

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



October 17th, 2007

Led by CDR Ali Danner

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	
Present	CDR	Bill	Nancy	IHS	
Present	CDR	Danner	Ali	CDC	
Excused	CDR	Merriweather	Sheila	OS	
Present	CDR	Kamara	Ibrahim	FDA	
Present	CDR	Toy	Phillip	USDA	
Excused	LCDR	Bleth	Michelle	BOP	
Present	LCDR	Brown	Laurie	FDA	
Excused	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	Vu	Chau	USDA	

- I. **Call to Order and Introductions** - CDR Ali Danner representing CDR Sheila Merriweather called the meeting to order at 11:02 am hours EDT. Roll call was taken by LCDR Iris E. Valentin-Bon. Due to her role in TOPOFF4, CDR Merriweather was not able to chair this meeting.
- II. **Approvals of Minutes** - CDR Danner presented the motion to approve the September minutes. Motion was moved and minutes were approved with noted changes made and sent via email by CAPT Lee Tooly and CDR Danner.
- III. **Chair Report and New Business**
  - a) **BASPAG Call for Nominations** - The BASPAG Call for Nominations was posted on the BASPAG listserv. CDR Merriweather requested to have the BASPAG nominations posted to the HSO website via CAPT Carderelli and LCDR Siccard - no response to date. The request was also submitted to COA Frontline and the CC e-bulletin. No response to date from the editor of the COA Frontline. The editor of the CC e-bulletin, Ms. Virginia Kapusnick sent a response stating that BASPAG missed the deadline for the announcement to go in to the October issue of the CC eBulletin.
  - b) **Deadline Extension** - There was a discussion regarding the extension of the deadline for BASPAG nominations from October 31<sup>st</sup> to November 15th. To date, BASPAG has received two nominations. The motion was moved and seconded to extend the deadline. CDR Merriweather will contact HSO again with the request.
  - c) **BASPAG Awards** - RADM Milner has paid for 3 BASPAG awards (\$75.00 each) out of his personal funds. First Choice Office Products was identified as the vendor that will allow us to carry the credit from which the group can draw upon over the next three years. **Task:** BASPAG must develop criteria for the yearly award that will be awarded to a deserving officer. A committee was created for this task. Officers, who would like to lead or participate in this committee, should contact CDR Merriweather. A note will be sent to the BASPAG Listerve to announce the need for volunteers. LCDR Vu volunteered to assist. Discussion of whether a voting or non-voting member could chair this committee was made. CDR Toy reviewed the BASPAG Bylaws; no guidance regarding this item appeared in the bylaws. It was suggested the Chair of the Award subcommittee to be a voting member, rest of the group can be non-voting members.

d) HS PAC Chair Chat - Officers were encouraged to read the October 2007, HS PAC Chair Chat - very interesting issue. This edition highlights the following:

- (1) Readiness Statistics
- (2) Latest on Uniform Changes
- (3) Changing the COER
- (4) JOAG Election Results
- (5) Information regarding ordering your HSO coin

e) HS PAC Elections - Congratulations to LCDR Rebecca Bunnell who was elected as the 2009 PAC Chair. She will serve over the next year as Chair-elect to CDR Brad Austin, 2008 PAC Chair.

f) HSO Category Day - The first 2008 HSO Category Day planning committee meeting will be Tuesday, October 30<sup>th</sup> at 1200 EDT (0900 AZ time). CDR Merriweather has been asked to serve on this committee. Any ideas and/or suggestions should be emailed to her prior to the conference call on October 30<sup>th</sup>.

g) HSO Policy Subcommittee Discussion - Background: At the last PAC meeting the policy subcommittee surveyed the nominations to the PAC for the next 3 year cycle and recommended to the OSG officers for membership. One of the officers who were nominated for the PAC is an inactive reservist. This is a first and according to the HSO bylaws, there is no designation for how members of the inactive reserve are to be handled when applying for membership in the PAC. The Policy Subcommittee was tasked with providing the PAC with a recommendation for vote on the issue at the next PAC meeting. This vote would guide the PAC in what next steps should be. After careful consideration, the subcommittee determined that there are potentially 4 options of how to handle such nominations in the future.

- **OPTION 1: Deny any member of the inactive reserve membership to the PAC** allowing more slots for active duty members and civil service employees.
- **OPTION 2: Allow inactive reservists to compete openly and fully with active duty officers and civil service employees** based on their merits.
- **OPTION 3: Recommend Ex-officio status (non-voting) for a representative of the Inactive Reserve.** The Chief Professional Officer, the JOAG Representative and the former Chairperson are currently the only individuals who may serve as an ex-officio member of the HS PAC. However the Bylaws state that the HS PAC

may identify other individuals and request that they serve as ex-officio members as needed. In this scenario we could identify individual reservists or someone from the OSG Office of Reserve Affairs to be an Ex-officio member of the PAC.

- **OPTION 4: Recommend Liaison Membership (non-voting) for a representative of the Inactive Reserve.** In this scenario the HS PAC may identify individuals to serve in a liaison capacity to assist with activities. Examples of this type of representation are staff/representatives from the OSG, OCCO, OCCFM and COA, and the Health Services discipline-specific Professional Advisory Groups (PAG's.) In this scenario we could also identify individual reservists or someone from the OSG Office of Reserve Affairs to be a Liaison member of the PAC.
- **Recommendation from the Policy Subcommittee** - The debate was pretty tight. It was almost an even split between Option 2 and 4. There were a handful of votes for Options 1 and 3 but nothing significant enough to warrant the PAC addressing those options. The HSO voting membership will continue to visit options 2 and 4 and will discuss further with the PAC.

#### IV. Old Business

- a) **Development of the BASPAG Coin** - Officers were encouraged to submit their ideas to CDR Merriweather for the design of the BASPAG coin. Submissions should be submitted by Friday, October 26<sup>th</sup>. Keeping in consideration that BASPAG will have to fund the cost of developing and duplicating the coin.

#### V. Standing committees

- a) **Membership** - two applications have been submitted for 4 to 5 slots. CAPT Tooly proposed to extend the deadline for self-nominations from October 31<sup>st</sup> to middle of November. Motion presented, moved and approved by the group. An announcement will be sent to BASPAG List serve after consideration and final decision from CDR Sheila Merriweather.

- VI. **Announcements** - CDR Merriweather through her written report announced the New Orleans Relief Efforts and the Solicitation Letter, which were included in a previous email. Also, she announced the BCOAG Social event. More information will be included in the attachments.

VII. **Open Floor** - CDR Danner initiated a "Mini-CC Career Seminar" for the group. The mini-seminar included an emphasis that officers strive to meet 2007 eCOER deadlines, since this will be the first year that the system will autodate at least the 3 main deadlines. He advised that future Promotion and Assimilation Boards would be able to note if an officer submitted especially the Rated Officer's part late, which may prove to be the cutoff between being promoted/assimilated and not being. In reference to promotion preparedness, he encouraged officers to comply with the promotion checklist deadlines to include checking eOPF and PIR, updating CV prior to December 31<sup>st</sup> and also ensure status of the NACI or ANACI is in the security clearance section within the OPF. He added that the Corps leadership over about the past year urged that each officer have a completed or initiated "ANACI level investigation with Child Care" by 1 Oct 2007, and advised that a favorable ANACI would allow the conferring of "Secret" or "Top Secret" clearances [based on the officer's agency's needs].

VIII. **Adjournment** this meeting was adjourned at 11:58 am.

Next meeting will be held on November 21<sup>st</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 Ali Danner and  
CDR Sheila Merriweather

