sent out last week or email CDR Jinhee Lee at usphspharmacypac@gmail.com.

- Part of our category's strength is our diversity, particularly in our job assignments. Please consider pursuing this opportunity or encourage fellow officers to do so.
- We are starting up a working group to standardize the honor award selection process.

Career Development

CDR Shary Jones (shary.jones@hhs.gov)

CDR Marisol Martinez (marisol.martinez@dha.mil)

CDR Jefferson Fredy (Jefferson.Fredy@ihs.gov)

LCDR Anna Santoro (astevenson@bop.gov)

Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_career.aspx

[Responsibilities: Career Guidance, CV Template, Mentoring Tools](#)

- We will be offering career counseling at COA on Monday from 0700 to 0900. If you would like to sign up as a counselor or for a counseling session, please email CDR Marisol Martinez at marisol.martinez2.mil@mail.mil.
- Registration closes Tuesday 12-April-2016 for the upcoming Topics in Public Health presentation about drug abuse. If you have questions, email topicsinph@gmail.com.

Communications

CDR Tina Bhavsar (tbhavsar@cdc.gov)

CDR Diem-Kieu Ngo (diem.ngo@fda.hhs.gov)

LCDR Mark Iseri (mark.iseri@ihs.gov)

LCDR Scott Raisor (thomas.raisor@ihs.gov)

Dr. Mary Jo Zunic (MaryJo.Zunic@ihs.gov)

Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_comms.aspx

[Responsibilities: Calendar of Events/Meetings, Listserv, Minutes, PLANT, Publications](#)

- The last three newsletters are now available on the website and available at https://dcp.psc.gov/osg/pharmacy/sc_comms_publications.aspx.

Readiness

CDR Kenda Jefferson (kenda.jefferson@live.com, kenda.jefferson@hq.dhs.gov.)

CDR Timothy Murray (Timothy.Murray@ihs.gov)

CDR Bill Pierce (william.pierce@fda.hhs.gov)

LCDR Marie Manteuffel (marie.manteuffel@cms.hhs.gov)

Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_readiness.aspx [Responsibilities: APFT Initiative,](#)

[Readiness](#)

- April readiness numbers: pharmacy was at 93%
- Attached is a resource guide: "What Officers Need to Know About the APFT."
- RedDog is looking for 6 pharmacy officers for a 30 day deployment to the Great Plains region to support IHS pharmacist. You would be working in an ER setting. If you are interested, please email Nasser.Mahmud@hhs.gov.

- The Readiness section of the PharmPAC website has been updated to include deployment resources. [Presentation of slide show is attached and available from 00:27:35 through 00:30:45](#)
- In the past, officers received email reminders about on-call months. We're currently working with RedDog to get this problem addressed because not all officers have been receiving them.
- Army 10-Miler is coming up in October; information for sign-up will be distributed through the PHS-Athletics listserv. The POC for this event will be CDR Katherine Won and can be contacted at Katherine.Won@fda.hhs.gov.

Recruitment

CDR Anne Marie Bott (ambott@anthc.org)
 CDR Tami Rodriguez (t1rodriguez@bop.gov)
 CDR Damion Killsback (Damion.killsback@ihs.gov)
 CDR Mark Miller (mark.miller2@fda.hhs.gov)
 LT Jun Lee (jun.lee@nih.gov)

Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_recruit.aspx

[Responsibilities: Duty Station Map, Pharmacists Leading the Way, UPOC \(Activity Report, Biannual Report, Master List, Newsletter, Request to be a POC\), Recruitment Presentations \(BOP, IHS, PHS\), Vacancy Listings \(Vacancy Map\), Welcome to the PHS!, Call to Active Duty Tracking Team](#)

- Call for student award presenters - U.S. Public Health Service Excellence in Public Health Award. A list of schools was sent out via the PHS-Pharmacist listserv, please respond to usphspharmacyaward@fda.hhs.gov if you can be the presenter for one of these awards.
- If you have questions about pharmacy student programs (Junior COSTEPs, Senior COSTEPs, or Residencies), please contact LT Lena Choe at lena.choe@fda.hhs.gov and LT Zachary Oleszczuk at zachary.oleszczuk@fda.hhs.gov.
- If you have COSTEPs this year, please encourage them to write about their experience for posting on our website and inclusion in the UPOC Newsletter. Please send questions or write-ups to LT Choe or LT Oleszczuk.

Chair-Elect Update: LCDR Rodney Waite

- If you have an opportunity, consider attending COF this year. All the information you would need is available at <http://symposium.phscof.org/registration>.
- Rx for Change is a workgroup that put together a tobacco cessation certification program for healthcare providers. Please go through this program; tobacco cessation has been one of our most successful public health initiatives, but there is still work to do.

Chair Update and Old/New Business: CAPT Aaron Sigler

- Joint Federal Pharmacist Symposium is coming up in October at the National Harbor. If you have a poster presentation in mind, consider submitting it to this event.

- If you have Jr.Costep positions, please email CAPT Sigler at aaron.sigler@fda.hhs.gov.
- PharmPAC meeting time is changing:
 - Beginning next month, it will begin at 1300 instead of 1400. The meeting will remain the first Thursday of the month. We will send out reminders.
- Local officers should consider attending OBC pinning and graduation ceremonies. We all started our PHS careers from scratch. When I started, I went through BOTC, but I was lucky to have mentorship from local officers at my duty station at FDA also. We're not all that lucky to have that type of network. For the corps to succeed we need our individual officers to succeed and to ensure this, we need to groom our junior officers and make sure they know that they joined a corps that cares about their success. It can be a personally invigorating experience to attend and reaffirm your Officer's Oath.
 - OBC pinning and graduation take place in Potomac, MD at the Bolger Center (9600 Newbridge Drive, Potomac, MD 20854).
 - The following listserv sends out OBC event reminders: PHS-COTA-EVENTS@LIST.NIH.GOV
 - Additional announcement: the White Oak 5K is coming up in May. We want to encourage everyone, officers and civilians alike, to lead a healthy lifestyle and participate in this event. Also, it's a PHS Athletics qualified event.

**The next PharmPAC General Meeting begins at
1300 EST Thursday, 5-May-2016**

Agenda and teleconference information will be distributed prior to the meeting.

Respectfully Submitted,

CAPT Aaron Sigler
PharmPAC Chair

LCDR Kevin Herkenham
Executive Secretary

Useful Links and Contact Info:

PHS Pharmacists Directory:

<http://dcp.psc.gov/osg/pharmacy/directory.aspx>

PHS Social Media Websites:

Facebook: <https://www.facebook.com/USPHSPharmacists>

Instagram: USPHSPharmacy at <https://www.instagram.com/usphspharmacy/>

Twitter: @USPHSPharmacy at <https://twitter.com/usphspharmacy>

Reminder to use #USPHS, #USPHSPharmacy, and #USPHSAthletics in your own personal social media posts/tweets as appropriate

Emails:

phs-pharmacists@list.nih.gov

phs-rx-jobs@list.nih.gov

phs-rx-students@list.nih.gov

Listservs:

LISTSERV NAME	LISTSERV URL
PHS Pharmacists	https://list.nih.gov/archives/phs-pharmacists.html
PHS Rx Students	https://list.nih.gov/archives/phs-rx-students.html
PHS Immunizing Pharmacists	https://list.nih.gov/archives/phs-immunizing-pharm.html
JOAG	https://list.nih.gov/archives/joag.html
RedDOG (formerly "OFRD")	https://list.nih.gov/cgi-bin/wa.exe?A0=ofrd
RPh Job Vacancies	https://list.nih.gov/archives/phs-rx-jobs.html

LISTSERV NAME	LISTSERV URL
Commissioned Corps Vacancies	https://list.nih.gov/archives/ccvacancies-l.html

Websites:

WEBSITE NAME	WEBSITE URL
PharmPAC	http://dcp.psc.gov/osg/pharmacy/
CCMIS	http://dcp.psc.gov/ccmis/
USPHS	http://www.usphs.gov/
RedDOG	http://dcp.psc.gov/ccmis/readiness menu/
JOAG	http://dcp.psc.gov/osg/joag/
Pharmacy Benchmarks	http://dcp.psc.gov/ccmis/PDF_docs/2015_pharmacy_benchmarks/
APFT Initiative Website	https://sites.google.com/site/apftinitiative/
USPHS Athletics	http://www.publichealthserviceathletics.org/home/
Facebook	https://www.facebook.com/usphs_pharmacists/

Meeting Attachment(s):

These may be viewed by clicking the paperclip icon on the left side tool bar or through top left menu bar View, Show/Hide, Navigation Panes, Attachments

- Women’s Group CPO Talk
- PharmPAC Readiness Section Deployment Resources
- What Officers Need to Know about the APFT



U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS WHAT OFFICERS NEED TO KNOW ABOUT THE ANNUAL PHYSICAL FITNESS TEST (APFT)

Resources for Officers (all located on the [CCMIS website](#) under the Readiness tab)

- [APFT Procedures & Instructions](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Form PHS-7044](#)
- [Direct Access](#)

Steps for Completing an APFT

- The APFT needs to be done once a year to maintain the basic readiness physical fitness requirement. Know your expiration date so you will have time to practice the exercises and train for the level you want to achieve. You can do the APFT as many times as you wish before the basic readiness physical fitness requirement expires.
- If a medical waiver is needed, officers must apply for one and get approval before doing the APFT and before the basic readiness physical fitness requirement expires.
 - See [FAQs #21-25](#) for instructions on how to get a medical waiver.
- Review the [APFT Procedures & Instructions](#) (pg references below refer to sections in this document).
 - Identify the exercises you want to complete.
 - Officers must complete one exercise from each component: cardiorespiratory (run, swim, elliptical, or bike), upper body endurance (push-ups), core endurance (plank, side bridge, or sit-ups), and flexibility (seated toe touch).
 - If doing the elliptical or stationary bike, make sure to locate a facility that has equipment on the approved equipment list (see pg 13.)
 - Be familiar with the standards and corresponding levels for each exercise chosen (see Table 1 for males, pg 15 and Table 2 for females, pg 18).
- Ask a fellow officer (either in person or remotely) or a civilian to be the testing official and observe the APFT (see who can verify the APFT pg 1).
- Plan a time to do the APFT (the entire APFT needs to be completed within 2 hours).
- Bring a copy of [PHS Form-7044](#) and a writing instrument to the APFT.
- Do the APFT.
 - Fill out PHS Form-7044 with the results.
 - Officers fill out section I (and section II body weight if doing the elliptical or stationary bike).
 - The testing official fills out sections III and IV.
 - Both the officer and the testing official sign section V.
 - Determine the APFT score by adding the number of points from the cardiorespiratory, upper body endurance, and core endurance exercises and dividing by 3 (see scoring, pg 12).
 - If there is a medical waiver on file, see [FAQ #24](#) for how to score.
 - Officers must pass a cardiorespiratory, upper body endurance, and core endurance exercise to pass the overall APFT.
 - Officers should keep a copy of PHS Form-7044; you no longer need to mail it to Medical Affairs.
- Enter your APFT results into [Direct Access](#).
 - Log into Direct Access and then go to Physical Fitness under Self Service.