



U.S. PUBLIC HEALTH SERVICE
Pharmacist Professional Advisory Committee

Department of Health and Human Services

Minutes of Meeting
6 July 2006
Surgeon Generals Conference Room
Parklawn Building
1300-1600

Members Present:

In Rockville:

RADM Robert Pittman (CPO), IHS-Rockville, MD
CDR Laura Pincock (Vice Chair), FDA-
Silver Spring, MD
LCDR Renu Chhabra, FDA-Rockville, MD

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

Via Telephone:

CAPT James Bresette, IHS-Rockville, MD
CAPT George Havens, NDMS-Washington, DC
CAPT Robert McClelland, IHS-Elko, NV
CAPT Raelene Skerda (Ex-Officio Chair), BOP-
Allenwood, PA
CDR Christopher Allen, CDC-Atlanta, GA
CDR Thomas Berry, FDA-Raleigh, NC
CDR Tamara Close, IHS-Whiteriver, AZ

CDR Samuel Foster, IHS-White Earth, MN
CDR Patricia Garvey, FDA-Rockville, MD
CDR Michael Long (Chair) BOP-Butner, NC
CDR Kimberly Zietlow, IHS-Red Lake, MN
LCDR Violette Geza, BOP-Bradford, PA
LCDR Jeff Mouakket, HRSA-Dallas, TX
LCDR Jeffrey Newman, BOP-Springfield, MO
LCDR Peter Vermilyea, IHS-Winslow, AZ

Members Absent:

CDR Nita Sood, CMS-Altanta, GA

Guests*:

CAPT George Lyght, FDA-Rockville, MD
CAPT Matthew A. Spataro, FDA-White Plains, NY
CAPT Robert Taylor, HRSA-Rockville, MD
CAPT Robert Young, IHS-Sitka, AK
CDR Mike Allen, IHS, Sell, AZ
CDR Sye Benefield, IHS-Tucson, AZ
CDR Bradley Bishop, IHS, Sells, AZ
CDR Clint Bullock, IHS-Talihina, OK
CDR Jennifer Fan, FDA-Silver Spring, MD
CDR Louis Flowers, HRSA-Rockville, MD
CDR Jill Mayes, IHS-Idabel, OK
CDR Nina Mezu-Nwaba, FDA-Rockville, MD
CDR Michael Shiber, BOP-Cumberland, MD
CDR Robert Steyert, FDA-Central Islip, NY
CDR Steve Mazella, FDA-Rockville, MD
LCDR Arianne Camphire, FDA-Rockville, MD
LCDR Jim Czarzasty, FDA-Rockville, MD
LCDR Kavita Dada, FDA-Rockville, MD

LCDR Corey Dahl, OCCO-Rockville, MD
LCDR Michelle Dillahunt, FDA-Rockville, MD
LCDR Lori Garcia, FDA-Silver Spring, MD
LCDR Sheryl Gunther, FDA-Rockville, MD
LCDR Camille Hawkins, OCCO-Rockville, MD
LCDR Steven Christopher Jones, FDA-Rockville,
MD
LCDR Connie Jung, FDA-Rockville, MD
LCDR Marci Kiester, FDA-Rockville, MD
LCDR Paula LaPlant, FDA-Swanton, VT
LCDR Robert Macky, BOP-Butner, NC
LCDR Vlada Matusovsky, FDA-Philadelphia, PA
LCDR Diem-Kieu Ngo, FDA, Rockville, MD
LCDR Binh Nguyen, FDA-Irvine, CA
LCDR Devvret Patel, FDA Rockville, MD
LCDR Nitin Patel, FDA-Rockville, MD
LCDR Mimi Phan, FDA-Rockville, MD

LCDR Sheila Ryan, FDA-Silver Spring, MD
(alt – CDR Garvey)
LCDR Krista Scardina, HRSA-Rockville, MD
LCDR Brenda Stoddart, FDA-Rockville, MD
LCDR Jialynn Wang, FDA-Rockville, MD
LCDR Teresa Watkins, FDA-Rockville, MD
LCDR Karen Williams, HRSA-Rockville, MD
(alt – LCDR Glabach)

LCDR Hawyee Yan, FDA-Rockville, MD
LT Dan Brum, FDA-Rockville, MD
LT Cicely Reese, FDA-Rockville, MD
LT Keri Suh, FDA-Rockville, MD
LT Christina Thompson, FDA-Rockville, MD
LT Jeff Vang, IHS-Mt.Pleasant, MI

*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.

Call to Order: CDR Mike Long (mzlong@bop.gov)

- ◆ CDR Long called the July 2006 Pharmacy Professional Advisory Committee (PharmPAC) meeting to order.

Career Development – Benchmarks 2 and 3 (attachment 1)

- ◆ Benchmark 2: *Education, Training and Professional Development*
Benchmark 3: *Career Progressions and Potential*
 - Reviewed by the PAC members
 - Error noted in Benchmark 2, Degrees: “BS Pharmacy or PharmD” under O-4 should be crossed out
 - Issues and concerns regarding the proposed wording of the Benchmarks were discussed at length during the meeting. It was noted that since the functions of PHS pharmacists are diverse, that the proposed Benchmarks needed to be broadened. Topics discussed included:
 - Degree requirements
 - Certifications / levels of training
 - Public Health Training – beyond the basic readiness standards
 - Mobility (geographic and programmatic)
 - Assimilation
 - Billet structure vs. career progression
 - Collateral duties (definition and documentation)
 - A final draft of proposed Benchmarks 2 and 3, with changes and suggestions from today’s meeting, will be expected to be voted upon at the August PharmPAC Meeting. **Note:** The final Benchmark 2 and 3 draft is not included in these minutes, but will be distributed along with next month’s meeting announcement and teleconference information.
 - Finalized Benchmarks will go into effect during the 2008 promotion year to give officers adequate time to prepare for promotion.

Career Counseling / Presentation: LCDR Camille Hawkins (camille.hawkins@hhs.gov)

- ◆ LCDR Hawkins serves as Promotion Coordinator, Office of Commissioned Corps Operations (OCCO); She was previously assigned as Assimilation Coordinator; the current Assimilation Coordinator is LCDR Corey Dahl (Corey.Dahl@hhs.gov)
- ◆ Handouts:
 - *Career Counseling Reference Sheet* (attachment 2)
 - Check sheet for career progression
 - *Commissioned Corps Electronic Personnel Folder (eOPF)* (attachment 3)
 - eOPF is used for evaluation by boards for promotion, assimilation, awards, etc.
 - Access can be granted to other officers by the individual

- eOPF suggestion: keep eOPF accurate and up to date; ensure all documents belong to you
- Updating / sending information to be included in eOPF (e.g. CV, certificates):
 - There is a separate eOPF fax line for Licenses and Certifications **only** = (240)453-6142
 - PIR documentation - send to OCCO “PIR Coordinator”
 - Do not fax documents belonging to more than one officer per call - to prevent the misplacement of records
 - Allow two weeks (longer when nearing promotion deadline dates) for documents to appear in the eOPF; closely review all newly added documents for ownership and completeness
 - Faxing of CV - Cover page must be included with the CV as a “complete package”; do not fax the CV cover page separately
 - Officers are encouraged NOT to mail or hand carry OPF and or promotion materials; fax machines at OCCO are configured to computers for automatic uploading for accurate and timely record filing; obtain confirmation of each fax transmission
 - Avoid sending repetitive and insignificant information
 - Fax documentation of any training that you list in your CV (e.g. course transcripts, outside activities form)
- eOPF Corrections (PHSopffix@hhs.gov)
 - Archive, creation, and document dates need to be included in all e-mail requests for corrections
 - Specify the document in error (e.g., “the top line of the document states...”)
 - You will be asked to resubmit the document, as the erroneous page will be deleted from the eOPF
- Components of the eOPF
 - Blue Section – OCCO enters documents in this section
 - Officer Statement (OS) is the only document in this section under the officer’s control; the officer is responsible for faxing the OS, and any associated rebuttal, OCCO
 - promotion boards can not penalize an officer for a missing Reviewing Official’s Statement (ROS)
 - Green Section - input by officer (except for PIR information)
 - Send a written letter to OCCO if PIR information is incorrect
 - PIR note: Assignment History Grade Levels indicate the grades upon initial work at the job and does not necessarily reflect the current grade/rank of the officer
 - Licenses and Credentials - send to fax number dedicated to license submission only = (240)453-6142
 - CV - Should be updated for promotion and annually; note that a list of officers whose CVs are old is provided to the Promotion Board
 - Awards
 - PHS awards are submitted by Agency Awards Coordinators
 - Previous DOD agency awards require an officer to request and provide documentation for inclusion in the eOPF
 - Yellow Section – Privacy Information – input from OCCO and Compensation Branch
 - Confidential area – NOT reviewed by Boards
 - Ensure beneficiary section is updated appropriately

- Statement of Service with raised seal is typically given upon leaving a service (PHS or DOD)
- Pink Section – input from OCCO
 - This section is reviewed by Boards
 - Any letter that originates from OCCO (orders, selection letters, etc) and items pending documentation (e.g. certificates of clearance) are located here
- Beige Section – Confidential area
 - Section is NOT reviewed by the Board; to prevent bias, previous promotion and assimilation score sheets are not available to reviewing Board members
 - PIR snapshot – represents PIR data *at the time that your record was reviewed* by the Board
 - Promotion Board comments, if any, can be viewed in this section
- Officer Summary Page reflects recent format changes
 - Promotion eligibility
 - Service dates
 - Time in service
 - Current status
 - Immunization status – a toggle button allows this information to be hidden
 - Medical Affairs Branch (MAB) is in charge of maintaining immunization records, not the Office of Force Readiness and Deployment (OFRD)
 - MAB immunization data is planned to be merged in the future with OFRD to serve as source for readiness documentation
 - Be sure to provide missing immunization records to MAB asap
- OCCO email boxes – these general mailboxes are checked on a regular basis by appropriate staff who can provide assistance
- Questions were raised at the end of the presentation regarding Assimilation:
 - An additional 3 year probation period is imposed on officers Assimilated to the Regular Corps
 - Assimilation can be pulled if clearance, readiness standards, or other paperwork is not current
 - Assimilation status update:
 - 2004 applications have returned from Senate and are going through administrative checks (e.g., missing COERs, medical clearance, administrative actions)
 - 2005 applications have been delivered to Senate and are expected to be acted upon in approximately 2 months
 - 2006 applicants just went to Board and will be prepared for Senate presentation over the next couple of months
- Suggestion: Review your eOPF regularly for accuracy and completeness
 - Sources for information and assistance:
 - PAC – mentorship information
 - CPO – for advice on making your eOPF robust
- Contact information for LCDR Hawkins appears at the end of the presentation handout, *Commissioned Corps Electronic Personnel Folder (eOPF)* (attachment 3)

Approval of June PAC Meeting Minutes: CDR Mike Long (mzlong@bop.gov)

- ◆ Minutes from the June 2006 PharmPAC meeting were accepted with few edits and clarifications.

CPO Comments: RADM Robert Pittman

- ◆ CPO written report was submitted (see attachment 4)
- ◆ Promotion
 - RADM Pittman congratulated officers that were recently promoted
 - Communications have been issued (telephone or letters) to all officers that were up for promotion; additional correspondence will be sent to officers who were not promoted
 - Officers in the bottom 10% of the promotion pool for the past 3 years will be notified that they will be going through Retention Boards; the current *Commissioned Corps Bulletin* has details of the six optional actions that the Retention Board may take
 - A counseling process between officers and supervisors/others will be set up for officers in the bottom 25% of the promotion pool; the counseling will take place between now and the end of December 2006;
 - A program in which senior officer volunteers assist civilian supervisors in the areas of Commissioned Corps requirements and policies is in development
- ◆ Transformation initiatives are progressing smoothly
- ◆ 12 new positions are available (10 at the Office of Commissioned Corps Operations and 2 at the Office of Commissioned Corps Force Management); see the *Commissioned Corps Bulletin* for details if interested in applying
- ◆ Deployment readiness: information on 10 new policies, including height and weight standards and *President's Challenge Program* changes, will be announced next month

Section Lead Comments:

Administration → CDR Long [for CDR Garvey (patricia.garvey@fda.hhs.gov) / LCDR Geza (vgeza@bop.gov)]

- ◆ Update on status of PharmPAC Member Applicants
 - Subcommittee consisting of 7 PAC Members will review the large applicant pool; *Round One* of the review will reduce the number of applicants to a maximum of 3 applicants for each open member position; *Round Two* consists of the full PAC voting on the successful applicants from the first round
 - Selectees are expected to be notified Fall 2006

Recruitment Section → CAPT Bresette (james.bresette@ihs.gov) / LCDR Chhabra (chhabrar@cder.fda.gov)

- ◆ Web Accessible Collaboration System (WACS) (www.recruitmentdraft.org)
 - Report deferred to the August PAC Meeting
- ◆ Associate Recruiter (AR) Program → CAPT Raelene Skerda for LCDR Christine Bina (binac@cder.fda.gov)
 - Training requirements
 - Program Statement regarding training requirements is in the process of being finalized and should be released in September
 - Any activity performed prior to the acceptance of the Program Statement will not count toward awards and should not be submitted

Closing Comments: CDR Mike Long (mzlong@bop.gov)

- ◆ PAC Members were reminded to notify CDR Long as well as their alternates if they are going to be absent from a meeting, particularly when a quorum is necessary vote; alternates should be participating in all teleconference calls; it is the PAC members responsibility to ensure that the

alternate is aware of the members stance on issues and be prepared to vote in the member's absence

- ◆ Applications for Category Day Coordinator for next year's COA have been received; selection is expected next month

Next Meeting Date:

August 3, 2006 from 1300 to 1600 EST, Surgeon General's Conference Room; Agenda and call-in information will be distributed prior to the meeting

Useful Links and Contact Info:

- ◆ Emails: PharmPAC@list.nih.gov
PHS-Pharmacists@list.nih.gov
PHS-RX-JOBS@list.nih.gov
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 <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>
CCMIS <http://dcp.psc.gov>
USPHS <http://www.usphs.gov>
OFRD <http://oep.osophs.dhhs.gov/ccrf>

--Respectfully Submitted,

_____/_____
LCDR Glenna L. Meade, Executive Secretary Date

_____/_____
CDR Michael Long, Chair Date

_____/_____
RADM Robert E. Pittman, CPO Date

Enclosures:

Attachment 1: *Benchmarks 2 and 3 - draft*

Attachment 2: *Career Counseling Reference Sheet*

Attachment 3: *USPHS Commissioned Corps Electronic Personnel Folder (eOPF)*

Attachment 4: *CPO Report 7/6/06*