



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



Basic Applied Science Professional Advisory Group
BASPAG

October 15th, 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		
Excused	CDR	Merriweather	Sheila	OS		
Present	CDR	Thai	Linda	FDA		
Excused	CDR	Toy	Phillip	USDA		
Present	LCDR	Brown	Laurie	OS		
Present	LCDR	Chanlongbutra	Amy	NPS		
Present	LCDR	Constantine	Amy	FDA		
Present	LCDR	Melvin	Cathy D.	FDA		
Absent	LCDR	Valentin-Bon	Iris E.	FDA		
Present	LCDR	Vu	Chau Minh	USDA		
Excused	LT	Claverie-Williams	Elizabeth	FDA		
NON-VOTING MEMBERS and GUESTS						
Present	CAPT	Chan	Henry	FDA		
Present	CDR	Bacon	Rendi	CDC		
Present	LCDR	Lee-Bishop	Lynda	HRSA		
Present	LCDR	Tracy	Laree	FDA		

- I. **Call to Order and Introductions** - CDR Linda Thai, 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. CDR Thai thanked CDR Ali Danner, Chair-Elect, for chairing the October 15th, 2008, BASPAG meeting and standing in for her.



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II. **Approval of Minutes** - CDR Thai presented the motion to approve the September minutes. CDR Danner seconded. Motion to approve minutes with the following changes: Under Section IV. New Business: a. Membership, regarding the statement that CDR Ali Danner had forwarded LT Claverie-Williams the spreadsheet a few months ago, to add "The spreadsheet is a former version of the voting membership which LT Claverie-Williams was going to use to update to a more current version for our voting members"; and CDR Thai stated that "CDR Nancy Bill" should be "CAPT Nancy Bill". All was in favor.

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

a. **BASPAG Coin** - CDR Thai stated that CDR Sheila Merriweather had informed her that she had received a total of \$900 for the BASPAG Coin project. CDR Thai stated that about 4 months ago in April, the initial quote we had received was \$780 for 100 coins. CDR Thai proposed that BASPAG gets a final quote and then proceed through email. LCDR Chau Vu mentioned that CDR Sheila Merriweather and LT Jeanpaul Mivoyel had obtained the original quote. CDR Danner mentioned that CDR Merriweather will return this Friday. CDR Thai stated that she will contact CDR Merriweather when she returns and will go from there.

b. **Voting Membership Drive:** CDR Thai stated that she had sent out an email to the BASPAG regarding the Nomination Package. She had checked the BASPAG and found that BASPAG has 125 registered members. CDR Thai stated that she did not have the contact persons for the Commissioned Corps E-bulletin and for the BASPAG website, and thus was not able to post the Nomination Package at those sites. However, she believes that the BASPAG would be good enough as we have a good size pool of candidates. LCDR Vu inquired as to whether the BASPAG needs to extend the deadline beyond October 31, 2008, at this time. CDR Thai stated that we should give it another week or two to decide.

CDR Thai stated that she had looked at the BASPAG roster, and that there are approximately 5 voting members whose terms were expiring at the end of this year. Those voting members include CAPT Nancy Bill, CDR Sheila Merriweather, LCDR Iris Valentin-Bon, and CDR Linda Thai. In addition, LCDR Michelle Bleth-Weber had resigned. LCDR Vu inquired about the status of LT Kimberly Harper whose emails have been returned as not having been received, and who has not attended the BASPAG meetings for about 6 months. CAPT Henry Chan suggested that she check the CCMIS website and check the Blue Book to see if she is still on the Commissioned Corps roster. LCDR Vu asked if she can email the BASPAG voting members when it's near



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the deadline to inform the members of the status of the Nomination packages received. CDR Thai stated that if we needed to extend the deadline beyond the October 31, 2008, deadline, that the deadline would be extended to before the next November 19th BASPAG meeting.

IV. Standing Committee Reports

- a. **Membership:** LT Elizabeth Claverie-Williams is on leave and does not have anyone to report for her at this time.
- b. **Mentoring:** CAPT Nancy Bill stated that she needs to get with CDR Phillip Toy to get some update on what the Mentoring Subcommittee has been doing in the past, and then she can report next month. CAPT Bill also stated that she needs to get the list of the previous members since she does not have this information at this time. CDR Thai also stated that if anyone is interested to volunteer on the Mentoring Subcommittee that they are welcome and can contact CAPT Bill by email.

V. Open Floor

CDR Danner asked if anyone has questions regarding the 2008 eCOER. He has done a couple of presentations on this and can be of assistance. LCDR Lynda Lee-Bishop stated that she is a new officer and asked that if she submitted her COER to her supervisor, does her supervisor have to send it back to her. CDR Danner stated that the supervisor or rater will review her Attachment 1, and they will complete the Attachment 2. He encouraged officers to offer to help draft the Attachment 2. Some supervisors are comfortable doing the Attachment 2, while others are extremely busy and this can jeopardize the meeting of the second deadline. The officers have a personal responsibility. The officer will receive an email notification when his/her rater has completed the Attachment 2 and has released it for the officer to concur, disagree or to file a rebuttal.

CDR Thai inquired about the ROS for officers who are up for promotion. CDR Danner stated that the ROS will not be seen by the officer or the rater. Once the officer has concurred and has released it on to the Reviewing Official, the Reviewing Official will see the ROS that they will be able to complete. The exception is that for officers who are up for Exceptional Promotion Program or Exceptional Proficiency Program (EPP), this will not show up for these officers. These officers will need to print a copy of the ROS from the CCMIS website for the supervisor to do. This ROS needs to be turned in to OCCO through the agency liaison by the end of December. CDR Danner stated that the confusion that he had seen is that officers who were up for T- grade or P- grade promotion were looking for the ROS, but it was not visible to the officer or the rater, and that it was only visible to the Reviewing Official at the point it was



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released when the officer concurred. Also the second major change is the switch from having a one-page 60-line max document to having the textboxes for goals and accomplishments. The textboxes for the Rating Officer allow 240 characters per textbox. Each textbox is equivalent to a bullet. There is an additional Comments section that a person can enter up to 500 characters. The total of all of those will be the equivalent of 60 lines. It is recommended in the guideline that you do no more than 55 lines, drafting in Microsoft word using 10-font Courier and saving it before pasting so that you don't lose your information.

LCDR Cathy Melvin asked if she had submitted her COER to her rater, and if she were to go back in to make adjustments to the Attachment 1, does she have to resend it to the rater. CDR Danner stated that the officer cannot make any more adjustments until the rater releases it back to the officer. It is recommended that if the rater wants to make changes that the rater discusses it first and then releases it back to the officer. The important thing is that the officer meets the first deadline, and the rater is able to release it back to the officer and to get it back before the second deadline.

LCDR Amy Constantine asked about assimilation. She asked how soon she has to have an updated 2008 Summary Page and CV on file in the OPF. For the Spring assimilation board of 2008, the Summary Page and CV should have been in by February 2008. For the Spring assimilation board of 2009, then they have to be in by February 1, 2009. There is some leeway beyond the application to the actual CV and OPF update. For example, if the postmark date of the application package is February 1, 2009, sometimes there is leeway up to the end of February to mid-March before the CV and everything else has to be in. CDR Danner recommends meeting that February 1, 2009 deadline for the Spring 2009 assimilation board. In addition, you can look for an update letter in the pink Personnel Order section indicating if you have been nominated by the Surgeon General or by Congress.

CDR Thai thanked CDR Danner for the assistance with the above technical information.

VII. Adjournment - This meeting was adjourned at 11:53 am EDT

Next meeting will be held on November 19th, 2008
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 are PDT.
Teleconference call number: 888-595-6108
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Minutes taken by LCDR Chau M. Vu. Revised by LCDR Chau M. Vu



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