



**Health Services Officer Category**  
**OF THE U.S. PUBLIC HEALTH SERVICE**  
*Strength Through Diversity*



**Basic Applied Science Professional Advisory Group**  
**BASPAG**

November 19<sup>th</sup>, 2008  
 Time: 11:00 - 12:00 pm EDT, 8:00 am PDT

Teleconference call number: 888-595-6108

Passcode: 9423244

**MEETING MINUTES**

Attendance

| VOTING MEMBERS                |      |                   |            |       |  |  |
|-------------------------------|------|-------------------|------------|-------|--|--|
| Attendance                    | Rank | Last Name         | First Name | OPDIV |  |  |
| Present                       | CAPT | Bill              | Nancy      | IHS   |  |  |
| Present                       | CDR  | Danner            | Ali        | CDC   |  |  |
| Present                       | CDR  | Merriweather      | Sheila     | OS    |  |  |
| Present                       | CDR  | Thai              | Linda      | FDA   |  |  |
| Present                       | CDR  | Toy               | Phillip    | USDA  |  |  |
| Present                       | LCDR | Brown             | Laurie     | OS    |  |  |
| Present                       | LCDR | Chanlongbutra     | Amy        | NPS   |  |  |
| Present                       | LCDR | Constantine       | Amy        | FDA   |  |  |
| Excused                       | LCDR | Melvin            | Cathy D.   | FDA   |  |  |
| Present                       | LCDR | Valentin-Bon      | Iris E.    | FDA   |  |  |
| Present                       | LCDR | Vu                | Chau Minh  | USDA  |  |  |
| Present                       | LT   | Claverie-Williams | Elizabeth  | FDA   |  |  |
| NON-VOTING MEMBERS and GUESTS |      |                   |            |       |  |  |
| Present                       | CAPT | Johns             | Malcolm    | DHS   |  |  |
| Present                       | CDR  | Bacon             | Rendi      | CDC   |  |  |
| Present                       | LCDR | Mainor-Harper     | Juanika    | CDC   |  |  |
| Present                       | LT   | Garza             | Anthony    | FDA   |  |  |
| Present                       | LT   | Payne             | Skip       | FDA   |  |  |
|                               |      |                   |            |       |  |  |
|                               |      |                   |            |       |  |  |

- I. **Call to Order and Introductions** - CDR Linda Thai, BASPAG Chair, greeted the group and called the meeting to order at 11:03 am hours EDT. Roll call was taken by LCDR Chau M. Vu.



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II. **Approval of Minutes** - CDR Ali Danner stated that he had emailed the recommended changes to the minutes. CDR Thai presented the motion to approve the November minutes with the recommended changes per CDR Ali Danner. All was in favor.

III. **Chair Report and Old Business:**

a. **BASPAG Coin** - CDR Sheila Merriweather stated that she has been communicating with LT Jeanpaul Mivoyel, who has been reaching out to CAPT Janet Hawkins but has not received a response from her regarding the vendor that she had suggested. However, LT Mivoyel had forwarded a couple of other vendor names, and CDR Merriweather suggested that we move forward with a different vendor as long as LT Mivoyel was confident with the vendor. CDR Merriweather stated that we are moving forward with a vendor whose main clientele is DOD, and that it would be done by the end of this year. She also stated that she has seen the types of coins that they produce and that she is pleased with the quality of the coins. CDR Thai asked if the pricing of this vendor would be the same as the initial quote that we received. CDR Merriweather stated that the pricing would be a little higher than what CAPT Hawkins suggested, but that we have \$900 to cover the reproduction of the coins and the shipping and we cannot exceed that amount. CDR Merriweather stated that she will go ahead and order the coins. CDR Danner suggested that after we get the project going that we do a summary of the project, such as what vendor was selected, what the costs were, what some of the issues were, how we went about acquiring contributions, how and where we sell the coins beyond the annual COA Conference, whether the methods gross enough to fund the next set of coins and then use this summary as a tool to decide each year whether or not to stay with the same vendor and/or use the same methods. CDR Thai stated that it was a good idea. LCDR Chau Vu asked if it were possible for the coins to be available by Christmas. CDR Merriweather stated that we are shooting for Christmas, and that she would keep the group posted on the progress of the project. CDR Thai asked about the selling process and the handling of the money received. CDR Merriweather stated that the initial check would come directly from the COF to the vendor. When the coins are purchased, the checks would be made out to the COF and the COF would manage the money that goes back into our account. CDR Merriweather stated that we can put on our website how people can get the coins, and similar the HS PAC we should have one point of contact where the checks are sent to and where the coins are mailed out when the money is received. LCDR Vu asked if the cost of the coins would be more if the coins were mailed out versus purchasing the coins at the COA Conference.



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CDR Merriweather stated that we should advertise on the website that there would be a \$2 or \$3 fee to ship the coin.

b. **Voting Membership Drive:** CDR Thai stated that we had received 9 Nomination packages for voting membership, and we have 6 voting membership vacancies. The packages have been forwarded to the Membership Committee, chaired by LT Elizabeth Claverie-Williams. The Membership Committee will be having a meeting some time next week to evaluate the nominations and to make recommendations to the Executive members of BASPAG who will make the final decision regarding the selection of new members.

#### IV. Standing Committee Reports

a. **Membership subcommittee:** Refer to Voting Membership Drive section above. There is no additional report.

b. **Mentoring subcommittee:** CAPT Nancy Bill stated that she had received emails from about 2 people who were interested in participating in the Mentoring subcommittee, but the Mentoring subcommittee did not have a meeting this month, so there is no report at this time. CAPT Bill also stated that her voting membership will be expiring at the end of this year, but she would still like to participate in the Mentoring subcommittee. She stated that during next month's Mentoring subcommittee meeting, the group will discuss the nomination for the Mentoring subcommittee Chair for next year.

#### V. Open Floor

a. **Breakout Sessions:** CDR Merriweather stated that BASPAG had received 6 volunteer speakers for the Breakout Sessions for the COA Conference. She would like to forward the following 6 presentation topics as final. They include: 1) Regular Corps Assimilation and Career Officer by CDR Ali Danner; 2) FDA Office of Crisis Management and Emergency Operations by LT Anthony Garza; 3) Environmental Monitoring for Bioterrorism in the Public Health Laboratory by LT Erika Murray; 4) Commissioned Corps Roles in the Department of Homeland Security by LCDR David Lau; and 5) Epidemiology and Diagnosis of *Clostridium difficile* Infections by LCDR Raquel Peat. We also received one more volunteer for the presentation and it is CAPT John Cardarelli on Dirty Bombs and Long-Term Recovery. He had said that if we did not get enough presentations that he would be available and would be willing to give one. CDR Merriweather stated that if the group is okay with these presentations that she will go ahead and contact these officers and forward these presentations to CDR Sicard as final. Each presentation is



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about 25 minutes long with 5 minutes for questions, and they will be from 2:00 pm to 4:45 pm. There will also be 15 minutes at the end for additional questions. All voting members concurred.

- b. **COER and ROS** - CDR Ali Danner asked if anyone had any questions relating to the ROS for promotable officers. CDR Merriweather asked when the COER would be shut down in the event that a supervisor was too busy to do the COER. CDR Danner stated that the COER usually shuts down in January but they will not give a date. The most important thing is for the officers to get their part in. The officers should send reminder email(s) so that there is a tracker of their efforts. If it continues to be a problem then the officers can contact their agency liaisons. If an officer is up for a promotion, there is a ROS that is due. The officer may want to draft the 3 sections for the Reviewing Official with a strong first statement such as "I highly recommend CDR \_\_\_ for promotion to CAPT ...". The ROS consists of a maximum of 1400 characters including spaces per section. If an officer is up for promotion and the Reviewing Official does not get the ROS done by the deadline, then a manual ROS would have to be done by going into the Official Forms web link in the CCMIS. The paper ROS would have to be submitted through the Agency Liaison by December 31, 2008. The paper ROS cannot be sent directly to OCCO because it would not be accepted. In addition, if the Reviewing Official has not submitted the concurrence, there is a link in the COER where the officer can resend an email reminder.

CAPT Malcolm Johns asked how EPP is handled. CDR Danner stated that EPP would require a manual ROS. Since the ROS will not be in the Reviewing Official section of the COER, the officer would submit the paper ROS through their Agency Liaison no later than December 31<sup>st</sup>. Due to the holidays, the officer needs to check with his/her Agency Liaison so that the paper ROS can be submitted no later than December 31<sup>st</sup>.

CDR Phillip Toy asked if the COER has to have the ROS in it. CDR Danner stated that the ROS is only for officers who are up for T or P grade promotions. If the officer is up for both, for example, if the officer has not been assimilated and has had 17 years of training experience, the officer would be up for both T and P grade promotions at the exact same time. The officer can mention that in the first statement of the ROS.



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Unlike the Attachment II by the rater which only covers the rating period, the ROS covers the period dating back to the previous ROS or the previous promotion within that series. For example, if an officer is up for a T grade 0-6 promotion, the timeframe that it covers can include noteworthy accomplishments that go all the way back to the information which the officer put in his/her promotion to T grade 0-5.

Each of the 3 sections allows for 1400 characters including spaces, which is equivalent to about 8 or 9 bullets, or 60 lines maximum. It is recommended that you cut it off at 55 lines. It is also recommended that you draft it in Microsoft word using 10-font Courier. One can go into Tools and highlight the section and it will give you the exact word count. For example, CDR Danner stated that for his Reviewing Official, he would put the number of characters by the header of each section so that the Reviewing Official know that he did not go over the word count limit. The Reviewing Official can then revise as needed.

**VII. Adjournment** - This meeting was adjourned at 11:43 am EDT

Next meeting will be held on December 17th, 2008  
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 are PDT.  
Teleconference call number: 888-595-6108  
Passcode: 9423244  
Minutes taken by LCDR Chau M. Vu. Revised by LCDR Chau M. Vu.

