

Guidelines for selection of PPAC voting members

Final Oct 2007

PPAC CHARTER CRITERIA FOR VOTING MEMBERSHIP (PPAC Charter approved June 2007)

Requirements

1. Full time Commissioned Corps officers or Civil Service personnel
2. *Basic ready* at the time of nomination and throughout their PPAC service (Charter V.1). This requirement applies only to Active Duty CC Officers.
 - a) The nomination package is due to the OSG by Oct 31 and is finalized by Dec 31. Thus candidates must be Basic Ready Sep 30, immediately prior to Membership committee deliberations.
 - b) PPAC voting members must have met Basic Readiness standards for at least 2 of 3 checks during the year (Mar, Jun, Sep) in order to continue their service into the next year.
 - c) Readiness status of the nominees and voting members will be confirmed by the Membership Committee Chair through the PPAC Chair, who receives quarterly readiness updates.
3. *Geography*: “PPAC will have at least 2 members more than 75 miles from Washington Metropolitan area”. The PPAC will seek to have representation from within and outside major metropolitan areas, and from rural and/or international settings.
4. *Professional seniority*: “PPAC will have at a minimum one individual who has less than 5 years of professional experience.” This is interpreted to mean that officers, at the time of beginning their PPAC term, will have less than a total of 5 years of service in the PHS Commissioned Corps when combined with years of service as a physician in another uniformed service.

Goals

5. *Organizations*: “every effort must be made to have the broadest representation possible among all the agencies that are routinely staffed by Commissioned Corps Officers of the Medical Category.”
6. *Gender and minority representation*: “a concerted effort to include both men and women and racial and ethnic minorities”
7. *Personnel system*: “a concerted effort to include civil service personnel”

PPAC CRITERIA FOR VOTING MEMBERSHIP

Guidelines. Relative weights assigned to the following 5 elements will be determined by each Membership Committee member as he/she deems appropriate. Any and all guidelines may be waived in order to comply with requirements 2-4 listed above.

8. Nomination statement demonstrates clear *understanding* of the PPAC mission and objectives, as outlined in the PPAC charter, Sections I, II, and III.
9. Nomination statement describes *participation* in PPAC activities
 - a) attendance at 50% or more of the PPAC meetings during the 12 months prior to nomination date, Oct 1 – Sep 30; nominee cites the dates of meetings attended as shown in PPAC minutes and/or
 - b) participation on a PPAC committee, with documentation of the role and accomplishments [Membership Committee Chair confirms participation with relevant PPAC committee chair]
10. Nomination statement describes past and present activities that exemplify *officership and commitment* to the interests and activities of the Commissioned Corps (examples are officership are presented in the Promotion Guidelines, Precept 4).
11. Nomination statement and/or curriculum vitae illustrate compelling *attributes, experiences, talents, and qualities* that the candidate brings to service on the PPAC.
12. Supervisor letter demonstrates enthusiastic *supervisor support* for the nomination.

Operational note: the PPAC Membership Committee will select a sufficient number of candidate members to reach the full complement of 20 voting members. These names will be approved by a vote of the full voting PPAC membership and submitted to the OSG for approval. The PPAC Membership Committee may identify up to 3 additional candidate names, listed in rank order. This list is kept confidential. One or more of these names will be submitted to OSG if any of the original names are found to be not acceptable to the SG. In addition, if a PPAC member chooses to relinquish his or her voting membership during the course of the year, the next name on the alternate list may be submitted to the OSG, with the approval of the officer.