



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

APR 19 2007

Assistant Secretary for Health
Office of Public Health and Science
Washington D.C. 20201

TO: Heads of Operating Divisions
Heads of Staff Divisions

FROM: Assistant Secretary for Health

SUBJECT: Approval of 250 Funded Attendees from HHS to *Commissioned Officer Foundation, 2007 Training Symposium*- INFORMATION

ISSUE

To announce the approval of 250 funded attendees from HHS to the *Commissioned Officer Foundation, 2007 Training Symposium*, and the plan for the proportioning of attendees between OPDIVs.

INFORMATION TEXT

Scheduled for June 4 - 7, 2007 in Cincinnati, Ohio, the Symposium is the 42nd annual conference of its kind. Sponsored previously by the Commissioned Officers Association (COA) of the USPHS, and this year by the PHS Commissioned Officers Foundation (COF), the theme for the 2007 symposium is "*The Many Faces of Public Health.*"

The Assistant Secretary for Administration and Management (ASAM) has concurred with my proposal to allow 250 funded attendees from HHS OPDIVs to attend the Symposium, as a waiver from the "Rule of 50."

The approved proportional number of funded attendees from each OPDIV/ STAFFDIV is shown in the attached table (att. 1).

In order for the most equitable distribution of Commissioned Officer or civilian attendees, the following principles should be observed when allocating slots:

- The 250 funded slots will be allocated proportionately to OPDIVs/ STAFFDIVs based on their total complement of Corps officers;
- Each OPDIV/ STAFFDIV will prioritize the allotted attendees based upon OPDIV-specific priorities;
- Staff members attending the Symposium as part of their official duties WILL be counted toward the OPDIV allocation;
- Additional Departmental staff will be free to attend on administrative, or annual leave at their own expense. Granting of administrative leave will be determined

by the leave approving official (or Supervisor) and is governed by OPDIV/
STAFFDIV and Corps policies;

- Each OPDIV/STAFFDIV will assume responsibility for coordinating lists of funded individual staff and their projected expenses for travel, lodging and incidentals. The lists must be submitted through my Executive Assistant, CAPT Lee Shackelford for collation and routing to ASAM for final approval.
 - A sample spreadsheet illustrating the necessary information is included as an attachment (att. 2);
 - By ASAM request, YCA fares or dash (-)CA fares must be used for booking the travel of OPDIV attendees

I thank you for your attention to this information and your commitment to successful representation of HHS at this important conference. If your staff has any follow-up questions, they should feel free to contact:

CAPT Lee Shackelford, Executive Assistant to the ASH: 202-690-5825

or

Mr. Paul Hoffman, ASAM: 202-690-7960



John O. Agwunobi

TAB A:

ATTACHMENT 1:

Distribution of Attendees to Commissioned Officers Foundation, Global Health Summit II & 2007 PHS Scientific Training Symposium- 250 Waiver to "Rule of 50" (Dates June 3-7, 2007; Cincinnati, OH) :

Agency	Number Attendees- 2007		
AHRQ	3		
ATSDR	4		
CDC	38		
CMS	5		
FDA	35		
HRSA	24		
IHS	103		
NIH	20		
OS (ASPR listed independent of the remainder of OS)	10	OS- 6	ASPR- 4
PSC	4		
SAMHSA	4		
TOTAL	250		

TAB B:

ATTACHMENT 2:

Attendees of Commissioned Officers Foundation, Global Health Summit II & 2007 PHS Scientific Training Symposium (Dates June 3-7, 2007; Cincinnati, OH) : OPDIV Name- Attendee Cap #

PLEASE RETURN COMPLETED LIST BY MAY 3, 2007

TO: CAPT LEE SHACKELFORD-

Lee.Shackelford@HHS.gov

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Independence Ave., SW,

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Name of Traveler	OPDIV/ STAFFDIV	City of Origin	Purpose	Airfare	Per Diem	Tuition	Other	Total
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