

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



September 19th, 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	
Excused	CAPT	Chan	Henry	FDA	
Present	CAPT	Tooly	Rebecca Lee	EPA	
Absent	CDR	Bill	Nancy	IHS	
Excused	CDR	Merriweather	Sheila	OS	
Present	CDR	Kamara	Ibrahim	FDA	
Excused	CDR	Toy	Phillip	USDA	
Excused	LCDR	Bleth	Michelle	BOP	
Present	LCDR	Brown	Laurie	FDA	
Present	LCDR	Danner	Ali	CDC	
Present	LCDR	Dexter	Paul	FDA	
Present	LCDR	Thai	Linda	FDA	
Present	LCDR	Valentin-Bon	Iris E.	FDA	
Present	LT	Chanlongbutra	Amy	USDA/NPS	
Present	LT	Constantine	Amy	ORA	
NON-VOTING MEMBERS and GUESTS					
Present	LCDR	Bishop	Linda	HRSA	
Present	LCDR	Newton	Bruce	CDC	

- I. **Call to Order and Introductions** - CAPT Lee Tooly in representation of CDR Sheila Merriweather called the meeting to order at 11:04 am hours EDT. Roll call was taken by LCDR Iris E. Valentin-Bon. Due to a mandatory meeting, CDR Merriweather was not able to chair this meeting.
- II. **Approvals of Minutes** - CAPT Tooly presented the motion to approve the July and August minutes. The motion was made and seconded by LCDR Ali Danner and LCDR Paul Dexter to accept the minutes with the noted changes.
- III. **Chair Report and Old Business** - CAPT Lee Tooly reported on behalf of CDR Merriweather, referring to the written report that CDR Merriweather had previously distributed to all. CAPT Tooly briefly reminded all of the topics covered in the report, which is included below in its entirety. The items regarding BASPAG awards and billet revisions were discussed, the outcome of which is also noted below.
 - a) **BASPAG Call for Nominations** - The BASPAG Call for Nominations for Voting Members was distributed on the BASPAG listserv last evening. In addition, the Call for Nominations was forwarded to LCDR Sicard for posting on the HSO website.
 - b) **BASPAG Awards** - If BASPAG is interested in developing and presenting an award to a deserving officer in the next couple of years, BASPAG must let RADM Milner know as soon as possible. RADM Milner is willing to pay for the award (plaques, etc.) with his funds. If the group decides that they want to capitalize on this opportunity, CDR Merriweather will identify a vendor that will allow the BASPAG to carry a credit from which the group can draw upon over the next few years. Exemplary service for BASPAG award will be one of the selection criteria. CAPT Tooly requested to review other PAC's for award criteria. LCDR Laurie Brown volunteered to help with this task; she will contact IT PAC officers and find out how is the process to submit an award and standards of practice of the group to get a template.
 - c) **Uniform Policy Decisions** - The memo was included in the previous email. Brief discussion was made. Dissolution of Local Uniform Authorities (LUA's) and the SG being the Uniform Authority for the whole Corps have been decided. Navy grooming standards are in place.
 - d) **YouTube Channel** - BASPAG has been asked to review the new PHS Commissioned Corps YouTube channel at <http://www.youtube.com/PHSCommissionedCorps>. This page is a "living" document - BASPAG can add to and take away as often as the group wants. Please provide comments to LTJG Stacey McBryde at Stacey.mcbryde@ihs.hhs.gov.

- e) **Association of Medical Service Corps Officers of the Navy (AMSCON)** - The AMSCON is still soliciting submissions for the AMSCON poster session to be held at the 113th Annual Meeting of the Association of the Military Surgeons of the United States (AMSUS) on 13 November 07 in Utah. They have 47 submissions to date, which is roughly the target level. Rough breakdown of current submissions:
- USA = 12
 - USAF = 2
 - USN = 20
 - PHS = 0
 - VA = 9
 - International = 4
- f) **HS PAC Chair Chat** - CDR Merriweather exhorted the group to remember to read the September HS PAC Chair Chat. An additional item of interest is the "Are You Ready?" reminder.
- g) Officers are reminded that OFRD will run the quarterly readiness check at the end of this month. HS-PAC can make significant improvement in our statistics if some 90 officers complete 1 item missing from their file. The October issues of the PAC Chair Chat may be delayed by a few days so we can crunch the statistics and give a full report.
- h) **RADM Kenneth Moritsugu's Retirement Celebrations** - There has been two retirement celebrations planned for RADM Moritsugu. CDR Merriweather thanked to those junior officers that volunteered to serve as "sideboys" and ushers to assist with identifying and seating VIPs. Requirements will be Service Dress Blue with white gloves. If you were selected to assist with the ceremony you should have already been contacted by LT Sagan. Details below:
- **COF/COA Farewell Ceremony for RADM Moritsugu**
Date: Thursday, 4 Oct 07
Location: Marriott Wardman Park Hotel, Washington, DC. The Wardman Park Hotel is metro accessible, off of the red line, the Woodley Park Metro Station.
Ceremony Start Time: 1830
Attire: Service Dress Blues with white gloves
 - **OPHS Retirement Ceremony for RADM Moritsugu**
Date: Friday, 28 September
Location: Humphrey Building Room 800
Ceremony Start Time: 1100 Hours
Attire: Service Dress Blues

- i) **Death of LCDR Daryl Crutchfield** - LCDR Darryl A. Crutchfield passed away on Saturday, September 1st while on vacation with his wife and two youngest children in Rockville, MD. Darryl sustained injuries from a car accident and died suddenly. LCDR Darryl Crutchfield was buried on Saturday, September 8th in Rockville, MD with full military honors. CDR Merriweather attended the services for Darryl and read a letter to his wife and family thanking them for sharing Daryl with us if only for a brief time. She mentioned in the letter that she came to know Darryl when she was chair for BCOAG in 2006 and he served as Vice-Chair. He will be sorely missed. If you are interested in making a donation, please donate to the Juvenile diabetes Research Foundation, 1400 K Street, MW, and Washington, DC 20005.
- j) **Billet Revision** - LCDR Paul Dexter reported that BASPAG has finalized the billet revision. This task has been completed. It is not known when the revisions will be implemented. For more information, please contact LT Rebecca Bunnell. CAPT Tooly on behalf of CDR Merriweather acknowledged the work done by LCDR Dexter in this important task.

IV. Old Business

- a) **Development of the BASPAG Coin** - CDR Merriweather spoke to CAPT Carderelli and he indicated that there is no formal process of approval to develop the BASPAG coin. BASPAG is still asking for submission of designs for the coin. Please forward ideas to CDR Sheila Merriweather. BASPAG will have to fund the cost of developing and duplicating the coin.

V. New Business

- a) **Call for nominations for voting members and membership drive** - see report above. CAPT Tooly reiterated that the call for nominations for voting members had been distributed via BASPAG list serve, and likely to be followed by distribution over HSO-PAC list serve and perhaps the CC eBulletin. In contrast, the general member drive, which is not as time-sensitive, is targeted for implementation by early November. The elements of a general member drive package have been drafted by committee volunteers and await review and assembly by committee task leader. The package will be forwarded to PAG Chair CDR Merriweather for review and approval prior to implementation.
- b) CDR Kamara requested the list of voting members indicating term expirations. CAPT Tooly will forward to him the member data base that has been circulated previously and which includes that information regarding the voting members. It appears that six voting members have terms expiring at the end of 2007; three have indicated that they do not plan to apply for a new term.

- VI. **Standing Committee Reports** - Membership committee was covered above under new business.
- VII. **Open Floor** - no reports. A brief and general question and answer session was held concerning any topic of concern to officers at that time.
- VIII. **Adjournment** this meeting was adjourned at 11:45 am.

Next meeting will be held on October 17th, 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 CAPT Lee Tooly, CDR Ali Danner and CDR Sheila Merriweather

