



**U.S. PUBLIC HEALTH SERVICE**  
**Pharmacist Professional Advisory Committee**  
**Department of Health and Human Services**

**Minutes of Meeting**  
**07 AUG 2003**  
**Surgeon General's Conference Room**  
**Rockville, MD**

**1300 H, EDT**

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**Members Present:**

In Rockville:

RADM Richard Walling (CPO)  
CAPT Craig Hostetler (Chair)

LCDR Gregory S. Davis (Vice Chair)  
LT Krista M. Scardina

Via telephone:

CDR James Bresette  
CDR Mark Burroughs  
(alt/Huntzinger)  
CDR Michael Forman  
CDR Michelle Gemelas (alt/Strong)  
LCDR Daniel Hasenfang  
LT Rob Hayes

CAPT Jim Imholte  
LCDR Mariann Kocsis (alt/Maves)  
LCDR Mike Lee  
LCDR Michael J. Long  
Frank Pucino, Jr., PharmD  
CDR Raelene Skerda

Guests:

CDR Chris Bina  
LCDR Sean Bradley  
CAPT Don Brown  
CDR Ray Cope  
LCDR Jonathan Dando  
LCDR Michael Dupree  
CAPT Dave Ellison  
LCDR Sam Foster  
CAPT Sharon Gershon  
LT Elaine Hu  
LCDR Tina Jessing  
CDR Mike Jones

LCDR Mary Kremzner  
CAPT Yana Mille  
CAPT Frank Nice (Ret.)  
LCDR Laura Pincock  
ENS Mark Sellers  
CAPT Paul Thomas  
LTJG Jeff Vang  
CAPT Chris Watson  
LCDR Theresa Watkins  
LCDR Christine Yu  
LT Elizabeth Yuan (Past Chair)

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**CPO Report: RADM Richard Walling ([cporx@osophs.dhhs.gov](mailto:cporx@osophs.dhhs.gov))**

- RADM Walling praised the proposed USPHS Transformation plan, even in its skeletal form, and encouraged PharmPAC members and all commissioned corps (CC) pharmacists to become and remain engaged in the review process. This process will proceed quickly, and every officer needs to stay alert.
- Nominations for the Remington Honor Medal are due on 01 SEP 2003. It is the highest award given by the American Pharmacists Association (APhA), and has been awarded to a few PHS pharmacists in the past ([www.aphanet.org](http://www.aphanet.org)).
- For the first time, APhA will present a Distinguished Federal Pharmacist at the annual meeting in Seattle. The first recipient will set the benchmark for future awards. The deadline is 30 SEP 2003, and many PHS pharmacists would be good candidates.
- RADM Walling discussed the CCPM issuance review scheduled for later in the meeting. He is concerned that many officers do not fully understand CCPM issuances. CCPM issuances simply set that stage for policy implementation. They are not issued based on the present, but consider the future. These CCPMs hint about what the Surgeon General and other USPHS leaders have in mind for transformation. Policy statements cannot cover everything, or address every situation. Reviewers should determine if the policy allows for flexibility for individuals or situations that fall in the ends of the bell shaped curve. RADM Walling is looking forward to receiving comments from the PAC. He emphasized that policy review is an excellent way to learn about the Corps.
- RADM Walling reminded the PAC that its recommendations to him for new PharmPAC members should reflect the diversity of the pharmacists within the PHS
- Dwayne Tackitt, a retired Naval officer, is now a part-time consultant with APhA and will be working with the federal sector on pharmacy issues. RADM Walling anticipates that Mr. Tackitt will engage the USPHS to a greater degree, and assist us with our unique issues.
- RADM Walling is preparing a letter to CAPT Hostetler describing some of the challenges he would like the PharmPAC to address in the future. He is pleased with the PAC's reorganization and believes that this new structure will prepare the category for more rapid and effective responses to future challenges.
- In response to a question, RADM Walling stated that reauthorization for special pay may be needed in 2004. His colleagues in the other services believe this is true, but they cannot find this sunset requirement in writing. Their leaders have assured them that even if the clause sunsets, they will continue to honor special pay. RADM Walling would like to be proactive and have evidence that special pay is beneficial to the category. The number of PHS CC pharmacists is up to 886, indicating special pay has boosted recruitment and retention. There is no doubt that even if the Congress does not ask about its effectiveness, the Department of Health and Human Services will.

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**PharmPAC Chair Report: CAPT Craig Hostetler ([CHostetler@hrsa.gov](mailto:CHostetler@hrsa.gov))**

- CAPT Hostetler expressed his appreciation for the many pharmacists in attendance at the meeting – both in Rockville and from around the country via telephone.

- Minutes for the last two meetings have been distributed; members should respond by Wednesday, 13 AUG 2003, with changes or concurrence.
- LCDR Sam Wu has taken on new responsibilities and has asked to be relieved of his duties as secretary for the PharmPAC. The PAC acknowledges his efforts, and knows that he will continue to be involved in PAC activities.
- CAPT Jeannette Wick has agreed to assume the secretarial responsibilities for the next few months.
- In October, each section leader will present an annual report covering goals, barriers and accomplishments to promote a smooth transition to the new PharmPAC, which assumes its responsibilities at the 06 NOV 2003 meeting.

### Section Reports:

#### 1. Career Development Section: Lead, CAPT Jim Imholte ([JImholte@OSOPHS.DHHS.GOV](mailto:JImholte@OSOPHS.DHHS.GOV))

- CIVIL SERVICE ISSUES: Dr. Frank Pucino reported that this group now includes members from IHS, FDA and NIH. One of its primary goals is to examine the listserv process. Representatives are needed to work with various personnel departments to develop a complete civil service listserv. Pharmacists register on the current PHS Pharmacist listserv voluntarily, and it does not differentiate between CC and Civil Service (CS) pharmacists. The directions for joining the pharmacist listserv are at the bottom of every set of minutes. Dr. Pucino would like to involve a civil service member on all sections of the PharmPAC.
- READINESS RESPONSE GROUP: LCDR Mark Strong has prepared a letter for CC pharmacists explaining the new PharmPAC readiness initiative. This work group is encouraging pharmacists to join CCRF and prepare readiness packages. He will prepare a separate letter addressing civil service pharmacists, including specific ways they can participate. CAPT Hostetler stressed that there are many ways to be involved by PHS pharmacists in both personnel systems.
- MENTORING: CAPT Lillie Golson recently sent another notice to mentors. The Mentoring Program's transformation as the Corp transforms is critical.

#### 2. Recruitment Section: Lead, CDR James Bresette ([JBresett@hqe.ihs.gov](mailto:JBresett@hqe.ihs.gov))

- POINT OF CONTACT PROGRAM (POC): CDR Bresette reported that the POC program handled by LCDR Beth Fritsch now has only 3 colleges of pharmacy (Wingate, University of the South, and one other) that are not covered. LCDR Fritsch has contacted BOP to see if they might cover these schools. CAPT Hostetler reported that the Dean of Campbell University sent a letter thanking us for sponsoring the USPHS Excellence in Pharmacy Practice Award, which was presented to one of his students. CDR Bresette indicated that this work group plans to develop a tracking form for POC activities and awards.
- This section has finished the pharmacy externship and preceptor list, and it is posted on the website. POCs and Associate Recruiters may be interested in having this information.
- A group lead by LCDR Ed Stein is trying to improve student programs, promote junior and senior COSTEPs, and increase the quantity and quality of applicants. One hurdle identified already is that many applicants never heard from DCP after submitting their application.

- "Pharmacy's Best Kept Secret" is being re-vamped for the website.
- LT Jeff Vang indicated that pharmacist POCs do not know who the contacts from other categories are, and they sometimes meet each other at career fairs. He suggested that CPOs for each discipline share this information. CDR Bresette said this is a valid point, but this level of effort needs to be saved for a later time. CAPT Hostetler agreed to bring the subject up at the next meeting of all of the PAC chairs.

3. Communications Section: Lead, LCDR Mike Long ([mjlong@bop.gov](mailto:mjlong@bop.gov))

- WEBSITE: LCDR Long reported that a new process has been developed for placing articles on the website. A review team will review submissions for content. Once approved, RADM Walling or the PAC Chair will review it for overall appropriateness for inclusion on our government supported website. Then, LCDR Long will coordinate with LCDR Gregg Davis to examine copyright issues, etc. Beginning in September, RADM Walling will be placing a monthly column on the Website. Additional content has been added, most recently COSTEP narratives. LCDR Long reminded pharmacists to send submissions to him or to LT Krista Scardina ([scardinak@cdcr.fda.gov](mailto:scardinak@cdcr.fda.gov)) only; please do not send submissions for posting to anyone else.
- LISTSERV: LCDR Long sent proposed guidelines for use of the listserv (student and member) to all PAC members. Unless comments are received by Wednesday, 13 AUG 2003, these guidelines will be implemented.

4. Administration Section: Lead, LCDR Gregg Davis ([Davisg@cdcr.fda.gov](mailto:Davisg@cdcr.fda.gov)).

- PAC MEMBERSHIP: The Office of the Surgeon General established a new procedure that will make the PAC membership approval process faster. Today, members will be making recommendations for next year's members and forward them to RADM Walling within a week. Once they are approved, new members should be notified quickly, possibly before the September meeting. CAPT Hostetler said that new members will officially start in November 2003, but he will encourage them to attend September and October meetings to ensure a seamless transition.
- AWARDS: The Pharmacy category received many positive comments about the awards they presented at the annual COA meeting, and plans to post the award narratives on the Website.
- SPECIAL ASSIGNMENT AWARDS: LCDR Davis described the rolling deadline for submitting paperwork for the Special Assignment Award. He stressed that members must include their PharmPAC appointment letters, the specific amount of time spent, and a description of the work done or event attended, date, and a participant list. He has received two packages, and will hold these and submit with any others received by 01 SEPT.
- HISTORY: Dr. John Parascandola, the PHS Historian, wants to be very involved with the PharmPAC to publicize the Corps activity over the last 30 years. He is committed to helping in any way possible. At least one PHS pharmacist needs to be identified to work with him.

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**New Business:**

LCDR Pincock indicated that the Junior Officer Advisory Group (JOAG) is putting together a recommended reading list. They are especially interested in books on leadership and career development.

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## **PharmPAC Discussion of the Four Documents Circulated by DCP:**

CAPT Hostetler informed the PAC that a lead person had been assigned to each issuance, and stressed that members of the appropriate work groups must help review all of these issuances and prepare point by point summaries. RADM Walling needs these by close of business 12 AUG 2003:

INSTRUCTION 1, Subchapter CC43.5, Details of Commissioned Officers: CAPT Imholte is the lead on this issuance. Problems identified included the following:

- Detail against the officer's will. This issuance describes details to civilian non-departmental agencies without officer consent for up to five years. This could possibly represent up to a quarter of an officer's career. Some suggestions included considering volunteers or locally-assigned officers first, and indicating officers with appropriate skills/training to be considered first.
- OPDIVs may find officers less attractive to hire, since they may lose officers without notice. Several members indicated that agencies may have more influence during implementation, and these issuances are concept papers. Others disagreed indicating that if we do not make our concerns known, we may have trouble later.
- The difference between deployment and detail was discussed. These types of assignments may be advantageous for promotion in the future. It was mentioned that for the CC to be 100% deployable, supervisors should be aware that immediate deployment is possible, and officers should already have supervisory approval.
- The circumstances under which this type of detail would be invoked should be included. The policy should indicate that the OPDIV would not be penalized in terms of salary or position if officers were detailed.

ACTION ITEM: CAPT Imholte will summarize and circulate comments by COB 08 AUG 2003.

INSTRUCTION 8, Subchapter CC26.1, PHS Deployment Readiness Standards Deployment. LCDR Davis is the lead. Extensive discussion raised these concerns:

- This deployment policy changes the system from voluntary via CCRF and/or DMAT, to a mandatory system with deployment necessary for promotion. It prohibits promotion or assimilation unless individual officers comply. The policy indicates that officers can be subject to disciplinary action. A discussion was held among attendees regarding how DCP may interpret and implement this policy.
- The policy removes some control from the OPDIVs, making officers less desirable employees. Concerns about officers in one-person stations being able to meet this intent of this policy were raised. Although members recognized that the policy promotes mobility and flexibility, it needs work. It was mentioned that the Force Management Model proposed ten years ago has been raised as a model. In that model, agencies would need to have a certain number of deployable officers ready, and to staff in a manner that if officers were pulled, adequate coverage would be available. This language would have to be written into detail agreements. Outside agencies and Tribal Organizations would have to weigh subsequent risks and benefits. Under some potential models, supervisors might still have the option of denying the detailing of their officers. The cost of staffing redundancy so people can be deployed was discussed. It was suggested that a list of duty stations should be developed where backfill is required.
- The family care plan section currently leaves arrangements up to individual officers. The Department of Defense has entire departments to assist families. It was indicated that this policy places the responsibilities for deployment, including training, on the officer. This issuance makes no mention of who will be responsible for tracking family plans or their storage location.
- The policy is silent on physical fitness requirements. The omission of clinical currency hours is understood, because every officer does not need currency hours.
- Some people have been concerned that everyone will be deployed under this policy. It was stressed that the policy makes 6,000 people immediately deployable so the likelihood of any one officer being deployed is relatively small.

- It was indicated that USPHS lacks both an infrastructure and a management information system to support this policy. Central force planning and a common database, at the least, are needed.
- The issue of multiple credit for the same activity (ribbons, bonus points, etc.) was raised. Some attendees felt that each accomplishment should be recognized only once with the most appropriate acknowledgement. Some thought that receiving extra points for deployment during the promotion process is not right, because officers do not have control over deployment. They may be ready, but never called. Additionally, those who provide higher levels of service at the normal work site while others are deployed also deserve credit. The onus of preparing for deployment rests on the officer, and some felt that it is unreasonable to ask officers to invest substantial effort in for uncertain deployment. Officers who are distant from Washington, D.C. may be less likely to receive information and be deployed.
- This issuance will compound recruitment problems. Some attendees had concerns about individuals who were commissioned before these requirements were established.

LCDR Davis will accept comments through COB Friday, 08 AUG 2003.

INSTRUCTION 2, Subchapter CC23.4, Temporary Grade Promotions - LCDR Long and CDR Chris Bina agreed to lead the discussion, which raised the following points:

- It was stated that the leadership is anxious to implement this issuance for the FY2004 promotion cycle. Some felt that this should be reconsidered based on the general feeling that implementation of the electronic COER was rushed to some officers' disadvantage. Appropriate and thorough education will take time.
- The "three strikes and you are frozen in rank" (F4/page 7) policy will affect many officers. The concern was expressed that it might be difficult to encourage continued quality work, once an officer has been passed over three times for promotion. A bad year, difficult supervisor, or lack of agency support could contribute to three years of unearned poor COERs. Many attendees felt that implementing this issuance for the next promotion cycle is too soon; it makes changes too late for officers to prepare for promotion.
- Under this issuance, a nomination for an Exceptional Capability Promotion (ECP) counts against officers if they are not selected. Many felt that an ECP should not count against officers, since the policy does not require officer concurrence, just notification.
- One attendee discussed how an officer would be affected if the promotion rate for a particular rank were set at zero for that cycle, versus a small percentage. Perhaps an average percentage over a number of years should be used.
- An attendee stated that this issuance requires officers to have a minimum of 4 years on duty to compete for promotion. In their opinion, if an officer comes in after several years in the private sector, their folders would be fairly thin and they would be more likely to be passed over for promotion.
- There seemed to be consensus that after the implementation of the "three strikes policy," all officers should start with a clean slate – no previous strikes count against them. Opinions were mixed about this mandate putting people who take inter-service transfers at a disadvantage.
- The strong consensus was that the issuance must include a grandfather clause.
- Several implementation issues were raised: The reviewer on a COER may not be the reviewer in the promotion process. Who will be in charge of tracking specific reviewers? Officers are being held responsible for missing COERs, which may not be within their control. With the implementation of electronic COERs, DCP may be able to track the system and indicate if it is the officer's or the supervisor's fault. This is still under development.
- Attendees indicated that if an officer is referred to a Temporary Promotion Revocation Board (TPRB), the time to appeal should be extended to 60 days, and officers should have the right to attend the board session. The issuance should include examples of when temporary rank might be revoked.
- As currently written, members of a TPRB may be on the board every two years. It was suggested changing this to every three years so officers who are passed over for promotion three times would not have the same members on their TPRB in succession.
- Section K3D (page 11) indicates that the TPRB if the officer meets "any other requirements set forth by the CC." Many attendees felt that this should be explained in more detail.

- It was suggested that an officer who feels unprepared should be allowed to remove their name from promotion consideration (“pull their folders”) and indicate that they are not ready for promotion. Other uniformed services allow officers to opt out of promotion review. The impact of allowing officers to remove themselves from the process must be considered, and limits will have to be established as well.
  - The importance of truly standard billets for all officers was stressed.
  - A brief discussion followed about the difference between “not recommended for promotion” and “recommended, but not promoted” -- when the officer falls below the cut-off point for promotion.
- LCDR Long and CDR Bina will draft this summary by noon Monday, 11 AUG 2003.

INSTRUCTION 1, Subchapter CC23.4, Permanent Grade Promotion. Discussion Deferred.

## Meeting Conclusion: Awards Presentation

RADM Walling presented Special Assignment Awards to recognize the time and commitment to service on the PharmPAC to LT Elizabeth Yuan, CAPT Albert Martin Johnson, CDR Paul Huntzinger, CAPT Frank Nice (retired), CAPT Dave Ellison, and LCDR Gregg Davis.

RADM Walling indicated that as CPO, he has been blessed with good PharmPAC Chairs. In recognition of his service as former PharmPAC Chair, RADM Walling presented CAPT William Hess with a PHS Citation.

RADM Walling also presented a PHS Citation to CAPT Frank Nice (retired) for his service as PharmPAC Chair and for helping him design the reorganization of the PharmPAC.

The public portion of the meeting adjourned at 3:40 PM. PharmPAC members remained to make membership recommendations for the 2004 PharmPAC.

### **Next Meeting Date:**

**04 SEPT 2003 @ 1300H EDT in SG Conference Room, 18-57, Parklawn Building**

**(Please note that all meetings start promptly at 1300H ET in the Surgeon General’s Conference Room, Room 18-57, Parklawn Building, unless otherwise specified.)**

**Agenda and Call-In Information will be distributed prior to the meeting.**

### **Useful Links and Contact Info:**

- ◆ To join or search Listservs:
  - PHS Pharmacists <http://list.nih.gov/archives/phs-pharmacists.html>
  - PHS Rx Student <http://list.nih.gov/archives/phs-rx-students.html>
  - CCRF Pharmacists <http://list.nih.gov/archives/ccrf-pharm.html>
  - RPh Jobs/Vacancies <http://list.nih.gov/archives/phs-rx-jobs.html>
- ◆ Websites:
  - PharmPAC <http://www.hhs.gov/pharmacy/>

DCP <http://dep.psc.gov/>  
USPHS CC <http://www.usphs.gov/>  
CCRF <http://oep.osophs.dhhs.gov/ccrf/>  
PHS-1 DMAT <http://oep.osophs.dhhs.gov/dmat/>

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Respectfully Submitted,

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CAPT Jeannette Y. Wick, Recorder Date

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CAPT Craig Hostetler, Chair Date

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RADM Richard S. Walling, CPO Date