United States Public Health Service Commissioned Corps

Junior Officer Advisory Group

Readiness & Deployment Committee

Standard Operating Procedures (SOP)

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<td>LCDR Stephanie Magill and LT Kevin Healy, Readiness &amp; Deployment Committee Co-Chairs</td>
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References

JOAG Home Page

JOAG Governing Documents

- Charter
- Bylaws
- JOAG General Standard Operating Procedures
- Strategic Plan
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ARTICLE I

PURPOSE

The Junior Officer Advisory Group (JOAG) Readiness & Deployment Committee Standard Operating Procedures (SOP) provides operational and procedural guidance for the JOAG Readiness & Deployment Committee. This SOP provides guidance on matters not addressed by the JOAG Charter, Bylaws, or General SOP.

This SOP applies to all documents created that are related to all functions within the JOAG Readiness & Deployment Committee to establish policies, processes, records, and acceptance criteria under the auspices of JOAG. This SOP does not apply to documents created by other organizations outside of the JOAG Readiness & Deployment Committee.

ARTICLE II

MISSION

It is the mission of the Readiness & Deployment Committee (the “Committee”) to promote officer fitness and readiness and provide opportunities to increase deployment-related knowledge, expertise and training.

ARTICLE III

COMMITTEE RESPONSIBILITIES & ORGANIZATION

Section 1. Committee Responsibility

The Readiness & Deployment Committee shall work with the JOAG Executive Committee (EC) and Voting Member (VM) Co-Chairs to promote officer fitness and readiness and provide opportunities to increase deployment-related knowledge, expertise and training in accordance with the mission of JOAG.

Section 2. Subcommittee Responsibility

A subcommittee is an established and recurring program within the JOAG Readiness & Deployment Committee. Projects are often developed within the Subcommittees. A project is defined as a short-term tasking or assignment that may or may not have a definitive termination date, depending upon the tasking and any applicable deadlines. Refer to Article V, Section 1 for the Readiness & Deployment Committee organizational chart.

The Readiness & Deployment Committee consists of the following Subcommittees:
A. The Officer Health & Fitness Promotion (OHFP) Subcommittee: shall encourage, promote, and build on established healthy lifestyles of Public Health Service (PHS) officers by providing PHS officers with the tools and resources that are necessary to empower officers and their peers to improve overall health, fitness levels, and deployment readiness, including the US Regional Fitness Events Log, *Fitness Corner* articles for the JOAG Journal, *Get Fit – Stay Fit* tips, and the Federal Employee Wellness Facility Log.

B. The Annual Physical Fitness Test (APFT) Subcommittee: shall identify and create opportunities for USPHS officers to train for, and take, the APFT with other officers (including those in remote/isolated locations); educate officers about the APFT (revised APFT effective 01 January 2016); and provide resources to prepare for the test and maintain fitness year round. The APFT Subcommittee will also coordinate with the APFT Advisory Council to ensure proper direction is given to JOAG.

C. The Basic Life Support (BLS) Subcommittee: shall gather and share information on BLS recertification and instructor training opportunities (by geographic area). The BLS Subcommittee shall also provide resources for BLS Certification.

D. The Training & Exercise Subcommittee: shall identify training and exercise opportunities that will enhance the skills and abilities of officers related to readiness and deployment. The subcommittee will promote opportunities through various channels and publications to reach junior officers.

E. The Deployment Subcommittee: shall work closely with RedDOG (through regular informal communications) to serve as a resource for any deployment-related questions, interview officers and share their stories of unique deployments and what skills or training they found most useful through various channels and USPHS publications including JOAG Journal and DOG House News.

F. The Behavioral Health Subcommittee: will provide and/or create resources to enable healthy psychological functioning “in garrison” and during transitions from pre-deployment roles to deployment roles and back through reintegration for the officer and their family. The Behavioral Health Subcommittee will provide access to updated, planning and informational resources for officers and their families to support them throughout the stages of the deployment process.

Section 3. Leadership

The Readiness & Deployment Committee consists of two Committee Co-Chairs, a Secretary, twelve Subcommittee Leads, a Website Coordinator, a SOP Liaison, and a Strategic Planning Liaison.
The Committee Co-Chairs are responsible for the following tasks:

A. Serving as the JOAG liaison to the Corps Readiness Workgroup (CReW)
B. Calling to order meetings of the Readiness & Deployment Committee’s Subcommittee leads
C. Directing, assisting, and facilitating subcommittee projects
D. Coordinating Subcommittee projects such that efforts are not duplicated between groups, and between other JOAG Committees and Subcommittees
E. Working with the JOAG Executive Committee to ensure Subcommittee project compliance with JOAG and OSG rules, regulations, and objectives

The term duration for Committee Co-Chair shall be one year, with the possibility to extend by one year. Each position should be filled with a new officer after two years.

The Secretary is responsible for the following tasks:

A. Keeping a list of work group participants and their contact information
B. Keeping a record of all meeting agendas and minutes, distributing meeting agendas and minutes to the Committee leadership for approval, and distributing agendas prior to meetings, and minutes after meetings are held
C. Assisting Committee Chair with any Committee-wide communication or query
D. Collecting and compiling Committee monthly subcommittee updates for inclusion in monthly minutes
E. Ensuring monthly minutes are uploaded to MAX.gov

The term duration for Secretary shall be one year, with the possibility to extend by one year. Each position should be filled with a new officer after two years.

The Subcommittee Lead/Co-Leads are responsible for the following tasks:

A. Identifying possible projects for the Subcommittee to develop or complete
B. Recruiting new Subcommittee members, utilizing previously identified Subcommittee members, organizing all Subcommittee members in an efficient and effective way to progress Subcommittee goals and projects
C. Collaborating with Committee Co-Chairs to advance JOAG and Committee missions and directives
D. Sending monthly Subcommittee updates to the Secretary
E. Participating in monthly meetings, and any other ad-hoc meeting necessary to move forward Subcommittee goals or projects
F. Following the outlines of this SOP, as noted below in additional detail
G. Coordinate other projects as deemed necessary or assigned by the Committee Co-Chairs
H. Submit the names of Subcommittee members that participated in Subcommittee activities during the year to the Committee Secretary to be recognized with a JOAG Letter of
Appreciation (LOA) (Appendix XX). Only the names of Subcommittee members that provided significant participation during the operational year should be sent on for recognition. In order for participation to be considered significant, Subcommittee members must attend at least 50% of the monthly Subcommittee calls and participate in at least one activity during the operational year.

The term duration for Subcommittee Co-Lead shall be one year, with the possibility to extend by one year. Each position should be filled with a new officer after two years.

The **Website Coordinator** is responsible for the following task:

A. Work with the JOAG Communications and Publications Workgroup to design, develop, and update the Committee’s webpage on the JOAG website.

The term duration for Website Coordinator shall be one year, with the possibility to extend by one year. Each position should be filled with a new officer after two years.

The **SOP Liaison** is responsible for the following tasks:

A. SOP Liaison to the JOAG Policy and Procedures Committee SOP Subcommittee will coordinate and lead the drafting of a standard operating procedure to guide the Committee’s work, as well as keep the document updated according to the general JOAG standard operating procedure template.

The term duration for SOP Liaison shall be one year, with the possibility to extend by one year. Each position should be filled with a new officer after two years.

The **Strategic Planning Liaison** is responsible for the following tasks:

A. Strategic Planning Liaison, to the JOAG Policy and Procedures Committee Strategic Planning Subcommittee, will plan and execute, draft and review various JOAG-related strategic planning documents as they pertain to the Readiness & Deployment SOP.

The term duration for Strategic Planning Liaison shall be one year, with the possibility to extend by one year. Each position should be filled with a new officer after two years.

**Section 4. Voting Members**

All Voting Members incur the following responsibilities:

A. Attend and participate in Voting Member Meetings and General Member Meetings
B. Carry out Committee-specific duties outlined in the Committee SOP
C. Score nominations for the JOAG VADM Carmona Inspiration Award
D. Score applications for new Voting Members
E. Attend Meet and Greet events as established by the Membership Committee
F. Prepare written reports (to be included in the minutes) for the JOAG General Member Meetings
G. Be part of annual strategic planning at the Committee level, including the annual review of the Committee-specific portion of the JOAG - Operational Plan
H. Review SOP and other Committee documents at least annually. Note: for documents that require EC review, review all documents in detail and certify that the document is ready for EC review prior.
I. Review the JOAG Bylaws and JOAG General SOP annually
J. Track the first 30 days of JOAG work, which is required for earning a Special Assignment Award during the second year of voting membership
K. Complete Mid-Year and End-of-Year Accomplishments Report for their respective Committee
L. Prepare end-of-year Letters of Appreciation and other awards to reward all Committee members who met criteria for recognition. Prepare other recognition documents for participation of members in events or other programs, as needed. For more information, please see the Awards SOP.
M. Nominate two Outstanding Non-Voting Members and Secretary(ies) to be recognized at the annual USPHS Scientific & Training Symposium
N. Score nominations for the JOAG Senior Advisor (occurs every three years)
O. Other duties as determined by the Executive Committee to meet the needs of JOAG
P. If assigned as a liaison to another organization, such as a PAC, please see JOAG General SOP Article VI for additional duties.

Section 5. Committee Involvement

Committee members who wish to be involved as Participants will fulfill the following expected roles and responsibilities:

A. Be willing and able to give the necessary time to attend meetings and perform any assigned duties.
B. Actively participate in discussion and be willing to listen to and respect others’ viewpoints.
C. Think in terms of the welfare of the group rather than personal interests.
D. Accept and follow through on assignments.
E. Maintain minimum standards for Participants:
   1. Attend at least half of the eligible meetings since joining the Committee
   2. Actively participate in at least one project annually
   3. Actively participate in meeting discussions and provide input to Committee Chair solicitations

For more detailed information on Participant standards and requirements, please see JOAG General SOP Article VIII.
Section 6. Letters of Appreciation (LOA)

The Readiness & Deployment Committee shall disseminate Letters of Appreciation to Committee members who meet the minimum standards for Participants, above. The LOAs should be issued on an annual basis using the template provided by the JOAG Awards Committee. Only one LOA per officer per Committee will be awarded. Other types of recognition may be warranted in addition or instead of an LOA. For more detailed information, please see JOAG General SOP, Article XI.

Section 7. Ad-hoc Workgroups

Ad-hoc/Special Projects Workgroups are formed in response to JOAG’s needs and as directed by the Committee Chair/ Co-Chairs, in consultation with the Committee EC Liaison. If the workgroup is successful after one year, and if there is a need to continue this workgroup, the workgroup may become a Subcommittee the following year.

ARTICLE IV

COMMITTEE PROCEDURES

Section 1. General Procedures

For JOAG general procedures relevant to all Committees/workgroups, such as changes to standard operating procedures, standards for participation (including the absenteeism policy), transitioning, and member recognition, please see JOAG General SOP, Articles VII-XI.

Section 2. Meetings

The Readiness & Deployment Committee shall hold at least monthly meetings where all Subcommittees shall report their various activities. The meetings are scheduled at the discretion of the Committee Chair (or Co-Chairs).

Section 3. Subcommittees

A. Officer Health & Fitness Promotion Subcommittee Procedures
1. To accomplish the Subcommittee’s purpose, the OHFP Subcommittee has created the responsibilities detailed below.
   a. Subcommittee Lead
      i. Provide an orientation of the Committee to new members and ensure that new members have an appropriate understanding of their roles, responsibilities, and expectations.
      ii. Conduct bi-monthly meetings or as needed to ensure that
projects meet Committee goals and milestones.

- An agenda should be sent out to members prior to any scheduled meeting.
- Meeting minutes should be recorded at every meeting to ensure an accurate account of the proceedings and attendance. Facilitate the submission of all proposed and finished projects for review and approval to the Committee Chair and the JOAG Executive Committee (EC).

b. Get Fit – Stay Fit Tips
   i. Post exercise and nutrition tip sheets to the JOAG resource website (https://dcp.psc.gov/osg/JOAG/resources_getstayfit.aspx) and the JOAG listserv at least once every quarter.
   ii. Project Lead will present Get Fit-Stay Fit topic ideas to the OHFP Subcommittee Lead at the beginning of each operational year (and more often through the year as needed), and the Subcommittee Lead will forward all proposed topics to the Committee Chair/Co-Chairs.
   iii. Once an approved topic list is created, the Project Lead will select topic and draft the initial tip sheet.
   iv. Subcommittee Lead will finalize the tip sheet and facilitate the review by a JOAG approved subject matter expert (SME) before submitting the tip sheet to the JOAG EC Liaison for EC Review.
   v. Once the JOAG EC approves the tip sheet, the Subcommittee Lead will work with the Committee web manager, JOAG website editors and JOAG EC Liaison to coordinate the posting of the tip sheet to both the JOAG resources webpage and through a listserv announcement. The Subcommittee Lead will typically draft the email announcement for the JOAG listserv post.

c. United States Fitness Events Log
   i. Create and maintain a quarterly United States Fitness Events Log that includes fitness events offered across the United States to both officers and civilians as well as events held under the PHS Athletics Program.
   ii. The OHFP Subcommittee Lead facilitates posting of the log to the JOAG Get Fit-Stay Fit webpage as well as the Committee website.

d. JOAG Journal
   i. Every quarter, the Project Lead on the OHFP Subcommittee will select a suitable article topic or officer(s) to spotlight, draft an article related to fitness and wellness, and obtain approval from the Subcommittee Lead.
   ii. The Subcommittee Lead will finalize the article and submit
e. Federal Employee Wellness Facility Log (FEWFL)
   i. The FEWFL provides a list of fitness facilities, fitness offerings, and APFT compatible equipment provided at various duty stations located throughout the United States. The goal of the log is to encourage PHS officers to regularly visit a fitness facility to maintain wellness and basic readiness.
   ii. The Subcommittee Lead facilitates the posting of the log to the JOAG Get Fit-Stay Fit and Committee webpage.
   iii. The goal is to create a resource that will list facilities across the United States, organized by agency affiliation. This resource will provide officers an easy and useful tool to locate these facilities, determine if they suit their personal needs, if equipment can be used for an APFT, and encourage officers to regularly visit a facility for fitness and wellness activity. Making this resource available, assists officers in maintaining wellness and fitness. This log posted to the JOAG Get Fit-Stay Fit and cross-linked to the Committee website.

B. APFT Subcommittee Procedures
1. The APFT Subcommittee is responsible for identifying, promoting, and creating opportunities for officers to take the APFT in a group setting, providing education about administering and taking the APFT, and creating opportunities for officers located in remote locations, to be linked with fellow officers to take the APFT, virtually if needed.
2. The APFT Subcommittee Lead(s) shall be responsible for recruiting team members, establishing regular meetings, and communicating with team members.
3. The APFT Subcommittee shall work with the Committee leadership to maintain JOAG Readiness & Deployment Committee calendar, and other online mechanisms to track APFT opportunities, and update the mechanism as needed and as improved technological/communication channels become available.
4. This format, and future revisions, shall be approved by the Committee prior to implementation.
6. The APFT Subcommittee shall direct questions on the APFT to appropriate resources on the CCMIS website; if necessary, the Subcommittee Lead(s) will forward the question to the APFT Advisory Council if necessary.
7. The APFT Subcommittee will provide guidance for conducting group APFT events, including an Event Leaders Guide, and Event Submission Form.
8. The APFT Subcommittee will actively solicit feedback following AFPT group events, including suggestions and lessons learned, and will
incorporate this information in annual updates to the Event Leaders Guide.

9. The APFT Subcommittee will provide recognition to officers leading group APFT events.

C. BLS Subcommittee Procedures
1. The BLS Subcommittee will provide support to the collection/coordination of resources by geographic region for BLS certification. This will be done by dividing the US into Eastern and Western regions, as defined by the Mississippi River. Regions will then be further sub-divided according to number of subcommittee members.
2. The BLS Subcommittee will recruit new members as needed to join. They would then be responsible for the collection of data in a specific sub-divided region.
3. The BLS Subcommittee will update the Committee of any new updates and guideline changes to the AHA BLS guidelines.
4. The BLS Subcommittee will work with the Committee to disseminate information about training locations and guideline updates.

D. Training & Exercise Subcommittee Procedures
1. The Training & Exercise Subcommittee shall meet bi-monthly and meetings will be led by the Subcommittee Co-Leads.
2. Training & Exercise Subcommittee members shall identify training and exercise opportunities that will enhance the skills and abilities of officers related to readiness and deployment. Opportunities will be identified through surveys, networking, USPHS response teams, and conducting research.
3. Training & Exercise Subcommittee members shall promote training and exercise opportunities and will:
   a. Author or coordinate authorship of articles highlighting training and exercise opportunities in various publications.
   b. Develop a training and exercise inventory and post information and documents regarding available and recommended trainings and exercises in a central location.
   c. Serve as a liaison between the Committee and other PHS groups (PACs or PAGs) to promote training and exercises.
   d. Promote opportunities through the JOAG listserv.

E. Deployment Subcommittee Procedures
1. The Deployment Subcommittee will recruit members to join and support the activities of the team.
2. The Deployment Subcommittee will establish communications with RedDOG to identify opportunities to work together in assisting officers with deployment related questions or concerns.
3. The Deployment Subcommittee will identify, develop, and disseminate resources officers can utilize throughout the deployment lifecycle to help minimize the impact of the deployment on the officer and their families.
4. The Deployment Subcommittee will perform various activities to support the overall goals of the Committee including but not limited to:
   a. Writing deployment related articles for publication in various USPHS publications or other outlets
   b. Collecting officers’ stories of unique deployments and what skills or training they found most useful

F. Behavioral Health Subcommittee Procedures
1. The Behavioral Health Subcommittee will recruit diverse team members to accomplish the team goals and will meet monthly to plan, strategize, and assess progress towards team goals.
2. The Behavioral Health Subcommittee will create a database of service-specific resources for commissioned officers on psychological self-care. The Behavioral Health Subcommittee will provide and/or create resources to enable healthy psychological functioning at the officer’s permanent duty station and during deployment and reintegration.
3. The Behavioral Health Subcommittee will provide resources for the officers’ families to support them as they could be affected by the officer’s transitions.
4. The Behavioral Health Subcommittee will support the DCCPR Corps Cares initiatives as they are rolled out.
5. The Behavioral Health Subcommittee will explore what additional resources (such as Military OneSource) are necessary to support the ongoing psychological health of the officers of the Commissioned Corps.
6. The Behavioral Health Subcommittee Lead will submit the names of team members that significantly contributed (Article VI of the JOAG General SOP) to team activities during the year for recognition via a JOAG Letter of Appreciation (LOA) (Appendix B).
ARTICLE V

APPENDICES

Section 1. Committee Organizational Chart

The graphic above depicts the Readiness and Deployment Committee’s Organizational Chart leadership positions and Subcommittees.

The chart displays Committee organizational structure in left to right format for each tier. On the far left of the chart sits the chair/co-chairs of the Committee. In the next column list the following standard positions: Committee Secretary, Social Media Liaison, the Website Coordinator, and Subcommittees. There are six Subcommittees. The standard leadership positions are listed in the text of this document. An in-depth description of each of the leadership position responsibilities can be found in Article III, Section 3. Additionally, an in-depth description of the Subcommittee responsibilities can be found in Article III, Section 2.