



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SciPAC)**

**STANDARD OPERATING PROCEDURES OF THE
CAREER DEVELOPMENT SUBCOMMITTEE**

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SciPAC Career Development Subcommittee Standard Operating Procedures

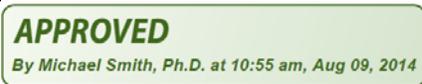
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I. PURPOSE

The goal of the SciPAC Career Development Subcommittee is to advise the SciPAC on issues affecting individual Commissioned Corps Scientists' career progression, assignments, evaluations, promotions, and job satisfaction.

The purpose of this standard operating procedure (SOP) is to provide information on the duties and responsibilities for members of the SciPAC Career Development Subcommittee and the operations and procedures currently employed by this Subcommittee.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The Subcommittee will consist of a Chairperson, Co-Chairperson(s) and Subcommittee members. If an additional Subcommittee Co-Chairperson is needed, then the Subcommittee Chairperson may select another Co-Chairperson(s) at his/her discretion. The Subcommittee members may also lead and/or support additional workgroups formed within the Subcommittee.

ii. Size

There is no specific limit to the size of the SciPAC Career Development Subcommittee. The size of the Subcommittee will vary throughout the year depending on the activity of the different workgroups. The Chairperson/Co-Chairperson(s) shall make a final determination on whether new members shall be accepted based on the needs of the Subcommittee.

iii. Representation

The Subcommittee shall be a multidisciplinary group representing the various organizations that make up the USPHS. The diversity of the workgroups is dependent upon the purpose of the individual workgroup. For example, the Curriculum Vitae (CV) Reviewing Workgroup will be staffed by senior officers, whereas the Officer Basic Course Training Workgroup will be staffed only by officers in the Washington, District of Columbia (DC) Metropolitan area.

b. Officers – Roles & Responsibilities

i. Chairperson

The Chairperson is responsible for all the activities of the Career Development Subcommittee. The Chairperson shall:

- Identify additional Co-Chairperson(s) if necessary.

- Determine workgroup assignments and workgroup leads as necessary.
- Schedule regular subcommittee meetings; develop the meeting agenda and preside over subcommittee meetings.
- Identify and coordinate career development presentations/training sessions.
- Respond to all requests and concerns related to career development of Scientist officers.
- Provide written reports of current subcommittee activities to the SciPAC Executive Secretary before each monthly SciPAC meeting.
- Provide an oral summary of current subcommittee activities to the SciPAC membership during each monthly SciPAC meeting.
- Provide a written summary of the subcommittee's annual activities to the SciPAC Executive Secretary at the end of the operational year.

ii. Co-Chairperson(s)

The Co-Chairperson(s) shall support the Chairperson with his/her responsibilities (See section II.b.i.) and shall act as Chairperson in his/her absence.

iii. Subcommittee Members

Subcommittee members shall actively serve on one or more of the Subcommittee workgroups, and participate in other activities as necessary.

III. OPERATIONS AND PROCEDURES

a. Meetings

The frequency of meetings for the Career Development Subcommittee is determined by the Chairperson and scheduled accordingly.

b. Activities/Duties

Subcommittee activities are accomplished through the work of four standing workgroups and subcommittee secretaries. Additional ad hoc workgroups and positions may be created, if necessary.

i. CV Reviewing Workgroup

(Participants: Chairperson/Co-Chairperson(s), plus Subcommittee members)

The main purpose of this group is to provide the CV reviewing services by senior officers (O-5 or higher) to individual Scientist officers who are up for promotion. However, CV review services are available throughout the year

if requested.

1. The Chairperson, Co-Chairperson(s) or workgroup leader solicits for CV submission from officers who are up for promotion. Officers who want their CV reviewed during the year can submit their CV and request to the Chairperson and he/she will seek two Sr. officers to review it.

The due date for submitting CVs for review for the officers who are up for promotion will be communicated during a monthly SciPAC call and also distributed through the SciPAC listserv.

2. The Chairperson, Co-Chairperson(s) or workgroup leader assigns two higher ranking officers (O-5/O-6) as Primary and Secondary Reviewers to review each submitted CV. If possible, reviewers shall not be assigned more than two CVs.
 - The Primary Reviewer has the lead responsibility of reviewing the officer's CV, to include providing constructive comments, compiling comments from the Secondary Reviewer and coordinating a meeting with the officer and Secondary Reviewer to discuss the comments, if necessary.
 - The Secondary Reviewer is responsible for providing any additional constructive comments for the CV and if available, participates in the meeting with the officer. If unavailable, the Secondary Reviewer shall explain his/her comments to the Primary Reviewer to relay the information to the officer.
3. Each Primary Reviewer shall provide the officer with written comments on his/her CV within 3 weeks of receipt of the CV to allow for timely revisions for the eOPF submission. The reviewers may have a follow-up verbal conversation after the initial 3-week written response timeframe.

CV submissions for review are welcome throughout the year and will be reviewed accordingly. However, from September to December each year, the CV review priority will be for officers who are up for promotion.

ii. Officer Basic Course (OBC) Training Workgroup

(Participants: Chairperson/Co-Chairperson(s), plus Subcommittee members)

The OBC is currently held in the Washington, DC Metropolitan area at the Gaithersburg Holiday Inn located at 2 Montgomery Avenue, Gaithersburg, MD 20879. The OBC starts on a Sunday and there is an open house/meet and greet event that is typically scheduled on the first Thursday from 6:00 – 7:00 PM,

followed by a graduation event on the second Friday.

The purpose of this workgroup is to give a personal SciPAC welcome to new Scientist officers. The SciPAC welcome includes a welcome letter from the CPO, one SciPAC coin, and typically two face-to-face greetings between the new Scientist officer(s) and current Scientist officer(s). The initial face-to-face greeting is arranged during the OBC open house and is intended to answer any initial questions the new Scientist officer(s) may have. The second face-to-face greeting is arranged for the OBC graduation and this is when the welcome letter and coins are distributed to the new officer(s) and a picture is taken of all Scientist officers in attendance.

The procedure for this workgroup is as follows.

1. The Chairperson, or the workgroup leader, identifies workgroup members for the monthly OBC graduation ceremony and disseminates the schedule to the workgroup.
2. The identified workgroup member(s) are thus the Points of Contact (POCs) for their month's OBC and shall provide the Chairperson with his/her mailing address for delivery of the welcome package for the new Scientist officers or the welcome package is hand delivered to the workgroup members. In cases where the CPO is attending the OBC graduation event, the CPO may bring the welcome package to the event. Workgroup members will help distribute these items and ensure a photograph is taken of all Scientist officers in attendance. Workgroup members will then send the photograph and a caption that identifies all of the officers in the photograph to the SciPAC website committee chairperson for posting on the SciPAC website.
3. The Chairperson, or the workgroup leader, shall contact the OBC coordinator to be added to the monthly OBC e-mail distribution list. This e-mail is the invitation notification for the selected attendees to that month's OBC and includes directions to the OBC location.
4. The Chairperson, or the workgroup leader, shall receive the e-mail containing the OBC invitation from the OBC coordinator to determine if there are Scientist officers attending OBC and forward their names and the OBC invitation to the workgroup POC for that month.
5. The Chairperson, or the workgroup leader, shall submit to the CPO the names of the new Scientist officers attending the monthly OBC, the assigned workgroup POC and the POC's contact information.
6. The Chairperson, or the workgroup leader, shall coordinate with the CPO to

ensure that the welcome packages are sent to the workgroup POC in time for the OBC graduation ceremony. This will typically require that the welcome packages be sent by overnight mail by the Tuesday of the OBC graduation week.

7. The workgroup POC shall make an effort to contact the new Scientist officer(s) immediately prior to the OBC graduation ceremony to make arrangements to meet after the ceremony.
8. The Chairperson, or the workgroup leader, shall e-mail the group picture to SciPAC Website Subcommittee for posting it on SciPAC website.

iii. Scientist Officer Handbook Workgroup

(Participants: Chairperson/Co-Chairperson , plus Subcommittee members)

The responsibility of this workgroup is to maintain the Scientist Officer Handbook. The Handbook can be accessed through the Scientist Category website (via this link: <http://usphs-scientist.org/careerdev.htm#Scientist%20Officer%20Handbook>). The workgroup shall:

- Review the relevant sections of the Handbook, indicated below, on an annual basis; workgroup members will be assigned sections of the Handbook for review.
- Ensure all the information is accurate and up-to-date.
- Add/update relevant information as needed.
- Determine if any new Handbook sections are needed or no longer relevant.
- Provide any revisions or updates to the SciPAC Website Subcommittee.
- Announce any major changes during the SciPAC conference calls.

Sections of the Handbook for content review by the Career Development Subcommittee:

1. Performance
 - a. COERs
 - b. Honor and Integrity
 - c. Promotion
2. Education, Training, and Professional Development
 - a. Training
 - b. Officer Basic Course
3. Career Progression and Potential

- a. Awards Overview and Training – Coordinate with the Awards Subcommittee to ensure content is correct and up-to-date.
- b. Mobility
- 4. Officership
 - a. Getting Involved in COA – Coordinate with the Scientist Representative to the COA to ensure content is correct and up-to-date.
 - b. Mentoring Program – Coordinate with the Mentoring Subcommittee to ensure content is correct and up-to-date.
 - c. Uniforms
- 5. Readiness
 - a. Basic Readiness – Coordinate with the Retention, Recruitment and Readiness Subcommittee to ensure content is correct and up-to-date.

iv. Training Workgroup

(Participants: Chairperson/Co-Chairperson, plus Subcommittee members)

The goal of this workgroup is to provide various professional training related to the career development of Scientist officers. The steps to facilitate this goal include the following:

1. Identify potential speakers/topics and coordinate with speakers to schedule their presentation.
2. The Chairperson, or the workgroup leader, shall announce the training topics during the SciPAC monthly meetings.
3. Disseminate the presentation slides via the SciPAC listserv before the scheduled training day.
4. Each training session will be 30-60 min and will be scheduled after one of the SciPAC monthly meetings.
5. The Chairperson shall draft a thank-letter to the speaker on behalf of the CPO and submit to the CPO for his/her signature within two weeks after each training session.

v. SUBCOMMITTEE SECRETARIES

1. Capture the minutes from any teleconferences the subcommittee may have and send to the Chairperson and Co-Chairperson(s) to review and potential distribution to the subcommittee.
2. Record the contact information of aall subcommittee members, to include

Senior Officers that review CV's, officers that attend OBC events, and presenters for training events. The contact information they collect should include the following: rank, name, agency, work address, e-mail address, and any other information requested by the SciPAC Chair. The secretaries should send this information to the Chairperson.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

Subcommittee members must be full-time Commissioned Corps or Civil Service personnel and meet the eligibility requirements for initial appointment to the Scientist category and personnel systems. Members shall attend SciPAC meetings, participate in one or more of the workgroups and attend Subcommittee meetings as scheduled.

b. Letter of Appreciation

All SciPAC Career Development Subcommittee members will be formally recognized for their contribution to the Subcommittee with a letter from the SciPAC CPO at the end of each SciPAC year which may be placed in the officer's eOPF.

V. TRANSITIONING

a. Incoming Chair and Co-Chair Preparation

The outgoing Chair/Co-Chair will debrief the incoming Chair/Co-Chair on Subcommittee procedures, current/on-going projects and transfer related files/documents. The outgoing Chair/Co-Chair will be available for inquiries as needed.

VI. REFERENCES

None

VII. ATTACHMENTS

None