



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



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

May 20th, 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 |  |
| Present                     | CDR  | Danner            | Ali        | CDC   |  |
| Present                     | CDR  | Jones             | Dana       | CDC   |  |
| Absent                      | CDR  | Toy               | Phillip    | USDA  |  |
| Present                     | LCDR | Brown             | Laurie     | OS    |  |
| Excused                     | LCDR | Chanlongbutra     | Amy        | NPS   |  |
| Present                     | LCDR | Constantine       | Amy        | FDA   |  |
| Present                     | LCDR | Mainor-Harper     | Juanika    | CDC   |  |
| Excused                     | LCDR | Melvin            | Cathy D.   | FDA   |  |
| Present                     | LCDR | Sullivan          | Destry M.  | FDA   |  |
| Excused                     | LCDR | Valentin-Bon      | Iris E.    | USDA  |  |
| Present                     | LCDR | Vu                | Chau Minh  | USDA  |  |
| Excused                     | LT   | Claverie-Williams | Elizabeth  | FDA   |  |
| Stand-in                    | LCDR | Vu                | Chau       | USDA  |  |
| Present                     | LT   | Garza             | Anthony    | FDA   |  |
| Absent                      | LT   | Smith             | Damon      | OS    |  |
| Stand-in                    | LCDR | Rice              | Morrisa    | HRSA  |  |
| NON-VOTING MEMBERS & GUESTS |      |                   |            |       |  |
| Present                     | CAPT | Johns             | Malcolm    | DHS   |  |
| Present                     | LCDR | Boseman           | Letia      | CDC   |  |
| Present                     | LT   | Collier           | Debra      | USDA  |  |
| Present                     | LTJG | Diehl             | John       | OS    |  |
|                             |      |                   |            |       |  |
|                             |      |                   |            |       |  |



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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 April 15, 2009, minutes. CDR Dana Jones stated that on page 9, in the last paragraph of Section VI, it should state "their degree might not qualify them." CDR Danner stated that "Listserve" should be "ListSrv." The light edits would be emailed by CDR Danner. Motion was made by LCDR Juanika Mainor-Harper to accept the April 2009 draft minutes with the recommended and projected edits. LT Anthony Garza seconded. All was in favor.
- III. **Chair Report and Old Business:**

CDR Ali Danner stated that there has not been an HSO meeting since early April. The most major thing was that the promotion results were released early last week, and they included T and P-grades. This is relatively unusual since it is usually near Christmas before the P-grades are released. CDR Danner congratulated those who received T or P-grade promotions. If you look on the CCMIS webpage, formerly known as DCP, the 2010 Category Benchmarks have been posted for a few weeks. It is important for those within a year or two of promotion to review that. Also posted was guidance on retirement of 20-30 years, uniforms, etc. The PHS Conference is coming up, from June 1<sup>st</sup>-4<sup>th</sup>. The Category Day is on Tuesday, June 2<sup>nd</sup>, and several of us will be presenting at the Breakout Session. CDR Ali Danner will be speaking on Assimilation and Career. CDR Danner was asked to stand in as Co-Chair of the Pre-Conference weekend and will be there on that weekend. He recommended that anyone who had not signed up for the USPHS Scientific & Training Symposium sessions that they do so.

- a. **BASPAG Coin:** CDR Danner stated that he has not personally received the coins yet. He was going to send a follow-up to the vendor to inquire about their shipping. CDR Sheila Merriweather is currently on the Comfort Mission ship, and she has been the lead on this project. LCDR Sullivan stated that there were thoughts regarding the Awards Subcommittee taking over the management of the BASPAG Coin project, but CDR Sheila Merriweather had emailed stating that she would like to keep the BASPAG Coin responsibilities separate from the Awards Subcommittee. Also that if everyone agrees, she is still willing to coordinate and manage the selling of the coins at the COA and thereafter. This would include managing of the funds received at the COA, managing of the funds received throughout the year, receiving of



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payment for the coins received through the mail, mailing the purchased coins to people, and serving as the liaison to the COF regarding the funds collected and coordination of future development of coins. CDR Danner commends CDR Sheila Merriweather for stepping up and volunteering for these responsibilities. LCDR Chau Vu stated that she had emailed the COF contact person, Ms. Christina Grill, in the past requesting the COF to cut 2 checks for the vendor. She stated that although the first check was cut, there was no correspondence from Ms. Grill confirming that it was done. LCDR Vu stated that she will follow-up with Ms. Christina Grill of the COF to confirm that the \$99 check was sent to the vendor, and will forward the account number to LCDR Destry Sullivan for follow-up with the vendor regarding the coins. Coinforce.com was to receive the \$99 check and to produce the coins and send them to CDR Ali Danner.

- b. **USPHS Scientific & Training Symposium Breakout Sessions:** LCDR Vu stated that CDR Merriweather had sent out an email in April prior to her leaving for the mission, asking that all presenters send their presentations to LCDR Vu by May 4<sup>th</sup>. LCDR Vu was to review the presentations and then forward them to CDR Karen Sicard. However, as of date, LCDR Vu has not received the presentations. LCDR Vu had then contacted CDR Sicard to find out the logistics of the Breakout Session presentations, and CDR Sicard had said that the presentations would need to be uploaded on Monday, June 1<sup>st</sup>, prior to their presentations on Tuesday, June 2<sup>nd</sup>. LCDR Vu had emailed all the presenters yesterday as a reminder that they can forward the presentations to her ASAP. LCDR Vu also stated that CDR Merriweather had asked that all presenters send her their Bios. LCDR Vu stated that she will follow-up again next week with another email to the presenters.
- c. **BASPAG By-laws review:** CDR Ali Danner stated that he will follow-up with HS-PAC on that, and that he plans to have an update by the next meeting. He thanked all those who have provided input into the By-Laws revision.

#### IV. Standing Committee Reports

- a. **Awards subcommittee:** BASPAG Officer of the Year Award - LCDR Destry Sullivan stated that he will be contacting LT Damon Smith, who will be picking up the actual award. LCDR Morrisa Rice, standing in for LT Damon Smith, stated that she is emailing LT Damon Smith regarding the status of the Officer of the Year Award.



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- b. **Membership subcommittee:** LT Anthony Garza is giving the report for LT Elizabeth Claverie-Williams. LT Garza stated that the Membership Subcommittee is working on getting the list of HSOs who are currently BASPAG members so that the Subcommittee can reach out and invite other HSOs to join the BASPAG. The Subcommittee is expected to receive the list later this week or early next week.
  
- c. **Mentoring subcommittee:** LCDR Juanika Mainor-Harper stated that heard that the HS-PAC Mentoring Committee was thinking of adopting the HHS Mentoring program, and wants to get CDR Danner's feedback on how this would affect the BASPAG Mentoring program and what direction our program would take. CDR Danner stated that we should be careful not to reinvent the wheel. The HS-PAC Mentoring Committee is in the initial assessment phase, and one of the criticisms was that there was not a true screening process for the mentors. For the next 60 to 90 days, we can assess where the HS-PAC Mentoring Committee is on that, but we can put together resources within our BASPAG Mentoring Subcommittee such as Fact Sheets on items, or getting resources and input from the HS-PAC conference calls and providing a report that might be useful to the BASPAG. LCDR Mainor-Harper stated that she will gather things that she thinks are important for the Fact Sheets and will set up a meeting with CDR Danner after the Symposium.
  
- d. **Professional Development subcommittee:** LCDR Vu is providing comments on behalf of LCDR Iris Valentin-Bon. LCDR Vu stated that LCDR Valentin-Bon will be at the COA and she is manning a booth for the USDA Food Safety Inspection Service, Booth #505, and that she would like to invite everyone to stop by. LCDR Valentin-Bon will be distributing important information regarding food safety.

**V. New Business:**

- a. **BASPAG Career Mini-Session:** CDR Ali Danner offered to do a Career Mini-Session during this conference call. CDR Danner wants to provide a brief recommendation for those who desire to have a quality career in the PHS. The first recommendation is to utilize the PAC conference calls which can be a great source of information, such as promotion guidance, the annual COER, the promotion cycle, opportunities to work on committees and subcommittees, etc. In the eOPF, there is an equivalent of a table of contents in the top portion which may have things such as your COERs and CV. Further down on the bottom is your pink Personnel Order section which includes items such as transfers, billet updates, and assimilation. You should familiarize yourself with the



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eOPF. Another area to consider is Security Clearance, and where you are as far as Security Clearance. We have moved into the National Agency Check and Inquiry (NACI) and then now the ANACI which allows you a higher level of security clearance. If you have not completed the ANACI online, through the EQIP system, you might want to check with your agency liaison. At the least you would have the ANACI. You would have the result which is a one-page document that verifies whether you are favorable, and if your agency or program requires that you have Secret or above security clearance, then a memo in your security section would move you forward. Once you have completed the ANACI, it takes several months to input that data, and up to six months to complete the investigation. Once the investigation is completed and you have that documented certification of investigation within your record, then you can be awarded Secret or above security clearance within 24 hours. Just because you were awarded the ANACI, which is required for the Corps, you may not have Secret or above security clearance. Once you are awarded the Secret or above security clearance, it is generally good for 10 years. For the Top Secret, it's generally 7 years. Another important area is the Temporary Promotion table within the HS website, and the promotion information section under Services, in the CCMIS website. You should print off each of the document and the criteria from this section. There are generally 3 criteria related to promotion: 1) Training and Experience (T&E) date, which is from the point of entry into the Corps or if you have a previous tour of duty. It also factors in when you got your degree and the number of years it took you to complete your degree. If you find that you didn't get credit for a particular degree, you should follow up with OCCO; 2) Time in Service requirement, and 3) Time in Grade requirement. Once you move into the Regular Corps, you find that the criteria change. Now you're dealing with seniority credit and promotion credit versus just the T&E date. Also, assimilation is very important for your career. Sometimes it is the deciding factor whether you or another officer will be promoted. For a senior officer, if you ever have the desire to be a Chief Professional Officer or Flag Officer or have the option of going beyond thirty years, you must be assimilated. For the junior officers, it's more relevant when you are up for promotion. CAPT Malcolm Johns stated that for permanent grade promotions, Regular Corps beats Reserve Corps on a tie. LT Debra Collier asked where to check your T&E. CDR Danner stated that you can start by checking your Call to Active Duty (CAD) order. Then he recommends doing a career session with a senior officer in the HS-PAC if you don't have a mentor.



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- b. **Subcommittee Chair Position Descriptions:** An action item which CDR Danner also has is to email out the Subcommittee Chair position descriptions to the Subcommittee Chairs, and the Chairs can distribute the information to their Subcommittee members and to further develop them specific for our BASPAG.

**VI. Open Floor:**

CAPT Malcolm Johns stated that whenever there is an opportunity to bring Commissioned Corps officers into the Bio-Watch program, he will do so, and asked that officers check the Job Board.

LT Debra Collier asked that on the promotion website that there is a new category, the Research Officer Category. CDR Danner stated that there used to be a Research Officer group. That has been eliminated within the last 3 or 4 years, but he has no formal information on that category.

CDR Ali Danner reminded the voting members to email LCDR Chau Vu if they are going to be absent so we can note them as excused absence.

LCDR Amy Constantine stated that she chairs the JOAG Welcoming Committee, and someone asked her about the criteria for Exceptional Capability Promotion (ECP). CDR Danner stated that within the promotion website, there is information. Basically, you must meet Time and Grade requirements, and then either the Training and Experience date or the Time in Service date but not both. There is an internal board because there are only so many individuals that can come out of an agency. You will then go forward and compete with every other officer who is up for that T- grade promotion. The larger agencies such as CDC and NIH generally have a higher success rate. Also an officer cannot self-nominate.

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

Next meeting will be held on July 15th, 2009  
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 are PDT.  
Teleconference call number: 1-866-761-3314  
Passcode: 6211189  
Minutes taken by LCDR Chau M. Vu. Revised by Chau M. Vu.