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Basic Applied Science Professional Advisory Group
BASPAG

April 15th, 2009

Time: 11:00 - 12:00 pm EDT, 8:00 am PDT

Teleconference call number: 866-761-3314

Passcode: 6211189

MEETING MINUTES

Attendance

VOTING MEMBERS					
Attendance	Rank	Last Name	First Name	OPDIV	Voting to Approve BASPAG By-Laws Revision to Remove Vice- Chair position
Present	CDR	Danner	Ali	CDC	Yes
Present	CDR	Jones	Dana	CDC	Yes
Present	CDR	Toy	Phillip	USDA	Yes
Present	LCDR	Brown	Laurie	OS	Yes
Excused	LCDR	Chanlongbutra	Amy	NPS	
Present	LCDR	Constantine	Amy	FDA	Yes
Excused	LCDR	Mainor-Harper	Juanika	CDC	Yes
Stand-in	LCDR	Johnson	Anna	CDC	
Absent	LCDR	Melvin	Cathy D.	FDA	
Absent	LCDR	Sullivan	Destry M.	FDA	
Present	LCDR	Valentin-Bon	Iris E.	USDA	Yes
Present	LCDR	Vu	Chau Minh	USDA	Yes
Present	LT	Claverie-Williams	Elizabeth	FDA	Yes
Absent	LT	Garza	Anthony	FDA	
Absent	LT	Smith	Damon	OS	
NON-VOTING MEMBERS & GUESTS					
Present	CAPT	Johns	Malcolm	DHS	
Present	LCDR	Lee-Bishop	Lynda	HRSA	



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- I. **Call to Order and Introductions** - CDR Ali Danner, BASPAG Chair, greeted the group and called the meeting to order at 11:05 am hours EDT. Roll call was taken by LCDR Chau M. Vu.
- II. **Approval of Minutes** - CDR Danner requested any recommendations, corrections or input for the March 18, 2009, minutes. LCDR Amy Constantine stated that on page 2, under Section IIIa, BASPAG Coin, 5th line, it should be clarified that it was LCDR Amy Chanlongbutra who commented on the coin. The light edits would be emailed by CDR Danner. Motion was made by LCDR Amy Constantine to accept the March 2009 draft minutes with the recommended and projected edits. All was in favor.
- III. **Chair Report and Old Business:**

CDR Ali Danner stated that on Monday, April 13, 2009, the PAG Chairs had a conference call and discussed a number of items which included the sharing of various PAG Chairs' input. Some of the items that the BASPAG might benefit from in the future are position descriptions that were laid out for each of the Chairs. The BASPAG might want to consider adopting the position descriptions to provide clarification for our Chairs and to better the transition between the years. CDR Danner stated that during his tenure, that it would be one of the things that he would hope to establish, basically a PDF that each Subcommittee Chair might receive. Also, the new Subcommittee Chairs would be tasked to interview the previous Chairs and to make sure they preview the previous year's minutes, which would make them much more familiar with some of the BASPAG actions. CDR Danner also stated that less than a month ago, he had participated in a HS-PAC level Mentoring Committee meeting in which CAPT Aponte allowed a presentation by the HHS Mentoring program. This program included a power-point, an overview of their revised website and basically how their program could benefit the Corps. There is a possibility that each of the PAG will adopt the HHS Mentoring program, which includes the equivalent of formal contracts or applications between mentors and mentees, recommended number of meetings, and at some point, a survey during the course of the mentoring year. There is also a 90-day probation period where either one could back out of the agreement in a very tactful way, whereas after that point, the separation would be more formal, which could be the equivalent of an ombudsman type of discussion. One of the concerns expressed by one of the PAG Chairs was what screening tool is being used for the mentors. The response was that there was not an actual screening of the mentors. There will probably be some sort of standardization. For example, it might be something such as 10 years active duty service in the Corps, participation on at least a couple of the Subcommittees, things along that line. It would be



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better if there is some type of formal training, a certain number of years, or a minimum standard, so that the mentees might actually benefit from the relationship. Sometime an officer might put their name in the hat as a mentor only as a means to pad their promotion readiness, so to curtail that, the HS-PAC Mentoring program has potential. As far as the Subcommittees, he encouraged everyone to do a little bit of research on the other PAG websites, to look at their types of programs, documents that are used for new members, etc. so that we can move forward in strengthening our programs. CDR Danner made the commitment to making our participation in the BASPAG as fruitful as possible and making sure that our quality of communication and the resources provided to the members are substantial. He re-emphasized the need for volunteering for the Subcommittees, and at times during the year the BASPAG will have impromptu requests such as review of policy changes from the Chief Professional Officer etc. that might have a tight turnaround. So there will be opportunities for the members to volunteer, and there will be opportunities to participate on our various Subcommittees. CDR Danner stated that he had made our HS-PAC Chair aware of our Subcommittee Chairs, our work in developing the BASPAG Challenge Coin, as well as our updating the BASPAG By-laws. We will be submitting the By-laws to the HS-PAC for final review and when we receive those, we will submit the finalized update of the By-laws to our members at large within the BASPAG.

Some of the goals which CDR Danner had submitted included continuing to provide timely assistance to our CPO and PAC Chair on action items such as review of proposed Corps policies and facilitating high level of readiness for our category. CDR Danner had cc'd LCDR Vu on this. CDR Danner's second goal was to continue to provide career development and promotion readiness mini sessions during the BASPAG meetings and conference calls. The third goal was to further develop relatively new BASPAG Subcommittees such as Mentoring and Professional Development and to ensure the efficient utilization of currently available resources by the HS-PAC as opposed to duplication by our Subcommittees. The fourth goal was to continue sharing or providing key information to our ListSrv members on career opportunities, Commissioned Corps deployment, and other career enhancing resources. The fifth and final goal was to provide Letters of Appreciation at the end of the calendar year for substantially participating voting members and non-voting members contributing to the mission and goals of the BASPAG, particularly addressing action items and/or chairing BASPAG Subcommittees. Especially for officers who will be up for promotion during the next promotion year, it is primarily on the Subcommittee Chair to document the members' participation and making sure that the members receive a Letter of Appreciation for substantial participation. CDR Danner will be collaborating with the voting members to make sure there are standards laid out. For example, it might be



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participation in at least 66% of organized meetings for the Subcommittee. These are things that we can make a little more formal so that it is not on an individual basis that someone decides whether someone's participation was substantial.

LCDR Vu asked whether the other PAG Chairs shared any activities that they are doing that CDR Danner thought we can adopt as well. CDR Danner stated that one of the things they had brought up that we have participated lightly was to standardize or centralize billets. Some of the PAGs had formal position descriptions for their Subcommittee Chairs. LCDR Vu confirmed that the BASPAG has not developed formal descriptions for our Subcommittee Chairs, and that new Subcommittee Chairs have relied on the previous Subcommittee Chairs to bring them up to speed. CDR Danner stated that this would become one of the action items, to formalize our Subcommittee Chair position descriptions, and working with voting members and non-voting members to identify criteria for participation, as related to the Letters of Appreciation. So this is another strong action item that we had accomplished for this meeting.

CDR Danner stated that before the meeting with the PAG Chairs, he was asked to do a mini career development seminar during that hour and a half conference call. For the past 2 years, CDR Danner had helped to conduct many career development seminars during the BASPAG conference calls, which sometimes focused completely on assimilation or the COER and its revision each year, as well as promotion consultation. Within the next 2 meetings, CDR Danner will offer to our Professional Development Subcommittee to conduct a mini career development seminar for our membership that might take about 10 minutes. It is meant to encourage everyone in their preparedness for their promotion. Secondly, it is to encourage everyone that their career experience within P.H.S. can be very exciting. The more aware you are, the more proactive you are, the more gratifying your career is going to be. The last item is working on SOPs, such as for awards and so forth. What is anticipated is we will develop the equivalent of a binder for each of our Subcommittees, that has one to five page document that overviews some of the action items or accomplishments as well as SOPs for conducting that Subcommittee.

CDR Amy Constantine stated that she had read in the minutes that CDR Danner thought that perhaps the assimilation board would be meeting this year. CDR Constantine asked when they would meet if they were meeting. CDR Danner stated that the norm for OCCO assimilation board would be Spring without a date specified to any members. We were aware that it was frozen for this year because of the ceiling of 2800 was met within the last



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year. However, recently the Corps announced that the ceiling is now 4000. This should formally be in place by Senate confirmation soon. It is anticipated that the Surgeon General could also be selected shortly after that. Just make a note to look at the first page of the CCMIS website, that announcement will be formally there at the top. During the conference call, CDR Danner will try to address the most current issues. For example, the Spring uniform memo has come out.

The OCCO deadline for the 2009 Assimilation Board, if it occurs, was February 1st, 2009. This was different from previous years when you can submit your application anytime during the year. Now it was stated that applications received after February 1st, 2009, will be returned to the officer. The only thing an officer can do at this point is to make sure they maintain Basic Readiness. LCDR Constantine stated that she heard that you had 3 shots at best. CDR Danner stated that once you have submitted the application for assimilation, it will be reviewed by 3 consecutive OCCO Assimilation board years. At that point, if the officer is not assimilated based on the 3 Assimilation board reviews, they would have to submit a new full application packet. The problem is when an officer had reached permanent grade O-4 and they have more than 3 ½ years in the Corps, which makes them reviewed by the upper grade. In the past, less than 10% of officers selected out of that total group for that assimilation year came from the upper higher board. It is very crucial that you try to do this while you are in the lower board, less than 3 ½ years in the Corps or lower than permanent grade O-4. There is no opportunity to submit additional document. For example, if the officer chose not to submit a Supervisor support statement with their application and they were on the second OCCO review board year, they cannot submit an officer support statement unless the OCCO Assimilation Coordinator send out an email or ListSrv announcement that says that you specifically could submit additional document. Normally that packet is frozen until your third year being reviewed is completed. It is very crucial that the Supervisor support statement is submitted, 1-2 pages, Courier, 10-point font.

- a. **BASPAG Coin:** CDR Sheila Merriweather had sent CDR Danner an update as she was not able to attend this conference call. The coin project has moved forward. It is now in production with the last revision that we discussed. There is an additional cost of \$99 because time is of the essence. So the CSR contractor has been given permission to move forward with the order. It is projected to take 2-3 weeks to complete the order and the coins are projected to be shipped directly to CDR Danner. As we coordinate for either CDR Merriweather or the Awards Subcommittee to specifically manage that, CDR Danner will forward that to the appropriate person.



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- b. **USPHS Scientific & Training Symposium Breakout Sessions:** CDR Merriweather is projected to be going on the Commissioned Corps Continuing Promise mission during the entire month of May. She is the pre-conference Co-Chair for those seminars that are on the weekend before, which is on May 30th and 31st. CDR Sheila Merriweather is projected to be back June 1st. CDR Danner was asked to stand in for her as the Co-Chair so he is planning to be there the weekend before. LCDR Vu stated that CDR Merriweather had said that she would be sending out an email about a month beforehand to ask the presenters to send her the final presentation so that she can forward them to COF. CDR Danner asked LCDR Vu to follow up with CDR Merriweather by email within the next two weeks before she leaves for her mission.
- c. **BASPAG By-laws review:** The BASPAG By-laws had gone through several revisions and CDR Danner thanked everyone for their input. CDR Danner stated that he will be doing a final overview during the course of today as a major item on his checklist. It would then be forwarded to the HS-PAC Chair for final review by the PAC and/or Chief Professional Officer. When we receive feedback and they are finalized, we will re-share those with the voting members and non-voting members and post them to our website. LCDR Vu stated that one of the proposed revisions was adding the Vice-Chair position, in addition to the Chair-Elect position. If this is to be adopted, then the BASPAG would have to address that position for next year. CDR Danner suggested a brief discussion on this topic. CDR Danner stated that we normally have a Chair, Chair-Elect and Secretary as the formal executive positions for the BASPAG. One of the discussions or input was having an additional Vice-Chair position. From the discussion with the other PAG Chairs this past week, CDR Danner's recollection was that the majority of them do not have a Vice-Chair and some of them were even assertively against it for the reason that it would be duplicative or not necessary. The Chair-Elect, LCDR Chau Vu, who is projected to be the 2010 Chair, officially handles those duties which is often standing in for the Chair and collaborating with CDR Danner on sometime short turnaround items. CDR Danner stated that without giving his opinion first, he would try to convey what some of the other PAG inputs were and yield the floor to everyone for their thoughts on the Vice-Chair position for BASPAG. LCDR Vu stated that the BASPAG had this discussion about 2 meetings prior. CDR Raquel Peat had mentioned the Vice-Chair position. CDR Linda Thai, 2008 BASPAG Chair, had expressed that she thought it was not necessary for our needs at this time. The concern was that it might cause confusion, and that it would require specific position descriptions for the Vice-Chair and Chair-Elect



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so that there would not be overlap. LCDR Vu stated that the proposed revision to the BASPAG By-laws of adding the Vice-Chair position seemed to be for the purpose in the event the Chair and the Chair-Elect were absent and the Vice-Chair would need to stand in. LCDR Vu questioned if there were any other purpose for the Vice-Chair position or if there is a need for the Vice-Chair position. CDR Danner stated that historically on a couple of occasions, he had stepped in for the Chair or Chair-Elect when either of them could not be present. On other occasions, the BASPAG had canceled the meeting for the month. CDR Danner requested for other input from the voting members and non-voting members. CDR Danner stated that he support what CDR Thai stated a couple months ago and what some of the other PAG Chairs expressed, that it would be duplicative. He also stated that for the size of our PAG and for the level of participation, that it is not crucial for us at this point to have a Vice-Chair. CDR Danner asked for any thoughts on his comment. LCDR Vu stated that she agreed with CDR Danner's comments. CDR Danner suggested that a motion be made for the BASPAG revision. LCDR Vu stated that during the last BASPAG meeting, there was a vote to accept all of the proposed revisions. There would need to be a vote for this revision. CDR Dana Jones made the motion that the BASPAG By-laws be revised to not have the Vice-Chair as one of the executive positions. LCDR Amy Constantine seconded the motion. A vote was taken, and there were 9 Yes votes. CDR Danner stated that based on having met quorum, the motion is accepted and is noted for the minutes.

IV. Standing Committee Reports

- a. **Awards subcommittee:** LCDR Destry Sillivan is not present and there is no report at this time.
- b. **Membership subcommittee:** LT Elizabeth Claverie-Williams had begun contacting various members of the Membership Subcommittee to get ideas on how the Subcommittee should proceed to get more of the BASPAG members to join. LT Claverie-Williams stated that she had met with LT Anthony Garza and LCDR Felicia Binion-Williams, who had written a new membership letter which was approved prior to LT Claverie-Williams taking over as Chair. The Subcommittee is now trying to find out if this membership letter, which was approved by the then BASPAG Chair and HSO-PAC Chair, is being incorporated into the new Welcoming Package. Once she had spoken to the various members of the Membership Subcommittee and get some ideas on what they were doing prior to her taking over, then she will have a formal meeting and will further expand on what the Subcommittee is doing now.



Health Services Officer Category
OF THE U.S. PUBLIC HEALTH SERVICE
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- c. **Mentoring subcommittee:** LCDR Anna Johnson stated that LCDR Juanika Mainor-Harper wanted to know what the proper process is for acquiring Subcommittee members. For example, LCDR Mainor-Harper can draft a letter that can be sent out to the ListSrv by LCDR Vu. LCDR Vu said that it can be done this way. CDR Danner thanked LCDR Johnson for standing in for LCDR Mainor-Harper.
- d. **Professional Development subcommittee:** LCDR Iris Valentin-Bon stated that there was no report at this time.

V. New Business:

- a. **BASPAG Career Mini-Session:** CDR Danner offered to present a mini career session for the BASPAG, about 7 to 10 minutes, during the next meeting as part of the Professional Development Subcommittee activity. CDR Danner will confer with LCDR Iris Valentin-Bon, Chair of the Professional Subcommittee.
- b. **Subcommittee Chair Position Descriptions:** LCDR Vu asked CDR Danner when the BASPAG plan to start with the position descriptions for the Subcommittee Chairs. CDR Danner stated that he would like to make it an action item, and would like to share examples of the position descriptions which the other PAGs had shared. CDR Danner asked if the examples should be shared with the voting members or all of the members or through the Membership Subcommittee. LCDR Vu stated that she thinks it would be the voting members as the voting members are the ones who would be serving as Chairs of Subcommittees. LCDR Vu stated that CDR Danner can forward her what he has and she will forward them to the voting members.

VI. Open Floor:

LCDR Vu stated that she had brought this topic up before and that it would need input from CDR Sheila Merriweather. LCDR Vu asked if there may be a need for a Subcommittee in the future to manage the ongoing selling of the coins and funds and the future development of more coins. CDR Danner asked whether it would be the BASPAG Coin Subcommittee or if it can possibly come under the Awards Subcommittee. LCDR Vu stated that she had been in another committee meeting in which the committee had a designated position who reported how much money was collected on an ongoing basis. LCDR Vu stated that she does not know if the Awards Subcommittee would want to take that on along with their other duties, such as the BASPAG Officer of the Year Award, and possibly the Letters of Appreciation. CDR Danner suggested that LCDR Vu



Health Services Officer Category
OF THE U.S. PUBLIC HEALTH SERVICE
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email LCDR Destry Sullivan, Awards Subcommittee Chair, to inquire whether the Awards Subcommittee would consider taking on the duty of managing funds received for the BASPAG Coin. CDR Danner also suggested that the email emphasizes the reason why the Awards Subcommittee may not want to do so, due to the focused intensity and responsibility for this project and that it might be designated for a separate coin subcommittee. LCDR Vu stated that she will send an email to LCDR Sullivan and CDR Merriweather to get their input on this. As FYI, CDR Danner stated that the funds that come from the coins go to a COF person who puts the funds into the BASPAG account and that we cannot directly manage it. CDR Danner stated that the email would mention that this duty might be a relatively light one as the person who would manage this would be the recipient of the coins, coordinating with the person manning the HS-PAC booth who would be selling the coins for the BASPAG, and providing a report back to the BASPAG meeting/conference calls on what our sales look like, etc. LCDR Vu stated that she had brought this up before, and at the time, CDR Merriweather felt that she was able to do this. LCDR Vu stated that she will email both LCDR Merriweather and LCDR Sullivan to get their feedback.

LT Elizabeth Claverie Williams stated that there is a FDA position for a Senior Microbiologist Reviewer which can be an 0-5 or 0-6 billet, depending on your current rank. She stated that if anyone is interested in the position, please forward their resumes to her as soon as possible. Her phone number is (240) 276-3603. Email is Elizabeth.Claverie@fda.hhs.gov The person would be hired by June. CDR Danner stated that if she has the position description, that she can forward it LCDR Vu, who will forward to the BASPAG ListSrv.

LCDR Amy Constantine asked if individuals who have Master's degree in Librarian science would be able to apply to PHS. CDR Danner stated that he had not heard directly, but some officers come into the Corps with a peripheral degree. For example, their degree might not qualify them but their past work experience may be relevant. He suggested that the individual do the screening through the Commissioned Corps website and also contact the recruiter line. LCDR Constantine stated that they are doing a pilot study, allowing individuals over the age of 44 are able to apply to PHS. LCDR Constantine states that it's on the PHS website. CDR Danner stated that he had heard that there is a move to increase the age limit to approximately 50 or 50+.

VII. Adjournment - This meeting was adjourned at 11:59 am EDT

Next meeting will be held on May 20th, 2009
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 are PDT.
Teleconference call number: 1-866-761-3314
Passcode: 6211189



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Minutes taken by LCDR Chau M. Vu. Revised by LCDR Chau M. Vu.

