

I. Introduction of Members in Attendance

N-PAC Voting Membership					
Rank	Last Name	First Name	Agency	Term	Attending
LCDR	Davis	Wendy	BOP	Oct 06 – Sep 09	Excused
LCDR	Strong	Donna	BOP	Oct 06 – Sep 09	Present
LT	West	Christine	CDC	Oct 06 – Sep 09	Absent
CAPT	Rossi-Coajou	Mary	CMS	Oct 06 – Sep 09	Present
LCDR	Zorrilla	Delia	DIHS	Oct 06 – Sep 09	Present
CDR	Berkhousen	Katherine	FDA	Oct 06 – Sep 09	Excused
LCDR	Hunter-Thomas	Serina	HRSA	Oct 04 – Sep 07	Present
CAPT	Stephens	Leslie	IHS	Oct 06 – Sep 09	Present
CDR	Lincoln	Carol	IHS	Oct 05 – Sep 08	Present
CDR	Tsosie-Robledo	Theresa	IHS	Oct 04 – Sep 07	Absent
LCDR	Peterson	Cheryl	IHS	Oct 05 – Sep 08	Present
CDR	McGuire	Moira	NIH	Oct 04 – Sep 07	Present
LCDR	Fuller	Barbara	NIH	Oct 04 – Sep 07	Present
LCDR	Hunter	Lori	NIH	Oct 04 – Sep 07	Absent
CAPT	Kelly	David	OS	Oct 05 – Sep 08	Present
CAPT	Hunter	Joan	PSC	Oct 06 – Sep 09	Present
CAPT	Rael	Melissa	SAMHSA	Oct 04 – Sep 07	Present
CDR	Blevins	Justin	USMS	Oct 06 – Sep 09	Present
Ex-Officio Non-Voting Members					
RADM	Romano	Carol	OSG/NIH	Open	Present
CAPT	Merced	Florentino	SAMSHA	Oct 06 – Sep 09	Present
LCDR	Magnotta	David	OS	Oct 06 – Sep 09	Present
CAPT	Bangs	Gary	EPA	Oct 06 – Sep 09	Present
CAPT	Poindexter	Michelle	USDA	Oct 06 – Sep 09	Present
LCDR	Doan	Jenny	DoD	Oct 06 – Sep 09	Absent
LCDR	Denis	Patrick	OS	Oct 06 – Sep 09	Absent
CDR	Wade	Theresa	DHS	Oct 04 – Sep 07	Absent

Attendance Roster			
Rank	Name	Rank	Name
AHRQ			
BOP			
CDR	Lyons, Maude	LCDR	Murphy, Yvonne
LCDR	Pollard, Anita	LCDR	Mishler, Dale

Civilian	Osten, Jane	LT	Rohrer, Misty
CDC/ATSDR/NIOSH			
CAPT	Collins, Amy	LCDR	Ridenour, Marilyn
CMS			
CDR	Casey, Marie	LCDR	Karikari-Martin, Pauline
LCDR	Wagner, Duane		
DHS/USCG			
DOD/TMA			
DIHS			
CDR	Belsito, Linda Jo	LCDR	Creager, Joe
CDR	McGinnis, Jerri	LT	Jones, Jennifer
		LT	Lawrence, Gia
DOJ/USMS			
FDA			
CDR	Shaffer, Diana	LCDR	Humbert, Jason
CDR	David, John	LCDR	Robb, Melissa
CDR	Sweeney, Colleen	LCDR	Wolfgang, Edward
CDR	Anderson, Amy	LCDR	Kidd, April
LCDR	Perkins, Vida	LT	Mathany, Leigh Ann
FOH			
CDR	Porter, Terry		
HRSA			
CAPT	Montoya, Eva	LCDR	Douglas, Diane
IHS			
CAPT	Atkinson, Dolores		
CAPT	Dale, Regina	LCDR	Ruslavage, Michelle
CDR	Keats, Ron	LCDR	Wanca, Martha
CDR	Kawano, Ruth	LCDR	Tredway, Jennifer
LCDR	Lagowski, Lisa	LT	Adson, Cynthia
LCDR	Gregg, Tammy	LTJG	Smith, Terry
LCDR	Palucci, Lisa	CIV	Haldane, Sandra
NIH			
CAPT	Walsh, Diane	LCDR	Lerner, Ruby
CDR	Anderson, Victoria	LT	Cozzarelli, Tara
NOAA			
CAPT	Powers, Priscilla		
OS/OPHS/OSG			
CAPT	Wasem, Cathy	LT	Hardin, Joshua
PSC			

SAMSHA			
USDA			
GUESTS			

II. Acceptance of Minutes

August 2007 minutes were presented to the committee members for acceptance and approval. **LCDR Delia Zorilla** made a motion to approve the minutes as written and a second was made by **LCDR David Magnotta**. The minutes were approved and will be sent to the PHSNURSING-L@LIST.NIH.GOV for distribution.

III. Chief Nurse Officer Report – RADM Carol Romano

I ask that you work to support our new leadership, Acting Surgeon General RADM Steven K. Galson and Acting Deputy Surgeon General RADM Robert C. Williams, as we work together to protect, promote and advance the health and safety of the Nation.

PHS Leadership

The location of the Change-of-Command, retirement ceremony, and farewell reception to honor our Acting Surgeon General RADM Kenneth Moritsugu, planned by the Commissioned Officer’s Foundation and the Commissioned Officer's Association (COF/COA) for 6:30pm October 4, 2007 has been changed to the Marriott Wardman Park Hotel, 2660 Woodley Road, NW, Washington, DC . COF/COA has reduced the cost for junior officers from \$50 to \$35. To register visit <http://www.phscof.org/>

Policy

The Assistant Secretary for Health has approved changes that will revise the uniform, personal appearance and grooming standards policies. These decisions will align our uniform policy more closely with the U.S. Navy to ease interpretation among uniformed services and enable PHS officers to acquire uniform items from one source. As a result, the Service Blue (Salt & Pepper) uniform will be phased out August 1, 2009, the Battle Dress Uniform is approved for weekly wear (as appropriate), and beards will no longer be allowed after December 31, 2007. Other policy changes include a new Personnel Policy Memorandum clarifying disciplinary actions and new appointment standards that allow for 50% credit for associate degree nursing experience for a maximum credit of 4 years for those called to active duty after August 14, 2007. This standard is not retroactive to officers already on active duty. These policies are posted at <http://dcp.psc.gov/>.

Department of Defense (DoD) and the Commissioned Corps are currently developing a Memorandum Of Understanding to assign approximately 200 PHS officers with mental health

training at DoD sites/facilities. These officers may come from new hires or from existing active duty officers. PHS officers would serve in the continental U.S. and be assigned mostly to medical treatment facilities. More information is forthcoming as decisions are finalized.

Career Development

We began a pilot of our category career counseling program on September 1, 2007. The initial phase of this program targets 200 officers identified by OCCO and the Chief Nurse and is designed to comply with the promotion policy requirements. Both senior nurse officers serving as counselors and those receiving counseling will all be asked to evaluate this program in October so we can make refinements and plan for the next phases. All nurses requiring mentoring should continue to access assistance through the N-PAC mentoring program. We plan to evaluate this mentoring program for potential improvements in the near future.

The annual Commissioned Officer Evaluation Review (COER) form will be available Oct 3, 2007. Officers need to forward information to their raters by Oct 17, 2007. COERs should be finalized and submitted to OCCO by Nov 21. If you are eligible for promotion in 2008, it is critical that your COER is completed and entered into your eOPF by these dates. A missing COER can negatively affect your promotion eligibility. COER requirements are posted at <http://dcp.psc.gov/>.

Now is the time to review and update your personnel file, CV, and check your progress in relation to the nursing professional indicators (benchmarks) posted at http://dcp.psc.gov/promotion_pages_08/Benchmarks.aspx. Promotion eligibility information is at <http://dcp.psc.gov/>

Humanitarian Medical Missions

Our PHS participation in the PELELIU PACIFIC PARTNERSHIP mission is complete. Seven countries were visited. The USNS COMFORT mission will end mid October 2007 completing its interaction with 12 countries in Latin America and the Caribbean. These efforts emphasize the importance of public health in health diplomacy and the role nurses contribute to these efforts.

As part of the Department's health diplomacy strategy, the Secretary has requested agency leadership to use humanitarian medical missions (MEDRETES-Medical Readiness Training Exercises) sponsored by DoD in Central America as training assignments for Commissioned Corps Officers in FY 2008.

Readiness

I had the opportunity to visit Louisiana for a Joint Field Office executive briefing and to visit the state emergency operations center. I toured the New Orleans area on the anniversary of hurricane Katrina with the other HHS Senior Health Officials who cover Region 6 with me. There have been definite improvements in Louisiana's preparedness and in our federal partnerships. Our readiness preparations for hurricane Dean also provided opportunities for lessons learned. We continue our vigilance as hurricane season progresses. Please verify your readiness status at <http://oep.osophs.dhhs.gov/ccrf/>– Nurses are still not at 100%!!!!

Transformation

In FY2008, the Commissioned Officer Training Academy (COTA) will introduce an Officer Intermediate Course (OIC) for officers who are at mid career. The OIC expands on changes made in the Officers Basic Course (OBC) and furthers the development of officers in leadership, communication, and project management. Participation in life long learning is the hallmark for successful contributions of nurses and officers throughout their careers.

A Workgroup on the sizing of the Commissioned Corps has begun to address strategies for growing the Corps from its current size of 6,000 officers to the projected strength of **9,000** by December 2009. Recruitment efforts continue to be critical. We currently have over 1,000 nursing vacancies (for officers as well as civil service and tribal nurses) in HHS and the agencies it supports. ***I am asking your support to reach out and recruit at least one nurse to join our mission of defending the Nation’s health.***

A new PHS Commissioned Corps YouTube channel: <http://www.youtube.com/PHSCommissionedCorps> has been launched that features videos for PHS recruitment. LCDR Thomas Pryor is featured as our nurse working the field in public health. This is an ideal site to share with others in your recruitment efforts.

Nursing Leadership and Outreach

I had the opportunity to meet with the leaders of the World Health Nursing Collaborating Centers in the Pan American Health Organization (PAHO) to share information about our Department’s health diplomacy initiatives and public health priorities and to facilitate communication with WHO and PAHO staff and officials. Nursing shortage issues are of concern to all countries.

I am serving as a member of the Search committee for the new Dean of the Graduate School of Nursing at the Uniformed Services University of the Health Sciences (USUHS). USUHS is also preparing to initiate a program for Psychiatric / Mental Health Nurse Practitioners next year.

I was interviewed for an article that appeared in *Advance for Nurses* (Aug 27, 2007 Vol. 9 No19) and had the opportunity to give exposure to the value of serving in the Commissioned Corps. In addition, another interview posted on the web at <http://www.amnhealthcare.com/Features.aspx?ID=16789> reflects my thoughts on nursing as a career. I encourage you to seek opportunities to give exposure to the work that nurses do in public health.

IV. Treasurer’s Report- CAPT Florentino Merced

Funds Reported:	General N-PAC Funds (Donations):	\$241.95
	Nurse Coins, Mugs, T-shirts:	\$2,860.14
	KeyRings:	<u>\$2,180.62</u>
	TOTAL	\$5282.71

V. N-PAC Chair Report - CAPT David Kelly**POLICY UPDATES****Category Specific Appointment Standards**

http://dcp.psc.gov/eccis/documents/CCI2_3_1_03.pdf

Nurse Category Appointment Standards

Section 6-3

a. License. A current, unrestricted, and valid Registered Nurse (RN) license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required. Licensure of nurses who graduated after 1 December 1988, must be based on passing the National Council of State Boards of Nursing Licensure Exam.

b. Training. A candidate must possess a qualifying bachelor's degree in nursing or a master's degree in nursing (with no qualifying bachelor's degree) that is accredited by the National League for Nursing Accrediting Commission (NLNAC) *and the Commission on Collegiate Nursing Education (CCNE)*.

c. A candidate with an accredited associate degree in nursing (ADN) and an RN license (as described in 6-3.a.) will receive one-half year of TED credit for every 1 year of nursing experience obtained after completing the ADN degree and obtaining licensure. A maximum of 4 years TED credit will be awarded for experience prior to obtaining a qualifying nursing degree, i.e. bachelor's or master's degree in nursing.

Note: A candidate with a diploma in nursing shall not receive TED credit regardless of whether the program was accredited by the NLNAC.

d. Additional requirements for appointment to the Regular Corps. None.

Comment: The posted standards do not include the Commission on Collegiate Nursing Education; OCCFM has been requested to make a technical fix. In addition, an additional note would clarify that Section 6-3.c. is not applied retroactively to nurses called to active duty prior to the effective date of the instruction.

Promotion Cycle for PY 2008

<http://dcp.psc.gov>

Dates to Remember

Nov 1, 2007	PIR Corrections Due Postmarked to OCCO from Officers
Nov 1, 2007	EPP Nomination list due to OCCO from Agency Liaisons
Dec 31, 2007	Documents for Inclusion in eOPF, including OS, due to OCCO from Officers
Dec 31, 2007	Agency ROS due to OCCO from Agency Liaison
Dec 31, 2007	Promotion Documents from EPP Nominated Officers due (ROS via Agency Liaison, OS & eOPF documents via eOPF fax lines)
Feb - May 2008	OCCO Convenes Promotion Boards
June 1, 2008	Temporary Grade Promotion results announced (Tentative pending ASH approved success rates)
August 1, 2008	Permanent Grade Promotion results announced (Tentative date pending ASH approved success rates)

Promotion Year 2008 Information

OCCO has posted the Notification of Promotion Eligibility on the officer's main page in the Secure Area of the CCMIS website (<http://dcp.psc.gov>). Competitive promotions include

officers eligible for temporary and/or permanent O4 through O6 grades (excluding medical officers eligible for Temporary O4), and regular corps officers eligible for permanent O2 or O3 grades. Officers eligible for non-competitive promotions will not be identified on the website as they are excluded from the competitive promotion review process.

In addition, OCCO has posted information pertaining to Promotion Year 2008 (PY08) on the website. The promotion information page has links to documents including the Promotion Information memo (instructions for promotion eligible officers), category benchmarks, the 2008 Officer Statement (OS) form and instructions, the 2008 Reviewing Official Statement (ROS) form and instructions, and a promotion checklist. Officers who anticipate being eligible for competitive promotion review in PY08 are encouraged to familiarize themselves with all of the documents on the promotion information page.

Highlights for PY08:

- Officers should review their eOPF, including the PIR, to ensure that their file is up to date. Officers will have until November 1, 2007 to request corrections to their PIR and until December 31, 2007 to submit documents to their eOPF.
- Officers are responsible for faxing their 2008 OS to their eOPF via the eOPF fax line by December 31, 2007 at (301) 480-1407 or (301) 480-1436.
- Reviewing officials are responsible for submitting the 2008 ROS to the appropriate Agency Liaison Officer who will review the form for completeness and then forward it to OCCO by December 31, 2007.
- Officers should also ensure that their 2007 Annual COER is completed and in their eOPF by December 31, 2007. Officers are encouraged to access their latest COER in the eOPF and review each page to ensure that the document has been satisfactorily archived. Officers should also ensure the last 5 years (as applicable) of COERs are on file in their eOPF. Missing COERs within the last 5 years may result in adverse actions. Failure to have annual COERs on file will result in your removal from the promotion pool at the end of the boards. This applies for both temporary and permanent promotions.
- Officers who are new calls to active duty (after July 1, 2007) and who are eligible for a promotion are required to submit a manual COER with Attachments 1 and 2 through the administrative chain and Agency Liaison by December 31, 2007. The manual COER form can be found on the CCMIS website under Services/Official Forms/Performance. Absence of any COER in your eOPF makes it extremely difficult for the board to evaluate your performance.
- Officers are required to maintain their OFRD Basic level of readiness. OFRD will List Serve Message review officer's readiness status on December 31, 2007 to determine who will receive 5 points for Precept 5 and who will receive 0 points (not OFRD Basic level ready). Failure to maintain basic level of readiness during the post promotion board administrative file review utilizing 1st quarter 2008 OFRD data (scheduled for March 31, 2008) will result in removal from the promotion pool at the end of the boards.
- Officers eligible for permanent grade promotions should ensure that a current five-year physical examination and a one-year report of medical history have been submitted to the Medical Affairs Branch and are current as of April 30, 2008. Failure to meet these requirements during the post promotion board administrative file review will result in removal from the promotion pool at the end of the boards.

- Officers are required to maintain their required licenses and/or certifications at all times. Failure to maintain required licenses and/or certifications will result in removal from the promotion pool at the end of the boards.
- Questions regarding Exceptional Proficiency Promotions (EPPs) should be directed to your Agency Liaison. Agencies shall provide OCCO a list of their nominees by November 1, 2007. Similar to officers eligible for promotion in their own right, EPP nominees are required to fax documents to their eOPF, complete and fax an OS to their eOPF and ensure that a completed ROS is submitted by their Reviewing Official through their Liaison to OCCO no later than December 31, 2007. The eOPF fax numbers are: (301) 480-1407 or (301) 480-1436. Please access the CCMIS website and determine your promotion eligibility status for PY08 and review the promotion information page materials. Please continue to monitor the website and the listserv for any updated news on PY08.

Temporary Promotion Eligibility Criteria (Applies to all officers including new CADs, recalls to extended active duty and inter-service transfers.)

T & E, Promotion and Seniority Credit dates are located on the officer's PIR. Bolded dates provided are for Promotion Year 2008 (PY08) - Promotion Boards meet in Spring 2008 to determine officers eligible for promotion from 7/1/08 - 6/1/09.

1. Time In Service (TIS):

- a. At the O-4 grade TIS must be during current tour and must be met by 3/1 of the year reviewed by the promotion board (**3/1/08**). In other words, for officers to meet the TIS criteria, they must be called to active duty no later than 9/1 of the prior year (**9/4/07, due to weekend and holiday 9/1-9/3**).
- b. At the O-5 and O-6 grades, TIS can be a combination of current and previous tours in the PHS Commissioned Corps and must be met on or before **6/1/09**.
- c. All officers may use prior active duty military time towards TIS at the O-5 and O-6 grades (up to 3 years and up to 6 years respectively) as noted in the table.

2. Time In Grade (TIG):

- a. Time in grade must be during current tour and must be met during the promotion year with an effective date of promotion on or before **6/1/09**.

3. Temporary Promotion Effective date:

- a. The effective date of the promotion will be July 1 of the promotion year or the first day of the month following the officer's date of eligibility, whichever is later (meets all T&E, TIS, and TIG requirements) with the following exception. If the officer's eligible date is the first day of the month, then his/her effective date will be the same (first day of the month) as the eligible date.

Examples:

- 1) Meets all requirements 1/1/08, promotion effective date will be 7/1/08.
- 2) Meets all requirements 9/15/08, promotion effective date will be 10/1/08.
- 3) Meets all requirements 10/1/08, promotion effective date will be 10/1/08.
- 4) Meets all requirements 6/2/08, not eligible in this promotion cycle.

4. Inter-service transfers must serve 6 months in PHS prior to any promotion.

5. Requirements to affect temporary promotion:
 - a. A current, satisfactory COER (overall C or better);
 - b. Annual COERS in file, if applicable
 - c. Valid license if required;
 - d. No current or pending adverse or disciplinary actions;
 - e. Meet basic level of readiness; and
 - f. NACI clearance on file.

Note: This reference is provided for informational purposes only; it is not an official policy document. Consult eCCIS 331.01 & 331.02 (old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2), eCCIS 812.03 (old Manual Circular No. 376), and eCCIS 811.02 (old Personnel Policy Memorandum 04-0020) for official policy guidance)

Permanent Promotion Eligibility Criteria

(Applies to all officers including new CADs, recalls to extended active duty and inter-service transfers.)

T & E, Promotion and Seniority Credit dates are located on the officer's PIR. Promotion Year 2008 (PY08) – Promotion Boards meet in Spring 2008 to determine officers eligible for promotion from 7/1/08 - 6/30/09.

1. **Restricted** = *Nurse*, EHO, Pharm, Diet, Ther, HSO
2. **Non-Restricted** = Med, Dent, Eng, Sci, Vet
3. **Seniority Credit Date** =
 - Regular Corps: The later date of a) permanent grade credit date established at the time of appointment to the Regular Corps or b) last permanent grade promotion following Regular Corps appointment.
 - Reserve Corps: The later date of a) appointment to the Reserve Corps or b) last permanent grade promotion.
4. **Promotion Credit Date (pertains ONLY to Regular Corps officers for establishing eligibility to P-O3 and P-O4 for all categories and P-05 for non-restricted categories)** = seniority credit date + years of constructive credit related to Pgrade held when originally appointed to Regular Corps (P3 = 3, P4 = 10, P5 = 17).
5. Interservice transfers must serve 6 months in PHS prior to any promotion (CCPM 23.3, INST 5, "Inter-Service Transfer of Commissioned Officers," Section G.2.c., found in Book: 3, Chapter: 7, Section 4, Instruction: 01 of the eCCIS).
6. Permanent promotion Effective date: The effective date of the promotion will be July 1 of the promotion year or the officer's date of eligibility, whichever is later.
7. Requirements to affect permanent promotion:
 - a. A current, satisfactory COER (overall C or better);

- b. Annual COERS on file, if applicable;
- c. Valid license if required;
- d. No current or pending adverse or disciplinary actions;
- e. Meet basic level of readiness;
- f. Current 5 year physical in MAB;
- g. Current 1 year report of medical history in MAB; and
- h. NACI clearance on file.

Note: This reference is provided for informational purposes only; it is not an official policy document. Consult eCCIS 331.01, the old CCPM, Subchapter CC23.4, INSTRUCTIONS official policy guidance.

Non-Competitive Promotions

1. All Officers eligible for Temporary O-2 or O-3, Medical Officers eligible for Temporary O-4, and Reserve Officers eligible for Permanent O-2 or O-3 do not go to a promotion board but are promoted through an administrative review process.
2. Requirements for promotion:
 - a. A current, satisfactory COER (overall C or better),
 - b. Valid license if required,
 - c. No current or pending adverse or disciplinary actions,
 - d. Meet the basic level of readiness;
 - e. For **permanent** promotions: Current 5-year physical and 1-year Report of Medical History in MAB;
 - f. For O4 eligible medical officers, a letter of recommendation to the SG from the Agency.
3. Officers with unsatisfactory COERs (overall A or B) are reviewed by the annual promotion boards. Also, officers with other identified reasons to submit the record to the board (e.g., past, present, or pending adverse action) will be reviewed by the annual promotion boards.
4. Regular Corps Officers eligible for Permanent O-2 or O-3 must be reviewed by the annual promotion boards.
5. Effective date of a noncompetitive permanent or temporary promotion is the first day of the month following the date of eligibility contingent that all required administrative documentation is received in OCCO by the 15th of the month prior to the effective date.

Examples:

- 1) Meets all requirements prior to 11/15/07, promotion effective date will be 12/1/07
- 2) Meets all requirements 11/16/07-12/15/07, promotion effective date will be 1/1/08.

Note: This reference is provided for informational purposes only; it is not an official policy document. Consult eCCIS 331.01 & 331.02 (old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2) official policy guidance.

Exceptional Proficiency Promotions

(Must meet TIG-can meet TED or TIS, but not BOTH)

T & E, Promotion and Seniority Credit dates are located on the officer's PIR. Bolded dates provided are for Promotion Year 2008 (PY08) - Promotion Boards meet in Spring 2008 to determine officers eligible for promotion from 7/1/08 - 6/1/09.

1. Eligibility Requirements – See Instruction
2. Quotas - agencies are limited to not more than 5% of total number of officers eligible for EPPs in their agency. Nominations can be submitted for any category and/or temporary grade. All agencies will be allowed to nominate at least one officer regardless of agency size, assuming they have at least one officer who is eligible for the EPP.
3. Promotion Effective date: Officers are promoted on either the date established by the ASH or the date the officer meets the TIG requirement, whichever is later (all promotions effective 1st of the month).

Note: This reference is provided for informational purposes only; it is not an official policy document. Consult eCCMIS Instruction 331.01 (old CCPM, Subchapter CC23.4.2, INSTRUCTIONS 1 & 2) official policy guidance.

Late/Missing Annual COERs

http://dcp.psc.gov/eCCIS/documents/POM07_007.pdf

1. This Personnel Operations Memorandum (POM) establishes guidelines for officers and Raters to reconcile late or missing Annual Commissioned Officers' Effectiveness Reports (COERs). Current policies do not preclude officers and/or Raters from submitting late or missing Annual COER(s) for an indefinite period. Officers are responsible to ensure their Annual COER is completed and submitted by the published closing date in the policy issuance(s) governing Annual COERs in the electronic Commissioned Corps Issuance System.
2. In the event an officer fails to initiate or complete the Annual COER by the published closing date:
3. If an officer is missing a COER(s) from a previous year(s), the officer is required to submit the missing Annual COER(s) on the prescribed manual COER forms. The officer's Rater and Reviewing Official for the period of the missing Annual COER are required to complete and sign their respective sections. The completed and signed manual COER forms must be submitted to OCCO through the officer's Liaison. OCCO will not process or accept manual COER forms that are faxed.

Guidelines for the Annual Commissioned Officers' Effectiveness Reports (COER)

http://dcp.psc.gov/eCCIS/documents/POM07_006.pdf

The Annual COER is a Web-based performance evaluation process accessed from the Commissioned Corps Management Information System (CCMIS) Web site at: <http://dcp.psc.gov>. The annual COER rating period is for 1 year, which extends from 1 October 2006 to 30 September 2007. All officers on extended active duty are required to complete an Annual COER. Officers exempted from completing an Annual COER are listed in MC 383 and PPM 07-016.

The Officer, Rater, and Reviewing Official (RO) are responsible for completing and transmitting the Annual COER by the required deadlines. Failure to transmit the COER by the required deadlines is disadvantageous to the officer. If the officer does not have a completed COER by the required deadline, the officer will not be promoted or assimilated and cannot receive awards, details, or special pays. The Office of Commissioned Corps Operations (OCCO) is prohibited from issuing retroactive personnel orders that affect pay. The deadlines listed below are in effect, unless otherwise published on the CCMIS Web site:

- a. COER is available to officers on 3 October 2007.
- b. COER is due to Officer's Rater by 17 October 2007.
- c. COER is due to the Officer's Reviewing Official by 7 November 2007.
- d. COER is due to OCCO by 21 November 2007.

Instructions For Officer

The Officer is required to start the Annual COER by logging into the "Secure Area" of the CCMIS Web site, under the "Officer, Liaison, and Leave Maintenance Clerk" tab, then selecting the "COERs" tab on the Activity Tree (folders) on the left side of the screen. An officer who does not know his/her login or password should contact the CCMIS Help Desk at (301) 594-0961, or e-mail: CCHelpDesk@psc.gov. If the officer, Rater or Reviewing Official does not have Internet access, the officer will be required to complete the Annual COER on the prescribed [Manual COER forms](#). Contact the Commissioned Corps Liaison (Liaison) for assistance.

Instructions For The Rater

The Rater will receive an e-mail notification when an officer has transmitted the COER for rating. The e-mail will contain instructions on how to login and access the COER.

The Rater is required to ensure that all officers under his/her supervision transmit the COER for rating no later than 17 October 2007. If the officer fails to transmit the COER by the deadline, the Rater should remind the officer of the deadline. If the officer fails to transmit the COER within a reasonable time limit, the Rater is required to complete a hardcopy COER on the prescribed Manual COER forms.

Instructions For The Reviewing Official

The Reviewing Official (RO) will receive an e-mail notification when an officer has transmitted the COER for review. The e-mail will contain instructions on how to login and access the COER.

The RO is required to ensure that all officers under his/her charge transmit the COER no later than 7 November 2007, review the officer's Attachment 1 and the Rater's scores and Attachment 2, and is encouraged to talk with the officer and the Rater regarding the scores and comments on the COER. The RO is required to concur or disagree with the COER evaluation no later than 21 November 2007 and may include limited comments in a textbox; however, comments should be discussed with the officer and Rater.

Instructions For Commissioned Corps Liaisons

Liaisons will have access to status reports and missing COER reports. Liaisons are required to identify the appropriate Rater and Reviewing Official in the event there is any uncertainty or ambiguity as to who is required to fulfill these roles. Liaisons are also responsible for tracking COER status and make follow-up inquiries on COERs that are not transmitted in a timely manner.

Rebuttals And Other Rights Of Due Process

The Rebuttal does not provide relief, nor does it substitute as a remedy for a formal grievance or other rights of due process. OCCO will not act on a Rebuttal other than to include it into the officer's eOPF. The officer may grieve the COER in accordance with [CC26.1.5](#) or the officer may file an Equal Opportunity (EO) complaint in accordance with [CC26.1.6](#). If the officer is not satisfied with the outcomes of the grievance or EO process, the officer may apply for relief through the Board for Corrections in accordance with [CC29.9.5](#).

For a Rebuttal to be available by the promotion and assimilations boards, the document must be received by OCCO no later than 31 December 2007, unless otherwise posted on the CCMIS Web site. Rebuttals are accepted for inclusion into the officer's eOPF until the first Wednesday of March.

Other Guidelines

If an officer transfers to a new assignment on or after 1 July 2007, the officer may complete a [Transfer COER](#) on the prescribed Manual COER forms to take the place of the Annual COER. The Manual COER forms consist of form PHS-838, Attachment 1 and Attachment 2 and can be found the CCMIS Web site at <http://dcp.psc.gov/DCPforms.asp>. The Rater and Reviewing Official must be from the officer's previous assignment. The manual COER must be submitted to OCCO through the officer's previous Commissioned Corps Liaison.

Performance Management Plans/Contracts

HHS has implemented the Performance Management Appraisal Program (PMAP) Department-wide for civilian employees in accordance with the Government Performance Results Act

(GPRA), the President's Management Agenda, and other Federal performance initiatives. Corps officers are exempt from PMAP; however, officers may be required to have a performance plan to facilitate the implementation and use of PMAP.

Closure of the Commissioned Officers Dental Clinic

For several decades, Commissioned Officers stationed in or near the Washington, DC Metro Area have been eligible to receive their dental care at the Commissioned Officers Dental Clinic (CODC) operated through sponsorship of the National Institutes of Health (NIH). During the past year, the leadership of the NIH has notified the Commissioned Corps of their decision not to renew the long-term lease for the dental clinic space. The CODC will close as of December 31, 2007.

Although the CODC will cease operations as of the end of December 2007, your Commissioned Corps benefit of dental coverage will continue and you will be able to obtain oral health care through other providers. Corps officers who are currently receiving their dental care at the CODC should make arrangements to continue their care in another setting. Active duty Commissioned Officers of the U.S. Public Health Service will soon be able to seek dental care from a private sector dentist of their choice or, on a space available basis, from any Military Treatment Facility (such as the National Navy Medical Center).

To ensure your oral health needs continue to be addressed, we ask that you take the following actions:

1. Make arrangements to pick up your patient dental records. It is recommended that patient dental charts are picked up before November 30th. Please call the clinic at (301) 496-2485 at least one week in advance to inform us that you will be coming by to pick up your chart. When leaving a message, please spell your name and include the last four digits of your Social Security Number. Pick up your chart between 2:30 and 4:00 pm if possible to minimize clinic disruption.
2. Should you not be able to retrieve your records, the records will be transferred to the Medical Affairs Branch in accordance with Medical Confidentiality requirements.
3. As of October 1, when seeking private sector care, all claims/predeterminations and written inquiries should be sent to the following:

*United Concordia
PHS Customer Service
PO Box 69425
Harrisburg, PA 17106-9425*

United Concordia's toll free number is (877) 261-2379. Please go to the United Concordia web site at <http://www.ucci.com> and click the Clients Corner button. Then select the Public Health Service option followed by selecting My Dental Benefits. Finally, register using your social security number and other requested information. This will give you access to information about your dental benefits.

4. Should your new dental care provider need to consult with the CODC staff, please have your dental provider call us at (301) 496-2484 between the hours of 7:30 am and 4:00 pm weekdays.

Election Results for FY08 N-PAC Voting Membership

- At-Large:** 1 vacancy for voting member (Selected) CAPT Michelle Poindexter
- BOP:** 1 vacancy for voting member (Selected) LT Timothy Thomas
- DHS:** 1 vacancy for voting member (Selected) CDR Linda Jo Belsito (DIHS)
- HRSA:** 1 vacancy for voting member (Selected) CDR Sylvia Trent-Adams
- NIH:** 2 vacancy for voting member (Selected) CDR Susan Orsega & LCDR Ann Marie Matlock
- SAMHSA:** 1 vacancy for voting member (Selected) LCDR Josefina Haymes-Battle

V. Current Projects

A. Fund Raising – CDR Ron Keats

- Preparing for COA/COF 2008 Conference
- NPAC Coin – Currently sold out of coins. Receiving numerous messages regarding the coins, indicating many officers are still interested in purchasing the coins. Recommend re-ordering the coins on a continual basis, keeping the coins in stock at all times for three reasons:
 1. There will always be new nurses on board with the desire to purchase coins
 2. Consistent with the Uniformed Services customs
 3. It is an excellent fund-raising item (money-maker)
- Recommend ordering the lesser 300 coins (this would minimize the risk), this will yield roughly \$1,700 in profits. If we order and sell 500 coins, this would yield about \$2,900 in profits. Additionally, the vendor is willing to waiver the “set up” fee.

B. NPAC JOAG Liaison Report – LCDR April Kidd

- JOAG will transition over its leadership to the new incoming Executive Committee 1 Oct 2007:

Executive Committee members for 2007-2008 are:
 LCDR Aimee Treffiletti, Chair
 LCDR Maleeka Glover, Chair-elect
 LCDR Jonathan Rash, Vice Chair
 LCDR Jean Pierre DeBarros, Treasurer
 LTJG Jessica Schwarz, Secretary
 LCDR Thomas Pryor, Ex-officio

- A call to Junior Officers recently went out for volunteers to the various JOAG workgroups and committees. Junior Officers who are interested are encouraged to contact the workgroup or committee lead:
 - Awards Committee – Dianne.paraoan@fda.hhs.gov
 - COF Planning Committee – philantha.bowen@fda.hhs.gov
 - Communications and Publications Committee – lfe8@cdc.gov
 - Development Workgroup – Kristina.Joyce@fda.hhs.gov
 - Interservices Collaboration Workgroup – mark.w.osborn@uscg.mil
 - Membership Committee – Richard.henry@hhs.gov
 - Policy and Procedures Committee – mhg6@cdc.gov
 - Professional Development Committee – anq9@cdc.gov
 - Recruitment and Retention Committee – jfeda@bop.gov
 - Welcoming Committee – Diem.Ngo@fda.hhs.gov
- All are encouraged to view the JOAG website at www.joag.org to see the latest JOAG newsletter, as well as view past meeting minutes, bylaws and charter.
- The JOAG members had one final meeting with RADM Moritsugu on September 28, 2007 in Washington D.C. – this was an opportunity for the RADM Moritsugu to address JOAG before he retired from the Corps. LCDR Treffiletti, the incoming JOAG Chair, received the official gavel as chair at the meeting.

VI. Quarterly Verbal Committee Reports

Events Subcommittee - LCDR Barbara Fuller

- Committee Chair, LCDR Barbara Fuller teleconferenced with Awards Chair to beginning planning for 2008 Nursing Recognition Day. NRD 2008 is tentatively schedule for Friday May 2, 2008 at the Library of Medicine on the NIH campus.
- No upcoming events or activities planned at this time.
- Both Committee Chair and Co-Chair will have served their 3 year term in October 2007 and will no longer be voting members. We look forward to serving on the Events Committee assisting with the transition.

Readiness and Response Subcommittee – CAPT Mary Rossi-Coajou

- Licensure Certification – Updated licenses may be submitted via the OCCO Licensure Coordinator's Fax Number. The system is now set up to interface with OFRD in that the updated license information will be transferred to OFRD after it is validated through the Licensure Coordinator. Please confirm that your licensure information has been documented by reviewing your records (eOPF and Readiness records). OFRD will be conducting quarterly checks to assess officers' Basic Ready qualification status. These checks will be performed and reported annually on 30 Sep, 31 Dec, 31 Mar, and 30 Jun.

- Nurse Training – Basic Life Support and Advanced Life Support training is being offered around the country for free. These courses offer didactic and “hands on” training in the classroom. More information to come regarding these courses.
- CAPT Slepski is seeking your help in a research study entitled **Emergency Preparedness and Professional Competency Among Healthcare Providers During Hurricanes Katrina and Rita**. If you are a **physician** or **nurse** who deployed in support of Hurricane Katrina or Rita for at least fourteen consecutive days (2 weeks), she would like to invite to you complete a questionnaire addressing your experiences and two medical competency areas that have been identified as important in disaster emergency response.

Specifically:

- The anonymous study is IRB approved by the Uniform Services University.
- The study is web-based and alternatively there is a downloadable version for persons w/ slow internet connections or the need to be “on the go” for which respondents will be reimbursed for mailing costs.
- Population of interest are only RNs and MDs—the highest volume responders in the pilot I completed about 15 months ago.
- The study examines pre-, event and post-event transitions as well as two specific competencies (basic clinical care and triage) that were the highest volume competencies in the pilot.
- The study is intended to be completed in less than 1 hour—Beta testers who answered both clinical sections accomplished it in about 40 minutes.

The questionnaire for this study is web-based and located at <http://www.usuhs.mil/disastersurvey> you will be re-directed to a Vanderbilt web-site that is hosting the study.

Publications and Presentations Subcommittee – LCDR Joe Creager

- For the month of November 2007, the Publications and Presentations Subcommittee have made contact and will be delighting the N-PAC team with a dynamic published speaker: ***Pam Meredith, Chief Editor for the DC/Maryland Region of Gannett Publishing.***
- CAPT Prince and CDR Gordon successfully processed a request for assistance through the Speaker's Bureau the week of September 4, 2007. They received a call from an officer in the Seattle, Washington area who requested assistance on a 45 minute presentation on PHS readiness and national health concerns. Following the Speaker's Bureau SOP, they were able to connect the requestor with a mentor (LT Saligan) within 24 hours of the request. LT Saligan has a great deal of experience in public speaking and, like others, had volunteered as a mentor following the recruitment announcement on the list serve. The mentee was quoted as saying that "the assistance more than met my expectations".
- This was a great success for the Speaker's Bureau, and all the hard work and effort put forth by committee members definitely paid off.
- In recognition of the mentor's time and effort, CAPT Prince also proposed nominating the mentor for a PHS award. It was decided that award applications would be submitted all at once, on a calendar-year basis, beginning January 1st, for anyone involved in subcommittee activities.
- It was suggested by CAPT Prince that mentors receive additional training, possibly using the SOP as a guide, on an annual basis.

Monthly Written Committee Reports

Nurse Applicant Committee Report FY 08			
September 2007			
Nurse Applicants			
Current total number of applicants in NAC packet	155	Total calls to active duty (CADs) by month and agency	10
Current # of conversions	37	HRSA	3
Current # of new applicants	34	I.H.S.	3
		BOP	3
OCCO		USDA	0
Total Applications on hand	292	NIH	0
General Duty	270	SAMHSA	0
IRC	4	CMS	1
JR Costep (Apps)	12	OS	0
Sr Costep (Apps)	6	FDA	0
Total Separations per month and by type	7	Current Status - Total Strength of Nurse Category	1370
Retirements	1		
		Nurse Category Top Four Agencies	
Inactivations	3	I.H.S.	503
Terminations	3	BOP	233
IRR Terminations	0	HRSA	216
		NIH	109

CAREER DEVELOPMENT – CAPT Joan Hunter and CDR Amy Anderson

Career Development is currently sharing information with other group members on assignments with various Commissioned Corps Transformation Workgroups. This team is looking at Career Tracks as a new project idea. They will be looking to define Career Tracks, how to choose appropriately choose a career track and where an officer could gather information in regards to certain career tracks. Career Development is also planning a “Continuing Education” project update.

RECRUITMENT AND RETENTION - CDR Ron Keats & LCDR Wendy Davis

- Recruitment and Retention 2007 Action Plan and the Mission Statement are in draft, pending review and continuing development.

- In addition to the Nurse Report will like to summarize by stating that a total of 114 nurses recruited and 90 retirements/separations for 2007.
- A memo requesting clarification related to implemented organizational structure change for Recruitment and Retention Subcommittee to encompass the Nurse Applicant Subcommittee and Associate Recruiter Subcommittee to be forwarded to N-PAC Chair CDR Berkhausen. <mailto:wmdavis@bop.gov>
- A Conference call pending with R & R and Mentor Subcommittee Chairs for implementation of the Mentor Subcommittee's role in the "Every Nurse is a Recruiter" initiative.
- R & R Co-Chair CDR to draft of a **SOP** related to the communication of the monthly "Call to Active Duty" nurse list from the R & R Subcommittee to the Mentor Subcommittee enabling the mailing of a welcome packet from the mentor group to each new nurse in an effort to assist transition to active duty is **pending** until **clarification** of organizational structure change has occurred.

COMMUNICATIONS - LCDR C. Peterson and LCDR M. Robinson

- Website Group
 - reorganizing group to fill rolls needed in website management and functions; Roles have been developed such as: team leader, policy and procedure development, content management, web design and management, reports and monitor of website activity, evaluation (compliance and continuing education opportunities)
 - Website designer has been identified to assist with the transition with Capt. Kelly, Les Cruise.
 - The website will be available to read until the transition is started.
- List Serv
 - Reminders for instructions to the list serv and purpose discussed at NPAC conference call. The instructions are available on the website.
 - Statistics reported for list serv : 1710 subscribers to the list serv, postings from Jan to Sept. total 158 with an average of 18 listings per month.
- Resource Manual
 - CDR Young resigned from the group. New group lead is CDR C. McArdle.
 - The edits of the manual were received back to the Communications Committee. The resource manual group will be correcting the edits within the next 2 weeks to submit to the NPAC Chair.
- Collaborative Group
 - New lead as former lead is the co-lead for the Communication Committee, new lead is CDR Rettino
 - Developed a letter to send to Nursing Deans and will also be used for career fairs and opportunities to talk about public health nursing.
 - Will be planning new project for the historical documents of NPAC

MENTORING – LCDR Lori Hunter and CDR Wendy Antonowsky

No Report

RESEARCH – LT Christine West and LCDR Stephen Gonsalves**PAC Survey**

- The draft report for the survey is nearly completed and will be submitted for NPAC chairs preliminary review.

Lunch and Learn

- We are scheduled for December to present our topic, Survey Techniques and Pitfalls for the NPAC Lunch and Learn discussion.

Website Update

- We have consolidated updates to the N-PAC research subcommittee webpage, which will include: posting biosketches of each of the members, soliciting for updated nursing publications, and helpful research-related links. We are awaiting notification from PAC leadership to submit these updates as per instructions.

Participation w/ Tri-service Benner Study

- Our PAC liaison, CDR Debisette, continues to maintain a working relationship with the Tri-service Research Group.

AWARDS SUBCOMMITTEE – LCDR Serina Hunter-Thomas**COA AWARDS****Mabel May Wagner Award**

This award, established in 1979, is open to all professional nurses in the PHS who are engaged in clinical nursing practice. The award consists of an engraved plaque and \$1000 in cash. The award is presented annually to a professional nurse in the Public Health Service (Commissioned Corps, Tribal or Civil Service) who:

- * Exemplifies resourcefulness and dedication in helping to accomplish the mission of the Public Health Services;
- * Demonstrates professional and technical skills and competence raising the quality of nursing;
- * Displays evidence of exceptional ability to apply nursing standards of practice;
- * Remains involved in continuing education as a participant, organizer or sponsor of it;
- * Is of such excellence as to merit Public Health Service recognition.

Nominations:

Nominations may be made by an HHS employee or employee where the nurse officer, tribal nurse or civil service nurse is detailed, in the form of a letter (limited to two pages) containing:

- * name, title and grade or rank of the nominee;
- * work experience and educational background of the nominee;
- * a brief description of the nominee's present duties and responsibilities including the scope of work;
- * a narrative statement of how the person meets the criteria for the award including a description of the specific accomplishments and/or contributions on which the nomination is based as well as exploring current practice vs. lifetime achievement. The

achievements for which the nurse is being recognized should be within the last three years.

- * Must state, in writing, that the individual is in good standing and has an active RN license on file (for Commissioned Corps officers in must be on file with DCP); and
- * an endorsement by the nominee's supervisor (responsible for ensuring the candidate's good standing and work performance) and the final verification (for the recommended award recipient) will be by the Chief Nurse Officer (who will check with DCP to ensure that there are no outstanding actions and that an active license is on file)
- * Award nominations should be limited to two pages.

The deadline for receipt of nominations for the 27th annual Mabel May Wagner Nursing Award is March 7, 2008. Please send nominations via email to CDR Suzanne England at suzieq@gwtc.net

Lucille Woodville Award

This award was established in the Public Health Service's (PHS) centennial year as a memorial to the professional career of Lucille Woodville, who began her illustrious career in the Indian Health Service (IHS) in 1956. As part of her work in IHS, Ms. Woodville established the first Nurse Midwifery Service in Bethel, Alaska. She retired in 1973, after serving as Assistant Chief (1964-1971) and Chief (1971-1973) of the Maternal Child Health Branch, Division of Indian Health, Health Resources Services Administration, of the PHS.

This award honors a nurse midwife or a maternal/child health nurse whose work has resulted in significant contribution to the health and well-being of mothers and newborns. Each nominee must demonstrate outstanding contributions in improving maternal/child health. This contribution may be the commitment of their time and skills in the clinical setting, or may be in the design, implementation and/or management of innovative maternal/child health programs. All registered nurses, Civil Service, Tribal and Commissioned Corps, are eligible for the award. Any employer or employee of the PHS or Associate of a PHS contract or grant program may nominate a PHS nurse for this award.

Nominations:

Nominations may be made by an HHS employee or employee where the nurse officer, tribal or civil service nurse is detailed, in the form of a letter (limited to two pages) containing:

- * name, title and grade or rank of the nominee;
- * work experience and educational background of the nominee;
- * a brief description of the nominee's present duties and responsibilities including the scope of work;
- * a narrative statement of how the person meets the criteria for the award including a description of the specific accomplishments and/or contributions on which the nomination is based.
- * Must state, in writing, that the individual is in good standing and has an active RN license on file (for Commissioned Corps officers in must be on file with DCP); and
- * an endorsement by the nominee's supervisor (responsible for ensuring the candidate's good standing and work performance) and the final verification (for the recommended

award recipient) will be by the Chief Nurse Officer (who will check with DCP to ensure that there are no outstanding actions and that an active license is on file)

- * Award nominations should be limited to two pages.

The deadline for receipt of nominations for the Lucille Woodville Nursing Award is March 7, 2008. Please send nominations via email to CDR Suzanne England at suzieq@gwtc.

MANE/PUBLICATION AWARDS

MANE Awards

The United States Public Health Service (USPHS) Professional Advisory Committee for Nursing (N-PAC) is seeking nominations for the Minnegerode Awards for Nursing Excellence (MANE). These awards recognize and honor contribution(s) by Commissioned Corps, Civil Service, and Tribal Direct Hire nurses of outstanding and sustained nature, which have had a substantial impact on the mission of the USPHS.

Awards will be presented by the Chief Nurse Officer (CNO) of the United States Public Health Service.

Eligibility:

Department of Health and Human Services nurses (Civil Service, Commissioned Corps, or Tribal Direct Hire; Licensed Practical Nurse, Licensed Vocational Nurse, Registered Nurse or Advanced Practice Nurse)

Criteria:

Nominee(s) must demonstrate through innovation and creativity, outstanding nursing contributions with measurable benefits.

Department of Health and Human Services nurses may be nominated for any one of the following MANE Awards:

1. McLaughlin Award for Clinical Services - Exemplary leadership and skill resulting in noteworthy accomplishments as a clinician over a period of time focusing on the timely and ethical delivery of health care in a direct care setting. The provision of services improve health outcomes and/or services for patients/clients as well as enhance employee and/or patient/client relationships, productivity, quality, work methods and timeliness of health care delivery.

2. Hanzel Award for Administrative Activities - Exemplary leadership as a nurse executive resulting in noteworthy accomplishments, such as:

- Management of a health care program;
- Development or improvement of methods of delivery of services;
- Enhancement of employee and/or patient/client relationships, productivity, quality, work methods and timeliness of health care delivery;
- Organization or implementation of a program demonstrating creative utilization of resources;
- or
- Development, modification or implementation of health and regulatory policy.

3. Hasselmeyer Award for Research Initiatives - Exemplary leadership resulting in noteworthy accomplishments in conducting nursing research and clinical investigation which stimulates the development of new knowledge and practice in nursing and/or the health professions.

4. Petry Leone Award for Health Promotion and Education - Exemplary leadership resulting in noteworthy accomplishments in patient/client or professional education, which informs and educates consumers and/or health care practitioners about significant health related issues and promotes healthy lifestyles.

5. Gregg Group Award for Teamwork: Exemplary leadership contributions by a team of nurses resulting in noteworthy accomplishments and positive outcomes towards the attainment of PHS goals. Describe how the nominated nurse functioned as a team with other members of the group, the nature of the nursing leadership and participation, and the level of the nurse's contribution. Explain how nursing participation and input enhanced the accomplishments, outcomes and impact of the work done.

Examples include:

- Contributions to the health of individuals, families and/ or communities through initiatives implemented at the local, state and/or national level;
- Coordination or participation in the development of new program(s) and/or establishing new standards of care;
- Coordination or participation in the development and/or implementation of interdisciplinary health care initiative(s); and
- Contributions to interdisciplinary efforts (or the work of multiple disciplines) in achieving common health care goals.

Nomination Procedure

Anyone may nominate an eligible nurse/team for service that meets the purpose for which these awards have been established. All nominations submitted should:

1. Describe the degree of impact on the public health mission of the PHS by a nurse (or team of nurses for the Gregg Group Award for Teamwork).
2. Describe how the nominee(s) exceeds normal performance requirements.
3. Submitted or endorsed by the nominee's first line supervisor.

Nominations will be reviewed by the Professional Advisory Committee for Nursing (N-PAC) Awards Subcommittee and forwarded to the CNO with recommendations. Final selection and presentation will be made by the CNO.

More than one award may be given in each category, but an award in every category may not be given every year. Selection will be based solely on the submitted nominations.

Contact information for the nominator and nominee should be included. All submissions must be in the format of the attached nomination template and should be limited to two pages.

Submissions must be received ELECTRONICALLY by March 7, 2008, and should be sent to the MANE Awards Team Leader.

Publication Awards

Eligibility:

1. The nominee/applicant must be a Department of Health and Human Services/Public Health Service (Commissioned Corps, Civil Service, or Tribal Direct Hire) nurse who is an author on a publication. Each applicant may submit only one entry. A third party may submit a paper in the name of an author given he/she has written permission from the author. If selected, the author of the paper is the individual who would receive the award. If more than one PHS nurse is an author on the same paper, they can be nominated as a group for the same award but if selected the primary author will receive the plaque.
2. The applicant must not be a member of the Publication Committee or a reviewer for any of the awards. Persons in these categories must excuse themselves from their committee position(s).
3. An author who has received a prior publication award may not submit a publication for the same award for at least three years from the date the original award was received. For example, Nurse Smith receives the RADM Faye G. Abdellah Publication Award in 2007. Nurse Smith cannot apply for or be nominated again for this award before 2011. In the interim, Nurse Smith can, however, apply for or be nominated for any other publication award.

Criteria:

1. Articles must have been published in 2006, 2007, or 2008, or accepted for publication by December 31, 2008. The full citation noting the publication date must be on at least one copy of the paper. If the publication is in press, a copy of the acceptance letter must be submitted with the article. Publications under review at the time of submission will not be considered.
2. Articles will be evaluated based on i) use of original ideas; ii) organization of content iii) use of relevant literature, iv) quality of writing including critical analysis, v) contribution to health care literature, and vi) relevance and/or benefit to the Public Health Service.
3. An award will be given in three categories for original works. The award criteria for each publication follows:

RADM Faye G. Abdellah Publication Award for Nursing Research

This award recognizes publications that stimulate the development of nursing knowledge and practice through scientific investigation and research. Suitable publications include scholarly papers that address research questions.

Criteria:

- * Research based on data collection by the applicant.
- * Primary or secondary data analysis
- * Tool (instrument) development publications.
- * Methodological approach can be quantitative, qualitative or mixed methodology.

The award consists of an engraved plaque. It will be presented to each award recipient by the PHS Chief Nurse Officer (CNO) at the annual Nursing Recognition Day.

A completed submission packet, (ELECTRONIC preferred) is due by March 7, 2008.
(Please carefully read 'procedure for submission'.)

RADM O. Marie Henry Publication Award for Clinical Nursing Practice

This award recognizes publications that describe clinical nursing practice. Suitable publications include observations or trends in clinical nursing, clinical nursing research, or current issues in clinical practice.

Criteria:

- * Evidence of currency in clinical practice arena
- * Client-centered care: client may be an individual or a group.
- * Clarity of presentation.
- * Methodological approaches are not limited.

The award consists of an engraved plaque. It will be presented to each award recipient by the PHS Chief Nurse Officer (CNO) at the annual Nursing Recognition Day.

A completed submission packet, (ELECTRONIC preferred) is due by March 7, 2008.
(Please carefully read 'procedure for submission'.)

RADM Julia R. Plotnick Publication Award for Health/Nursing Policy

This award recognizes publications that inform and educate consumers and/or health care practitioners about significant health related issues. Articles must be relevant to current trends; controversies in health; health-policy issues concerning patient education, clinical practice, health communications, nursing policy; or program descriptions. Suitable publications include published articles reviewed by an editorial board or peer reviewed such as: book chapters, magazine articles, and case studies. Flyers, newspaper articles, and health advertisements will not be accepted.

Criteria:

- * Describes a significant issue in health, health promotion, disease/injury prevention, or health care policy.
- * Evidence of critical thinking or expertise in the subject matter.
- * Impact or magnitude of the contribution on current health trends.
- * Timeliness and relevance of the issue to current health trends.
- * Innovative approach to health issues.

A completed submission packet, (ELECTRONIC preferred) is due by March 7, 2008.
(Please carefully read 'procedure for submission'.)

The award consists of an engraved plaque. It will be presented to each award recipient by the PHS Chief Nurse Officer (CNO) at the annual Nursing Recognition Day.

Procedure for Submission:

1. Forward (ELECTRONIC preferred) the submission packet to the following address:
Sandra Haldane

2. Include the following information in the submission packet:
 - a. 1 copy (not blinded) of the published paper or accepted manuscript with a letter of acceptance. Include the full citation including publication date on this copy.
 - b. One “blinded” copy [DELETE author(s) name(s), degrees and institutional affiliation(s) from all pages of copy].

NOTE: . If sending hardcopy via U.S. regular postal mail, send five “blinded” copies.
 . Do not send hardcopies via inter-office mail.

A cover letter with the nominator’s name, agency, home address, home and work telephone numbers, fax number, and E-mail address. If faxed, be sure to identify how you would prefer to receive return receipt of the submission (e.g., fax number, email).

3. If unable to email the documents, they may be sent on disc or in hard copy format. If sent via other than email, include a stamped, self-addressed post card with your submission.
4. Award recipients will be notified by mail after April 11, 2008.
5. If a third party is submitting a paper to nominate an author, written permission from the author must be received via fax or e-mail from the nominee by the submission deadline in order for the nomination packet to be considered complete.
6. Publications submitted will not be returned.
7. Publications must be in English or translated into English

NURSE RESPONDER OF THE YEAR AWARD

The purpose of this award is to recognize a US Public Health Service Commissioned Corps Nurse Officer who has demonstrated outstanding achievements in disaster response, emergency preparedness and contributions to national or international public health threats.

The recipient should have made a significant impact to public health preparedness and response as well as to PHS deployment activities.

Submissions/nominations for this award should be sent electronically to CDR Suzanne England at: Suzieq@gwtc.net.

Attached, please find a revised version of dates and deadlines in preparation for Nurse Recognition Day May 2, 2008.

The deadline for ***Nurse Responder of the Year*** nominations is **Friday, September 28, 2007**. Nominations are due to the COA Team Leader, CDR Suzanne England @ Suzieq@gwtc.net no later than COB on the 28th. The top three selections will go forward to the NPAC Chair by December 3rd, for a final approval to be made by the Chief Nurse Officer, RADM Carol

Romano. The award is then formally presented to the awardee May 2, 2008 for Nurse Recognition Day.

Of note, one very important change for the 2008 award preparation, is the requirement of a **disclosure form to accompany the nomination and application materials**. Awardees will be asked to present their material at NRD. Continuing education credit will be offered to those who attend Nurse Recognition Day.

	AMSUS	COA	MANE/PUBLICATIONS	NURSE RESPONDER OF THE YEAR
Submission Deadline	June, 2008	7-Mar-08	7-Mar-08	28-Sep-07
Award Date	TBA	2-May-8	2-May-08	2-May-08
Notes: *** Award Descriptions are separately attached *** Award subcommittee website has updates pending				

VII. New Business

CAPT Kelly welcomed a new nurse officer and participant to the N-PAC, LCDR Lisa Lawgowski, Anchorage, Alaska, Indian Health Service to the N-Pac Team.

VIII. Round Table

- CDR Linda Jo Belsito asked for clarification of who will be the DIHS Agency Liaison in the future as a result of the restructuring of agencies. DIHS was separated from HRSA as of 1 Oct 2007. CAPT Kelly reported he would seek and information and post on the ListServ.
- LCDR Magnotta introduced LT Josh Hardin, new Staffing Officer for the Nurse Category in support of Transformation, OCCO.
- CAPT Kelly encouraged all voting members to consider self-nomination to the upcoming Chair-Elect position.
- RADM Romano presented CAPT Kelly with a Nurse Coin for his service to the N-PAC.

*The Next N-PAC Meeting Is Tentatively Scheduled For:
16 NOV 2007 from 1300-1500
Surgeon General Conference Room, Parklawn Building (18th Floor)*