



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SciPAC)**

**STANDARD OPERATION PROCEDURES OF THE
CATEGORY DAY SUBCOMMITTEE**

VERSION: 1.1

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I. PURPOSE

The Scientist Professional Advisory Committee (SciPAC) Category Day Subcommittee is responsible for the organization and implementation of the Scientist Category Day held during the annual United States Public Health Service (USPHS) Scientific and Training Symposium. Scientist Category Day is an opportunity for informational, professional, and scientific discourse among USPHS officers in the Scientist category.

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

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The composition of the category day subcommittee includes a chairperson who is a SciPAC voting member (appointed by the SciPAC Chair), Co-Chair(s) (optional), and additional members from within the Scientist category. If the option for a subcommittee co-chairperson is available, the Co-Chair(s) will be appointed by the SciPAC Chair.

ii. Size

The subcommittee may consist of a variable number of members depending on need: A minimum of 12-15 subcommittee members are likely to be needed to accomplish the committee's responsibilities, although more members allow for greater distribution of the workload. The number of subcommittee members should not exceed that which will allow each member will have an opportunity to make a substantive contribution.

iii. Representation

In order to provide the range of experiences and perspectives necessary to develop Scientist Category Day of interest to the entire category, every effort will be made to form a diverse subcommittee with officers from the following:

- agencies that are routinely staffed by Commissioned Corps Officers of the Scientist category
- diverse geographical regions
- various professional disciplines

- a spread of both junior and senior officers, with a minimum of one senior officer, 0-5 or higher.

iv. Leadership Qualities

Officers serving on the Category Day subcommittee will exhibit leadership skills through team communication, establishing and accomplishing goals, detailed organizational planning, leadership opportunities at the workgroup level, and initial and follow-up communication with scientists throughout the USPHS and in the public health industry in general.

b. Officers - Roles & Responsibilities

i. Chair

The Category Day Chair is responsible for the following:

- organizing the Category Day subcommittee and workgroups,
- scheduling regular meetings throughout the year,
- participating in monthly calls with the broader USPHS Symposium planning committee/organizers,
- coordinating with the Category Day workgroups to develop the category day activities (such as scientific presentations, panel discussions, poster presentations, current topic discussions, professional development, social event, category day evaluations),
- finalizing the category day agenda.
- identifying and communicating with scientific presenters (including organizing topic selection, the abstract selection process, registration, honoraria, and thank you notes),
- organizing session moderators,
- communicating with SciPAC leadership, and.
- reporting Category Day and USPHS Symposium activities to SciPAC.

Onsite category day responsibilities include logistical preparation , welcoming and introducing speakers, coordinating the Surgeon General's visit, communicating with SciPAC leadership for agenda updates or requests, coordinating the SciPAC awards ceremony, and maintaining the Category Day schedule.

ii. Co-Chair(s)

The Co-Chair shall assist the Chair with his/her responsibilities.

iii. Subcommittee Members

All subcommittee members are volunteers who provide ideas and suggestions for the Scientist Category Day agenda and assist in the development of the Category Day activities. Such assistance will include but not limited to participation in one or more workgroups listed in section III.b.ii. of this SOP. Subcommittee members shall also support the Chair in his/her other responsibilities.

III. OPERATION AND PROCEDURES

a. Meetings

Subcommittee meetings shall be scheduled monthly (as needed) to discuss Category Day and workgroup activities. Additional meetings shall be convened as needed. Meeting notes will be recorded by an appointed subcommittee member.

b. Activities/Duties

i. Time Commitment

Time commitment for the Chair is substantial, requiring approximately 30 hours of work each month beginning in September with increased time requirements during initial organization time periods and nearing Category Day. Time commitments of Co-Chairs and subcommittee members will vary based on duties.

ii. Category Day Workgroups

The following workgroups are recommended in order to organize the distinct work that is required at different stages of the planning process and to accomplish specific key functions. The number of workgroup members should not exceed that which will allow each member will have an opportunity to make a substantive contribution.

1. Abstract Selection Workgroup: Solicit abstract submissions from the Scientist category and oversee the process to select presenters through a blind abstract review process.

2. Invited Speakers Workgroup: Identify and communicate with the keynote speaker and any additional speakers.
3. Panel Discussion/Workshop Workgroup: Decide upon a panel discussion or workshop activity that encourages group interaction during category day. The workgroup shall identify and communicate with participants.
4. Social Event Workgroup: Organize and advertise a social event for the Scientist category during the Symposium (typically on the evening of Category Day).
5. Thank You and Evaluation Workgroup: Write official thank you letters to Category Day participants and subcommittee members, as well as compile results from Category Day evaluations as a planning tool for subsequent years.

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. The Subcommittee shall consist of both voting members and non-voting members of SciPAC. The Scientist Category Day Chair shall be a SciPAC voting member.

b. Letters of Appreciation

All SciPAC Category Day 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 OPF. In order to be eligible for a letter of appreciation, a subcommittee member must attend 75% of subcommittee and assigned work group meetings.

V. TRANSITIONING

a. Incoming Chairperson and Co-Chairperson Preparation

To assist in subcommittee leadership transition, electronic files from the previous category day should be shared with the incoming Chair and Co-Chair. These files should include copies of the previous draft and final agendas, registration requirements, workgroup responsibilities and membership, thank you note and evaluation form templates, and compilation of previous evaluation form results. Scheduling a meeting to

verbally discuss challenges and lessons learned from previous years is also recommended. When possible, it is recommended that the out-going Co-Chair serve as the Chair in the subsequent year in order to facilitate continuity.

b. Incoming Chairperson and Co-Chairperson Expectation

Incoming Chair and Co-Chairs may expect full cooperation from the outgoing Chair and Co-Chairs as a resource to offer insight and answer questions.

VI. REFERENCES

None

VII. ATTACHMENTS

None