



**U.S. PUBLIC HEALTH SERVICE**  
**Pharmacist Professional Advisory Committee**

**Department of Health and Human Services**

**Minutes of Meeting**  
**02 February 2006**  
**Office of Global Health Affairs Conference Room**  
**1300-1700**

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**Members Present:**

**In Rockville**

CAPT James Bresette, IHS-Rockville, MD  
LCDR Renu Chhabra, FDA-Rockville, MD

LCDR Glenna Meade (Executive Secretary), BOP-  
Washington, DC  
LCDR Richard Glabach, HRSA-Rockville, MD

**Via Telephone**

RADM John Babb (Acting CPO), OFRD-  
Rockville, MD  
CAPT Raelene Skerda (Ex-Officio Chair), BOP-  
Allenwood, PA  
LCDR Laura Pincock (Vice Chair), FDA-  
Silver Spring, MD  
CDR Thomas Berry, FDA-Raleigh, NC  
CDR Samuel Foster, IHS-White Earth, MN

CDR Michael Long (Chair) BOP-Butner, NC  
CDR Robert McClelland, IHS-Elko, NV  
CDR Nita Sood, CMS- Atlanta, GA  
CDR Kimberly Zietlow, IHS-Gonvick, MN  
LCDR Christopher Allen (Ex-Minibus), CDC-  
Atlanta, GA  
LCDR Tamara Close IHS-Whiteriver, AZ  
LT Violette Geza, BOP-Bradford, PA

**Members Absent**

CAPT George Havens, DHS-Washington, DC  
CDR Patricia Garvey, FDA-Rockville, MD  
LCDR Jeff Mouakket, HRSA-Dallas, TX  
LCDR Jeffrey Newman, BOP-Springfield, MO

LCDR Peter Vermilyea, IHS-Winslow, AZ  
Michael Cox, NIH-Bethesda, MD

**Guests\*:**

CAPT Don Brown, IHS-Florence, AZ  
CAPT Lillie Golson, FDA-Rockville, MD  
CAPT Robert Taylor, HRSA-Rockville, MD  
CDR Mark Burroughs, USCG-Alameda, CA  
CDR Steven Dittert, FDA-Nashville, TN  
CDR Beth Fritsch, FDA-Rockville, MD  
CDR Elizabeth Girard, FDA-San Diego, CA  
CDR Raymond Jackson, SAMHSA-Washington,  
DC  
CDR Alice Knoben, FDA-Rockville, MD  
CDR Lu Del Livingston, IHS-Zuni, NM  
CDR George Lyght, FDA-Rockville, MD  
CDR Matthew Tarosky, FDA-Rockville-MD  
CDR Julienne Vaillancourt, FDA-Rockville, MD  
CDR Lu Del White, IHS-Zuni, NM  
LDCR Christine Bina, FDA, Rockville, MD  
LCDR James Czarzasty FDA-Silver Spring, MD

LCDR Michelle Dillahunt, FDA, Rockville, MD  
LCDR Lori Garcia, FDA, Rockville, MD  
LCDR Ted Hall, IHS-Baraboo, WI  
LCDR Kenneth Hill, HRSA-Seattle, WA  
LCDR Connie Jung, FDA-Rockville, MD  
LCDR Yoon Kong, FDA-Rockville, MD  
LCDR Quynh Nguyen, FDA, Rockville, MD  
LCDR Nina Nwaba, FDA-Rockville, MD  
LCDR Keith Olin, FDA-Rockville, MD  
LCDR Neel Patel, FDA-Rockville, MD  
LCDR Donald Reese, CMS-Baltimore, MD  
LCDR Barbara Sanchez, FDA-Rockville, MD  
LCDR Krista Scardina, HRSA-Rockville MD  
LCDR Mike Shiber, BOP-Salters, SC  
LCDR Aaron Sigler, FDA, Rockville, MD  
LCDR Tara Turner, CMS-Baltimore, MD  
LCDR Chi-Ann Wu, FDA-Rockville, MD

LT Dan Brum, FDA-Rockville, MD  
LT Lori Evans, CDC-Atlanta, GA  
LT Thomas Hinchliffe, FDA, Rockville, MD  
LT Steven C. Jones, FDA- Rockville, MD  
LT Diem-Kieu H. Ngo, FDA-Rockville, MD  
LT Binh Nguyen, FDA-Irvine CA  
LT Susan Pellock, FDA-Rockville, MD

LT Mimi Phan, FDA-Rockville,MD  
LT Ciceley Reese, FDA-Rockville, MD  
LT Emily Thakur, FDA-Rockville, MD  
LT Christine Thompson, FDA-Rockville, MD  
LT Jeff Vang, IHS-Mt. Pleasant, MI  
LT Karen Williams, HRSA-Rockville, MD

\*Guests attending the meeting via call in are requested to email their rank, name, agency, and location information to the PharmPAC secretary at [gmeade@bop.gov](mailto:gmeade@bop.gov).

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**Call to Order: CDR Michael Long ([mzlong@bop.gov](mailto:mzlong@bop.gov))**

CDR Michael Long called the meeting to order and minutes from the previous meeting were accepted with few edits.

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**CPO Report: RADM John Babb**

- ◆ Admiral John Agwunobi, Assistant Secretary for Health (ASH), held his first OPHS staff meeting and discussed the following points regarding his agenda:
  - Integrity
  - Transparency
  - Mission Driven
  - Hierarchy of Loyalty
  - Decisions will be made by the ASH, but outside counsel will be considered. Admiral Agwunobi asserted that the Surgeon General is the Commander of the Commissioned Corps.
- ◆ NACI Clearances  
400 outstanding last month – now only 14 (none are pharmacists); CDR Long noted that OCCO had received paperwork for the 14 outstanding NACI clearances.
- ◆ 350 COERS have not been submitted for 2005; According to OCCO, an officer's file will be flagged and awards will not be issued to the officer until the COER is submitted.
- ◆ The flu waiver expired last month – Commissioned Corps readiness is back above 70% as of the promotion deadline on January 23, 2006. Pharmacy Category readiness is at 76% per CAPT Dittert.
- ◆ Over 400 pharmacists have deployed so far. Five assignments for pharmacists are ongoing: 3 parishes in Louisiana, one in Mississippi on a cruise ship, and 1 in the SERT operation in New Orleans.
- ◆ The State of the Union Address Corps team – 25 officers stayed at the HHS building to support any medical strike team needs. Six were pharmacists to support the Strategic National Stockpile.
- ◆ Still no word on a Chief Pharmacy Officer.
- ◆ OUC status:  
Most OPDIV's have not responded to the list of recognized officers sent by ADM Babb. The list is assumed affirmed. The Crisis Response Service Award was turned in on January 15, 2006. The OUC has not been submitted. OPDIV OUC submissions should be sent to ADM Babb.

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**Section Lead Comments:**

**Recruitment Section** → CAPT Bresette ([jamesbresette@ihs.gov](mailto:jamesbresette@ihs.gov)) / LT Chhabra ([chhabrar@cder.fda.gov](mailto:chhabrar@cder.fda.gov))

- ◆ WACS (Web Accessible Collaboration System) Website: <http://www.recruitmentdraft.org>
  - Action item: Officers are urged to experiment with the website and provide feedback. The feedback will be used to tailor the database and assist in developing necessary clean standardized data. Concerns, comments, and suggestions may be submitted by either inputting the information into the Event >Notes section of the website or by emailing LT Karen C. Williams at [KCWilliams@hrsa.gov](mailto:KCWilliams@hrsa.gov).
  - Additional information regarding WACS is located in Attachment 1.

- WACS is an OCCFM endorsed, web-accessible, user-driven model database recruiting tool in development.
- The purpose of WACS is to track, manage, maintain, and disseminate information involved in the business of recruiting qualified candidates for PHS. It will also serve to allocate resources in its use as a communication tool by connecting interested officers with recruiting efforts. The scope of the system is expected in the future.
- The goal is to develop fundamental aspects initially, then add functionality through the participation and input of pharmacists, ARPs, and UPOCs. The website will eventually be password protected but for now is available by following registration and login website prompts.
- Materials, slides, and presentations can be posted in a timely manner and later accessed and downloaded for recruiting use.
- Various reports can be generated from tabled data stored within the website database. (i.e., UPOCs, locations, schools, contact information, etc.)
- WACS Operation and Development→LCDR Glabach ([RGLabach@hrsa.gov](mailto:RGLabach@hrsa.gov)) / LT Williams ([KCWilliams@hrsa.gov](mailto:KCWilliams@hrsa.gov))
  - Overview of WACS Event Management→LCDR Glabach
    - Register event (date, type, name)
    - Duration of event (hours, days)
    - Miscellaneous event information (coordination needs, assistance requests, etc.)

*\*\*\*Due to facility electricity loss, meeting communications were disrupted at the Parklawn Building in Rockville, MD. Updated information regarding development details of WACS will be disseminated at PAC meetings and in meeting minutes on a regular basis. Special thanks to LT Emily Thakur for recording and providing minutes of the meeting following the unfortunate loss of power. – LCDR Meade*

- ◆ Associate Recruiter Program (ARP)→LCDR Christine Bina ([binac@cder.fda.gov](mailto:binac@cder.fda.gov)) for CDR Blackwell
  - Brief update – new policy under review for the Associate Recruiter Program:
    - create guidelines
    - minimum requirements for applying
    - minimum requirements for maintaining status (including minimum activity levels)
    - Core competencies and training requirements
    - Satisfactory COERS and basic readiness requirements
  - ARP Event Procedures
    - ARP Leads are creating new procedures to be posted on the PharmPAC website under the Recruiting Section, to request events and supplies.
    - LT Oyster at OCCO is requesting a minimum of one-month notice of any supplies (CD roms, brochures, and tabletop displays) needed for an event. There are at least two complete tabletop/backdrop displays available at this time. Others may possibly be used – details are forthcoming.
    - A listserv message will be sent out advising anyone that is planning on attending a recruiting event for the rest of the year to submit a proposal to OCCO. Anticipated event dates and funding needs are to be submitted via e-mail to LCDR Bina in order to complete the required proposal. \*\*\*this funding process applies to the UPOC Program events as well\*\*\*
  - Documentation of ARP application on the CV
    - All applications that were submitted between November 2004 and August 2005 have been completely processed. Applications submitted between September 2005 and January 2006 are still in progress and may be stated on the CV as such.
  - ARP Applications
    - OCCO is requesting that the application packet be complete, including references, before submitting.
    - Applications are being accepted while the new policy is finalized. All applicants prior to new policy installation will be grandfathered. All applications received after the policy is in place will be subject to the new requirements. The effective date of the new policy is unknown.

- ◆ APhA
  - OCCO has a booth reserved and pharmacists are requested to volunteer a few hours manning the booth. CDR Jane Kreis ([jane.kreis@fda.hhs.gov](mailto:jane.kreis@fda.hhs.gov)) is coordinating the schedule of the booth. Available ARPs and POCs are urged and expected to provide support.
  - Two new PHS practitioners appear in the Winter 2006 edition of APha *Transitions*: a communication for new practitioners, available on-line. It was suggested that a link is provided on the PharmPAC website. The article information may be useful as third party endorsement or as a source for PLANT profiles.
    - LT Mark Sellers, IHS-Red Lake, MN
    - LT Jerry Zee, IHS-Omak, WA
- ◆ Senior COSTEP
  - Senior COSTEP selections are nearing. BOP and IHS hold the primary positions for Senior COSTEPS.
- ◆ Junior COSTEP
  - DC area summer Junior COSTEP Program is being coordinated by CDR Mary Kremzner ([mary.kremzner@fda.hhs.gov](mailto:mary.kremzner@fda.hhs.gov)). PharmPAC members are encouraged to attend the program's upcoming professional and/or social events. Watch for announcements.
  - CDR Long requested that CAPT Bresette share information with the POC in charge of the JOAG COSTEP Mentoring Program regarding the DC area Junior COSTEP summer program activities. The information will also be supplied in the Student Programs Workplan per CAPT Bresette.
- ◆ Recruitment Website→CDR Girard ([elizabeth.girard@fda.hhs.gov](mailto:elizabeth.girard@fda.hhs.gov))
  - Deployment photos are being incorporated into the Recruitment website (currently 200-300 photos) as well as on the PharmPAC website and in WACS
  - Action photos are requested.
  - Large files must be burned to a disk and sent as follows:
 

ATTN: Elizabeth A. Girard CDR USPHS  
Consumer Safety Officer  
FDA Southwest Import District  
9777 Via de la Amistad Room 131  
San Diego, CA 92154
  - Photos may be conveyed via the Web using Shutterfly or Kodak Gallery. Please e-mail CDR Girard the names of the desired JPEG files and website location.
- ◆ Recruitment Section Workplan – see Attachment 1.

**Administration**→CDR Garvey ([garvey@cder.fda.gov](mailto:garvey@cder.fda.gov)) / LT Geza ([vgeza@bop.gov](mailto:vgeza@bop.gov))

- ◆ Membership
  - New revised call for nominations (openings: NIH-1, BOP-1, OSG-1, FDA-4)
  - Applications are due to LT Geza by May 31, 2006
  - PharmPAC alternates were advised to ensure that all necessary paperwork and supervisory concurrence is submitted.
- ◆ Awards
  - PharmPAC Awards
    - Only two nominations have been received by CDR Garvey for the PharmPAC awards, but have received numerous calls and hopefully will receive more submissions. Deadline is March 1, 2006.
  - Student Awards

- LT Kristen Maves has not received any nominations as of yet. A reminder e-mail was recently sent to University Point of Contacts (UPOCs). Listserv and student listserv message was also sent out by CDR Sood.
    - Nomination deadline for Student Awards is March 3, 2006.
  - Charter
    - LCDR Saunders and LCDR Wu are working on revising the charter. Feedback on three particular points will be requested via e-mail before the March PAC meeting and will be discussed during the meeting.
    - A question was raised regarding whether or not a civil servant pharmacist PAC member was required by policy. CDR Long will investigate this issue.
- ◆ Agency Liaisons
  - Liaison Coordinator for all organizations is CDR Walter Holt ([walter.holtjr@cdc.hhs.gov](mailto:walter.holtjr@cdc.hhs.gov))
    - will be reporting in the absence of any agency liaison at upcoming meetings.
  - **ASHP**→LCDR Olin ([keith.olin@fda.hhs.gov](mailto:keith.olin@fda.hhs.gov))
    - CDR Olin mentioned an ASHP news article on the ASHP.ORG website covering Medical Reserve Corps Pharmacists assistance of evacuees. The article recognized CDR Robert Tosatto as the director for the Medical Reserve Corps for PHS Pharmacists.
  - **JOAG**→LCDR Hall ([TedHall@ho-chunk.com](mailto:TedHall@ho-chunk.com))
    - JOAG will hold its annual meeting with the Office of the Surgeon General on February 10<sup>th</sup>.
      - Predetermined questions for the SG cover transformation, policy, uniform wear, development and training, and public health priorities. Anyone interested in listening to the meeting may obtain call-in information at [www.joag.org](http://www.joag.org).
    - JOAG has representation on each of the 5 workgroups involved in the implementation of the Secretary's Transformation decisions announced on January 18, 2006. Contact information for the workgroups may be found at [www.joag.org](http://www.joag.org) if interested in assisting.
    - Deadline for JOAG awards is March 1, 2006.
    - T-shirt slogan contest was extended to February 15, 2006. POC is CDR Ted Hall. Controversial submissions will be omitted
    - CAPT Bresette inquired as to the name of the JOAG COSTEP Mentoring Program representative. CDR Hall assured that the JOAG COSTEP Mentoring Program was enthusiastic about PharmPAC involvement.
    - Approved minutes from the previous JOAG meeting are available.
  - **AMSUS**→LCDR Hall ([TedHall@ho-chunk.com](mailto:TedHall@ho-chunk.com))
    - This year's annual meeting is sponsored by the Veterans Administration and will be held in Texas in November 2006.
    - June 30, 2006 is the deadline for nomination for AMSUS awards. Two or three awards are available for pharmacists.
  - **APhA**→CDR Holt ([walter.holtjr@cdc.hhs.gov](mailto:walter.holtjr@cdc.hhs.gov))
    - HRSA Office of Pharmacy Affairs will provide training March 16 – 18, 2006, in conjunction with APhA. The program will be led by a panel of consultants used by the Pharmacy Services Support Center. HRSA Office of Pharmacy Affairs will also announce the winners of the ASP awards for projects that promote clinical and cost-effective pharmacy programs in the three 40-B Safety Net Clinics and Hospitals.
    - APhA delegate application status is unknown at this time.
  - **ASCP**→CDR White ([lwhite@abq.ihh.gov](mailto:lwhite@abq.ihh.gov))
    - Membership
      - Half-price memberships (\$105) are being offered for new applicants for their first year's membership. This is the only time this price has been offered and may not be repeated. If interested in joining, now is the time. To take advantage of this offer, log on to [www.ascp.com/herosesandrebel](http://www.ascp.com/herosesandrebel) and follow the prompts or call Debbie Furman, ASCP Membership Director at 1-800-355-2727, ext 146 OR 1-703-739-1316, ext 146.
      - Members benefit from significant savings on ASCP meetings.
      - Geriatrics '06, ASCP's 28<sup>th</sup> Midyear Meeting, will be April 24-26, 2006, at the Paris Hotel in Las Vegas, NV. There are 2 pre-meeting CE programs this year: Clinical Update for the Geriatric Pharmacist 4/22/06 and Geriatric Assessment 4/22/06-4/23/06. Registration should

be open by February 15, 2006 at the latest. Two pain management presentations, OTC's for geriatrics, and lots on Medicare Part D, among others, are on the program agenda. You can obtain 10 to 25 or more hours of CE with satellite programs and the pre-meeting workshops. There is a separate registration for the pre-meeting workshops, which may be attended without participating in the Midyear Meeting if desired. Reduced prices for the meeting and pre-meeting workshops are available for ASCP members.

- The ASCP Annual Meeting will be held November 2006, in Phoenix, AZ.
- Anyone interested in more information regarding ASCP or the Geriatric Certification can contact CDR White by phone at 505-782-7519 or e-mail at [lwhite@abq.ihs.gov](mailto:lwhite@abq.ihs.gov).
- CDR Holt will forward membership information to the Communication Section for distribution to pharmacists and Pharmacy PAC members.
- **APHA** (American Public Health Association) - no report; an update is expected next month

**Career Development** → CDR Sood ([Nita.Sood@cms.hhs.gov](mailto:Nita.Sood@cms.hhs.gov)) / LCDR Mouakket ([jeff.mouakket@hrsa.hhs.gov](mailto:jeff.mouakket@hrsa.hhs.gov))

- ◆ CDR Sood discussed readiness our category. There are currently 78 officers lacking basic readiness. The majority of items are minor issues: completion of immunizations, APFT, BLS or submitting their medical exams. Of more significance, is getting six or seven officers to finish OFRD courses.
  - Action item: Provide mentors for those officers not yet basic qualified. It would be better if senior officers were contacted by other senior officers, rather than by junior officers.
- ◆ Mentoring Program will be discussed at the next PharmPAC meeting, possibly prior ADM Lawrence's talk.
- ◆ CDR Sood discussed the topic of writing for pharmacists. She thanked LCDR Vermilyea for the wonderful article submitted to the COA *Frontline*. With the many deployments that have occurred, and with many to come, it would be good if those deployed could write articles and submit pictures about their experiences. However, there are many of us who are not confident in our writing skills. CDR Sood thought it might be beneficial to provide some type of mentorship for our pharmacists.
  - Action item: LCDR Nina Nwaba has volunteered to start a working group. This working group would read, edit and provide suggestions on any article submitted to the PharmPAC and provide helpful feedback to the article's author. This would not only improve the quality of articles that we share, but also improve our pharmacists' writing skills.
- ◆ CDR Sood suggested have those who have had APHA training for immunization, train other officers who are not able to get to such programs. Possibly setting up an educational event at COA.
  - LCDR Pincock is looking into this.
  - It was recommended to make a list of items, such as common training needs, that would benefit our pharmacists.

**Communications** → CDR Sood ([Nita.Sood@cms.hhs.gov](mailto:Nita.Sood@cms.hhs.gov)) / CDR Foster ([Samuel.foster@ihs.gov](mailto:Samuel.foster@ihs.gov))

- ◆ PLANT – new grid is posted
  - Action item: Communications team would like feedback on the new look and functionality.
  - Action item: LCDR Reese wants CMS represented on the PLANT profile grid.
  - Last month's Commissioned Corps Bulletin announced that there was a new Information Technology Professional Advisory Group. LCDR Patel will be the primary Pharmacy category representative with CAPT Hoppes as his alternate. The group will meet every third Tuesday of each month.
  - The career development workgroup has completed reviewing and updating information posted on the website. They have submitted their recommendations to the Career Development Leads. Information will be shortly forwarded to CAPT Hoppes and LCDR Patel to update the website. CDR Sood thanked CDR Zietlow and all those participating on the Career Development workgroup for their excellent and expeditious work. She also thanked LT Thakur for updating the pharmacy portion of the USPHS.gov website.

- ◆ CDR Girard discussed “auto-reply letters”. These are letters explaining the PHS and providing links for any person requesting information about the Corps and how to contact us. Everyone should have a copy of this letter and we should also post it on the web.

**COA Annual Meeting, Denver, CO**→LCDR Sigler ([aaron.sigler@fda.hhs.gov](mailto:aaron.sigler@fda.hhs.gov))

CDR Long inquired if a flight to Denver is being arranged.

**New Business:**

**Closing Comments**→CDR Long ([mzlong@bop.gov](mailto:mzlong@bop.gov))

- ◆ Geriatric Specialty Pay – RADM Babb attended meeting with other Chiefs (DOD, VA) – there is currently no interest in pursuing this topic. For now, this is a dead issue.
- ◆ Policy signed by ASH for Special Leave Accrual Policy – officers will not be forced to lose leave because they were deployed and couldn’t take their scheduled annual leave. More information can be found on CCMIS site (<http://dcp.psc.gov>).  
 Action item: CDR Zietlow asked if we can find out if those not deployed, but denied scheduled leave because they needed to cover for those who were deployed, could also be covered by the Special Leave Accrual Policy

**Next Meeting Date:**

**02 March2006 from 1300 to 1600 EST, Surgeon General’s Conference Room**

**Agenda and call in information has been distributed.**

**Useful Links and Contact Info:**

- ◆ Emails: [PharmPAC@list.nih.gov](mailto:PharmPAC@list.nih.gov)  
[PHS-Pharmacists@list.nih.gov](mailto:PHS-Pharmacists@list.nih.gov)  
[PHS-RX-JOBS@list.nih.gov](mailto:PHS-RX-JOBS@list.nih.gov)  
[PHS-Rx-Students@list.nih.gov](mailto:PHS-Rx-Students@list.nih.gov)
- ◆ Listservs: PHS Pharmacists <https://list.nih.gov/archives/phs-pharmacists.html>  
 PHS Rx Students <https://list.nih.gov/archives/phs-rx-students.html>  
 OFRD Pharmacists <https://list.nih.gov/archives/ccrf.html>  
 RPh Job Vacancies <https://list.nih.gov/archives/phs-rx-jobs.html>  
 CCMIS <https://list.nih.gov/archives/ccinformation-l.html>  
 CC Vacancies <https://list.nih.gov/archives/ccvacancies-l.html>
- ◆ Websites: PharmPAC <http://hhs.gov/pharmacy>  
 DCP <http://dcp.psc.gov>  
 USPHS <http://www.usphs.gov>  
 OFRD <http://oep.osophs.dhhs.gov/ccrf>  
 PHS-1 DMAT <http://teams.fema.gov/dmat>

--Respectfully Submitted,

\_\_\_\_\_/\_\_\_\_\_  
 LCDR Glenna L. Meade, Executive Secretary Date

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 CDR Michael Long, Chair Date

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 RADM John Babb, Acting CPO Date

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**Attachment 1:****Recruitment Section Work Plan Objectives for FY2005-2006****A. University Points of Contact**

Rationale: Literature dealing with recruitment documents the importance of a personal contact with a present or former USPHS health professional as especially influential in attracting new professionals to public service. Moreover, those individuals most likely to consider government service are motivated by the belief that they will “have an impact on national issues”. To these ends, it is appropriate to expand loci of PHS knowledge at schools of pharmacy.

**Objectives:**

1. Clearly define the role of a University Point of Contact (UPOC).
  - a) Develop a policy and procedure guide for the UPOC Initiative. This guide should provide an overview of the UPOC initiative and provide detailed responsibilities for the POCs.
  - b) An appendix will be included in the policy and procedure guide. The appendix will include some common forms and checklists to facilitate visits to the universities.
    - i) A recruitment materials checklist. This checklist will include a list of recruitment materials identified by the Category Leads of the Associate Recruiter Program. These will be available for UPOCs when taken to universities when recruiting. Some of the items that this checklist will include are: Pharmacy's Best Kept Secret, current year's pay chart, current IHS and BOP vacancy lists, list of student rotation sites and residency information.
    - ii) Create a list of helpful websites to take on a recruitment trip. Examples include [www.usphs.gov](http://www.usphs.gov) and <http://dcp.psc.gov/>.
    - iii) Create a recommended activity checklist to guide the UPOC.
  - c) Work with several volunteers on the Associate Recruiter Sub-section to develop this guide.
  - d) This guide should be available to the UPOCs through the [www.recruitmentdraft.org](http://www.recruitmentdraft.org) website.
2. Provide accurate UPOC contact information on the PharmPAC website.
  - a) Revise the current UPOC list to reflect current duty stations.
    - i) Volunteers from the recruitment committee will be selected to determine the accuracy of the current UPOC list. Potentially, one volunteer will be responsible for reviewing the contact information for the IHS, one for the FDA and one for the BOP and any other agencies.
    - ii) The recruitment committee volunteers will send their updates to CDR Fritsch. She will revise UPOC contact information in the current UPOC database. Currently, if the UPOC does not provide updated contact information, the UPOC's contact information is cross-referenced from a list of pharmacist contact information that CAPT Robert Pittman maintains.
  - b) A Web Accessible Collaboration System (WACS) is currently under development. This system, once released, will allow the UPOC to directly update one's own contact information. This system will also have the ability to generate a real-time listing of UPOC contact information.
3. Develop recognition and reward mechanism for the UPOCs.
  - a) Draft UPOC letters for new primary and secondary contacts. In addition, draft letters to the Dean of the respective university to introduce him or her to the UPOC initiative and the current UPOC for the school. LT Thakur has been working on this activity and may need an additional volunteer to assist her.
  - b) Develop a thank you letter template for the UPOCs that present the Excellence in Public Health Service Pharmacy Practice Award at the universities. Volunteer(s) from the recruitment committee will draft and mail these letters to the UPOCs.
  - c) Develop criteria for a UPOC Unit Commendation Award.



- d) Using the WACS, design a UPOC activity report to be used to determine participation at a particular school.
4. Communicate and collaborate with other PharmPAC sections.
    - a) Work with the administration section to coordinate the award nomination process and identify a presenter for the Excellence in Public Health Service Pharmacy Practice Award.
    - b) Work with the communication section to distribute information concerning the Excellence in Public Health Pharmacy Practice Award and other UPOC messages.
  5. Explore various mechanisms to determine the most effective way to fill a UPOC vacancy.
    - a) In the past, requests for UPOCs were sent through the pharmacist listserv and the Commissioned Corps Bulletin. Determine if this is the best way to fill these vacancies.
    - b) Current UPOC vacancies include:
      - i) University of Arkansas
      - ii) University of Missouri
      - iii) Midwestern University of Chicago
      - iv) University of Puerto Rico

## **B. Associate Recruiter Program:**

Rationale: Under the leadership of the Category Leads of the Associate Recruiter Program within the Section, develops appropriate measures commensurate with OCCO Recruitment and Assignments Branch (RAB) ARP objectives through a phased process as the ARP evolves.

Objectives:

1. Clearly define the role of a Pharmacist Category Associate Recruiter Program.
  - a. Develop a policy and procedure guide for the Associate Recruiter Initiative, consistent with the OCCO published policy. This guide should provide an overview of the UPOC initiative and provide detailed responsibilities for the POCs.
  - b. An appendix will be included in the policy and procedure guide. The appendix will include some common forms and checklists to facilitate visits to the universities.
  - c. A recruitment materials checklist. This checklist will include a list of recruitment materials identified by the Category Leads of the Associate Recruiter Program. These will be available for ARs/UPOCs when taken to universities when recruiting. Some of the items that this checklist will include are: Pharmacy's Best Kept Secret, current year's pay chart, current IHS and BOP vacancy lists, list of student rotation sites and residency information.
  - d. Create a list of helpful websites to take on a recruitment trip. Examples include [www.usphs.gov](http://www.usphs.gov) and <http://dcp.psc.gov/>.
  - e. Create a recommended activity checklist to guide the UPOC.
  - f. Work with several volunteers on the Associate Recruiter Sub-section to develop this guide.
  - g. This guide should be available to the UPOCs through the [www.recruitmentdraft.org](http://www.recruitmentdraft.org) website.
2. The Section recommends maintaining at least 50% of UPOCs as Associate Recruiters (ARs).
3. The Section recommends maintaining active pharmacist ARP participation at 10% of USPHS pharmacist total. (approximately 90 officers).
4. Continue to coordinate recruiting activities with PharmPAC Recruitment Section to give smooth, coordinated efforts at local, regional and national events
5. Exchange ideas and solutions with colleagues in other categories to compile a "best of recruiting techniques" list to share

6. Assist in soliciting and submitting conferences and recruiting events for OCCO to fund.
7. Assist in identifying a core set of pharmacist recruiting materials
8. Continue to assist in annual update of PBKS -
  - **Assigned: CAPT Martin Johnston**
9. In coordination with OCCO, ascertain complete AR application process and post procedures and form on PAC website
10. List Active ARP on PAC site
 

*Ex:*  
 LCDR Christine Bina Rockville, MD **binac@cdcr.fda.gov**  
 Just basic information 1) to enable other officers to enlist the assistance of ARP residing in the area of interest 2) to enable students or pharmacist to reinitiate contact with an officer they spoke to at an event.

### **C. Student Programs:**

Rationale: Student Programs seek to efficiently and effectively increase student awareness of USPHS Career pharmacist opportunities and Student Training and Externship Program (COSTEP) job experiences, and to maintain sufficient numbers of student applicants to counter declines in Federal service, an aging Commissioned Officer Corps, and expected increases resulting from future need of an expanded Corps.

#### Objectives:

1. Increase student knowledge of PHS Pharmacist opportunities.
  - a. Send regular items out through the student listserv
  - b. Work with ARP & UPOCs to disseminate info at school events
2. Establish Speaker on Monthly Pharmacist Student Experiential Calendar
  - a. Identify 3 former COSTEPs to rotate speaker role each month
3. Increase CC pharmacists awareness of COSTEP programs
  - a. Have Lucinda Maine, Exec Director of AACP and past IHS JRCOSTEP, speak at one PharmPAC meeting
  - b. Use PharmPAC listserv to encourage CC pharmacists participation
  - c. Identify an experienced COSTEP mentor to speak at meeting
4. Establish and maintain a D.C. Metro Area Summer COSTEP Program
  - a. Identify D.C. assigned summer COSTEPs
  - b. Develop, coordinate, and execute a professional and social agenda involving interactions with USPHS pharmacists and professional organizations
  - c. Facilitate the COSTEPs awareness of the FDA monthly lecture series
5. Collaborate with the JOAG Mentor Program
  - LT Ted Hall

#### **D. Website**

Rationale: To manage content in Recruitment section of PharmPAC website by implementing WACS

Objectives:

1. Create draft template for feedback from Section Leads/ WG
2. Finalize WACS iteration with Event functionality and present to PharmPAC
3. Finalize feedback template
4. Assess WACS functionality in light of PharmPAC feedback
5. Determine mechanism for collaborating with WG and contractor
6. Determine externship list requirements, gather data, place in WACS
7. Determine editorial SOP for PharmPAC web – Recruitment
8. Address content in web and modify in coordination with Communications
9. Receive and aggregate feedback from Sections/ WG
10. Prioritize feedbacks and resulting deliverables
11. Implement WACS deliverables iteratively
12. Document process and iterations for WACS in anticipation of CAO 2007
13. Get photos of USPHS pharmacists in action (on site, deployed, unique environments) on [www.recruitmentdraft.org](http://www.recruitmentdraft.org) for others to download and use on the PharmPAC website, recruiting materials, and in presentations
14. Update powerpoint presentation to include pictures and notes pages on Hurricane Katrina relief

#### **E. Pharmacy's Best Kept Secret (PBKS)**

Rationale:

Objectives:

1. Revamp, review, and update for CY2003 as a minimum while considering format, display, and content.
  2. PBKS updates reflect 2006 pay charts.
  3. Require posting 2006 PBKS to PharmPAC website
  4. Update hard copy version to include current agency recruiting leads, contact info, and 2006 Pay Comparison
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