

The Basic and Applied Sciences Professional Advisory Group  
 Of the USPHS Commissioned Corps  
 Health Services  
 Professional Advisory Committee.



December 19<sup>th</sup>, 2007

Time: 11:00 - 12:00 pm EDT, 8:00 am PDT  
 Teleconference call number: 1-866-709-3705  
 Passcode: 2458669

**BASPAG Meeting Minutes**  
 Attendance

VOTING MEMBERS						
Attendance	Rank	Last Name	First Name	OPDIV	Voting	Special Voting
Excused	CAPT	Chan	Henry	FDA		
Excused	CAPT	Tooly	Rebecca Lee	EPA		
Present	CDR	Bill	Nancy	IHS		
Present	CDR	Danner	Ali	CDC		
Present	CDR	Merriweather	Sheila	OS		
Absent	CDR	Kamara	Ibrahim	FDA		
Absent	CDR	Toy	Phillip	USDA		
Excused	LCDR	Bleth-Weber	Michelle	BOP		
Excused	LCDR	Brown	Laurie	OS		
Present	LCDR	Dexter	Paul	FDA		
Present	LCDR	Thai	Linda	FDA		
Present	LCDR	Valentin-Bon	Iris E.	FDA		
Present	LT	Chanlongbutra	Amy	NPS		
Absent	LT	Constantine	Amy	ORA		
NON-VOTING MEMBERS and GUESTS						

I. **Call to Order and Introductions** - CDR Sheila Merriweather greeted the group and called the meeting to order at 11:04 am hours EDT. Roll call was taken by LCDR Iris E. Valentin-Bon.

II. **Approvals of Minutes** - CDR Merriweather presented the motion to approve the November minutes. Motion was moved and minutes were approved with noted changes made by LT Amy Chanlongbutra.

III. **Chair Report and Old Business**

- a) **BASPAG Coin** - CDR Merriweather, leader of this project, reported that she reached out people who are willing to design the coin. More information will be provided later.
- b) **CAPT Linda Brown's retirement** - January 25th from 2-4 pm. An important activity for the HSO Category

IV. **New Business**

- a) **New voting members** - CDR Merriweather announced the new six voting members who will began with BASPAG next January 2008. The following officers were selected: CDR Phillip Toy, LCDR's Cathy Melvin, and Chau Minh Vu, LT's Amy Chanlongbutra, Elizabeth Claverie-Williams, and Kimberly Harper. Congratulations!
- b) **Chair-Elect, Secretary Positions** - CDR Merriweather requested to the group new self - nominations for these positions for next year. She reminded that this is a group effort and we need more participation.
- c) **Ideas for HSO Category Day during 2008 PHS COA Conference** - Breakout session requested was not able to get, the availability was only for four. Sit on the panel regarding deployments. CDR Merriweather will be doing the presentation at the COA.
- d) **Awards committee** - CDR Merriweather will lead this committee and CDR Danner and LT Vu will assist her.
- e) **HSO Luncheon** - was extremely well attended activity in Timpano restaurant in December. Thirty seven officers assisted to the lunch.
- f) **Letter of Congratulations to new Voting Members** - a letter of congratulations will be sent by the Secretary to all new members.

V. **Standing committees**

- a) **Membership drive** - no report

## VI. Announcements

- a) CDR Merriweather acknowledged the entire group for their participation during her year as BASPAG Chair. The Chair-Elect LCDR Linda Thai, will start on January 2008

## VII. Open Floor - CDR Danner reported in reference to the "Promotion-Eligible Officers" information the following summary:

- a. Each officer should strive to meet the deadlines-earlier is better-as listed on the CCMIS Promotion Year (PY) 2008 Information Page [[http://dcp.psc.gov/promotion\\_pages\\_08/Promo\\_Info\\_Main.aspx](http://dcp.psc.gov/promotion_pages_08/Promo_Info_Main.aspx)] and the related Promotions Checklist [[http://dcp.psc.gov/promotion\\_pages\\_08/2008\\_Promotion\\_Year\\_Checklist.pdf](http://dcp.psc.gov/promotion_pages_08/2008_Promotion_Year_Checklist.pdf)];
- b. The eligible officer should also note their respective agency's deadline to submit the "Reviewing Official's Statement (ROS)" to their office, since the ROS must be processed to OCCO through the officer's particular agency "liaison" [[http://dcp.psc.gov/PDF\\_DOCS/1\\_Reps%20Liaisons%20Contact%20List\\_01NOV2007.pdf](http://dcp.psc.gov/PDF_DOCS/1_Reps%20Liaisons%20Contact%20List_01NOV2007.pdf)]. For his agency (CDC), the deadline for the "original" ROS to our office is COB on Friday, 21 Dec 2007.
- c. Notably, it is the officer's responsibility to fax the "Officer's Statement (OS)" to their eOPF [Fax #s 301.480.1407/1436] by 31 Dec 2007 [FAQs for OPF [http://usphs-hso.org/pac/subcommittees/career\\_development/opf\\_faq.shtml#submit\\_docs](http://usphs-hso.org/pac/subcommittees/career_development/opf_faq.shtml#submit_docs)].

## VIII. Adjournment - this meeting was adjourned at 12:00 pm

Next meeting will be held on January 16<sup>th</sup>, 2007  
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 am PDT.  
Teleconference call number: will be provided later  
Passcode: will be provided later  
Minutes taken by LCDR Iris E. Valentin-Bon. Revised by CDR Sheila Merriweather, CDR Ali Danner and LT Amy Chanlongbutra

