

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.” In addition, efforts will be made to include at least one officer who is employed by a non-HHS agency and one officer who is assigned to state/local government or an international agency (even if employed by a federal agency).
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”

Nomination Procedures

The candidate must submit a CV, a nomination statement (see below), and a letter from his/her supervisor which demonstrates supervisor support for the nomination.

Guidelines for review of nomination packages

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.

1. The candidate’s *understanding* of the challenges and opportunities facing the Medical Category highlighting any particular *interests or concerns that motivate* the officer to become a voting PPAC member
2. *Skills, attributes, experiences, talents, and qualities* that the candidate brings to service on PPAC (i.e., to assist in particular activities or to accomplish specific objectives for the PPAC)
3. *Prior participation in and commitment to* the PPAC as evidenced by a combination of the following:

- a. Attendance at and participation in PPAC meetings during the 12 months prior to the date by which nominations are due; nominee cites the dates of meetings attended as shown in PPAC minutes
- b. Participation on a PPAC committee, with documentation of roles and accomplishments
- c. Affiliate membership status (will serve as additional evidence of PPAC commitment)
4. Past/present activities that exemplify *officership and commitment* to the Commissioned Corps (examples of officership are presented in the Promotion Guidelines, Precept 4)
5. Enthusiastic *supervisor support* for the nomination (as reflected in the supervisor letter).

The **nomination statement** should be no more than 400 words and should respond to the following questions that address the first 4 elements above:

1. Please describe your understanding of the challenges and opportunities facing the Medical Category and highlight any particular interests or concerns that motivate you to become a voting PPAC member. What contributions would you like to make during your term as a voting member? What particular committee(s) interest you and why?
2. What skills, attributes, experiences, talents and qualities would you bring to PPAC service? How could those benefit the PPAC?
3. Please write about your current/past PPAC participation and accomplishments. Specifically describe your roles and impact on any PPAC committees (and have the relevant committee chair[s] concur by email or letter to the membership subcommittee chair). Cite the dates of PPAC meetings that you attended in the 12 months prior to the nomination date. If you have been an affiliate member, state the dates of your affiliate membership.
4. Briefly mention other activities that demonstrate your officership and commitment to the Commissioned Corps.

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.