STANDARD OPERATING PROCEDURES OF THE CAREER
DEVELOPMENT SUBCOMMITTEE VERSION: 4.0

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**SciPAC Career Development Subcommittee Standard Operating Procedures**

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I. PURPOSE

The purpose of the SciPAC Career Development Subcommittee (SC) is to advise the SciPAC on issues affecting Commissioned Corps Scientists’ career progression, assignments, evaluations, promotions, and job satisfaction. This standard operating procedure (SOP) provides information on the duties and responsibilities for members of the SciPAC Career Development SC and the operations and procedures currently employed by this SC.

II. GOVERNING BODY AND OFFICERS

a. Organization
   i. Structure
   The SC will consist of a Chair, Co-Chair, and SC members. If an additional SC Co-Chair is needed, then the SC Chair may select another Co-Chair(s) at his/her discretion. The SC members may also lead and/or support additional teams formed within the SC.
   ii. Size
   There is no specific limit to the size of the SciPAC Career Development SC. The size of the SC will vary throughout the year depending on the activity of the different teams. The Chair/Co-Chair(s) shall make a final determination on whether new members shall be accepted based on the needs of the SC.
   iii. Representation
   The SC shall be a multidisciplinary group representing the various organizations that make up the USPHS. The diversity of the teams is dependent upon the purpose of the individual team. For example, the Promotion Document Review Team is staffed by both junior and senior officers, however, only senior officers are allowed as volunteer reviewers, except where justified.

b. Officers – Roles & Responsibilities
   i. Chair
   The Chair is responsible for all the activities of the Career Development SC. The Chair shall:
   1. Determine Team assignments, identify Team Leads, and assist Team Leads in the recruitment and staffing of SC Teams.
   2. Oversee the Team objectives and collaborate with Co-Chair(s) and Team Leads to assign activities, track progress, develop and adhere to timelines.
   3. Collaborate and coordinate with the SciPAC Executive Board, Co-Chair(s), and Team Leads to identify, implement, and evaluate new career development activities and Teams to carry out the SC goals.
4. Coordinate the review and approval of career-related documents and assist the Administration & Communications Team in updating and maintaining the SC roster and other pertinent SC documents.

5. Provide oral summaries of current SC activities during SciPAC meetings and written reports of current SC activities to the SciPAC Executive Secretary prior to or shortly after SciPAC meetings.

6. Determining the agenda for hosting and moderating SC meetings.

7. Ensure Letters of Appreciation (LOAs) are drafted, reviewed, approved, and distributed to SC members, voluntary reviewers, and other contributors to the SC activities.

8. Provide an end-of-year summary of the SC’s activities to the SciPAC Chair or designee (see Rules and Membership SC (R&M) SOP). The report should highlight the activities’ impact, changes from previous years, and future recommendations.

9. Respond to requests and concerns from the SciPAC Executive Board, the Chief Scientist Officer, and other Scientist officers. Serve as a communication channel and liaison to other SC Chairs and Co-Chairs.

10. Designate activities and responsibilities to the SC Co-Chair(s), as needed.

11. Transition SC procedures, protocols, and knowledge base to the incoming SC Chair, Co-Chair(s), and Team Leads.

ii. Co-Chair(s)

The Co-Chair(s) is (are) responsible for assisting the SC Chair in organizing, leading, and ensuring that the subcommittee achieves its goals for the operational year. Additional responsibilities may include:

1. Act in the absence of the Chair with all rights and responsibilities as specified in section II.b.i.

2. Assist in overseeing the Team objectives and collaborate with the Chair and Team Leads to assign activities, track progress, develop and adhere to timelines.

3. Provide guidance to SC Team Leads and members on activities and task progress.

4. Attend SciPAC monthly meetings. As needed, provide oral summary of current SC activities during each meeting and submit written report of the oral summary to the SciPAC Executive Secretary prior to or shortly after the meeting.

5. Assist with determining the agenda for, hosting and moderating Career Development SC meetings.

6. Assist with the review and approval of career-related documents and assist the Administration & Communications Team in updating and maintaining the SC roster and other pertinent SC documents.
7. Assist with drafting the SC end of year report. The report should highlight the activities’ impact, changes from previous years, and future recommendations.
8. Assist with drafting the SC LOAs for SC members, voluntary reviewers, and other contributors to the SC activities.
9. Assist with SC and Team tasks per request by the Chair.
10. Respond to requests and concerns from the SciPAC Executive Board, the Chief Scientist Officer, and other Scientist officers. Serve as a communication channel and liaison to other SC Chairs and Co-Chairs.

iii. SC Team Leads/Co-Lead(s)
The SC Team Leads and Co-Lead(s) are assigned by the Chair(s) and shall serve as the principal contact for standing teams and ad hoc teams. The Leads/Co-Leads shall:
1. Ensure the completion of team assignments.
2. Schedule and preside over team meetings, as needed.
3. Serve as or identify a team member to serve as a recorder of team proceedings.
4. Maintain records of team member participation.
5. Maintain rosters of volunteers, as needed (e.g., CV reviewers).
6. Forward the names of SC members and/or volunteers to the Chair(s) and Administration Team for LOAs.
7. Provide monthly reports to the Chair(s) via written report and verbally during SC meetings.
8. Support the Chair(s) in responding to requests and completing the end of year SC summary.

iv. SC Members
SC members shall actively serve on one or more of the SC teams and participate in other activities as necessary.

III. OPERATIONS AND PROCEDURES

a. Meetings
The frequency of meetings for the Career Development SC is determined by the Chair and scheduled accordingly. Team Leads/Co-Leads may elect to schedule team meetings outside of scheduled SC meetings.

b. Teams
SC activities are accomplished through the work of standing teams. Additional ad hoc teams and positions may be created, if necessary. Team participants include a Team Lead/Co-Lead and volunteers who may or may not be a regular member of the Career Development SC.

i. Promotion Document Review (PDR) Team

    Team Objective
The primary purpose of this team is to provide promotion document (e.g., CV and OS) reviewing services by senior officers (O-5 or higher) to individual Scientist officers who are up for promotion.

Team Tasks
1. The Team Lead shall draft the annual solicitation letter for senior officers (O-5 and above) to be volunteer reviewers. The Team Lead will submit the solicitation letter through the SC Chair to the EB Executive Secretary to disseminate to the Scientist category.
   a. Initial solicitation to the Scientist category should occur no later than mid-to-late September (approximately 3 months before promotion document submission deadlines).
   b. Shortage of senior officer reviewers – Should there be a shortage of senior officers volunteering as reviewers, the SC Chair can solicit for O-4 officer volunteers as soon as possible, with the caveat that the O-4 officers only review documents of O-3 officers up for promotion.
   c. Maintain roster of CV reviewers and submit roster to the Administration Team by December.
2. The Chair, Co-Chair(s) and/or Team Lead determines which promotion documents are subject for review prior to soliciting requests for submission from officers who are up for promotion. The solicitation for submission should be sent out no later than early October.
3. The due date for submitting promotion documents for review for officers who are up for promotion will be communicated during the SciPAC monthly meetings and distributed through the SciPAC listserv.
   Promotion documents for this review should be submitted by mid- to the end of October.
4. The Team Lead/Co-lead assigns two higher ranking officers (O-5/O-6) as Primary and Secondary Reviewers to review submitted promotion documents. If possible, reviewers shall not be assigned promotion documents from more than two officers. If O-4 officers are needed as reviewers, the O-4 reviewers shall only be assigned promotion documents of O-3 officers whom are up for promotion.
   a. The Primary Reviewer has the lead responsibility of reviewing the officer’s promotion documents, to include providing constructive comments, compiling comments from the Secondary Reviewer and coordinating a meeting with the officer and (if possible) Secondary Reviewer to discuss the comments, if necessary.
   b. The Secondary Reviewer is responsible for providing any additional constructive comments for the promotion documents and, if available, participates in the meeting with the officer. If unavailable,
the Secondary Reviewer shall explain his/her comments to the Primary Reviewer to relay the information to the officer.

5. Each Primary Reviewer shall provide the officer with written comments on his/her promotion documents within 3 weeks of receiving the information to allow for timely revisions for official submission. The Reviewers and requesting officer may choose to meet to effectively communicate reviewer comments.

6. The Team Lead shall assist with drafting a LOA to the Primary and Secondary Reviewers on behalf of the CPO and submit to the CPO for his/her signature.

Other
The Chair, Co-Chair(s) or Team Lead reserves the right to modify the above steps to include, but not limited to the following:

1. Accepting promotion documents from any officer requesting review regardless of their promotion eligibility status.
2. Provide additional guidance for promotion-eligible officers who have made several unsuccessful attempts at promotion.

ii. Promotion Guidance Team

Team Objective
The goal of this team is to provide Scientist officers with guidance in preparing in advance of being eligible for promotion and in preparing promotion materials.

Team Tasks
To meet these objectives, the team shall:

1. Review the existing promotion guidance documents (available under the Promotion section of the Scientist PAC Resources and Links webpage https://dcp.psc.gov/OSG/scientist/resources-and-links.aspx) on an annual basis; team members will be assigned full documents or sections for review.
2. Ensure all the information is accurate, up-to-date, and aligns with current Scientist Category Promotion Benchmarks; remove any documents that are no longer relevant.
3. Add/update relevant information as needed.
4. Determine if any new promotion guidance is needed and the best format for such guidance.
5. Submit revised guidance document to the SC Chair/Co-Chair, followed by the SciPAC EB for approval.
6. Provide any revisions or new documents to the SC Website Liaison for submission and posting onto the SciPAC Website.
7. Request the SC Chair to announce new documents and/or major changes during the SciPAC monthly meetings. If the new document
content or revisions are substantial, training may be warranted.
Schedule training as needed.

iii. Scientist Officer Handbook Team

Team Objective
The responsibility of this team is to maintain the Scientist Officer Handbook. The Handbook can be accessed through the Scientist Category website via this link: https://dcp.psc.gov/OSG/scientist/handbook.aspx.

Team Tasks
The team shall:
1. Review each section of the Handbook, indicated below, every other year, at a minimum; team members will be assigned sections of the Handbook for review. If necessary, a Handbook section can be updated yearly if changes are required.
2. Ensure all the information is accurate and up-to-date.
3. Add/update relevant information as needed.
4. Determine if any new Handbook sections are needed and/or current Handbook sections are no longer relevant.
5. Submit revised guidance document to the SC Chair/Co-Chair for approval. The SC Chair/Co-Chair shall determine if the changes warrant SciPAC EB approval and shall submit the revised document accordingly.
6. Provide any revisions or new documents to the SC Website Liaison for submission and posting onto the SciPAC Website.
7. Request the SC Chair to announce any major changes during the SciPAC monthly meetings. If any new guidance or revisions are substantial, training may be warranted. Schedule training as needed, with the assistance of the Training Team.

Other
Sections of the Handbook for content review by the Scientist Officer Handbook Team include, but are not limited to:

1. Performance
   a. COERs
   b. Honor and Integrity
   c. Promotion
2. Education, Training, and Professional Development
   a. Training
3. Career Progression and Potential
   a. Awards Overview and Training – Coordinate with the Awards SC to ensure content is correct and up-to-date.
   b. Mobility
4. Officership
a. Commissioned Officers Association (COA) involvement – coordinate with the Scientist Representative to the COA to ensure content is correct and up-to-date.

b. Mentoring – coordinate with the Mentoring SC to ensure content is correct and up-to-date.

c. Uniforms

5. Readiness
a. Basic Readiness – Coordinate with the Readiness SC to ensure content is correct and up-to-date.

iv. Training Team

Team Objective
The goal of this team is to provide various professional training related to the career development of Scientist officers.

Team Tasks
The steps to facilitate this goal include the following:

1. Identify potential speakers/topics and coordinate with speakers to design, and coordinate for presentations and training events.

2. Forward the presentation material to the SC Chair for review. The SC Chair shall determine if higher level review is warranted and proceed accordingly.

3. Request for the SC Chair to announce the training topics during the SciPAC monthly meetings.

4. Disseminate the presentation slides and training materials through the SciPAC Executive Secretary via the SciPAC listserv before the scheduled training day.

5. Each training session will be scheduled with the Chair, Co-Chair(s), Team Leads, and SciPAC Chair and/or Executive Secretary.

6. The Team Lead shall draft a LOA to the speaker on behalf of the CPO and submit through appropriate channels to the CPO for his/her signature.

v. Promotion Panel Initiative Team

Team Objective
The goal of this team is to generate data-driven insight into factors that may relate to success or non-success of promotion-eligible Scientist officers.

Team Tasks
To meet these objectives, the Team shall perform the following:

1. Contact individual officers selected for temporary promotion to determine participation in informational interview, focus group discussion, and/or completing an anonymous survey based on their experience of the promotion process.

2. Obtain a copy of approved interview/focus group/survey questions used
the previous year. Review the questions to determine if modifications are needed. It is recommended the questions be consistent with the current Scientist Category Promotion Benchmarks. In addition, include topics currently perceived to impact promotion. Final questions shall be approved by the Career Development SC Chair.

3. If an interview or focus group is pursued, provide topics or questions to officers who agreed to participate. If a survey is pursued, submit survey questions to officers who agreed to participate in the survey. A 3-week timeframe for completion is recommended. Gentle reminders may be needed if officers neglect to return the surveys within that timeframe.

4. Collect and analyze the collected responses.

5. Generate a summary report. The following sections are recommended: Purpose, Methods, Limitations, Results, Summary of Results, Concluding Remarks, Acknowledgments.

6. Submit the report for review and approval, through the Career Development SC Chair, SciPAC Chair/Executive Board and/or CPO, as needed.

7. Disseminate the report to the Scientist officer community after obtaining the necessary approvals.

Other

1. Personalized emails to officers are recommended and thought to improve participation.

2. Presentations and articles are also an effective way to disseminate information learned from the surveys.

3. Work with other SCs, such as Mentoring or Visibility, to use the information for potential joint projects.

vi. Job List Team

Team Objective
The goal of this team is to identify, compile, highlight, and distribute job/position announcements to aid current officers in securing new billets.

Team Tasks
To meet these objectives, the team shall:

1. Research USAJobs.gov website for job openings in the area of Epidemiology, Laboratory, Policy/Regulatory, Psychology, and Research. Additional topic areas may be considered, if they are deemed relevant to Scientist officers.

2. Compile the list of positions in the areas mentioned for billets ≥ O-4 or ≥ GS-12.

3. Serve as the point-of-contact for emailed positions not listed in USAJobs.gov website.

4. Forward the compiled list to the SciPAC Executive Secretary for
posting on the listserv.

Other
The frequency of distribution is left to the team’s discretion.

vii. Administration & Communications Team

Team Objective
The goal of this team is to provide administrative and communication support to the SC. One of the key responsibilities of this team is the coordination and dissemination of information via the SciPAC website. The specific designation and responsibilities of the Career Development SC-Website Liaison emphasizes the importance of this goal.

Team Tasks
The Team will include a Secretary who will serve as the lead for the following objectives.

To meet these objectives, the team shall:
1. Disseminate meeting agendas and minutes to the SC members.
2. Record the minutes from any meetings the SC may have and send the minutes to the Chair and Co-Chair(s) to review.
3. Distribute approved minutes to SC members.
4. Maintain an archive of all SC meeting agendas and minutes.
5. Assist the Chair, Co-Chair(s), with any SC-wide communications or inquiries.
6. Collect and compile team updates for inclusion in monthly SC reports.
7. Maintain a roster of all SC members. Contact information should include the following: rank, name, agency, duty station, e-mail address, and any other information as requested by the SC Chair.
8. Collect roster from other SC teams of volunteers eligible for LOAs, such as CV reviewers.
9. Assist the Chair(s) with the drafting and dissemination of CPO signed LOAs.

Other
Website Liaison:
The Website Liaison will liaise with the SciPAC Website SC regarding Career Development SC updates. Responsibilities include:
1. Update the SciPAC Website Calendar with SC announcements, to include scheduled SC meetings, training presentations, and other SC events.
2. Submit updates and associated documents to the SciPAC Website SC.
3. Coordinate with SciPAC Website Content Managers and Career Development SC teams to ensure web content and documents are acceptable for posting.
4. Periodically review the SciPAC Website to ensure that posted SC
information is current/relevant.

viii. SOP Team

Team Objective
The goal of this team is to maintain a current version of the SOP of the Career Development SC. SciPAC SOPs are scheduled to be updated triennially. The review schedule is maintained in the R&M SC SOP-Attachment A. The start of the triennial review ideally should begin 5-6 months prior to the Career Development SC’s SOP due date. On an annual basis, the SOP team can perform a brief review of the SOP and collect updates in preparation for the triennial submission.

Team Tasks
To meet these objectives, the team shall:

1. Annually review the R&M SC SOP-Attachment A for the most current submission dates. Determine if a brief or extensive (triennial) update will be required.
2. Review and update the standard operating procedure (SOP) by working with members of the Career Development SC to ensure the accuracy of its major sections, including Purpose, Governing Body and Officers, Operations and Procedures, SC Membership, Transitioning, References, and Attachments.
3. Update the SC Teams listed within the Operations and Procedures section of the SOP by removing dissolved teams, adding new Teams, and updating descriptions of continuing teams.
   a. Contact the Team Leads of current SC Teams to request for their review and updates to the description of their team’s Activities/Duties.
   b. Contact the Team Leads of new SC Teams to request that they draft a description of their Team’s Activities/Duties.
5. Address any outstanding issues regarding the revisions/updates/drafts received from the Team Leads. If time permits, return the compiled version to the Team Leads for a secondary review.
6. For a brief SOP review, update the SOP and submit the revision to the Career Development SC Chair/Co-Chair for transfer to the next operational year.
7. For a triennial update:
   a. Submit the revised SOP according to the instructions and timeline found in the R&M SC SOP review matrix [R&M SC SOP-Attachment A]. Revise and re-submit revisions as needed.
   b. With final SciPAC EB approval, update the Document History
Record (SOP page i) accordingly and obtain the Career Development SC Chair signature (electronic signature is acceptable).

c. Relay the final signed SOP to the Career Development Website Liaison for publication on the SciPAC Website.

IV. SC MEMBERSHIP

a. Requirements
SC members must be full-time Commissioned Corps or Civil Service personnel and meet the eligibility requirements for initial appointment to the Scientist category and personnel systems. Members shall attend SciPAC meetings, participate in one or more of the teams and attend SC meetings as scheduled.

b. Letter of Appreciation (LOA)
All SciPAC Career Development SC members who fulfill the duties specified in this document for the duration of an annual term will be formally recognized for their contribution to the SC with a LOA from the SciPAC CPO at the end of each SciPAC year, which may be placed in the officer’s eOPF.

V. TRANSITIONING

Preparation of Incoming Chair, Co-Chair, and SC Members
At the beginning of each operational year, the incoming Chair and Co-Chair will:

a. Meet with the outgoing Career Development SC Chair/Co-Chair to relay necessary information and transfer relevant documents (such as the intra-triennial SOP revisions).

b. Meet with the SciPAC Chair to determine priorities and new initiatives.

c. Determine the need for additional SC members to ensure that the membership reflects the number of officers necessary to fulfill the SC’s requirements and goals for the coming operational year.

d. Send a call for new SC members to the SciPAC listserv via the R&M SC Executive Secretary, if needed, within the first month of the operational year.

e. Hold an “All Hands” meeting to brief new and returning members on the responsibilities of the SC, membership requirements, and timelines for Team goals and objectives.

f. Ensure all Teams have a Lead and enough Team members.

g. Update the SC’s objectives for the new operational year as needed.

VI. REFERENCES


2. Standard Operating Procedures of the Scientist Professional Advisory
Committee, Version 7.0.

VII. ATTACHMENTS

None