

Scientist Professional Advisory Committee (SciPAC)

Standard Operating Procedures:

Description of Governing Body, Operations and Procedures of the SciPAC

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I. PURPOSE

The purpose of this standard operating procedure (SOP) is to supplement the SciPAC Charter by providing specific and detailed information on the duties and responsibilities for each position on the SciPAC Executive board and the operations and procedures currently employed by the SciPAC.

II. GOVERNING BODY AND OFFICERS

1. Governing Body:

The SciPAC governing body shall be known as the Executive Board and shall be limited to the five officers listed in Section II.2.

- a. The duties of the Executive Board shall be to provide leadership that ensures timely completion of responsibilities listed in the SciPAC Charter and to recommend to the SciPAC strategies/actions that address issues that affect the professional careers of Scientist Officers. In cases where no established policies exist and immediate action is necessary, the Executive Board is authorized to act but shall immediately notify the membership of its action.
- b. The transaction of business by the Executive Board shall require a quorum of three members.

2. Officers:

The officers of the SciPAC Executive Board shall be limited to a Chairperson, Vice Chairperson, Executive Secretary, COF Liaison and the immediate Past Chairperson. All Officers will be elected by the voting membership of the SciPAC. The Chief Scientist Officer (CSO), SciPAC Historian, and in some instances the immediate Past Chairperson (see Charter, Section VIII) are ex-officio members of the Executive Board.

a) Chairperson:

The Chairperson shall carry out the following duties:

1. The Chairperson shall determine the agenda for and preside at all meetings of the Executive Board and of the SciPAC.
2. The Chairperson shall oversee all SciPAC activities, represent the SciPAC at various meetings and business related gatherings, review and sign all official SciPAC minutes and correspondence, appoint committees and subcommittees, serve as an ex-officio member of all standing committees and perform such functions as otherwise specified in the Charter.
3. Respond to all requests and concerns of the Office of the Surgeon General, the CSO, and Scientist Officers. Correspond and/or meet with the CSO as necessary to attend to matters of the SciPAC.

4. Attend regular scheduled meetings of the CSO/Professional Advisory Committee Chair Meetings and report information at the next SciPAC meeting.
5. The Chairperson will serve a minimum one year term, and may serve no more than two consecutive terms in that capacity.
6. If the term of the Chairperson coincides with the expiration of that individual's membership on the SciPAC and he/she is not re-appointed per Section VII.2 of the SciPAC Charter, the immediate Past Chairperson may serve one additional year as an ex-officio member of the SciPAC, provided the OPDIV Head is informed and concurs with the extension
7. The Chairperson shall generate an annual report, one to two pages in length with an appendix outlining committee reports and committee membership of the SciPAC's activities during his/her term. The content of the report shall be prepared from summaries of activities provided by various sub-committee chairpersons. The annual report shall be distributed to the Category as an addendum to the meeting minutes no later than the second meeting following the conclusion of his or her term.

b) Vice Chairperson:

The Vice Chairperson shall carry out the following duties:

1. The Vice Chairperson shall act in the absence of the Chairperson with all rights and responsibilities attendant to that office.
2. In the absence of the Executive Secretary, record minutes of the SciPAC meetings.
3. Coordinate meeting arrangements for local and remote sites (reserve meeting room, ENVISION, teleconference, etc.)
4. Identify and make necessary arrangements for guest speakers at meetings as directed by the Executive Board or the SciPAC voting members.
5. Draft and provide to the CSO the official notification, to be forwarded to the Office of the Surgeon General and the Division of Commissioned Corps Personnel, a listing of the names and complete duty addresses (mail, phone, fax, e-mail) for all voting members of SciPAC at the beginning of each operational year.
6. The Vice Chairperson will serve a minimum one year term, and may serve no more than two consecutive terms in that capacity.
7. The Vice Chairperson shall disseminate the SciPAC Charter and SOP(s), as appropriate, to all SciPAC members at the beginning of each operational year and conduct a review of SciPAC activities as outlined in the charter for the benefit of new and returning members.

8. The Vice Chairperson with support of the Executive Secretary shall monitor the attendance of voting membership to ensure proper organizational representation as defined in the SciPAC Charter, Section V.
9. At conclusion of his or her term, brief the incoming Vice Chairperson about expected duties and procedures.

c) Presiding Officer:

In the absence of the Chairperson and the Vice Chairperson at any meeting of the Executive Board or the SciPAC, the voting members present shall elect a Presiding Officer pro tempore to conduct the business of the SciPAC for that meeting.

d) Immediate Past Chairperson:

Following a term as Chairperson, the individual may serve a one-year term as Past Chairperson, with the approval of a simple majority of the SciPAC voting members. The Immediate Past Chairperson will provide advice and assistance to the SciPAC and its Executive Board.

e) Executive Secretary:

The Executive Secretary shall carry out the following duties:

1. Prepare, distribute, and inform SciPAC members of meeting agenda(s), minutes, reports, and preparatory materials at the direction of the Chairperson;
2. Document and maintain accurate minutes of SciPAC meetings including voting and general member attendance;
3. Determine if a quorum of voting members are present and inform the Vice Chair when quorum is not met;
4. Distribute SciPAC meeting minutes to voting SciPAC members and the Scientist CSO for review, comment, and approval;
5. Forward official minutes, reports, correspondence and other important documentation to the Website Committee to post on the SciPAC website, which will facilitate all SciPAC members have access to current and historical documentation;
6. At conclusion of his or her term, brief the incoming Executive Secretary about expected duties and procedures.

f) COF Liaison:

The primary purpose of the SciPAC funds will be to promote professional development for all Scientist Officers.

SciPAC funds should be administered by a non governmental entity in compliance with federal laws (Title V, Part 2365, Subpart H, Sec. 2635.808).

Support for professional development activities will be decided on an annual basis by the voting membership and will depend on funding levels and priorities set by the voting membership each fiscal year. SciPAC designates the COF Liaison and Chairperson as points of contact for the nongovernmental entity managing SciPAC funds. It is the job of the COF Liaison to ensure that funds are correctly managed according to the guidance outlined in this section.

The COF Liaison shall carry out the following duties:

1. Be responsible for collection of all monies on behalf of the SciPAC
2. Manage funds, submit deposits, and submit disbursement requests to nongovernmental entity for the SciPAC account; the nongovernmental entity will dispense SciPAC account checks for activities at the request of the COF Liaison. Disbursement of funds will be authorized for the purpose of supporting SciPAC-related or endorsed activities.
3. Report to the SciPAC no less than quarterly on the status of acquired and disbursed funds
4. Develop, maintain and revise, as needed, with the approval of the SciPAC, Standard Operating Procedures (SOP) detailing the responsibilities and duties of the COF Liaison as outlined above.

The COF Liaison shall make expenditures according to the following guidelines:

1. SciPAC expenditures must be made only from the nongovernmental SciPAC account. Expenditures may not exceed the current balance in the account. The account balance should be verified by the COF Liaison at SciPAC meetings.
2. Expenditures that promote professional development activities may include the following:
 - a. Recognition for select Scientist Officers each year for outstanding service to the Corps and to the Nation. For example, awards, travel stipends for the annual USPHS Professional Conference (after officers have exhausted other possible funding sources such as their OPDIV), retirement gifts, or shadow boxes may be appropriate.
 - b. Creation of materials (posters, flyers, brochures) to promote visibility and professional development of Scientist Officers.
3. Expenditures may be requested by SciPAC voting members only, not by non-voting members. Funding requests should be submitted **30 days** prior to the event or project, unless extenuating circumstances exist for an immediate expenditure. If there is an

emergency request that exceeds \$250, the SciPAC chair may also call a meeting of the SciPAC voting membership outside the regular meeting to consider the request. Such a meeting must have a quorum of voting members in order for the expense to be considered. Requests for funds should be made through the “Request for Funds Form” (Appendix A)

4. In reviewing funding requests the Executive Board and/or the voting membership will seek evidence that the activity meets the SciPAC goal to further the professional development of Scientist Officers.
5. Expenditures exceeding \$250 may only be authorized by a majority vote of the quorum of voting SciPAC voting members considering the request. Expenditures of \$250 or less per item for activities as enumerated above may be approved by the Executive Board, which consists of the Chair, Vice Chair, COF Liaison, past Chair, and Secretary. Once expenditures are authorized, the SciPAC Chair shall direct the COF Liaison to execute the expenditure via the nongovernmental entity, SciPAC account. Funds may be spent directly, or used as a reimbursement for whomever the PAC authorizes to incur the expense.
6. The voting members of SciPAC should use discretion in authorizing funding requests. Every attempt to explore and secure funds through other mechanisms (including officers’ OPDIV and personal funds) should be sought prior to distribution from the COF SciPAC account. All approved requests should be directly related to SciPAC activities, interests, and forms of recognition for Scientist Officers. Charitable requests can be considered by the SciPAC with caution: unless the PAC obtains a steady source of income, charitable requests will be difficult to sustain except in exceptional circumstances of need as judged by the SciPAC.
7. The COF Liaison and the Chairperson will make every effort to ensure that the SciPAC account will not have a balance of less than \$500.00 at the end of the COF Liaison’s term before transferring responsibilities to the next term's COF Liaison even if the COF Liaison remains in office during the following term. If the minimum balance of \$500.00 is reached and there are additional funding request(s), a $\frac{3}{4}$ majority Executive Board vote is required to approve any expenditure, regardless of the requested amount.

The COF Liaison shall receive incoming funds according to the following guidelines:

1. Mechanisms for receipt of funds may only be authorized by a majority vote of any SciPAC meeting where a quorum of voting members is present. Mechanisms may include the following: direct receipt of donations, sale of appropriate items ["appropriate" meaning items which are related to the Service by including the

name or seal of Commissioned Corps of the USPHS], and other fundraising activities. Raffles are not encouraged but can be considered by the SciPAC in the situation where an item (merchandise, service, or other award) is donated for use in raffle fundraising efforts.

2. If a donation is received, the contributor must be sent a letter by the SciPAC Chair thanking them for their contribution and reminding them that the contribution is not tax deductible.
3. Funds may be collected in the form of cash or checks only. Checks should be made out to the Commissioned Officers Foundation with the memo line indicating SciPAC Treasury. All collected funds should go directly to the COF Liaison, who shall deposit the funds in the COF SciPAC account. An accounting of the donation shall be made at the subsequent SciPAC meeting during the COF Liaison's report.

The incumbent COF Liaison will ensure the following when a new COF Liaison is appointed:

1. If necessary, update the Treasury SOP Supplement, and then provide a copy to the incoming COF Liaison.
2. Train the incoming COF Liaison about the policies and procedures governing account transactions.
3. Complete and submit all necessary bank paperwork to transfer account privileges.
4. Assuming the account is under the same banking system as the previous year, have the new COF Liaison obtain, sign, and submit a signature card and Certified Resolution for Depository Authorization Non-Profit Organizations form.
5. Have the incumbent COF Liaison cancel his account privileges by eliminating name from the account, having the new COF Liaison override the incumbent COF Liaison's online login and password codes thereby replacing them with his or her own, and changing the mailing address for account statements from the incumbent's address to the new COF Liaison's address.

g) SciPAC Historian:

The SciPAC Historian is an ex-officio member of the Executive Board who has served at least one term as a voting member of the SciPAC. The Historian must be a Scientist Officer (active, inactive or retired) but does not have to be a current voting member of the SciPAC. The SciPAC Historian must be willing to serve several years in this capacity, since the term of appointment shall be five years with renewal considered by the SciPAC. Nominations for the position of SciPAC Historian must be approved by majority vote of the SciPAC voting membership.

The Historian shall carry out the following duties:

1. Serve as a consultant to the SciPAC, particularly the Executive Board, to provide historical context that will inform decisions and provide context for current issues;
2. At the request of the Chairperson or CSO, research and/or report on past practices, traditions and other activities of the SciPAC;
3. At conclusion of his or her term, brief the incoming Historian about expected duties and procedures.

h) Chief Scientist Officer (CSO):

The CSO shall be a non-voting, ex-officio member of the SciPAC and its Executive Board and shall carry out the following duties:

1. The CSO informs the SciPAC of all information from CSO meetings and other OSG initiatives concerning activities that impact the Scientist Category and/or that the Category could/should play a role in.
2. Relationship with SciPAC: All output of the SciPAC, be it correspondence, reports, minutes of its proceedings, or other business, must be transmitted through the CSO who, as he/she may deem appropriate, may provide concurring or nonconcurring comments but may not stop or unduly delay such transmittals.
3. The CSO maintains the archives of all official Scientist Category archives and in conjunction with the SciPAC Historian maintains the archives containing all official SciPAC records. At the end of each term, the outgoing Chief is to transfer the Scientist Category archives to the newly appointed CSO and the SciPAC archives to the SciPAC Historian.

i) Junior Officers Advisory Group (JOAG) Liaison:

The JOAG Liaison is a junior Scientist Officer and voting member of JOAG who is selected by JOAG to serve as a liaison to the Scientist PAC. The Officer serving as JOAG Liaison is not authorized to vote on motions presented to the SciPAC unless the Officer is also a SciPAC voting member. The duties of the JOAG Liaison include representing the interests of Scientist Officers to JOAG, regularly attending both JOAG and SciPAC meetings, and reporting back to each respective group.

j) PsyPAG Liaison:

The PsyPAG Liaison is a Psychologist Scientist Officer and active member of PsyPAG who is selected by PsyPAG to serve as a liaison to the SciPAC. The

Officer serving as PsyPAG Liaison is not authorized to vote on motions presented to the SciPAC unless the Officer is also a SciPAC voting member. The duties of the PsyPAG Liaison include representing the interests of Psychologist Officers to PsyPAG, regularly attending both PsyPAG and SciPAC meetings, and reporting on the accomplishments, activities, and pertinent issues of PHS psychologists to the SciPAC.

k) COA Liaison:

The COA Liaison is an elected member of the National COA Board of Directors serving on the Board as the Scientist representative. The role of the COA liaison is to brief the category on current issues being addressed by the Commissioned Officers Association that are specifically related to the Corps. Issues include a range of areas such as education and training for health professionals, studies and research conducted by and/or relevant to Corps officers, the most current legislative issues that impact the Corps, and collaboration with related uniformed services and other organizations. The Officer serving as COA Liaison is not authorized to vote on motions presented to the SciPAC unless the Officer is also a voting SciPAC Member. The duties of the COA Liaison include representing the interests of Scientist Officers to COA, regularly attending both the COA and the SciPAC meetings, and reporting back to each respective group.

III. OPERATIONS AND PROCEDURES

1. Operational Year:

The SciPAC operational year shall be from September 1 through August 31, overlapping the federal fiscal year. Newly elected officers and newly appointed voting members will begin their term in September of the operational year. New SciPAC voting members are encouraged to participate in Executive Board or other meetings along with the outgoing participant to ease transition into their new duty.

2. Meetings:

Meetings of the voting members will be held once per quarter at a minimum and are open to all members of the Scientist Category. The SciPAC Chair at the first full SciPAC meeting will determine meeting dates for the operational year. The Vice Chairperson or other appointed individual will then secure appropriate conference room and conference call facilities based upon the proposed meeting schedule. The Chairperson may call special meetings of the voting members and/or non-voting members of the Scientist PAC, as required. Meetings of the Executive Board shall be called by the Chairperson at his/her own discretion or upon recommendation of any elected member of the Executive Board. Executive Board meeting may occur as needed, at which agenda items are proposed and approved

or disapproved for discussion at the full member meeting.

3. Agenda:

The Chairperson will develop the agenda and direct the Executive Secretary to make available to SciPAC members the agenda and appropriate background material prior to the meeting whenever possible. Agenda items shall include reports from the CSO, the SciPAC Chairperson and other items, e.g. guest speakers, subcommittee reports, new business, etc.

Guest speakers shall be invited by the Chairperson or authorized designee. The Chairperson or authorized designee shall extend the invitation by email or letter to the guest speaker, with copy made to the CSO. Members of SciPAC who wish to invite a guest speaker shall notify the Chairperson at least thirty (30) days in advance of the date of the presentation on a SciPAC call, with copy made to the CSO. By definition, a guest speaker would be an individual that may or may not be a Scientist Officer, who is not normally on the SciPAC meeting agenda.

4. Records and Reporting:

- a. Minutes of each full membership SciPAC meeting will be developed and drafts prepared and circulated electronically or by other means within two weeks of the meeting date. Drafts of meeting minutes may be distributed to quickly disseminate important information. Any revisions to the minutes shall be communicated within two weeks of circulation of the draft minutes. The final version of the official meeting minutes will be prepared within 30 days following the meeting and shall be circulated electronically or by other means to all members of the Scientist Category. In addition, a copy of the official minutes shall be made available on the Scientist Category website. However, the Chairperson, upon approval by the voting members, must approve the official minutes of SciPAC meetings.
- b. Minutes and reports of the SciPAC will be distributed in accordance with Section IV.5(c).
- c. The SciPAC will establish a system to maintain a permanent file of the official minutes and reports on the SciPAC website. The Executive Secretary will transfer all records produced during his/her term including but not limited to meeting minutes, achievements and other documentation to the Website subcommittee for posting.

5. Quorum:

A quorum consists of 50 percent of the voting membership. An alternate attending in lieu of the member shall be counted in determining the quorum requirement.

6. Voting:

Where voting is required or appropriate, (i.e., election of the Executive Board Officers) action will be determined by simple majority of the voting members present.

7. **Subcommittees:**

When the SciPAC elects to establish standing or ad hoc subcommittees, said membership may include SciPAC non-voting members provided that the subcommittee Chairperson is a voting member of the SciPAC. In addition some of the specific duties described under each subcommittee section, subcommittees will also provide periodic updates to the Scientist Handbook, as needed and requested to ensure that Scientists have the most up to date PHS and Commissioned Corps information. Standing or ad hoc subcommittees may include:

- Awards Subcommittee
- Career Development Subcommittee
- Category Day Subcommittee
- Mentoring Subcommittee
- Policy Review Subcommittee
- Recruitment, Readiness, and Retention Subcommittee
- Rules and Membership Subcommittee
- Science Subcommittee
- Visibility Subcommittee
- Website Subcommittee

a) **Awards Subcommittee**

Shall evaluate scientist nominees for awards (such as the Junior and Senior Scientist of the Year Awards, Responder of the Year Award, Retiring Distinguished Scientist Service Award, and any other similar awards where one PHS nominee must be selected from amongst many); shall advise the SciPAC on ways to pro-actively encourage supervisors to nominate Commissioned Corps PHS scientists for awards; and shall provide for distribution, notices and reminders of award schedules. Responsibilities of this subcommittee include but are not limited to the following:

- Evaluate award nominations submitted to the SciPAC
- Prepare, guide, and schedule annual award nominations
- Draft memoranda recognizing outgoing SciPAC Members, SciPAC Chairperson, and CSO upon the expiration of appointments
- Develop draft example award write-ups for scientist supervisors to assist them in submitting award nominations

1. Calendar

- a. The Scientist Responder award process shall be completed by no later than December 1st of each year. The deadline is to insure that the winner's

name shall be submitted to the Director of OFRD by the CSO each year in order for the winner to be included in the competition for USPHS Responder of the Year across all categories.

- b. The Junior and Senior Scientists of the Year Award process shall be conducted in the Spring of each year
- c. A time period of no more than one month shall be allowed between each call for nominations and final receipt of nominations.

2. Nomination

- a. Eligibility
 - i. The Scientist Responder of Year: Active duty PHS Scientist Officers
 - ii. Senior Scientist of Year: Active duty PHS Scientist Officers at the rank of O-5 or higher
 - iii. Junior Scientist of Year: Active duty PHS Scientist Officers at the rank of O-4 or lower
- b. Nomination may occur in the following ways:
 - i. Self
 - ii. Supervisor (Either Civilian or Active Duty Officer)
 - iii. Other officer
 - iv. Civilian
 - v. No current Executive Board member may self nominate

3. Review Committee make up

- a. Review committee shall consist of Senior Officers (O-5 and above) who have demonstrated significant involvement in SciPAC either as current or past voting members.
- b. The CSO will recruit 4-5 Senior Scientists each year to serve as reviewers for the nominations of Scientist Responder, Junior Scientist, and Senior Scientist of the Year reflecting diversity of Scientists, disciplines, and agencies. This may include the SciPAC Chair unless he or she is being nominated for one of the awards.
- c. No review committee member may be nominated for an award being reviewed.
 - i. The review committee shall be convened only after nominations have been closed.

4. Rating

Reviewers will scale nominees on a 1-10 scale, with 10 being the highest score. Each reviewer will score the nominees. Reviewers will then discuss their reviews, compare scores, and may adjust their scores after discussion and before final selection.

Rating may consist of but not be limited to the following Criteria.

- a. For the Scientist Responder of year (fiscal year/12 months period)
 - i. A one-time impact on public health preparedness and response
 - ii. Career contributions to emergency preparedness and/or disaster response
 - iii. Nominee's role in deployments and the impact thereof

- iv. Training and education applicable to preparedness and response
- v. Publications and presentations in the public arena related to preparedness and response
- vi. The nominee's willingness to give credit to the U.S. Public Health Service for deployment activities (i.e., wearing the uniform while deployed, crediting the USPHS in presentations and publications)
- vii. Application of the nominee's scientific background to the response
- viii. Other factors as deemed appropriate by the Scientist Professional Advisory Committee (SciPAC), which is the recommending body, and the CSO, who serves as the selecting official.

b. For Derek Dunn Memorial (Senior) Scientist Officer of the Year Award

Professional Achievement(s) (25 points)

The Officer has attained significant achievements in a professional field, which in turn have advanced the mission of the PHS or have had a beneficial impact on the nation's health and health care services. Achievements and contributions may be judged on the basis of many factors, including publications, patents, designing and implementing public health programs, but more importantly a sustained commitment of time and/or outstanding skill in biomedical research as a Clinical Scientist Officer, an Environmental Health Scientist Officer, a Health Education Scientist Officer, a Research Scientist Officer, a Research Support Scientist Officer, a Regulatory Scientist Officer, or a Program Management Officer. The Officer's achievements have been acknowledged by awards and letters of recognition from colleagues, supervisors, and professional organizations.

Career Growth, Development and Leadership Skills (50 points)

The Officer has demonstrated professional growth and development as evidenced by engaging and contributing to more complex tasks and by assuming positions of increasing responsibility. Leadership positions held in any capacity are a demonstration of career growth and development and evidence that the Officer is regarded as a senior professional contributor to the field of expertise. The Officer serves as an exemplary role model for Junior Officers and others by balancing commitments of time and energy to profession, the Commissioned Corps, civic and humanitarian activities.

PHS Involvement and Commitment (25 points) The Officer promotes and supports the mission of the Commissioned Corps by sustained involvement in Commissioned Corps professional

advisory groups or committees, Division of Commissioned Personnel Boards, and Commissioned Corps related activities. For example, the Officer may be a member of the Commissioned Corps Readiness Force (CCRF), a Disaster Medical Assistance Team (DMAT) or the Commissioned Corps Music Ensemble. Membership and participation in PHS professional organizations such as COA, ROA, and AMSUS demonstrate commitment and dedication to the Commissioned Corps as well as a high level of Corps pride and honor. The Officer wears the uniform on a regular basis. The Officer continues to be a visible and active Scientist Category officer even after fulfilling more traditional roles such as SciPAC membership and leadership, leadership in local COA chapters, etc.

c. Junior Scientist Officer of the Year Award

Professional Development (50 Points)

The Officer demonstrates professional development by participating in continuing education and professional training and by taking advantage of Officer mentorship programs when available. Membership and/or offices held in professional organizations or participation in PHS task forces and workgroups demonstrate professional development. Work performance or presentations at professional meetings in a capacity mature for a person of similar education and experience are to be noted. The Officer's pride and dedication to the Commissioned Corps are demonstrated by activities such as completion of the Basic Officer Training Course (BOTC), membership and participation in COA or similar organizations, membership in CCRF, DMAT or the Commissioned Corps Music Ensemble, and participation in Scientist PAC activities. The officer wears the uniform on a regular basis.

Achievements (50 Points)

The Officer's has job-related accomplishments or significant achievements in a professional field as evidenced by sustained or outstanding performance beyond that of the Officer's peers. Examples of achievements include skillful management of difficult, complex tasks or a heavy workload, development or improvement of service programs. These achievements should exceed job requirements. Evidence for achievements may include awards or letters of recognition from supervisors, the PHS, or professional associations.

5. Award

- a. The reviewers, including the co-chairs of the Scientist Awards Committee shall rate each nomination, discuss, and may change their ratings prior to identifying the winners for each award.
 - b. The Scientist Awards Committee Co-chairs shall forward the final decisions and justifications for the decisions to the SciPAC Chair for review unless already serving as a reviewer. Afterwards, the SciPAC Chair shall then forward the Awards Committee's decision and accompanying justifications to the CSO for review.
6. Special Considerations
- a. The calendar for awards shall be coordinated so that the Scientist Responder of the year shall be awarded in time to be included in the upcoming USPHS Scientific and Training Symposium.
 - b. The name of the Scientist Responder of the year should be submitted to the Director of OFRD by the CSO by December 1st of each year for the competition for USPHS Responder of the Year across all categories.
 - c. All nominations for the awards and subcommittee discussions and reviews are confidential and not to be discussed outside the Awards Subcommittee
7. Recognition of Award Recipient
- An awards ceremony will be held during the Scientist Category Luncheon at the annual USPHS Scientific and Training Symposium. Recipients of the Award will receive a plaque signed by the Surgeon General and the CSO, and a letter of special recognition from the SciPAC.
8. Retiring Scientist Award
- a. Each year, the CSO , may recognize retiring Scientists in up to two different forms at his or her discretion:
 - i. **Retiring Scientist Appreciation Letter:** a letter of appreciation sent to all retiring Scientists
 - ii. **Retiring Distinguished Service Scientist Award:** in the form of a plaque or other recognition commensurate with extraordinary service to the category. Such Scientists have made significant contributions during their years of service to the Scientist Category and the Public Health Service. Such professional contributions are unique and not otherwise demonstrated by peers. This retiring officer may have demonstrated exemplary leadership and personal judgment in unusual circumstances leading to a successful outcome or proactive activities that significantly improve health conditions, save lives, or resources.
 - b. The **Retiring Distinguished Service Scientist Award** is non-competitive and candidates will include Scientists selected at the discretion of the CSO who are retiring from the Public Health Service with 20 to 30 years of service.
 - c. Identifying Candidates
 - i. At the beginning of the term, the PAC Chair will review the Scientist roster and identify officers between 20 and 30 years to

- determine who and how many Scientists are eligible for retiring and share such candidates with the CSO.
- ii. If the Executive Board learns of additional Scientists who plan to retire later during the year, the PAC Chair will also forward such candidates to the CSO when appropriate.
 - iii. Senior Scientist Officers may recommend retiring candidates to the CSO for consideration.
 - iv. The SciPAC Awards Subcommittee will identify and prepare appreciation letters for all 30 years of service retiring Scientists to be forwarded to the CSO for signature and distribution to retirees.
- d. Recognizing Retiring Scientists
- i. Depending on the location, the CSO or other Scientist representatives will try to attend representing the CSO and recognize retiring Scientists at their formal retirement ceremonies.

b) Career Development Subcommittee

Shall advise the SciPAC on issues affecting individual Commissioned Corps Scientists career progression, assignments, evaluations, promotions, and job satisfaction. Responsibilities of this subcommittee include but are not limited to the following:

- CV Review of promotion eligible Scientists
- Scientist Handbook review and upkeep
- Position Classification (Billets)
- Promotion advice
- Performance Evaluation (COERS) advice
- Pay and Allowances guidance
- Training (Long and Short Term)
- Monthly representation at the Officer Basic Course Graduation Ceremony

c) Category Day Subcommittee

Shall plan and organize the Scientist Category Day for the Commissioned Officers Association on behalf of the SciPAC. Responsibilities of the subcommittee include but are not limited to the following:

- Serve on the COA Category Day subcommittee as the SciPAC representative
- Identify topics, sessions and speakers and prepare a final agenda for the Scientist Category Day
- Ensure materials and information requested from COA Category

Planners are provided in a timely manner.

- Moderate or identify a moderator for category day.
- Ensure that input from the SciPAC Chair, SciPAC CSO as well as members are integrated into the COA Category Day agenda
- Take the lead in organizing a social activity for the SciPAC following Category Day

d) Mentoring Subcommittee

Shall provide mentoring services to officers in the Scientist category. This effort is achieved by recruiting senior, experienced officers to serve as Mentors and advisors to officers in need of career guidance. Mentors will be paired with Mentees based on, but not limited to the following: similar career paths, field of expertise, agency, and rank. Mentors provide one-on-one career guidance to officers in the areas of career assignments, mobility, awards, deployments, curriculum vitae review, career strengths and weaknesses, and recommendations to enhance promotion potential.

e) Policy Review Subcommittee

Shall support the SciPAC and the CSO in the review of selected policies, procedures, and guidelines that are sent to the SciPAC for review. Members read and offer their input to the creation and implementation of these materials. Often reviews are conducted on very short notice. The Policy Review Subcommittee may seek input from specific subcommittees for topic areas to ensure that the most informed input is provided.

f) Recruitment, Readiness, and Retention Subcommittee

Shall advise the SciPAC on organizational issues related to scientist recruitment, retention and readiness. The subcommittee will strive to enhance efforts to recruit highly qualified Scientist officers and optimize the preparedness of Scientists to serve during public health emergencies. Responsibilities of this subcommittee include but are not limited to the following:

- Provide updates on career opportunities
- Coordinate implementation of the Associate Recruiter Program in the SciPAC
- Coordinate and advise OPDIV (or PHS) recruiting contacts on scientist-specific information needed for effective recruitment
- Assist and promote the effective use of scientists in response to emergencies affecting public health
- Identify emergency response training opportunities and deployment processes

g) Rules and Membership Subcommittee

Shall be responsible for discussing issues relevant to operating procedures for the SciPAC; to handle and recommend to the SciPAC actions necessary for smooth administrative operation; and to evaluate and make recommendations on those issues that may arise that do not fit the responsibilities of the other standing subcommittees. Recurring responsibilities include but are not limited to:

- Update SciPAC Charter and SOP
- Review and nomination of potential SciPAC Members in-line with the SciPAC Charter, (Section V) and in section 12 of this document.
- Evaluation of Commissioning Standards
- Review of bylaws, election procedures, and general operations
- Convene nominating committees when necessary
- Promote SciPAC attendance and participation; recommend attendance-related membership changes to SciPAC Chairperson

h) Science Subcommittee

Shall elevate science and the stature of science in the Public Health Service through:

- Highlighting the importance of *science* in public health and the Commissioned Corps including significant scientific accomplishments involving Corps officers (Scientist as well as other categories)
- Educating the Commissioned Corps, OFRD, DHHS about the skills, expertise within our category, and clarifying these abilities so that we can be appropriately and adequately identified and assigned to positions and deployments
- Reviewing and providing input into public health policies and their impact on the mission on USPHS Commissioned Corps.
- Disseminating relevant scientific publications to the SciPAC that may have specific relevance to the Commissioned Corps.

i) Visibility Subcommittee

Shall advise the SciPAC on ways for informing PHS Scientists of the activities, accomplishments, and opportunities available for scientists throughout the PHS. The subcommittee will also recommend actions and activities that promote public recognition of the accomplishments and contributions of PHS Scientists. Members of this subcommittee are expected to be involved in various PAC activities initiated by other subcommittees or groups of Commissioned Corps, with the focus of raising the visibility of the scientist category. Responsibilities of

this subcommittee include but are not limited to the following:

- Developing the Scientist poster
- Encouraging public relations, publishing, and public speaking
- Attending special events
- Participation in Science Fair Judging
- Joining the music ensemble
- Updating the Scientist Category Member Directory
- Informing Scientist through the Scientist Listserv

j) Website Subcommittee

Shall maintain the USPHS Commissioned Corps Scientist Category web site, ensuring that useful and up to date information of interest to USPHS Scientists is readily available. Subcommittee responsibilities include but are not limited to the following:

- Ensure that a useful format and structure to the website content is established and maintained.
- Develop and follow a system of operating instructions to efficiently and effectively maintain the web site.
- Work on conjunction with other subcommittee members in the development and updating of website content.

8. SciPAC Voting Member Participation:

All voting members of the SciPAC are expected to Chair at least one subcommittee (see item 7) during each year of their term. A written summary of their respective committee(s) activities shall be provided to the Executive Secretary for inclusion in the minutes, in addition to an oral summary during each full meeting of the SciPAC. SciPAC voting members are also expected to serve as members on one or more additional committees, as needed.

9. Election of New Executive Board Officers:

Officers will be elected annually by the voting membership of the SciPAC. The Executive Board shall call for nominations from the voting membership and develop a slate of candidates based on those highly qualified candidates who are willing to serve. This nomination process shall be conducted so that the slate of candidates is available for consideration by June. The outgoing chairperson will solicit nominations and self-nominations from current SciPAC voting members, including those newly appointed, if known prior to the election. A slate of candidates for each Executive Board position including their respective position statements shall be circulated electronically or by other means to all voting members of SciPAC. Ballots are to be returned to the outgoing Chairperson and tallied. Results of voting are to be reported in the minutes of the next full SciPAC meeting but may also be communicated electronically or by other means, prior to the meeting.

10. Call for New Members of the SciPAC:

In accordance with sections V and VI of the SciPAC Charter, a call for new voting members of the SciPAC will be made annually. This is typically at the end of the third quarter (May meeting). Nominations or self-nominations will be solicited from all eligible Scientist Officers by electronic means and other appropriate mechanisms, such as the Commissioned Corps Bulletin. To be eligible for appointment potential SciPAC voting members must be fulltime Commissioned Corps or Civilian Service personnel and meet all eligibility requirements for appointment to the Scientist Category and personnel system. In addition, all Commissioned Corps officers must meet the Office of Force Readiness and Deployment (OFRD) basic readiness standards at the time they are nominated and appointed to the SciPAC.

The Vice Chair or other appropriate individual will collect nomination packages and forward them to the CSO for consideration. The CSO will make selections from the nomination packages for membership in accordance with section V of the SciPAC Charter. After obtaining supervisory concurrence for officer participation, the CSO will forward the selection packages to the Office of the Surgeon General for approval no later than July 1st.

11. New Members:

- a. The Rules Subcommittee will choose current and former SciPAC voting members who, with the approval of the CSO, will form a special committee for the purpose of selecting PAC members to fill available slots among those nominated in a given year.
- b. The SciPAC members chosen for this special committee cannot be eligible for consideration of a second term when assigned to the committee.
- c. To promote transparency and fairness, explicit quantitative factors listed under Section g (below) will be used drive the selection process, in addition to the required diversity considerations specified in the SciPAC Charter.
- d. The working group recognizes, however, that the Charter-specified diversity requirements may often (or fully) determine the selection of new SciPAC members due to the small number of membership positions that become available each year.
- e. The special committee will work with the CSO to determine those officers who best fill the required diversity criteria for SciPAC membership, with remaining selections made according to quantitative factor ranking.
- f. While the special committee will make recommendations to the CSO, the final selection of new members will ultimately rest with the CSO and the SG.
- g. Suggested factors proposed for consideration in quantitative factor

ranking:

1. Prior participation in PAC calls, subcommittee work, other activities of benefit to the Scientist Category.
2. Nominee has received the Scientist CSO certificate of recognition of past contributions to the Scientist Category.
3. For members nominated for a second term, their contribution to the PAC during the first term will be considered.
4. Additional criteria for judging the candidates could be set each year by the CSO (e.g., readiness status or readiness level).
5. If feasible with regard to the number of nominees under consideration, assign a numeric score to the nominee's CV summary, application cover letter, or both, for factors the CSO believes are important in a given year, including assimilation, awards, special assignments, etc.
6. Time in service and/or rank: preference would generally be given to mid-level officers, then junior officers, then senior officers, however the Nomination Committee must use discretion in any given year to select a more senior level person if seniority levels are low.
7. The preceding factor seeks to maximize participation for mid-junior level officers who may have more time to devote and who would receive the greatest benefit for promotion, without draining valuable Commissioned Corps experience from the SciPAC.

IV. References

Scientist Professional Advisory Committee Charter

Office of the Surgeon General's Professional Advisory Committee Model Charter.

V. Attachments

A. SciPAC Request for SciPAC Funding Form

B. SciPAC Alternate Memo

C. SciPAC Self Nomination Form

ATTACHMENT A – SciPAC Request for Funding

(Date)

TO: Executive Board of SciPAC

FROM: _____
SciPAC Chair name, Subcommittee name, email

SUBJECT: Request for SciPAC Funding

Describe the support/activity/project/event that requires funding

What benefits will accrue to both participants and the SciPAC as a result of this support/event/activity/project?

What other possible funding sources did you explore before seeking SciPAC support and/or what other funding would supplement any SciPAC support?

Amount requested for funding: \$ _____ Date funding is needed _____
(MM/DD/YY):

REVIEW BY EXECUTIVE BOARD:

Amount exceeding \$250 to be reviewed by the voting membership

Approval: Amount Approved \$ _____

Deny with explanation:

ATTACHMENT B – SciPAC Alternate Memo

SAMPLE - Designation of Alternate Memorandum

(Date)

MEMORANDUM

TO: _____, Chairperson

(Chair Name)

Scientist Professional Advisory Committee

FROM:

SciPAC Member Name & Title

SUBJECT: Designation of Alternate

I am appointing the following individual to serve as my alternate to the Scientist Professional Advisory Committee (SciPAC).

Name:

OPDIV:

Address:

Phone:

Facsimile:

E-mail Address:

SciPAC Member Signature _____

Date _____

CONCURRENCE:

Alternate _____

Date _____

Alternate's Supervisor _____

Date _____

Chief Scientist of the U.S. Public Health Service _____

Date _____

ATTACHMENT C – SciPAC Self Nomination Form

SciPAC PROFESSIONAL ADVISORY COMMITTEE (SciPAC)

SELF-NOMINATION FORM**

I am interested in serving on SciPAC. I understand that members are selected to provide a diverse representation of geographic locations, OPDIVs, experience levels, and both personnel systems and genders.

Name:

Rank:

OPDIV or Agency:

ADDRESS:

Phone #:

FAX #:

E-MAIL ADDRESS:

If selected for membership on the SciPAC, I would be interested in serving on the SciPAC subcommittees identified below: (listed in order of preference with 1 being my first choice)

_____ Awards	_____ Recruitment, Readiness, and Retention
_____ Career Development	_____ Visibility
_____ Rules and Membership	_____ Emergency Preparedness
_____ Website	_____ ORFD/CCRF
_____ Mentorship	_____ Scientist
_____ COF Category Day	_____ Policy

Applicant's Signature _____

Date _____

Applicant's Supervisor Name _____

Title:

Phone:

Email:

Applicant's Supervisor Signature _____

Date _____

PLEASE RETURN COMPLETED FORM TO THE CURRENT SCIPAC CHAIR:

**** PLEASE INCLUDE A COPY OF YOUR CURRENT C.V. WITH THIS FOR**