

**Frequently Asked Questions (FAQs)  
about the  
Voting Member Nomination Process  
for the  
Health Services Professional Advisory Committee (HS PAC)**

1. **How can I prepare to get on the HS PAC?**
2. **What criteria does the HS PAC use to select new members?**
3. **How can I become more active in the HS PAC if I am not a voting member?**
4. **What do I need to submit to have a completed application?**
5. **Does being part of a Professional Advisory Group (PAG) help?**
6. **Where can I find a nomination form for the HS PAC?**
7. **Can I be on a subcommittee if I am not a voting member of the PAC?**
8. **What do I put in the cover letter?**
9. **What if I cannot get my supervisor's approval?**
10. **What does "HSO Discipline" mean on the nomination form, is that my job?**
11. **What do I put for "HSO Subcategory" on the nomination form?**
12. **Do my CV and CV Summary Sheet have to be in the HS format?**
13. **Can I submit my application electronically?**
14. **Can I send my Cover Letter, CV and CV summary electronically and fax my nomination form?**
15. **How long will it take to find out whether I made it on the PAC or not?**
16. **How will I find out if I was or was not selected?**
17. **If not selected, is there a maximum amount of times that I can apply?**
18. **Who should I submit my completed HS PAC application to?**

1. **How can I prepare to get on the HS PAC?**
  - It is beneficial for you to participate in PAC activities even if you are not a voting member. It allows current HS PAC members the opportunity to know you.
2. **What criteria does the HS PAC use to select new members?**
  - The HS PAC will evaluate an officer's:
    - i. Progression of responsibility, achievement, and contribution to the agency mission
    - ii. Participation in Corps activities; this can include transformation workgroups, JOAG, COA etc...
    - iii. Active involvement in the HS PAC, this can be represented by membership and participation in a subcommittee, or Chair of a PAG etc...
    - iv. Specific criteria necessary to fulfill PAC membership requirements looking at the balance of officer's specialty and agencies represented.
3. **How can I become more active in the HS PAC if I am not a member?**
  - Join a subcommittee and attend the HS PAC meetings in person if you work in the area or via phone if you are out in the field.

- 4. Can I be on a subcommittee if I am not a member of the PAC?**
  - The only subcommittee that requires you to be a voting member is the Membership subcommittee. Your involvement and participation is needed with all other HS PAC subcommittees. There is far more to do than what the voting members alone can accomplish.
- 5. Does being part of a Professional Advisory Group (PAG) help?**
  - Yes, and it is helpful if you take a leadership position within your PAG such as chair, vice chair or subcommittee chair.
- 6. Where can I find a nomination form for the HS PAC?**
  - Nomination forms can be downloaded from the HS PAC web site at:  
[http://www.usphs-hso.org/pac/subcommittees/membership/pac\\_nomination.shtml](http://www.usphs-hso.org/pac/subcommittees/membership/pac_nomination.shtml)
- 7. What do I need to submit to have a completed application?**
  - For a complete application submit a cover letter, a nomination form signed by your supervisor, your CV summary and CV.
- 8. What do I put in the cover letter?**
  - The cover letter is very important because it is the membership subcommittee's initial impression of you and your accomplishments. It is beneficial to include your past HS PAC involvement including subcommittees you were officially part of, any additional HS PAC activities you assisted with etc... Include your PAG involvement and leadership positions held. Lastly, identify the reason(s) you would like to be part of the HS PAC and what you can contribute.
- 9. What if I cannot get my supervisor's approval?**
  - Supervisor approval is required and must be present on the nomination form or we cannot accept your application.
- 10. What does "HSO Discipline" mean on the nomination form, is that my job?**
  - HSO Discipline is your commissioning degree, for example if you were commissioned as a dental hygienist but you work as a health education specialist your HSO discipline would be dental hygienist.
- 11. What do I put for "HSO Subcategory" on the nomination form?**
  - The HSO subcategory is related to your commissioning degree. If you commissioned as a PA and you work as an epidemiologist your subcategory will be based on your commissioning degree, so in this case it would be clinical. Even if you do not work in a clinical field or haven't for years, it is based on your commissioning degree.
- 12. Do my CV and CV Summary have to be in the HS format?**
  - It is beneficial to convert your CV and CV summary into the HS format. The reviewers are familiar with the HS format and by ensuring that your CV and CV

summary are in the HS format, it will allow the reviewers to find all of your accomplishments easily and efficiently.

**13. Can I submit my application electronically?**

- Absolutely, however be sure to scan your nomination form with signatures to a PDF format to include with your cover letter and CV, and CV summary.

**14. Can I send my cover letter, CV and CV summary electronically and fax my nomination form?**

- Yes, as long as we receive all four documents (cover letter, nomination form, CV and CV summary).

**15. How long will it take to find out whether I made it on the PAC or not?**

- The process can take anywhere from 6-8 months after the closing date.

**16. How will I find out if I was or was not selected?**

- Once the recommended applicants are approved by the Surgeon General, letters will be sent out to all applicants. New HS PAC members will receive a confirmation letter from the SG.

**17. If not selected, is there a maximum amount of times that I can apply?**

- The HS PAC does not limit the number of times an officer can apply, however if you are not selected it may be beneficial to review the questions and answers above to determine how to strengthen your application. If you have additional questions, feel free to contact a membership subcommittee member or the membership subcommittee chair for guidance.

**18. Who should I submit my completed HS-PAC application to?**

- The completed application package should be submitted to the current Chair of the HS PAC Membership Subcommittee ([http://usphs-hso.org/pac/subcommittees/membership/pac\\_nomination.shtml](http://usphs-hso.org/pac/subcommittees/membership/pac_nomination.shtml))

**19. What kind of a time commitment should I expect if selected to the HS-PAC?**

- If selected to a three year term as a voting member to the HS-PAC, one should expect to attend via teleconference or in person six meetings per year (each are five hours in length, at least one must be attended in person), chair or participate in one or more of the subcommittees, and perform other duties as assigned by the CPO or HS-PAC Chair.

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