

**COMMISSIONED OFFICERS ASSOCIATION  
Washington D.C. Metropolitan Area Branch  
(DC COA)**

**2017-2018 Standard Operating Procedures**



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## 1 Purpose

The purpose of this document is to establish procedures and outline guidance for managing the Washington DC Metropolitan Area Branch of the Commissioned Officers Association (DC COA) Committees.

## 2 Scope and Review

The procedures outlined in this document apply to the management of DC COA Committees. This document will be reviewed annually by the DC COA Executive Committee, and updated if necessary, by the DC COA Policy & Procedures Committee. This document may be amended at any time with concurrence from the DC COA President and DC COA Board of Directors.

## 3 Requirements for Participation

Current DC COA and COA memberships (i.e., dues are paid) are required for all DC COA leadership positions. In order for volunteers to be recognized (e.g., Certificate of Appreciation) for their participation in a DC COA-sponsored activity, they must be DC COA members and meet the standards of participation set forth by the committee or subcommittee chairs. Officers may choose to volunteer for an activity, without being a current member, however, they will not be officially recognized by DC COA for their participation.

## 4. Committees

DC COA is composed of ten committees: Awards Committee, Career Development and Education Committee, Communications Committee, Community Outreach Committee, Finance Committee, Membership Committee, Merchandise Committee, Nominating Committee (meets only in the spring), Policy and Procedures Committee, and the Recreation/Networking Committee.

### 4.1 Awards Committee

#### *Overview*

**Purpose:** The purpose of the DC COA Awards Committee is to recognize PHS Officers who have contributed to the mission of DC COA and have accomplished tasks set forth in committee charters. DC COA certificates of appreciation serve to boost morale for PHS officers and recognize those who take an active role in the committee and demonstrate officership.

**Project Background:** During DC COA's fiscal year (July through June), Awards Committee members generate award certificates set forth from over 15 different committees/subcommittees of the DC COA and distribute the Certificates of Appreciation (CoAs) or Letters of Appreciation (LoA) to chairs, co-chairs, and event coordinators and/or each officer via email (pdf format). The officers then upload the CoA through eDOC-U for inclusion in their eOPF to have the activity officially documented. In addition, throughout the fiscal year, officers that participate in a specific event with active DC COA membership, regardless of being a member of the respective committee/subcommittee, receive recognition via CoA.

#### **Project Objectives and Deliverables:**

1. The event coordinator and Committee Chairs/Co-Chairs will email the
2. following information to [DCCOAAwards@gmail.com](mailto:DCCOAAwards@gmail.com) within 30 days of the event:
  - a. the list of members and civilian participants who have successfully completed a DC COA sponsored event (including email addresses)
  - b. The actual date and name of the event

- c. Exact language of recognition on the certificate outlining specific characteristics or achievements of the award recipient for the specific event name and date.
- 3. The Awards Committee will verify the participants' DC COA membership via DC COA online resources
- 4. The Awards Committee will develop and issue certificates of appreciation via email to the event coordinator and/or participant within 4 weeks from the date of the submission request.
- 5. Towards the end of each fiscal year, the Awards Committee will distribute the CoAs or LoAs to all Committee and Subcommittee Chairs with active DC COA membership status for their continuous leadership and contributions to DC COA.

**Meeting Frequency:** Committee members shall meet at least monthly either face-to-face or via teleconference, if needed.

**Project Resources:** Contingent upon DC COA Board approval and in lieu of CoAs, the Awards committee may issue tokens or other means (e.g. plaques) of appreciation for special occasions or officers deserving special recognition for their contribution to DC COA. Such cases will need approval by the DC COA President or Board of Directors. These items of appreciation will be purchased by and obtained from the DC COA Merchandise committee.

## **Approach**

**Organization and Responsibilities:** The Committee shall be composed of the following members with the associated duties:

1. **Co-Chairs:**
  - a. Management of Awards Committee Members:
    - i. Maintain the Awards Committee member list and contact information.
    - ii. Verify at the beginning of each fiscal year with each member willingness to serve the Awards Committee as a volunteer.
    - iii. Make an ad hoc announcement to the DC COA listserv for a call for an Awards Committee member.
  - b. Maintenance of Awards Committee budget:
    - i. Identify an annual budget and discuss with the Awards Committee Liaison any concerns
    - ii. Submit the budget request to the DC COA Treasurer at the beginning of the fiscal year.
  - c. CoAs for DC COA event participants:
    - i. Identify the scope of the work and assign the task to each member for certificate of appreciation write-ups.
    - ii. Maintain the spreadsheet log of each DC COA event.
    - iii. Maintain the file of CoAs for participants for each DC COA event.
    - iv. Retroactively process CoAs if the officer's status changes within 30 days from the date of request.
  - d. CoAs for all members of DC COA Committees and Subcommittees:
    - i. Issue the CoAs for all DC COA Committees' and Subcommittees' members.
    - ii. Coordinate with Membership Committee to ensure that all Committee and Subcommittee members have current DC COA membership.
  - e. Distinguished Member of the Year Award:
    - i. Send out the announcement in early spring a call for nominations for the Distinguished Member of the Year Award.
    - ii. Lead the review and scoring of all nominees for the Distinguished Member of the Year Award in accordance with the Awards Committee guidelines.
    - iii. Discuss any concerns with the Awards Committee Liaison.
    - iv. Submit the final recipient's name to the Awards Committee Liaison who will submit the name to the DC COA President.

- v. Provide the name of the award recipient and verbiage to the Merchandise Committee who will order the plaque.
2. Awards committee members:
- a. CoAs for DC COA event participants
    - i. Process the CoAs
      - 1. Verify the participant's DC COA status
      - 2. Create the CoAs using the most current DC COA President-approved template
    - ii. Email the certificates of appreciation (pdf format) to the respective event coordinator who will then forward the CoAs to the participants.
    - iii. Document the processed CoAs in the Awards Committee's spreadsheet
  - b. CoAs for all members of DC COA Committees and Subcommittees:
    - i. Assist the Co-Chairs in the CoA write-ups.
    - ii. Assist the Co-Chairs in coordinating with Membership Committee to ensure that all Committee and Subcommittee members have current DC COA membership
  - c. Distinguished Member of the Year Award:
    - i. Review and score each nomination for the Distinguished Member of the Year Award
    - ii. Submit the scores to the Co-Chairs.
      - Discuss any concerns with the Co-Chairs.

**Communication Plan:**

- 1. Awards Committee members shall meet at least monthly either face-to-face or via teleconference until deliverables and objectives are met.
- 2. The Co-Chairs shall email each member continuously with assignments as notifications for awards certificates are received by each committee chair or event coordinator post-completion of the event.

**4.2 Career Development and Education Committee**

*Overview*

**Purpose:** The purpose of this committee is to provide training and educational opportunities to develop and enhance leadership skills, officership and career advancement for the USPHS Officers within the District of Columbia Metropolitan area.

**Project Background:** The Career Development and Education Committee historically provided training on mentoring, COERs, promotions, and awards. An assessment of available training opportunities indicated that other entities fulfill the needs related to these topic areas. The focus of the committee is to identify leadership, officership, individual career development and other training opportunities deemed appropriate by the Chair.

**Project Objectives and Deliverables:**

- 1. Organize a minimum of two lunch-and-learn events related to leadership, officership, and other key topics identified within one DC COA calendar year. If possible, try to host at different locations within the DC Metropolitan area or by teleconference.
- 2. Work with the Communications Committee to promote all presentations (via DC COA web, Facebook, and email listserv).

3. Provide a listing of all planning committee members and team participants to awards committee within four weeks from end of calendar year for Certificate of Appreciation processing.
4. Prepare and provide a post-meeting report matrix.

**Meeting Frequency:** Committee members shall meet at least quarterly via teleconference until deliverables and objectives are met.

**Project Resources:** Funds to feed approximately 30-60 participants at each in-person seminars (funds include food, drinks, and utensils).

## **Approach**

**Organization and Responsibilities:** The committee shall be comprised of the following members with the associated duties:

1. Chairperson (or Co-Chairs): Identifies the scope of the work, develops project plan, manages the team and sends email communications to team members. Serves as a liaison between the DC COA Board and the DC COA Career Development and Education Committee for all budget requests and reimbursement fulfillment. Additionally, maintains financial records of budget expenditures and provide vendor purchase receipts to the DC COA Treasurer. Works with the Membership Committee to ensure that all committee members have current DC COA membership.
2. Secretary (optional): Take and maintain a record of meeting minutes. Compiles and processes registration forms.
3. Program Leads: Point of contact to the chairperson and leads 2-3 other committee team members to successfully fill the team's responsibilities.
4. Team Members: Work with the program lead to identify and recruit a speaker for a presentation; identify location of the presentations and provide logistical help; ensure successful execution of the presentations.

In addition to individual responsibilities mentioned above, committee members shall:

1. Actively contribute to all DC COA Career Development and Education Committee projects/initiatives unless expressly excused from doing so by the DC COA Career Development and Education Committee Chair. Examples of active contributions include assisting with leading/coordinating initiatives, drafting/editing materials, gathering information for projects, and representing DC COA in person at events.
2. Notify the DC COA Career Development and Education Committee chair by email of any replacement arrangements to ensure record of fulfilling commitments remains accurate.

Officers participating shall, at a minimum:

1. Attend at least three of the four Quarterly DC COA Career Development and Education Committee Meetings. If a committee member is on leave during a scheduled meeting they must let the Membership Committee chair know of this in advance to be noted in the meeting minutes as excused. Excused absences will not count against your attendance record.
2. Lead/assist with at least one career development and education seminar per fiscal year.

**Communication Plan:** If needed, list how the committee will disseminate information to DC COA members. See examples below.

1. Committee members shall utilize the DC COA listserv for participant recruitment.

2. Committee members shall utilize agency Commissioned Corps listservs, DC COA listserv, and social media to advertise the event.
3. Committee members shall utilize DC COA roster to advertise the event.

### **4.3 Communications Committee**

#### *Overview*

**Purpose:** The purpose of the DC COA Communications Committee is to develop and execute strategies to implement DC COA's communications internal and external to DC COA in accordance with its vision, mission, and strategic plan.

**Project Background:** The development of the DC COA Communications Committee is pertinent for the continued success and growth of DC COA. The Chairperson(s) will work closely with members of the DC COA Executive Committee and other Chairs/Co-Chairs of DC COA Committees to develop and implement appropriate means of communication regarding operations and activities associated with DC COA and COA/COF.

#### **Project Objectives and Deliverables:**

1. Develop and implement mechanisms of communications to internal and external stakeholders, including social media, email, and other publications.
2. Develop and maintain a clearinghouse for DC COA historical information.

#### **Approach**

**Organization and Responsibilities:** The Committee shall be composed of the following members with the associated duties:

1. Chairperson(s): Serves as the DC COA Board's Main Point of Contact for each DC COA Communications Subcommittee, maintains rosters for each DC COA Communications subcommittee chairperson and team members, coordinates with other DC COA Committees to ensure efficient use of Communication Committee resources, ensures timely progress of each DC COA Communication Subcommittee activity or event planning, works with Membership Committee to ensure that all committee members have current DC COA membership.
2. Communications Subcommittees chairpersons report progress to the Communications Chairperson(s), reports subcommittee planning progress at DC COA Branch meetings, identifies the scope of work, develops the project plan, manages the planning team, sends mass communications to each planning team member, and coordinates DC COA communications or event planning.
3. Communications Subcommittee team members complete tasks set forth in the individual subcommittee charter as assigned.

#### **Communication Plan:**

The Communications Committee and Subcommittee chairs/ Co-Chairs shall meet quarterly, or on an as needed basis with each of the Subcommittees. These meetings can occur in person or via teleconference.

### 4.3.1 Webmaster Subcommittee

#### *Overview*

**Purpose:** The DC COA Webmaster Subcommittee maintains the website for the District of Columbia Commissioned Officers Association. ([www.dccoa.org](http://www.dccoa.org)). DC COA business and news are posted to the website for dissemination to members.

**Project Background:** The subcommittee uses the information technology expertise of officers who act as Webmasters. The website operates to ensure members are informed of news and events, as well as other information that may be of interest.

**Project Objectives and Deliverables:** To keep website up to date with recent DC COA news and information.

**Meeting Frequency:** The Webmaster Subcommittee shall frequently update the website and meet as needed to fulfill the Subcommittee's objectives and deliverables.

**Project Resources:** DC COA Website

#### **Approach**

**Organization and Responsibilities:** The committee shall be composed of the following members with the associated duties:

1. Co-Chairs: will share the webmaster duties.
2. Responsibilities are to monitor the website for any issues, keep the website up and running, update website with the latest information and respond to current DC COA board member requests in a timely manner.
3. Provide a list of all Subcommittee members to the Awards Committee at the end of each fiscal year for awards/certificates.

#### **Communication Plan:**

Website updates will be communicated through the DC COA listserv and/or the DC COA Facebook page. Committee members may also make use of the DC COA LISTSERV to advertise any recent news/info/updates.

### 4.3.2 Facebook Subcommittee

#### *Overview*

**Purpose:** To provide the District of Columbia Commissioned Officer Association a social media platform and strategy that promotes visibility of the DC COA and the U.S. Public Health Service (USPHS) and to communicate important information to DC COA members.

#### **Project Background:**

The "USPHS District of Columbia Commissioned Officers Association" Facebook group is a closed group which is open to the current (dues paying) COA members. Group members must be approved or added by the Facebook group's Administrator(s).

USPHS Officers with active DC COA memberships are eligible to participate in the Facebook Subcommittee, with approval from the Communications Committee Chair(s).

**Project Objectives and Deliverables:**

**Project Objectives:**

1. Maintain an engaging group on Facebook that communicates hot topics and upcoming events to DC COA members.
3. Closely coordinate with the DC COA Communications Committee and Subcommittees, such as the DC COA Webmaster Subcommittee and Email Communications Subcommittee.
4. Leverage the viral nature (e.g. expanded exposure) of Facebook – the news feed, resulting in DC COA visibility every time a user engages with the “USPHS District of Columbia Commissioned Officers Association)” group.

**Deliverables:**

1. Announcements or postings in the “USPHS District of Columbia Commissioned Officers Association” Facebook group.
2. Increase virtual traffic and readership of the “USPHS District of Columbia Commissioned Officers Association” Facebook group.
3. Provide a list of all Subcommittee members to the Awards Committee at the end of each fiscal year for awards/certificates.

**Meeting Frequency:** Facebook Subcommittee members shall meet as needed via teleconference or email to discuss activities and progress towards meeting goals, objectives and deliverables. They will also meet at least once every two months with Communications Committee Chair(s) via teleconference or email to provide updates or reports and to receive guidance.

**Project Resources:**

1. Access to internet and Facebook.
2. Access to information or announcements from various USPHS groups and DC COA committees.

**Approach**

**Organization and Responsibilities:** The Facebook Subcommittee shall be composed of the following members with the associated duties:

Chairperson(s): Identifies the scope of the work; develops project plan; manages the team; maintains regular communication with Communications Committee Chair(s) and other subcommittees; and sends email communications to team members,

Facebook Monitor/Poster (on rotational basis):

- Maintains the “USPHS District of Columbia Commissioned Officers Association” Facebook group, keeping it free from inappropriate or offensive postings.
- Searches and posts relevant topics and events to the “USPHS District of Columbia Commissioned Officers Association” Facebook group.
- Grants/denies membership for new and renewed members.
- Provide a list of all Subcommittee members to the Awards Committee at the end of each fiscal year for awards/certificates.

In addition to above mentioned responsibilities, all Subcommittee members:

1. Shall attend all meetings or schedule a back brief within one week of the meeting with the Subcommittee Chair.

2. Shall use Facebook and be comfortable with updating and monitoring the “USPHS District of Columbia Commissioned Officers Association” Facebook group.
3. Shall report any issues with their DC COA Facebook credentials to the Chairperson(s) immediately.
4. Must remain active in Subcommittee activities for six months at minimum to be recognized for their work.
5. Works with Membership Committee to ensure that all committee members have current DC COA membership

**Communication Plan:**

1. Subcommittee members shall utilize the DC COA listserv and DC COA website for communication of the “USPHS District of Columbia Commissioned Officers Association” Facebook group.
2. Subcommittee members shall utilize the DC COA listserv for participant recruitment (if needed).

### **4.3.3 Email Subcommittee**

*Overview*

**Purpose:** The Email Subcommittee function is to disseminate announcements relating to DC COA sponsored and other PHS support activities, volunteer opportunities, and other items of interest to the DC COA members via the DC COA listserv. The Email Subcommittee will focus on disseminating information about events in the DC Metropolitan Area.

**Project Background:** The DC COA Email Subcommittee was formed and designed to consolidate and streamline the email announcements being disseminated to members of the DC COA listserv.

**Project Objectives and Deliverables:**

1. To disseminate information, updates, and items of interest to the DC COA Branch members to the DC COA Listserv.
2. Meet internally established email dissemination timeline goals.

**Meeting Frequency:** The Email subcommittee members shall meet at least once bimonthly via teleconference to discuss activities and progress towards meeting goals, objectives and deliverables.

**Project Resources:** Commissioned Officers Association of the USPHS, Inc, District of Columbia Metropolitan Area Branch Board of Directors, and DC COA website (<http://www.dccoa.org/>). The subcommittee will utilize an online organization and email dissemination service with a subscription fee medium (i.e. groupspace.com/DC COA) to circulate emails to the DC COA community.

**Approach**

**Organization and Responsibilities:** Responsibilities of the Email Subcommittee members shall include, but not be limited to the following:

1. Chairperson(s): Identifies the scope of the work, develops project plan, manages the subcommittee and listserv, and sends email communications to subcommittee members, serves as liaison to the Chairperson(s) of Communications Committee for subcommittee updates, and for budget and subcommittee structural concerns. Maintains log of subcommittee members and is responsible for training new subcommittee members.

2. Liaison to the Awards Committee Chairperson: Facilitates annual subcommittee member awards/certificates and letters of appreciation.
3. Mentor(s): Provide insight, guidance, and training to the email subcommittee members.
4. An annual list of all Email Subcommittee members shall be sent to the DC COA Communications Committee.

In addition to the above-mentioned responsibilities, all Email Subcommittee members:

1. Shall be trained and participate in the dissemination of emails to the DC COA listserv.
2. Shall check the DC COA Gmail account on an appropriate regular basis (need to discuss with subcommittee) and respond or triage inquiries to the appropriate DC COA committees.
3. Works with Membership Committee to ensure that all committee members have current DC COA memberships.

### **Communication Plan:**

1. Subcommittee members shall disseminate a weekly email to the listserv using the template found on [groupspaces.com/DC COA](http://groupspaces.com/DC%20COA). Subcommittee Chairperson(s) shall meet with Communication Committee Chairperson(s) as needed for subcommittee updates and for budget and subcommittee structural concerns. The Communications Committee Chairperson(s) shall liaise with the DC COA Treasurer and Finance Committee Chair for budget approval.
2. Email subcommittee members shall utilize the DC COA listserv for participant recruitment for Branch activities.
3. Urgent or time sensitive announcements may be sent per request by the DC COA President or at the discretion of the subcommittee member. Non-urgent emails shall be disseminated within seven calendar days and urgent emails shall be disseminated within forty-eight hours unless otherwise specified by the DC COA President.
4. Subcommittee members shall receive request for Commissioned Corps related announcements to be distributed via the DC COA listserv from emails sent to [DCCOAemail@gmail.com](mailto:DCCOAemail@gmail.com). Instructions on submitting a request for announcement dissemination are attached in PDF form to each weekly email dissemination. All DC COA Weekly Announcements shall be archived on <http://groupspaces.com/DCCOA/>.

## **4.3.4 Publications Subcommittee**

### *Overview*

**Purpose:** The DC COA Publications Subcommittee was formed to establish and maintain publications of the DC COA Newsletter twice yearly. The Subcommittee serves as a resource for officers seeking assistance with publishing in different forums, such as The Frontline.

**Project Background:** To establish a routine newsletter publication within DC COA to identify resources to assist officers as they write and submit articles for publication.

### **Project Objectives and Deliverables:**

1. Maintain and regularly publish a minimum of 2 DC COA newsletters during an operational year (winter and spring).
2. Develop a written or electronic resource document to be used by officers as they write and submit articles for publication.
3. Liaison to the Awards Committee Chairperson: Facilitates subcommittee member awards/certificates.

**Meeting Frequency:** Committee members shall meet at least once per month via teleconference until deliverables and objectives are met. Additional meetings may be scheduled as needed.

**Project Resources:**

1. Access to event summary sheets and photos from DC COA activities.
2. Ability to solicit written articles and photos from DC COA officers.

**Approach**

**Organization and Responsibilities:** the committee shall be composed of the following members with the associated duties:

1. Chairperson(s): Sets schedules and deadlines for DC COA publications, manages the subcommittee, and sends email communications to team members. Solicits articles for publication. Acts as a final editor for publications submitted to ensure format, content, and suitability. Liaison to the DC COA Communication Committee for subcommittee updates, budget concerns, and team member awards/certificates.
2. Secretary: Compiles team member roster with contact information. Tracks meeting attendance and records meeting minutes. In the absence of a secretary, the chair will assume responsibility.
3. Lead editor/liaison for the COA Frontline publication: Liaison serves as resource for officers pursuing publication in COA Frontline. Develops tips and strategies for successful publication. In absence of a lead editor/liaison, the chair(s) will assume responsibility.

In addition to individual responsibilities mentioned above, committee members shall:

1. Provide feedback and comments and make final edits for newsletters and publications being reviewed by the subcommittee.
2. Meet deadlines for assigned subcommittee tasks in a timely manner.

Officers participating shall, at a minimum attend at least 75% of regularly scheduled meetings and remain responsive on subcommittee tasks to be recognized as an active member eligible for a certificate of participation at the end of the operational year.

**Communication Plan:**

The subcommittee shall utilize the DC COA listserv, DC COA website, and/or DC COA Facebook group:

1. To distribute the newsletter.
2. To provide resources for officers as they write and submit articles for publication.
3. To solicit written articles and photos for the DC COA newsletter.

**4.3.5 Historian Subcommittee**

*Overview*

**Purpose:** The committee serves to capture the events of the PHS in the DC area by maintaining a record of pictures, videos, and documents in electronic format.

**Project Background:** DC COA sponsors are involved in many local events. DC COA leadership recognized that having a centralized electronic location to maintain a record of these events would be a

great way to help promote the PHS and to serve as a tool for use in advertising and recruitment activities.

**Project Objectives and Deliverables**

1. To maintain the free website at <https://usphsphanfareadmin.smugmug.com>.
2. To maintain quality control of the webpage and notify all committee chairs and board members when any updates are made or periodically.
3. To maintain a record of pictures, videos, and documents in electronic format, organized by event and date, and appropriately captioned.
4. To add new media to the website as needed.

**Meeting Frequency:** Monthly via teleconference.

**Project Resources:** Photo storage site is [www.smugmug.com](http://www.smugmug.com)

**Approach**

**Organization and Responsibilities:** Planning committee members shall include:

*Chairperson(s):* Identifies the scope of the work, develops project plan, manages the webpage, maintains communications between committee members, and liaisons with the DC COA Board of Directors as necessary. Works with the Membership Committee to ensure that all committee members have current DC COA membership. Provide a list of all Subcommittee members to the Awards Committee at the end of each fiscal year for awards/certificates.

**Communication Plan:** Planning committee members shall meet as needed via teleconference to discuss the status of the webpage.

## 4.4 Community Outreach Committee

*Overview*

**Purpose:** The purpose of the DC COA Community Outreach Committee is to manage and provide local community service opportunities for Commission Corps Officers that aim to protect and improve public health. The Chairperson(s) of the Community Outreach Committee will oversee several subcommittees, act as liaison between subcommittee chairperson(s) and the DC COA Board/Executive Committee.

**Project Background:** Community Outreach Committee chairpersons and subcommittee members develop numerous community service opportunities for PHS Officers throughout the COA fiscal year from June through July. These community service opportunities have included charitable fundraising activities, hunger relief efforts through food distribution programs, community clean-up and beautification, science fair and festival activities, health education promoting activities.

**Project Objectives and Deliverables:**

1. Develop community service opportunities for PHS officers.
2. Develop community service opportunities that promote disease awareness and prevention, healthy community environments, physical activity while increasing the visibility of the Commissioned Corps.

**Meeting Frequency:** Community Outreach Committee chairpersons and subcommittee chairpersons shall meet at least quarterly or on as needed basis.

**Project Resources:** Approved resources are contingent upon DC COA Board approval of annual budget of each subcommittee. Refer to each subcommittee's fund request.

## **Approach**

**Organization and Responsibilities:** The Committee shall be composed of the following members with the associated duties:

1. Chairperson: Serves as the liaison to the DC COA Board for each DC COA Community Outreach subcommittee, maintains rosters for each DC COA Community Outreach subcommittee chairperson and planning team members, coordinates mass email communications from each DC COA Community Outreach subcommittee for participant recruitment with the DC COA email communication committee and DC COA Facebook committee; ensures timely progress of each DC COA Community Outreach subcommittee activity or event planning; serves as back-up for DC COA Branch meeting reports. Works with Membership Committee to ensure that all committee members have current DC COA membership
2. Community Outreach subcommittee chairperson reports progress to Community Outreach Chairperson(s), reports subcommittee planning progress at DC COA Branch meetings, identifies the scope of work, develops the project plan, manages the planning team, sends mass communications to each planning team member, coordinates DC COA Community Outreach subcommittee activity or event planning.
3. Community Outreach subcommittee team members completes tasks set forth in the individual subcommittee charter as assigned.

## **Communication Plan:**

1. Community Outreach committee chairperson(s) shall meet quarterly or on an as needed basis either face-to-face or via teleconference with each Community Outreach subcommittee chairperson(s) until deliverables and objectives are met.
2. The community outreach chairperson may request updates bimonthly or as needed from subcommittees.

### **4.4.1 USPHS Cares Subcommittee**

#### *Overview*

**Purpose:** The purpose of the USPHS Cares team is to provide officers the opportunity to raise funds and awareness about public health issues through involvement with community advocacy groups that tackle conditions such as HIV/AIDS and suicide prevention. The USPHS Cares team provides officers the opportunity to fulfill annual community service activities. DC COA's participation in these community events promotes visibility regarding the USPHS commitment to public health, promotes positive social interactions with the community, and encourages USPHS health and fitness capabilities. Furthermore, the USPHS Cares team provides participants across the Washington D.C. metropolitan area an opportunity to network with USPHS officers stationed at numerous federal agencies. Fundraising for these events is voluntary and encouraged.

**Project Background:** The USPHS Cares Team was initially developed in 2009 to support the Washington AIDS Walk. The Washington AIDS Walk is an annual event sponsored by Whitman-

Walker Health, a non-profit community-based health organization that provides comprehensive health care services to those infected with or affected by HIV/AIDS. Because of its success with the Washington AIDS Walk, the USPHS Cares team expanded its public health impact, and in 2013 began its participation with the “Out of the Darkness” community walks sponsored by the American Foundation for Suicide Prevention. The mission of the American Foundation for Suicide Prevention is to offer educational programs; educate the public about mental health and suicide prevention; promote policies and legislation that impact suicide prevention; and provide programs and resources for survivors and people at risk.

The goal of the USPHS Cares Team is to recruit participants consisting of USPHS officers, family, friends, and colleagues. Participation in these annual events involves a 3-5 mile walk and/or run. The team fosters ongoing support of community fundraising events that positively impact public health initiatives and the visibility of the USPHS.

**Project Objectives and Deliverables:** To create a team of officers to support the annual Washington AIDS Walk and “Out of Darkness” community walk. The USPHS Cares team shall:

1. Successfully implement the annual Washington AIDS Walk and “Out of Darkness” community walk.
2. Strive to raise funds towards suicide prevention, and HIV/AIDS prevention and treatment.
3. Provide a list of planning subcommittee members and team participants to the awards subcommittee within two weeks of event completion.
4. Deliver certificates of appreciation to team members who are DC COA members, when applicable.
5. Planning subcommittee will document the event through photographs and submit articles to the COA Frontline publication.
6. Recruit USPHS officers, family, friends, and colleagues to participate.

**Meeting Frequency:** Subcommittee members will meet bimonthly, via teleconference, beginning two to three months before the event, until deliverables and objectives are met. An agenda for the upcoming meeting and minutes of the previous meeting will be sent out to the planning subcommittee members at least 2 days in advance.

**Project Resources:** Award, letter or certificate of appreciation to participants who are COA members.

## **Approach**

**Organization and Responsibilities:** The subcommittee will be composed of the following members and associated duties:

1. Chair: Identifies the scope of the work, develops project plan, manages the team, sends email communications to team members, establishes and manages team webpages on the AIDS Walk Washington and the American Foundation for Suicide Prevention websites.
2. Co-Chair: Assists the Chair with planning meetings, prepares meeting agenda and assists with leading and managing the group.
3. Secretary: Completes meeting minutes. Compiles and processes registration forms. Compiles contact information of all team participants. Maintains log of team participants in receipt of t-shirts, certificates, letters or awards.
4. Souvenir/Apparel Distribution: Distributes and tracks t-shirt and souvenir/apparel distribution.
5. Lead Historian, Chair, Co-Chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs.

6. Liaison to DC-COA Board of Directors: Liaisons and communicates with the DC-COA Board of Directors.
7. Lead Writer: Completes articles for the COA Frontline publication.
8. Lead Walker: Rallies walkers at the event site and records participant attendance
9. Lead Walker: Rallies runners at the event site and records participant attendance.
10. Awards Coordinator: Coordinates the issuing of team member awards and coordinates USPHS award submission for the team, when applicable.

In addition to individual responsibilities mentioned above, subcommittee members shall:

1. Update and approve the DC COA USPHS Cares Charter.
2. Recruit team participants.
3. Determine recommended wear for team participants.
4. Distribute t-shirts and other necessary items for the event day.
5. Serve as contacts for participants on the event day.

Officers participating may include planning subcommittee members, and team participants shall:

1. Strive to raise funds to contribute to national initiatives aimed at HIV/AIDS prevention and treatment, and suicide prevention.
2. Recruit additional team participants, which include but not limited, to other USPHS officers, family, friends, and colleagues.
3. Attend and complete the annual Washington AIDS Walk in October and the annual “Out of the Darkness” walk in September.

**Communication Plan:** The dissemination of information will be accomplished as follows:

1. Subcommittee members shall utilize the DC COA listserv for participant recruitment
2. Subcommittee members shall utilize agency Commissioned Corps liaisons listservs to announce the event.
3. The planning subcommittee Chair will utilize the AIDS Walk Washington and the American Foundation for Suicide Prevention team webpages for participant communication of funding raising, event announcements and preparation, and goal achievement.

#### **4.4.2 PHS Races for the Cure (Susan G. Komen) Subcommittee**

##### *Overview*

**Purpose:** The purpose of the PHS Races for the Cure subcommittee is to provide officers the opportunity to raise funds, contribute to the fight against breast cancer, and fulfill annual community service activities. DC COA’s participation in these community events promotes visibility regarding the USPHS commitment to public health, promotes positive social interactions with the community, and encourages USPHS health and fitness capabilities. Furthermore, the PHS Races for the Cure team provides participants across the Washington D.C. metropolitan area an opportunity to network with USPHS officers stationed at numerous federal agencies. Fundraising for these events is voluntary and encouraged.

**Project Background:** Annually, the PHS Races for the Cure subcommittee fields a PHS team of runners and walkers for the Susan G. Komen National Race for the Cure at the National Mall in Washington, D.C. as a service activity. Susan G. Komen Race for the Cure is the world’s largest grassroots network of breast cancer survivors and activists raising funds for breast health care and treatment for underserved women, breast cancer research, and educating communities about breast cancer.

**Project Objectives and Deliverables:** To create and manage a team of PHS Officers to support the Susan G. Komen Race for the Cure.

1. The PHS Races for the Cure team shall complete the Susan G. Komen Global Race for the Cure on the annual designated date.
2. The team shall strive to raise funds to contribute to this global fight against breast cancer by the fund-raising deadline date.
3. The team shall encourage and recruit other PHS Officers or supporters to participate.
4. Planning committee members shall establish a team webpage on the Susan G. Komen Race for the Cure website for team communication and fundraising goal monitoring.
5. Planning committee members shall document the event by photograph.
6. Upon completion of the event, the planning committee members shall prepare and submit an article for publication detailing the event accomplishment in the COA Frontline.

**Meeting Frequency:** Subcommittee members will meet bimonthly, via teleconference, beginning two or three months before the event, until deliverables and objectives are met. An agenda for the upcoming meeting and minutes of the previous meeting will be sent out to the planning subcommittee members at least 2 days in advance.

**Project Resources:** Awards, letters or certificates of appreciation to participants who are COA members.

## **Approach**

**Organization and Responsibilities:** Planning committee shall be developed, and planning committee members include:

1. Chairperson: Identifies the scope of the work, develops project plan, manages the team, sends mass email communications to team members, establishes and manages team webpage on the Susan G. Komen Race for the Cure website.
2. Secretary: Writes meeting minutes. Compiles and processes registration forms. Compiles team member list with contact information. Maintains log of team participants in receipt of bibs, t-shirts, and certificates. Works with Membership Committee to ensure that all committee members have current DC COA membership. COA membership.
3. Lead Historian, Chair, Co-Chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs.
4. Lead writer/liaison for the COA Frontline publication.
5. Walker Lead: Rallies walker group at the event site and records attendance of participants.
6. Runner Lead: Rallies runner group at the event site and records attendance of participants.
7. Liaison to the DC COA Board of Directors: Liaisons to the DC COA Board of Directors for budget concerns and team member awards/certificates.
8. Mentor(s): Provide insight and guidance to the planning committee members.
9. Award Coordinator: Coordinates the issuing of team member awards/certificates, thank you letters to sponsors and volunteers. Coordinates PHS award submission for the team when applicable.

In addition to individual above-mentioned responsibilities, planning committee members:

1. Approve the DC COA Susan G. Komen Global Race Committee Charter.
2. Recruit team participants.
3. Determine recommended wear for team participants.
4. Help distribute t-shirts and other items for race day.
5. Serve as contacts for team participants on race day.

Team participants may include planning committee members. Team participants shall:

1. Strive to raise funds to contribute to this global fight against breast cancer.
2. Recruit additional team participants.
3. Attend and complete the Susan G. Komen Global Race for the Cure.

**Communication Plan:**

1. Liaison to the DC COA Board of Directors shall communicate with DC COA Board of Directors for budget approval.
2. Planning committee members shall utilize the DC COA listserv for participant recruitment.
3. The planning committee Chairperson shall utilize the Susan G. Komen Global race for the Cure team webpage for team participant communication of fundraising goal, achievements and updates for event announcements and preparation.

### **4.4.3 National Capital Area Food Bank Subcommittee**

*Overview*

**Identification:** The formal name of the team shall be **DC COA Committee to Support Hunger and Nutrition Programs in Capital Region** and The Oral Rehydration Therapy Project.

**Purpose:** The purpose of the committee is to promote PHS visibility by volunteering and supporting the mission of the Capital Area Food Bank (Washington DC and Northern VA warehouses) (CAFB) and other local food banks and food pantries in the Washington DC area.

**Project Background:** In 2007, the DC COA Service Committee organized its first volunteer activity with the CAFB and more than 30 officers supported this event. We continued to support the CAFB in its mission in 2008 and 2010.

The CAFB is the largest, public nonprofit food and nutrition resource in the Washington, D.C. area. It relies on volunteer support to help fight hunger in the DC metro area. Each year, the organization distributes over 28 million pounds of food, including produce, through a network of 700 partner agencies, which include soup kitchens, homeless shelters, low-income housing communities, day-care centers, elder-care facilities, youth programs and faith-based organizations. Nearly 100,000 people benefit from the service each week.

**Project Objectives and Deliverables:** To recruit officers (and family members) to sort, pack and perform other tasks needed by the CAFB at least twice per year.

**Meeting Frequency:** No regularly scheduled meetings but as needed meetings will be scheduled. The current chair will manage the coordination, publicity, and volunteers of the event.

**Project Resources:** Awards/certificates for participants from DC COA Awards Committee.

#### **Approach**

**Organization and Responsibilities:** Members of this committee shall include the following:

1. Chairperson who will schedule the volunteer events and serve as liaison with the CAFB, submit announcement/request for volunteers to the DC COA, develop tracking matrix of interested volunteers, respond to volunteer questions, and submit final list of volunteers to Awards subcommittee. Works with Membership Committee to ensure that all committee members have current DC COA membership.

2. Additional Member(s): Provide support for related activities including photographing the event, coordinating supplies such as water for volunteers, submitting photographs to DC COA to post on the DC COA website, and preparing an article for publication.
3. Lead Historian, Chair, Co-Chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs.

**Communication Plan:**

1. The Chair shall notify DC COA of dates for scheduled events.
2. The Chair shall provide the list of volunteers to the DC COA Awards Committee.

#### **4.4.4 Science Fair Judges Subcommittee**

*Overview*

**Purpose:** The DC COA Science Fair Subcommittee is a committee of Public Health Service Officers that coordinates volunteers within the USPHS to serve as science fair judges and award student presenters. PHS officers are invited to judge at approximately eleven regional middle/high school annual science and engineering fairs throughout the District of Columbia, Maryland and Virginia. The science fair judges are responsible for assessing projects that focus on promoting healthy lifestyles and address issues relevant to public health at each science fair. Judges also present PHS Meritorious Achievement Awards (i.e., medals and certificates) to students who clearly and thoroughly demonstrate creative ability, scientific thought, and independent skill in projects that address issues relevant to public health in any of the following categories: biochemistry, animal sciences, behavioral and social sciences, cellular and molecular biology, chemistry, computer science, earth and planetary sciences, engineering, energy and transportation, environmental science, mathematical sciences, medicine and health sciences, microbiology, physics and astronomy, and plant sciences.

**Project Background:** Since 1997, DC COA has solicited USPHS Officers to serve as special award judges at the District of Columbia, Maryland and Virginia regional middle/high school science fairs. The DC COA Science Fair Subcommittee recruits annually approximately 100 PHS Officers to serve as judges in eleven Regional High School and Middle School Science and Engineering Fairs in DC, MD and VA.

**Project Objectives and Deliverables:**

1. To recruit PHS Officers to serve as special award judges, coordinate with science fair coordinators at regional high/middle schools, to judge science fair projects and present PHS Meritorious Achievement Awards (i.e., medals and certificates) to the students who clearly and thoroughly demonstrated creative ability, scientific thought, and independent skill to address issues relevant to public health, coordinate with the DC COA for funding and support, promote PHS at the function, document this event through photographs and publications.
2. Key deliverables that will be generated during and at completion of the project include:
  - a. Planning meetings shall occur quarterly from April to December and at least monthly from January until end of March via teleconference until deliverables and objectives are met.
  - b. A listing of all planning committee members and science fair judges to awards committee shall be provided by the end of May.
  - c. Article shall be published on COA Frontline by June.

**Meeting Frequency:** Committee members shall meet quarterly from April to December and at least monthly from January until end of March via teleconference until deliverables and objectives are met.

### **Project Resources:**

1. DC COA Merchandise committee will purchase medals and certificate that will be awarded to students
2. Card stock paper for Science Fair Awards/certificates
3. Awards/certificates to be provided to participants by DC COA Awards Committee

### **Approach**

**Organization and Responsibilities:** The committee shall be composed of the following members with the associated duties:

1. Chairperson will plan meetings, manage the group and record minutes of the meetings. Confirm dates of the science fairs. Ensure all regional science fairs have a Lead Judge. Works with Membership Committee to ensure that all committee members have current DC COA membership.
2. Co-chairpersons will assist Chairperson in duties and will coordinate with DC-COA to post information on the website and listserv regarding the regional science fairs.
3. Coordinator of database will create tool for officers to register to volunteer. Maintain/prepare a list of volunteers for each fair and send the list to the LEAD Judges/School Science Fair Coordinators.
4. Lead Judges will keep track of team and serve as the primary contact for the designated school district.
5. Coordinator of science fair packets will update regional science fair judging guidelines and materials and assemble/distribute Science Fair LEAD Judge's Packets.
6. Awards Coordinator will send thank you letters to the LEAD Judges and prepare a list of volunteers to the DC-COA Awards Committee.
7. Lead Historian, Chair, Co-Chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs
8. Journalist will write an article for the COA Frontline highlighting the 11 Regional Science Fairs.

### **Communication Plan:**

1. Meetings: Planning meetings shall occur quarterly from April to December and at least monthly from January until end of March via teleconference until deliverables and objectives are met.
2. E-mail: Notices of upcoming meetings will be sent to members at least 5 working days before a meeting. A call-in number will be provided.
3. Minutes: Minutes of each meeting will be kept. Copies will be e-mailed to Subcommittee members within 5 working days after a meeting.
4. Committee members shall utilize the DC COA listserv and other USPHS listservs for recruitment of volunteers that are active COA members.
  - a. Public Announcements: Members are expected to encourage event participation within the USPHS community.

## **4.4.5 Science and Engineering Festival Subcommittee**

### ***Overview***

**Purpose:** Advertised as the largest celebration of science in the US, the USA Science & Engineering Festival has a stated mission of re-invigorating the interest of our nation's youth in science, technology, engineering and math (STEM) by producing and presenting a world-class science festival.

The aim of the subcommittee is to organize PHS volunteers to serve a booth at the Science & Engineering Festival to reach out to the public and raise awareness of the critical role of the USPHS in

advancing public health science and to promote opportunities for students and healthcare professionals in the PHS.

**Project Background:** Commissioned Corps officers, representing USPHS and DC COA, volunteer at the USA Science & Engineering Festival, that takes place at the Washington, D.C. Convention Center, to raise public awareness of the importance of science and engineering. Enthusiastic volunteers are greeted over 1,000 visitors, many of whom have never heard about the United States Public Health Service. The visitors include high school students, undergraduate and graduate students, as well as teachers, parents, nurses, doctors, and other uniformed service officers from our sister branches. The students are engaged about their career interests, student opportunities are promoted, questions about the Commissioned Corps are answered, PHS promotional materials are handed out, and the PHS online resources were promoted as a source of additional information.

**Project Objectives and Deliverables:** To recruit volunteers (PHS officers/DC COA members) who will answer questions regarding the USPHS mission, public health science, student opportunities, professional categories, work assignments, pay and benefits, and differences between uniformed and military services.

The following key deliverables will be generated during and at completion of the project include:

1. Planning meetings shall occur at least monthly until event day and then as needed to complete the goals. Works with Membership Committee to ensure that all committee members have current DC COA membership.
2. Photographs published on DC COA website.
3. Final draft of article for publication in COA Frontline and selected PHS newsletters.
4. Team member thank-you letters will be requested from the DC COA Awards Committee within two weeks post event.

**Meeting Frequency:** The subcommittee will meet in February, March and April, leading up to the event. E-mail notices of upcoming meetings will be sent to members at least 5 working days before a meeting. A call-in number will be provided.

**Project Resources:**

1. Stationery, decorations and miscellaneous items.
2. Food/snacks (e.g. bottled water) for all volunteers.
3. DC COA donated PHS COA coins for around 25 participants.
4. Certificate of Appreciation for participants from DC COA Awards Committee.

**Approach**

**Organization and Responsibilities:** the subcommittee shall be composed of the following members with the associated duties:

1. Chair: Event announcement/communications; sign-up sheet; participant recognition
2. Co-Chairs: Record meeting minutes; posters, photography, other multi-media; volunteer roster; draft article for PHS and COA publications
3. Shift Leaders: Supervising all activities during the morning and afternoon of the event
4. Logistics Leaders: Booth set up and break down
5. Lead Historian, Chair, Co-chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs.

**Communication Plan:**

Notification of the event will be e-mailed through the DC COA listserv as well as agency Commissioned Corps listservs 4 to 6 weeks prior to the event date. Subcommittee members will be encouraged to promote event participation within the PHS community at venues such as PAC meetings, deployment team meetings, other PHS volunteer events, etc.

#### **4.4.6 Prevention through Active Community Engagement (PACE) Subcommittee**

##### *Overview*

**Purpose:** The purpose of this committee is to support Commissioned Corps officers in their efforts to implement the National Prevention Strategy across the DC metro area. Participation of DC COA officers will increase the overall visibility of the Corps and will align the outreach efforts of the Commissioned Corps with the goals of the Surgeon General's Office.

**Project Background:** This is a new initiative to DC COA; however multiple members of DC COA have been independently participating in this program since its inception in January of 2013. The focus of the PACE program is to leverage the expertise of Commissioned Corps Officers and match them with local community groups to provide education about the benefits of the National Prevention Strategy and how it can impact daily lives. Officers are asked to volunteer a minimum of 5 hours of their time to receive a letter of appreciation from the program.

**Project Objectives and Deliverables:** To field a team of PHS officers to:

1. Identify community events in which the National Prevention Strategy can be presented.
2. Assemble teams of officers to attend community events and actively engage the community on the benefits of the National Prevention Strategy and Office of the
3. Surgeon General's initiatives.
4. Develop novel community engaging presentations that focus on the implementation of the National Prevention Strategy or other Office of the Surgeon General's initiative.
5. Deliver Certificates of Appreciation to officers who have volunteered a minimum of 5 hours of community engagement to the program.

**Meeting Frequency:** Committee members shall meet at least monthly via teleconference until deliverables and objectives are met.

**Project Resources:** Funding requests for this project will vary based on the type of event that officers will be participating in. In general funding requests will be made for consumables that are associated with specific lesson plans and for PHS related material for distribution at individual events.

1. Consumables for specific events (i.e. bowls, cleaning materials, non-toxic chemicals for science demonstrations).
2. PHS marketing material for distribution at events (i.e. brochures, magnets, pens).

##### **Approach**

**Organization and Responsibilities:** the committee shall be composed of the following members with the associated duties:

1. Chairperson: Directs the efforts of DC COA officers, serve as liaison between the Committee and the DC COA Board of Directors to obtain approval of budget requests and budget reimbursement requests; maintain financial records of budget expenditures and provide vendor purchase receipts to the DC COA; sends email communications to committee members through

- DC COA President, and facilitates meetings/teleconference calls. Works with Membership Committee to ensure that all committee members have current DC COA membership.
2. Secretary (optional): Writes meeting minutes. Compiles team member list with contact information.
  3. DC COA PACE Program Recruiter(s): Develop recruitment materials, develop welcome packet for newly commissioned officers stationed in the DC metro area, develop methods for recruiting new members from the DC Metro area into the DC COA PACE program.
  4. Lead Historian, Chair, Co-Chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs.

Officers participating shall, at a minimum: Receive Certificates of Appreciation from the DC COA Awards Committee upon meeting predetermined commitment requirements

**Communication Plan:** if needed, list how the committee will disseminate information to DC COA members. See examples below.

1. Committee members shall utilize the DC COA listserv for participant recruitment.
2. Committee members shall utilize agency Commissioned Corps listservs to advertise the event.

#### **4.4.7 USPHS Toys for Tots Subcommittee**

##### *Overview*

**Purpose:** The United States Public Health Service (USPHS) supports the Toys for Tots Program, which will provide USPHS Commissioned Corps visibility to the public promoting community outreach as part of the DC COA volunteer work. Volunteers typically will work short shifts to sort boxes and toys for children.

**Project Background:** The mission of the U. S. Marine Corps Reserve Toys for Tots Program is to collect new, unwrapped toys annually in October, November and December, and distribute those toys as Christmas gifts to less fortunate children in the community in which the campaign is conducted.

The objectives of Toys for Tots are to help less fortunate children throughout the United States experience the joy of Christmas; to play an active role in the development of one of our nation's most valuable resources – our children; to unite all members of local communities in a common cause for three months each year during the annual toy collection and distribution campaign; and to contribute to better communities in the future.

##### **Project Objectives and Deliverables:**

1. The Planning committee will meet during the first week after the Toys for Tots event to go over lessons learned, volunteer lists, and coordinate recognition for volunteers. Works with Membership Committee to ensure that all committee members have current DC COA membership.
2. Photographs published on DC COA website within one week of the Toys for Tots event.
3. An article will be submitted for publication in COA Frontline. Within four to six weeks of the US PHS Toys for Tots event.
4. A list of all volunteers will be submitted to the DC COA Awards Committee within two weeks of event completion.

**Meeting Frequency:** Planning committee members will meet as needed via teleconference or in-person until all deliverables and objectives are met. The Planning committee will also meet during the first week after the Toys for Tots to go over lessons learned, volunteer lists, and coordinate recognition for volunteers.

***Project Resources:*** Although this event is currently a no-cost event for DC COA, the Co-chairs will communicate with the DC COA Board of Directors for budget approval if the need for funding arises.

The subcommittee will work with the National Toy for Tots program to obtain necessary materials such as donation boxes and scheduling pick-up times/dates to collect the donations.

## **Approach**

Organization and Responsibilities: the subcommittee shall be composed of the following members with the associated duties:

1. Chair(s): The USPHS Toys for Tots Subcommittee Chair(s) will coordinate all correspondence with the Toys for Tots organizers, and USPHS volunteers for the event. The Chair(s) will also coordinate all event day operations at the assigned station, and track volunteer participation.
2. Chair will be responsible for developing a charter for this subcommittee and coordinating the Toys for Tots activity (collection of toys).
3. Post-event, the Subcommittee Chair(s) will ensure all volunteers are appropriately recognized for their contributions to the event.
4. Lead Historian, Chair, Co-Chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs

Subcommittee members: Volunteers are expected to arrive on-time for their shift, wear the appropriate attire (specified by the Subcommittee Chair), and represent the USPHS while manning the stations. Volunteers will be responsible for wearing their SDB or Khakis

## **Communication Plan:**

1. The Planning Committee will communicate with volunteers primarily through e-mail. Communication will include verification of volunteers who have signed up for the event and will also include providing volunteers with directions to the event and 'Frequently Asked Questions' about the event, what each volunteer will be expected to do.
2. The Planning Committee will utilize the DC COA listserv for participant recruitment, as well as other USPHS officer groups in the DC Metro area (Advisory Groups, Agency Liaisons, etc.).

**Project Responsibilities and Resources:** Volunteer recognition is the responsibility of the Planning committee.

Supplies for the stations are the responsibility of the Toys for Tots organizers; the USPHS volunteers will setup and breakdown the station/ with Toys for Tots dropping off and picking up the supplies.

## **4.4.8 Veterans and Military Outreach (VMO) Subcommittee**

### ***Overview***

**Purpose:** The purpose of the Veterans and Military Outreach subcommittee is to provide volunteers, support, and service to the Department of Veteran Affairs and non-governmental military and veteran service organizations. The vision of this subcommittee is to achieve an USPHS presence throughout the Washington DC, Virginia, and Maryland area in support of veteran and military families. Additionally, this subcommittee will partner with other DC-COA Community Outreach subcommittees to provide these services in other locations. Events will promote PHS visibility, PHS leadership capabilities and collaboration with the Department of Veteran Affairs and non-governmental military and veteran service organizations.

**Project Background:** The participation of PHS officers with this program started with volunteer work among various officer who collaborated with the Washington DC Veteran Affairs Medical Center and other non-governmental military and veteran service organizations. Various organizations that provide veteran and military services need support from the surrounding community. The USPHS officer's participation will be as volunteers, and at times guest speakers at different veteran and military events.

**Project Objectives and Deliverables:**

1. Successfully implement the Veterans and Military Outreach service events (to include supporting 2-3 military and veterans events each year).
2. Participate in Veteran Stand Downs throughout Washington, DC, Maryland, and Virginia. These Stand Downs are held at most Veteran Affairs hospitals yearly and provides medical, dental, clothing, and food to homeless veterans.
3. Provide a list of all planning subcommittee members and team participants to Awards Committee within 1 weeks of event completion.
4. Deliver team member awards/certificates within 2 weeks of receipt from the Awards Committee.

**Meeting Frequency:** As needed, Subcommittee members will receive the logistics for the event by email.

**Project Resources:** Funding will be requested and approved on a case by case basis for snacks (lunch) for the officers during the events.

**Approach**

**Organization and Responsibilities:** The subcommittee shall be composed of the following members with the associated duties:

1. Chairperson: Identifies the scope of the work, develops project plan, manages the team, and maintains communications with DC COA Outreach Chair and other identified Point of Contacts (Point of Contacts (POCs), plan logistics, resolves any unforeseen situation or issues, assures officers are well represented. Works with Membership Committee to ensure that all committee members have current DC COA membership.
2. Co-Lead: Take the role of the Chairperson, if necessary, compiles team member list with contact information, maintains log of team participants and certificates, sends event logistic email communications to team members, and assist as writer/liaison (with the Chairperson) for the COA Frontline publication.

3. Lead Historian, Chair, Co-Chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs.

In addition to individual responsibilities mentioned above, subcommittee members shall maintain communication and respond promptly to inquiries from members (objective to resolve difficulties as they arise).

Officers participating shall, at a minimum, participate in their pre-assigned shift and communicate with the Chairperson and Lead.

Communication Plan:

1. Subcommittee members shall utilize the DC COA listserv and DC COA Facebook for participant recruitment.
2. Subcommittee members shall utilize agency Commissioned Corps listserv to advertise the event.

#### **4.4.9 Be the Match Bone Marrow Subcommittee**

*Overview*

**Purpose:** Thousands of patients with cancers like leukemia and lymphoma, sickle cell and other life-threatening diseases need a bone marrow or umbilical cord blood transplant. They depend on Be The Match Registry® to find a match. The aim of this subcommittee is to coordinate a marrow drive annually at the PHS Awareness Day at the White Oak campus of the FDA, to provide officers and civilians attending the event, an opportunity to know more about marrow donation or to join the Be-the-Match registry. This event promotes PHS visibility along with PHS leadership capabilities.

**Project Background:** The participation of PHS officers began in 2012 with a booth at the Annual COF scientific symposium. For information about the National Marrow Donor Program, visit [www.BeTheMatch.org](http://www.BeTheMatch.org), call 1-800-MARROW-2

**Project Objectives and Deliverables:** To create and manage a team of PHS Officers to:

1. Recruit volunteers to man the booth at the bone marrow drive events.
2. Raise awareness for the Be The Match foundation.

**Meeting Frequency:** As needed. Subcommittee members will receive the logistics for the event by email.

#### **Approach**

**Organization and Responsibilities:** the committee shall be composed of the following members with the associated duties:

1. Chairperson: Will coordinate event; send out advertising and manage other group functions, in addition will mentor co-chair in running such a function. Works with Membership Committee to ensure that all committee members have current DC COA membership.
2. Co-chair: Will assist Chair in duties described above and provide liaison to DC COA

3. Lead Historian, Chair, Co-Chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs.

In addition to individual responsibilities mentioned above, subcommittee members shall maintain communication and respond promptly to inquiries from members (objective to resolve difficulties as they arise).

Officers participating shall, at a minimum, participate in their pre-assigned shift and communicate with the Chairperson and Lead

**Communication Plan:** if needed, list how the subcommittee will disseminate information to DC COA members. See examples below.

1. Subcommittee members shall utilize the DC COA listserv and DC COA Facebook for participant recruitment.
2. Subcommittee members shall utilize the agency liaisons and campus wide distribution system where appropriate.

#### **4.4.10 DC Area Maternal and Child Health Fair DC COA Subcommittee.**

##### ***Overview***

**Purpose:** The DC Area Maternal and Child Health Fair is a DC COA sub-committee tasked with the responsibility of setting up, organizing and implementing a health fair specifically geared towards pregnant women, new moms and new babies. The health fair is an outreach event to promote healthy pregnancies and healthy babies. The idea is to hold periodic health fairs or “baby showers” geared to connecting this population to local services and health information. This event promotes PHS visibility within a community and helps to promote PHS leadership.

**Project Background:** The idea for a health fair for new moms and pregnant women grew out of the DC COA PACE Subcommittee and a similar event that was held by PHS officers in Oklahoma.

The “Baby Shower” is a health fair targeting pregnant women and new moms. Tables are set up for different organizations and agencies. In addition, it would offer breakout sessions of different topics pertinent to the targeted audience. Topics such as Child and Infant CPR, lactation consultations, basic health and safety of the child, and healthy eating could be included. PHS officers can provide these breakout session presentations.

The event would seek to collaborate with various city agencies and non-profits. Agencies such as DC Women Infant and Children, Healthy Babies etc. would be present to help enroll women in different programs. Non-profit organizations such as Unity Health, Mary’s Center, and La Clinica del Pueblo will be contacted to obtain table space and advertisement of their services. In addition, these agencies are ideal partners because they encourage their patients to attend the event.

Finally, as it is a “Baby Shower” different types of games or raffles to the participants would be offered as well as refreshments. Corporate sponsorship from places such as Target, Walmart or Safeway may supply baby centric gifts (goodie bags) such as diapers, bottles, coupons or other items.

**Project Objectives and Deliverables:** To field a team of PHS officers to

1. Successfully plan and implement a “Baby Shower” event to low income women in DC.
2. Deliver PHS participants certificates of appreciation for their participation within 30 days.
3. Deliver thank you notes to sponsors and volunteers within 30 days of the end of the event.

**Meeting Frequency:** Subcommittee members will meet as needed initially with more frequent meetings required as the day of the event gets closer. Meetings would be arranged via email.

**Project Resources:** The funding required would be

- Space: St Stephen’s Church \$25-\$50/hour, Total cost for 4 hours \$100-\$200
- Food (cake, plates, silverware, napkins, drinks, cups) estimate \$100
- Miscellaneous Materials (pens, poster board, advertisement, CPR dummies) estimate \$50
- Goodie Bag (Corporate Sponsorship?)
- Tables/Chairs provided by the space
- Total resources needed: (Estimate) \$350

## **Approach**

**Organization and Responsibilities:** The Subcommittee will be organized of the following members with the associated duties:

1. Chairperson: Identifies the scope of the project and solicits officers who are interested in the project. Seeks to delegate tasks and ensure that those tasks are being executed appropriately. Resolves any unforeseen issues, acts as a point of contact with DC COA, assumes responsibility for the overall logistics and outcome of the event. Works with Membership Committee to ensure that all committee members have current DC COA membership.
2. Corporate Liaison: This person shall be responsible for securing corporate sponsorship to establish relationships in the community and perhaps secure baby centric gifts
3. Non-profit Liaison: This person shall be responsible for securing the participation of various local non-profit groups for their participation in the event.
4. Government Liaison: This person shall be responsible for securing the participation of various government agencies.
5. Activities: This person shall be responsible for finding ideas and officers to fulfill the other roles and breakout sessions. This could include CPR courses, healthy eating/nutrition, lactation consultation, as well as other games and activities for the participants.
6. Logistics: This role is responsible for securing the location, tables, space, food and any other materials that would be physically necessary to implement the “baby shower.”
7. Secretary: This person is responsible for keeping and typing up meeting minutes as well as keeping a log of sub-committee members and PHS participant volunteers. They will also be responsible for submitting the names of the participants for certificates of appreciation as well as delivering Thank you notes to volunteers and sponsors.
8. Advertisement: This person is responsible for advertisement of the event and ensuring that there is publicity surrounding the event.
9. Lead Historian, Chair, Co-Chair or Designee: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs

Sub-committee members shall maintain communication with the other members of the Subcommittee as needed. Additional volunteers may be solicited for the actual event or to help in these 8 roles as deemed necessary. Roles may be combined if not enough individuals are identified to fulfill each role. If a subcommittee member cannot fulfill their obligation, it is up to the Chairperson to find an alternate member to take on the role.

**Communication Plan:** if needed, list how the Subcommittee will disseminate information to the DC COA members.

1. Sub-committee members shall utilize DC COA listserv for participant recruitment.
2. Sub-committee members shall also utilize agency Commissioned Corps listserv to advertise the event.
3. At the end of the event, an article summarizing the event will be submitted to COA Frontline.

## 4.5 Finance Committee

### *Overview*

**Purpose:** The purpose of the committee is to develop and execute strategies to implement DC COA's annual fiscal budget in accordance with its vision, mission, and strategic plan.

**Project Background:** The development of the DC COA Finance Committee is pertinent for the continued success and growth of DC COA. The Chairperson will work closely with the DC COA Treasurer, other members of the DC COA Executive Committee and Chair/Co-Chair of each DC COA Committee to develop and implement DC COA's annual fiscal budget in accordance with its vision, mission, and strategic plan

### **Project Objectives and Deliverables:**

1. Review and recommend to the Board of Directors for approval the funding requests for DC COA.
2. Maintain records of DC COA Board of Directors' approvals of internal and external funding requests. For any expense greater than \$100 over the approved funding amount, approval by DC COA Board of Directors shall be required before the expense is incurred and for any expense less than \$100, the Chair will bring to Executive Committee for decision.
3. Ensure that the financial elements (i.e., funding and expenditures) of the organization are in accordance with its vision, mission, and strategic plan.
4. Enforces the limits to funding requests that exceed the annual budget. The Board of Directors will provide a guideline of how much a president is authorized to approve and how much the executive committee is authorized to approve. There is no limit for the board approval.
5. Manages funding requests and submits to the board for voting
6. Maintains voting record for internal and external funding requests
7. Supports mission and strategic plans of DC COA
8. Reports funding request approvals at branch and board meetings

**Meeting Frequency:** The Finance Committee Chair shall meet with the DC COA Treasurer as needed via teleconference or in person until deliverables and objectives are met.

### **Project Resources:**

1. DC COA Funding Request Form for EXTERNAL Requests
2. DC COA Funding Request Form for INTERNAL Requests
3. DC COA Committee Preliminary Budget Request Form

### **Approach**

**Organization and Responsibilities:** The committee shall be composed of the following member(s) with the associated duties:

Chairperson:

1. Work with the DC COA Treasurer and other members of the Executive Committee and Chair/Co-Chair of each DC COA Committee to plan and forecast DC COA's annual fiscal year budget.
2. Work with Membership Committee to ensure that all committee members have current DC COA membership.
3. Submit the annual operating budget to the DC COA Board of Directors for approval. Maintain records of DC COA Board of Directors' approvals of internal and external funding requests.
4. Summarize and report the approvals of all internal and external funding requests at DC COA Board of Directors Meetings and DC COA Meetings.

**Communication Plan:**

1. The Chair shall update the DC COA Board of Directors on budget approvals and denials.
2. The Chair shall update DC COA members on recent budget request approvals at the DC COA meeting.

## 4.6 Membership Committee

*Overview*

**Purpose:** The purpose of the committee is to develop and execute strategies to maintain, monitor, and increase membership in DC COA. This committee will maintain count and contact information of all DC COA Branch members, develop recruitment material, and maintain recruitment efforts.

**Project Background:** Many of the officers who compose the USPHS are stationed in the Metropolitan DC area. The development of the DC COA Membership Committee is pertinent for continued success and growth of the DC COA Branch. The DC COA Membership Committee is a standing committee in the DC COA bylaws and is further defined in this charter to provide structure and documentation of processes for seamless continuation. The Chairperson will lead a committee of 5-12 officers to promote continued paid membership, as well as increase new membership, to the DC COA Branch through recruitment and retention efforts.

**Project Objectives and Deliverables:**

1. Monitor the DC COA membership roster and report to DC COA leadership.
  - a. Maintain quarterly knowledge of current count of DC COA membership.
  - b. Assist in reminding members to update contact information with COA, as well as keep their membership current.
  - c. Check DC COA membership status or send instructions to check membership status upon request from any DC COA committee chairs
2. Actively recruit new and former members.
  - a. Attend Officer Basic Course (OBC) – potentially represent COA, as well as DC COA for officers who will be stationed in the DC metro area.
  - b. Establish a table at PHS Awareness Day events.
  - c. Establish recruitment day(s) to set up tables with information – possibly in conjunction with the Merchandise Committee.
    - i. Face-to-face, telephone, or email welcome to officers new to the DC metropolitan area.
    - ii. Encourage current COA members to establish their Branch affiliation with DC COA.
    - iii. Invite officers who are not COA members to join the listserv or attend an event
3. Email former members with lapsed (inactive) memberships from the previous years to rejoin.

4. Team up with Networking and recreating committee, community outreach committee, career development and education committee and merchandise committee, to attend events when appropriate and available, and provide membership info if not able to attend.
5. Monitor and/or maintain routine communication with local Officers via the DC COA listserv:
  - a. Send out quarterly reminders to the DC COA listserv for officers to update and maintain their National COA and DC COA Memberships.
  - b. Contact officers in the DC metro area with an invitation and instructions to subscribe to the DC COA listserv.

**Meeting Frequency:** Committee members shall meet at least quarterly via teleconference to discuss activities and progress towards meeting goals, objectives and deliverables.

**Project Resources:** Marketing Materials (brochures, posters, etc.)

### **Approach**

**Organization and Responsibilities:** The committee shall be composed of the following members with the associated duties:

1. Chairperson: Develops overall membership recruitment and maintenance strategy; serve as liaison between the committee and the DC COA Board of Directors to obtain approval of budget requests and budget reimbursement requests; maintain financial records of budget expenditures and provide vendor purchase receipts to the DC COA Treasurer; provides membership count and committee updates at Branch meetings and submits all deliverables to the Board; accesses COA membership list, obtained from DC COA Chair, to monitor officer data; sends email communications to committee members, and facilitates meetings/teleconference calls. Works with the Membership Committee to ensure that all committee members have current DC COA membership. Secretary (optional): Takes and maintains a record of the meeting minutes. Compiles team member list with contact information.
2. DC COA Recruiter(s): Develop recruitment materials, develop welcome packet for newly
  - a. commissioned officers stationed in the DC metro area, and disseminate recruitment materials at recruitment events (e.g. Officer Basic Course, PHS Awareness Day,
  - b. Merchandise Committee sales/Membership recruitment events)

In addition to individual responsibilities mentioned above, committee members shall:

1. Actively contribute to all Membership Committee projects/initiatives unless expressly excused from doing so by the Membership Committee chair. Examples of active contributions include assisting with leading/coordinating initiatives, drafting/editing materials, gathering information for projects, and representing DC COA in person at events.
2. Fulfill all commitments made to DC COA Membership Committee activities. Fulfillment of Membership Committee commitments includes personally completing tasks as well as securing your own replacement in the event of scheduling conflicts (e.g., OBC Open House).

Officers participating shall, at a minimum:

1. Attend two OBC Open Houses through the year.
2. Attend three of the four Quarterly DC COA Membership Committee Meetings. If a committee member is unable to attend the scheduled meeting, they must let the Membership Committee chair know of this in advance to be noted in the meeting minutes as excused. Excused absences will not count against your attendance record.

### **Communication Plan:**

1. Committee members shall utilize the DC COA listserv for participant recruitment.
2. Committee members shall utilize the COA membership database via the DC COA President to communicate to officers.

## **4.7 Merchandise Committee**

### *Overview*

**Purpose:** The purpose of the DC COA Merchandise Committee is to promote PHS visibility and pride through the sale and/or donation of commemorative items at USPHS events, particularly DC COA sponsored events.

**Background:** The DC COA Branch has historically purchased and provided commemorative items to USPHS officers including coins and t-shirts. The Committee is pertinent to the continued success and growth of the overall branch through its sales, distribution and inventory management. The Committee was added to the amended DC COA By-laws in year 2010 as a standing Committee for the DC COA Branch.

### **Objectives and Deliverables:**

To design, produce, and purchase commemorative USPHS items for sale and donation to increase USPHS visibility and demonstrate USPHS pride.

The **Merchandise Committee** should conduct the following activities:

1. The Committee will design new USPHS pride items for sale. Committee members may conduct surveys to generate innovative design concepts for new merchandise.
2. The Committee will work with Planning Committees of USPHS and DC COA sponsored events to sale or donate USPHS pride items.
3. The Committee will process mail orders for customers requesting USPHS pride items.
4. The Committee will collaborate with vendors on producing items for sale and distribution.

**Meeting Frequency:** Committee members shall meet bi-monthly via teleconference to ensure goals and objectives are met.

**Organization and Responsibilities:** The Committee shall be composed of the following members with the associated duties:

1. **Chair:** Develops overall merchandising strategy in collaboration with Committee members, develops and manages budget in concert with DC COA Board of Directors and Treasurer, manages inventory of items, maintains and provides vendor purchase receipts to the DC COA Treasurer for financial record maintenance, sends email communications, and facilitates meetings/teleconference calls.
2. **Committee Member(s):** Provide support for related activities including sales and distribution, recordkeeping, and fundraising events. Some Committee members will conduct other Merchandising activities, including maintaining a cache of merchandise items at their respective work location, selling items at events, processing mail orders, etc.
3. **Marketing/Outreach Lead:** Develop and implement strategies and activities to promote merchandise campaigns and events.
4. **Recorder:** Record meeting minutes and attendance.

**Communication Plan:**

1. Committee members shall meet bi-monthly via teleconference to ensure goal and objectives are met.
2. The Chair will provide updates to the DC COA President, Treasurer and Board of Directors.
3. The Committee will send emails to event Planning Committees to provide items for sale and/or donation at various events.

**Resources:**

**BUDGET**

Budget needs to be revised and approved by the DC COA Board of Directors annually and should include any new items.

Budget includes cost of storage unit, postage, marketing supplies, etc.)

**SALES**

All sale proceeds will be reimbursed into the designated DC COA Bank account with follow-up communications to the Treasurer and President.

**PURCHASES**

All merchandise purchases must be submitted to the President and Treasurer for approval.

1. The Chair will notify the President and Treasurer in advance of placing an order with an estimate amount.
2. The Chair or designee placed the order and email the vendor receipt to both the President and Treasurer.
3. The Chair will work with the Treasurer on the type of payments: either via a check or debit card.
4. If via a check, the Treasurer will email a copy of the check and mail a check to the vendor for payment.
5. If via a debit card, the Treasurer will call the vendor and provide the debit card info.

**MERCHANDISE ITEMS**

The table below lists examples of merchandise items:

Fleece Jacket	Chico bags	Coins
Performance T-shirt	Blazer Patch	Padfolio
T-shirts (color, white, black and gold)	Lapel Pins (Seal & Flag)	Mouse Pad
Nalgene Water Bottle	Wicking T-shirt (color, navy, royal blue and yellow/green)	Frisbee
License Plate Frame	Stick Flag	Silk Flag
Magnet	Key Chain	Football
Stadium Cup	Post-it Notes	Pop Sockets/Racerback Workout T's

**DONATIONS**

The Merchandise Committee may donate merchandise for PHS or DC COA events/activities.

### **MAIL ORDERS**

1. A designated Committee member will check the DC COA Merchandise email account on a weekly basis for new orders.
2. The Committee member will prepare mail orders for shipment.
3. All payments for mail orders will be sent by customers to the DC COA Post Office mailbox and received by the Committee Chair or Treasurer. The Committee Chair or Treasurer will confirm that payments have been received in the mailbox for merchandise and postage, prior to shipping an order.
4. The Committee Chair and/or Treasurer will deposit the payments into the DC COA bank accounts i.e. checks, money order.
5. The Committee Chair or designated member will ship the merchandise to the customer.

### **Advance of Funds for Postage (Mail Orders)**

1. The Committee Chair will request an advance of funds following the DC COA standard operating procedures for requesting funds.
2. The Committee Chair will initiate the request for an advance on a quarterly basis and/or when funds are exhausted to pay for postage costs of shipping mail orders.
3. The Committee Chair will forward the funds to the designated Committee member to use for postage in shipping mail orders.
4. The Committee member will use the advanced funds to pay for postage, retain copies of all receipts and forward all receipts quarterly to the Committee Chair. Funds that have not been used will be returned for deposit into the DC COA bank account.

## **4.8 Nominating Committee (meets only in spring)**

### *Overview*

**Purpose:** The purpose of this committee is to nominate at least one candidate from the active DC COA membership pool for each position, to select candidates that are representative of the various ranks, regional duty station and Agencies of the USPHS, and to verify that each candidate is willing and able to serve if elected.

**Project Background:** Annually, the Branch Vice President shall appoint at least three regular members from three different officer categories, who are not currently holding elective or appointive office to the Nominating Committee via the nominating process outline in the DC COA bylaws.

### **Project Objective and Deliverables:**

1. The Vice President shall announce the call for nominations at least 90 days before the end of the terms of the incumbent Officers and no later than April 1<sup>st</sup> of each year.
2. An election shall be held each year by a mail ballot, e-mail, or other appropriate electronic ballot (such as Survey Monkey) to be distributed during the month of April or May.
3. The period for receipt of ballots shall close 21 days after distribution; the ballots shall be counted and the results of the election made available within two weeks of the closing date.
4. The results shall be included in the announcement for the next Branch meeting.

**Meeting Frequency:** The nominating committee shall meet weekly during the entire process until deliverables and objectives are met.

**Project Resources:** Funds may be needed to purchase the onetime use of appropriate electronic ballot (e.g. Survey Monkey) to collect votes and report the election results.

## **Approach**

### **Organization and Responsibilities:**

1. The DC COA Secretary shall submit a call for volunteers to join the nominating committee, liaison between the nominating committee and potential nominees and the DC COA email subcommittee.
2. The Vice President shall develop the nominating committee and instruct them to solicit for volunteers to serve as Board members and Executive committee members
3. The nominating committee shall select candidates that are representative of the various ranks, regional duty station and Agencies of the USPHS, verify that each candidate is willing and able to serve if elected, and submit the nominated officer names to the Vice President and the Secretary.

### **Communication Plan:**

1. The Secretary shall send the following request to [dccoemail@gmail.com](mailto:dccoemail@gmail.com) as a call for volunteers to join the nominating committee (this should be accomplished in 3 weeks)

*[An example e-mail is shown below in italicized font]:*

*URGENT: DC COA Branch Vice-President is seeking three active members NOT currently holding elective or appointive office to serve on the Nominating Committee.*

*Dear DC COA Members,*

*The DC COA nominating committee needs to be assembled to select officers to fill the upcoming Board of Director Branch Position Vacancies for 2017. DC COA needs members represented from three different categories to serve on the committee.*

*You must be a current DC COA member to serve on the nominating committee. If you want to serve on Nominating Committee, please respond by [DATE] to [Name of DC COA Vice President] with the subject header as DC COA Nominating Committee.*

2. The Vice President shall develop the nominating committee and instruct them to send a request to [dccoemail@gmail.com](mailto:dccoemail@gmail.com) to solicit for volunteers to serve as Board members and Executive committee members within three weeks as follows:

*[An example e-mail is shown below in italicized font]:*

*Subject line: Call for Nominations for 20XX – 20XX DC COA Executive Committee and Board of Directors*

*See Nomination Form attached*

*To members of the D.C. Metropolitan Area Branch,*

*We are soliciting for Nominations for the [nominating Fiscal year] Executive Committee and Board of Directors for the DC COA.*

*Executive committee include [if appropriate]:  
President, Vice President, Treasurer, Secretary*

*Nominations for the Board of Directors include the following categories [list the appropriate category the following are only examples]:*

- Member at large, Medical*
- Member at large, Engineer*
- Member at large, Scientist*
- Member at large, Nurse*

*Duties of the DC COA Branch Executive Committee and Board of Directors include the following:*

- 1) Meet monthly (1 hour).*
- 2) Serve as a liaison to a DC COA committee and/or working on special DC COA projects.*
- 3) Supervise all funds and finances of the Branch.*
- 4) Develop policy for the guidance of the Branch.*
- 5) Approve committee chair appointments made by the chairperson (president).*

*An Officer or Member at Large may serve no more than two consecutive terms in the same position without a break of at least one year.*

*If you would like to nominate a DC COA member or self-nominate yourself to serve, please complete the attached Nominating Committee form and submit it to [title, name one of the Nominating Committee member]at [email address by COB [DATE]*

3. The nominating committee shall submit the nominated officer names to the Vice President and develop the electronic ballot and send a request to [dccoemail@gmail.com](mailto:dccoemail@gmail.com) to post via e-mail. The ballot is distributed via email and announced that it will remain open for 21 days. The candidates biosketches are posted on the DC COA webpage (provide names and biosketches of the nominees to the webmaster for uploading on the web).

*[An example ballot is shown below in italicized font]:*

*Dear Members of the District of Columbia Commissioned Officers Association Branch,*

*Voting for 2017-2019 DC COA Board of Directors is open from [DATE] through [DATE] (three weeks).*

*Please note that voting is only open to DC COA members and officers may only vote once.*

*The nominees for each position are listed below. Prior to voting, please take a moment to review each nominee's bio and position statement located here:*

*<<<Please place link to webpage here>>>>*

*Please cast your vote here: <<<Please place a survey monkey link to webpage here>>>>*

*Note that the following Board of Directors will serve one more year on their two-year term:*

- *Rank and name, Member-at-large Retired Officer*
- *Rank and name, Member-at-large Dental*
- *Rank and name, Member-at-large HSO*
- *Rank and name, Member-at-large Pharmacist*
- *Rank and name, Member-at-large Combined category (Sanitarian, Dietitian, Therapist, and Veterinarian categories)*

*The following Board members are outgoing:*

- *Rank and name, Member-at-large Medical*
- *Rank and name, Member-at-large Engineer*
- *Rank and name, Member-at-large Scientist*
- *Rank and name, Immediate Past President*
- *Rank and name Member-at-large, Nurse*

*Duties of the DC COA Branch Executive Committee and Board of Directors include the following:*

- 1) Meet monthly (1 hour)*
- 2) Serve as a liaison to a DC COA committee and/or working on special DC COA projects*
- 3) Supervise all funds and finances of the Branch*
- 4) Develop policy for the guidance of the Branch*
- 5) Approve committee chair appointments made by the chairperson (president)*

*If elected, these nominees serve a term of two years beginning July 1, [YEAR] through June 30, [YEAR]. Officer of the Branch may serve not more than two consecutive terms in the same position without a break of at least one year.*

*Thank you,  
DC COA Nominating Committee*

4. The Nomination Committee shall collect and tally the ballots. The results are posted via email and the web and will be announced at the next DC COA Branch meeting

## 4.9 Policy and Procedures Committee

### *Overview*

**Purpose:** The purpose of the committee is to develop and execute the promulgation of official operational instructions and procedures, and the periodic review of operational documents that detail the formalized rules and procedures for DC COA proceedings.

**Project Background:** The development of the DC COA Policy and Procedures Committee is pertinent for the continued success and growth of the DC COA Branch. The Chairperson will work closely with members of the DC COA Executive Committee, Chair or Co-Chair of each DC COA Committee to develop and implement DC COA's bylaws and SOPs.

**Project Objectives and Deliverables:** Maintain records of DC COA's bylaws and initiate and maintain accuracy of DC COA SOP.

**Meeting Frequency:** The Policy and Procedures Committee Co-Chairs and the board liaison shall meet once a month via teleconference until deliverables and objectives are met.

**Project Resources:** DC COA Website

### **Approach**

#### **Organization and Responsibilities:**

The committee shall be composed of the following member(s) with the associated duties:

#### **Chairperson(s):**

1. Work with the members of the Executive Committee, Chair or Co-Chair of each DC COA Committee to maintain DC COA Standard Operating Procedures up-to-date.
2. Maintain records of DC COA bylaws.
3. Work with DC COA Communications Committee and Archives and Records Subcommittee to establish a webtool for information sharing and archiving.
4. Works with Membership Committee to ensure that all committee members have current DC COA membership.

#### **Communication Plan:**

1. Committee member shall update the DC COA Board of Directors on the status of SOP and bylaws.
2. Committee member shall update DC COA members on operational instructions and procedures at the DC COA Branch meeting.

## **4.10 Recreation/Networking Committee**

### **4.10.1 Summer Picnic Subcommittee**

#### *Overview*

**Purpose:** The Summer Picnic is an opportunity for Officers to network in an informal setting without concern for rank and protocol. The objective is to build camaraderie and enhance esprit de corps in a relaxed environment while sharing food and engaging in social activities. This event also gives officers the opportunity to purchase DC COA Merchandise and renew DC COA Membership. The Picnic normally lasts approximately 4-6 hours from setup to clean-up.

**Project Background:** Attendance can vary depending on the time and venue. The average turnout is at least 50 officers and their family members and friends.

#### **Project Objectives and Deliverables:**

1. Plan the details of this event including time, venue, menu, entertainment, etc.
2. Advertise event to DC COA membership
3. Prepare funds, resources, food, and other sundries to support the plan.
4. Setup on the day of the picnic.
5. Cook, manage games, collect donations, etc.
6. Clean-up after the picnic.

**Meeting Frequency:** Committee members shall meet at least every two to three weeks initially and then weekly via teleconference until deliverables and objectives are met.

#### **Project Resources:**

- 1 Food cost
- 2 Pavilion or outdoor space rental
- 3 Purchase/rent games

#### **Approach**

**Organization and Responsibilities:** The committee shall be composed of the following members with the associated duties:

1. Chairperson: Identifies the scope of the work, develops project plan, manages the team, and sends mass email communications to team members. Works with Membership Committee to ensure that all committee members have current DC COA membership and provide opportunity for officers to purchase membership on-site. Works with Merchandise Committee to ensure representative available to sell DC COA merchandise.
2. Secretary: Takes and maintains a record of meeting minutes, compiles team member list with contact information, maintains log of team participants, and writes article for the COA Frontline publication.
3. Liaison to the DC COA Board of Directors: Collaborates with the DC COA Board of Directors for budget concerns and team member awards and certificates.

In addition to individual responsibilities mentioned above, committee members shall:

1. Plan the details of this event including time, venue, menu, entertainment, etc.
2. Prepare funds, resources, food, and other sundries to support the plan.
3. Set up on the day of the picnic.
4. Clean-up after the picnic.

Participants:

1. Shall make a small monetary donation to offset the cost of the event.
2. Wear PHS pride for esprit de corps
3. Volunteer for setup or clean-up.

**Communication Plan:**

1. Planning committee members shall meet at least every two to three weeks initially and then weekly via teleconference until deliverables and objectives are met.
2. Liaison to the DC COA Board of Directors shall communicate with DC COA Board of Directors for budget approval.
3. Planning committee members shall utilize the DC COA listserv for participant recruitment.
4. Committee members shall send a personalized email to the VIPs located in the D.C. metropolitan area, including an email to the aides of the Surgeon General, Deputy Surgeon General, and the Chief of Staff, personally inviting them to participate in the event.

#### **4.10.2 USPHS Army 10-Miler Team Subcommittee**

*Overview*

**Purpose:** To increase the visibility of the Corps among the other services, as well as, the public. It also serves to promote the Surgeons General's priority for a healthy and fit nation and the US National Prevention Strategy. The team looks to the DC COA for financial support and recruitment of runners and volunteers.

**Project Background:** The DC COA has supported the USPHS team through financial support, assistance with recruiting volunteers to staff the two-day Expo at the DC Armory, and providing race day course cheering teams, and Hooah tent staff. The race usually occurs in October. For more information: <http://www.armytenmiler.com/>

**Project Objectives and Deliverables:** To establish and maintain a team of USPHS Officers to:

1. Form two cheering teams along the course for runners on race day.
2. Staff the race day Hooah tent.
3. Run the 10-mile race.
4. Provide certificates of appreciation to runners and volunteers

**Meeting Frequency:** Committee members shall meet at least monthly via teleconference until deliverables and objectives are met.

**Project Resources:**

1. Volunteer t-shirts to increase USPHS visibility
2. Post-race refreshments in the Hooah tent
3. Use of two 3' by 5' USPHS flags (with poles) to carry along the race course.
4. Certificates of appreciation to runners and volunteers.

#### **Approach**

**Organization and Responsibilities:** the committee shall be composed of the following members with the associated duties:

1. Chairperson: Identifies the scope of the work, develops project plan, manages the team, sends mass email communications to team members, establishes and manages team webpage on the

US Army Ten Miler website. Works with Membership Committee to ensure that all committee members have current DC COA membership and provide opportunity for officers to purchase membership on-site. Works with Merchandise Committee to ensure representative available to sell DC COA merchandise.

2. Secretary: Writes meeting minutes, compiles and processes registration forms, compiles team member list with contact information, maintains log of team participants in receipt of bibs, t-shirts, and certificates.
3. Lead Historian: Documents event via photography. Compiles photographs from other team members. Liaisons with DC COA Historian Subcommittee to upload the photographs and web master to publish photographs.
4. Lead writer/liaison for the COA Frontline publication.
5. Walker Lead: Rallies walker group at the event site and records attendance of participants.
6. Runner Lead: Rallies runner group at the event site and records attendance of participants.
7. Liaison to the DC COA Board of Directors: Liaisons to the DC COA Board of Directors for budget concerns and team member awards/certificates.
8. Mentor(s): Provide insight and guidance to the planning committee members.
9. Award Coordinator: Coordinates the issuing of team member awards/certificates, thank you letters to sponsors and volunteers. Coordinates PHS award submission for the team when applicable.

The Planning Committee shall:

1. Recruit team participants.
2. Determine recommended wear for team participants.
3. Help distribute t-shirts and other items for race day, as appropriate.
4. Serve as contacts for team participants on race day.

Team participants may include planning committee members. Team participants shall:

1. Recruit additional team participants.
2. Attend and complete any documentation required for the Army Ten-Miler.

#### **Communication Plan:**

1. Liaison to the DC COA Board of Directors shall communicate with DC COA Board of Directors for budget approval if needed.
2. Planning committee members shall utilize the DC COA listserv for participant recruitment.
3. Committee members shall utilize the DC COA listserv and DC COA Facebook for participant recruitment.
4. Committee members shall utilize agency Commissioned Corps listservs to advertise the event.

### **4.10.3 Marine Corps Marathon Subcommittee**

#### ***Overview***

**Purpose:** To increase the visibility of the Corps among the other services, as well as, the general public. USPHS involvement in the Marine Corps Marathon also serves to promote the Surgeons General's priority for a healthy and fit nation and the US National Prevention Strategy. The team looks to the DC COA for financial support and recruitment of volunteers.

**Project Background:** DC COA's support for the event includes assistance with recruiting volunteers for the race day course, volunteers for cheering teams, and assisting runners train for the race. The race usually occurs in October. For more information: <http://www.marinemarathon.com/>.

**Project Objectives and Deliverables:**

1. Form one or two cheering teams along the course for runners on race day.
2. Provide refreshments for cheering teams.
3. Assist the runners to train for the race.
4. Submit a list of volunteers to Awards Committee to receive Certificate of Appreciation.
5. Deliver the Certificate of Appreciations to volunteers.

**Meeting Frequency:** Committee members shall meet at least monthly via teleconference until deliverables and objectives are met.

**Project Resources:**

1. Use of two 3' by 5' USPHS flags (with poles) for volunteers to display along the race course.
2. Refreshments for volunteers during and following the race.

**Approach**

**Organization and Responsibilities:** the committee shall be composed of the following members with the associated duties:

1. List applicable member titles with duties (see below examples).
2. Chairperson: Identifies the scope of the work, develops project plan, manages the team, sends mass email communications to team members, and establishes project goals, milestones and timelines. Compiles team member list with contact information. Works with Membership Committee to ensure that all committee members have current DC COA membership and provide opportunity for officers to purchase membership on-site. Works with Merchandise Committee to ensure representative available to sell DC COA merchandise.
3. Secretary: Writes meeting minutes. Compiles and processes registration forms. Maintains log of team participants in receipt of bibs, t-shirts, and certificates.
4. Lead writer/liaison for the COA Frontline publication.
5. Liaison to the DC COA Board of Directors: Liaisons to the DC COA Board of Directors for budget concerns and team member awards/certificates.
6. Mentor(s): Provide insight and guidance to the planning committee members.

Team participants may include planning committee members. Team participants shall:

1. Recruit additional team participants.
2. Wear USPHS pride for esprit de corps
3. Attend and complete any documentation required for the Marine Corps Marathon.

**Communication Plan:** if needed, list how the committee will disseminate information to DC COA members. See examples below.

1. Committee members shall utilize the DC COA listserv and DC COA Facebook for participant recruitment.
2. Committee members shall utilize agency Commissioned Corps listservs to advertise the event.

**4.10.4 APFT Subcommittee**

*Overview*

**Purpose:** The purpose of the committee is to facilitate group APFTs to decrease the logistical burden on Commissioned Corps officers and assist officers in fulfilling the APFT requirement that states, “Officers must be evaluated by any active-duty commissioned officer.”

**Project Background:** Many of the officers who compose the USPHS are stationed in the Metropolitan DC area; thus, the DC COA APFT Subcommittee was created to take advantage of this resource and to foster networking and test-taking opportunities in the area, and to increase fulfillment of the APFT readiness standard. The Chairperson will lead a subcommittee that oversees one or more APFT site leaders. In conjunction with the subcommittee chairperson, site leaders will be responsible for coordinating and conducting APFT tests in the DC Metro area, including, but not limited to, Montgomery County, Prince George’s County, and Washington, D.C.

**Project Objectives and Deliverables:**

1. Conduct officer-facilitated group APFTs in the DC Metro area. Goal: One APFT program per quarter.
2. Be a resource to fellow Commissioned Corps officers regarding the APFT and physical readiness standards.
3. Provide an appropriate site and proper equipment for APFT testing.
4. Recruit volunteers to assist in facilitating APFT tests and to provide encouragement to test-takers.
5. Provide Certificates of Appreciation to volunteers at the end of each calendar year.

**Meeting Frequency:** Subcommittee members shall meet at least once per year or as needed via teleconference until deliverables and objectives are met.

Project Resources: None required

**Approach**

**Organization and Responsibilities:** the subcommittee shall be composed of the following members with the associated duties:

1. Chairperson: Identifies the scope of the work, develops project plan, manages the team, sends mass email communications to team members, recruits new site leaders, maintains knowledge of physical readiness requirements and standards, obtains list of volunteers from the site leaders and submits the names to the Awards Committee (annually) for Certificates of Appreciation, provides updates every two months to the Recreation and Networking Committee Chairperson, attends DC COA Board Meeting every two months, or designates an alternate to attend. Works with Membership Committee to ensure that all committee members have current DC COA membership and provide opportunity for officers to purchase membership on-site. Works with Merchandise Committee to ensure representative available to sell DC COA merchandise.
2. Site Leaders: Identify APFT sites and evaluates site for appropriateness for APFT, coordinates date and time of group-facilitated APFT, provides the necessary forms and information regarding the APFT, maintains knowledge of physical readiness requirements and standards, demonstrates, or selects a volunteer to demonstrate, proper technique for the APFT components, monitors and records APFT results (or assigns a facilitator to this task) for the test-taker, recruits participants and facilitators for APFT tests per Communication plan, conducts at least one group facilitated APFT per quarter, maintains list of volunteers (facilitators) and provides the list to the subcommittee chairperson for Certificates of Appreciation.

In addition to individual responsibilities mentioned above, committee members shall:

1. You must also actively contribute to all APFT subcommittee projects/initiatives unless expressly excused from doing so by the Subcommittee chair. Examples of active contributions include assisting with leading/coordinating initiatives, drafting/editing materials, and gathering information for projects.
2. You must fulfill all commitments made to DC COA. Fulfillment of your commitments includes personally completing tasks as well as securing your own replacement in the event of scheduling conflicts. Please notify the APFT Subcommittee chair by email of any replacement arrangements to ensure your record of fulfilling your commitments remains accurate.

Team participants may include planning committee members. Team participants shall:

1. Recruit additional team participants.
2. Wear PHS pride for esprit de corps.
3. Attend and complete any documentation required for the APFT.
4. Maintain knowledge of APFT requirements and physical readiness standards and be able to correctly demonstrate the technique required for the APFT.

#### **Communication Plan:**

1. Committee members shall utilize the DC COA listserv for participant recruitment.
2. Committee members shall utilize agency Commissioned Corps listservs to advertise the event.

### **4.10.5 Dining Out Subcommittee**

#### *Overview*

**Purpose:** The subcommittee is charged with planning, and executing an annual Dining Out event, to be held in the greater Metropolitan Washington DC geographic area. The term “Dining Out” is a formal military evening dining affair held by a unit, and includes unit members and guests, as a means of increasing unit morale, networking opportunities and esprit de corps. In addition to the morale and esprit building, the Dining Out may serve as an important fundraising event. Funds (arising from ticket sales and from “fines” levied during the event) may be donated to a cause of the Chapter’s choosing.

**Project Background:** In spring/summer 2013, five members of DC COA formed a planning subcommittee to work out details of the Fall Dining Out, in conjunction with elected DC COA officers. While this was not the first DC area Dining Out, this was the first dining out event that had been held in metro DC in approximately ten years. The 2013 Dining Out had approximately 105 attendees and raised more than \$3,000 (after expenses), which was given to the C. Everett Koop Living Legacy foundation.

#### **Project Objectives and Deliverables:**

1. Successfully plan and execute a Dining Out each calendar year.
2. Provide a list of all planning committee members and team participants to the awards committee within four weeks of event completion.
3. Deliver team member awards/certificates within four weeks of receipt.

**Meeting Frequency:** Most of the planning work may be done electronically (email, document review, etc.). Telephone conferences for planning meetings shall occur on an as needed basis, but not less than every six weeks during the planning period. Conference calls may need to occur more frequently as the event date approaches.

#### **Project Resources:**

1. Formal PHS event; Flags (U.S., USPHS flags, others as appropriate) to which flags are customary, may include request for USPHS Surgeon General Honor Cadre to present colors.
2. Prewritten Dining Out scripts and programs (see attached) for example), which may be modified as needed.
3. A/V equipment: microphones, computer with video projector (may be provided by venue, at cost).
4. Dining Out “props” such as gavel, “fines jar,” grog bowl, and grog ingredients, which may be obtainable from OBC personnel.
5. “Thank you” gift for the Speaker/ Distinguished guest of honor.
6. Small USPHS themed table decorations (small takeaways for guests).
7. Funds to include venue rental and setup, food for participants. These funds shall be offset/ covered by ticket sales.
8. Request for a presentation by the USPHS Ensemble or Choir.
9. Secure a volunteer or vendor to take photos (both candid and group/individual shots).

## **Approach**

**Organization and Responsibilities:** The committee shall be composed of the following members with the associated duties:

1. Chairperson: Identifies the scope of the work, develops project plan, manages the team, sends mass email communications to team members, and establishes overall goals. Serves as Liaison to the DC COA Board of Directors for budget concerns and team member awards/certificates. Serves as POC for questions from the President of the Mess, or the Guest of Honor/Guest Speaker. Other duties as necessary. Works with Membership Committee to ensure that all committee members have current DC COA membership.
2. The Chairperson shall:
  - a. Convene conference calls as needed to promote the planning process.
  - b. Submit documents to the Subcommittee for review and edit.
  - c. With the advice and review of the Subcommittee, reviews, edits, and finalizes the Script and Program.
  - d. With the advice of the Subcommittee, nominates candidates to serve as President of the Mess and Guest Speaker.
    - i. Contacts the nominees and secures their approval.
    - ii. Updates the President of the Mess and Guest Speaker, as necessary, of major milestones in the planning cycle.
  - e. Submits Script and Program to President of DC COA for review/approval.
  - f. If necessary, answers any protocol, logistic, or historical questions about the Dining Out that the President of the Mess or Guest Speaker may have.
  - g. With the advice of the Subcommittee, determine potential venues, associated cost estimates, and calendar dates for the event.
    - i. Communicates with DC COA Board of Governors.
    - ii. Submits budget request, and associated documentation.
    - iii. Informs DC COA Board of Governors of planning milestones.
    - iv. Obtains DC COA concurrence with choice of President of the Mess and Guest Speaker.
  - h. Submits draft invitation to DC COA for review/approval.
  - i. With DC COA concurrence, sends:
    - i. Personalized invitations to high profile invitees,
    - ii. Mass-mail/mail merge invitation to general DC COA roster,
    - iii. Submission for posting on DC COA listserv,

- iv. Works with DC COA to ensure that award certificates are produced and sent to Subcommittee members as soon as practicable post-event, and
  - v. Coordinates with Surgeon General’s Honor Cadre and/or Choir to schedule performances.
- 3. Secretary: Takes and maintains a record of meeting minutes, compiles and processes registration forms, and compiles team member list with contact information.
  - a. The Secretary shall:
    - i. Compile and maintain a list of subcommittee member contact information.
    - ii. Write and circulate for review meeting minutes.
    - iii. Work with the Registration Coordinator, as needed, to process event registrations.
    - iv. Work with, as necessary, the Succession planner to document subcommittee planning activities.
- 4. Communications Coordinator: Develops and provides DC COA with invitation and email correspondence for dissemination. Writes a post-event article for the COA Frontline publication.
  - a. The Communications Coordinator shall:
    - i. Draft the invitations for the Dining Out for personalized and mail merged invitations.
    - ii. Drafts the posting for submission to the DC COA listserv.
    - iii. Drafts post-event article for publication in COA Frontline.
- 5. Registration Coordinator: Keeps track of invitees’ registration and payment information.
  - a. Provides up-to-date information on number of attendees registered and payments received to DC COA, upon request.
  - b. The Registration Coordinator shall:
    - i. Create and maintain a master list of invitee acceptances.
    - ii. Prepare nameplates/placeholders based off the master list for event guests
    - iii. Serve as the “payments coordinator.”
      - 1. Point of contact for submitting payments via PayPal.
      - 2. Collect payments made via check.
      - 3. Brief, when requested, DC COA’s representative as to
        - a. Number of guests who have paid/not paid
        - b. Total amounts collected.
      - 4. b. Total amounts collected.
    - iv. Serve as an (alternate) point of contact for invitees who have questions about the event.
- 6. Logistics Coordinator. Procures/secures the props, A/V equipment (if not venue provided).
  - a. The Logistics Coordinator shall:
    - i. Works with Chair Venue Coordinator, and, subcommittee members to assist in formation of the budget estimate (some materials below may need to be purchased).
    - ii. Obtains and transports (or arranges for transport):
      - 1. Flags (US, USPHS flags at minimum)
      - 2. Gavel, microphone system, (if venue does not provide AV support)
      - 3. Laptop and projector (if not venue supplied) for display of USPHS- themed material
      - 4. material
      - 5. Equipment for setup of Missing in Action (MIA) table
      - 6. Grog bowl, grog ingredients (recipe often found in program)
      - 7. Fines jar
      - 8. Small table decorations
      - 9. “Thank you” gift for Guest Speaker
    - iii. Recruits a volunteer photographer for the event.

7. Venue Coordinator. Liaises with the venue’s POC to address issues that may arise.
  - a. The Venue Coordinator shall:
    - i. Participate in all Subcommittee discussions/reviews concerning selection of venues. Works with Chair, and subcommittee members to assist in formation of the budget estimate.
    - ii. Meet with (in person, telephonically, or via email as appropriate) the venue’s assigned point of contact.
      1. Develop ongoing, working relationships with the venue’s POC to address issues that may arise during the planning cycle.
      2. Determines the venue’s resources:
        - a. Availability on date(s) suggested for the event
        - b. Appropriate size of facility
        - c. Setup area/gear locker on site
        - d. Time ranges that site is available on date chosen
        - e. Determination of venue-supplied equipment (will venue provide):
        - f. A/V equipment. (If needed, what is provided, at what cost)
        - g. Menu options
        - h. Plated service or buffet?
        - i. Vegetarian options, other dietary restrictions as requested
        - j. Religious restrictions (kosher or halaal meals)
        - k. Cash bar on site?
        - l. Dance floor, or space available post-event?
        - m. Parking availability on site?
        - n. Does venue have available on-site lodging
8. Succession planner/archivist: In conjunction with the Secretary, and other subcommittee members as appropriate, captures all relevant documents, decision processes and work products (budgets, vendor/venue contracts; discussions with venues, vendors and other materials as needed). The succession planner maintains an archival log of all activities, which will be used as the template for planning future dining out events.
  - b. The Succession planner shall:
    - i. Document all meetings, decision points and draft documents under review.
    - ii. Maintain files of draft and finalized contact lists, venue contracts, program scripts, and budget requests/ reports.
    - iii. Collate and organize the files compiled, so that they create a template to facilitate standing up future Dining Out planning cycles.

In addition to individual responsibilities mentioned above, committee members shall:

1. Attend all teleconferences/meetings (to the extent practicable).
2. Review, edit, and comment on all documents.
3. Provide input on suggested courses of action.

**Communications Coordinator Plan of Action:** Committee members shall utilize the DC COA Listserv and DC COA Facebook for mass event invitations and event informational updates.

1. Committee members shall use ‘mail merge’ function and the DC COA members list to send “personalized” email invitations to membership.
2. Committee members shall directly mail invitation to high profile invitees (i.e., flag officers, CPOs and PAC chairpersons; the President of the Mess and the Guest Speaker).

#### **4.10.6 PHS Foot March Subcommittee**

##### *Overview*

**Purpose:** The PFM is a joint-service event created to celebrate our proud heritage and increase our visibility. Soldiers, Marines, Sailors, Airmen, Coasties, and USPHS officers march side by side. A finishers coin, t-shirt, and official certificate await those who complete the course in the required time.

**Project Background:** The PHS Foot March (PFM) was founded in 2016 to celebrate the heritage, honor, and service of America's finest. Service members of the seven uniformed services join in our nation's capital to demonstrate readiness, resilience, and continued commitment for selfless-service. The PFM is the only competitive, joint-service, foot march in our nation's capital.

Participants have 7.5 hours to walk a 30.4 km (18.89 mi) course at their own pace. Running is not authorized, and marchers must wear regulation uniforms and boots. To be eligible for a certificate and finisher coin, marchers must cross the finish line within the required time and have their bibs stamped in all mandatory checkpoints.

Successful marchers earn a certificate and a finisher's coin. All participants get an event t-shirt. The three levels of certificates are bronze (1-3 marches), silver (4-6 marches), and gold (7 or more marches).

**Project Objectives and Deliverables:** To organize an event that promotes active participation of USPHS officers and members of the Armed Services:

1. Recruit at least seven subcommittee members.
2. Advertise and contact USPHS and Armed Services units to encourage participation.
3. Coordinate logistics with supporting units (NIH, Washington Navy Yard [WNY], USUHS, WRNMMC).
4. Coordinate with OSG or CCHQ, as needed.
5. Develop and maintain event website, Facebook, and Flickr.
6. Develop and administer registration/liability waiver forms.
7. Design and order t-shirts and finisher coins.
8. Develop and disseminate an OPORD with safety/risk assessment.
9. Submit budget request.
10. Collect registration fee.
11. Coordinate with DCCOA Finance Committee.
12. Purchase apparel, food, and accessories.
13. Invite a senior officer to host event.
14. Develop and issue turn-by-turn course directions.
15. Inspect course prior to event.
16. Select and staff checkpoints.
  - a. The PFM will have a minimal footprint. No flags, banners, tables, or cheerleaders will be present to avoid the perception of a gathering (that requires a permit).
17. Develop and issue participation certificates.
  - a. These refer to certificates of participation NOT appreciation. Hence, each certificate includes the name of the participant and level of participation (i.e., bronze, silver, gold).

**Meeting Frequency:**

1. Monthly teleconference meetings until deliverables and objectives are met.
2. At least one on-site logistics meeting prior to event.
3. Participation from 0600 to 1530 on day of event (no part-time positions)

**Project Resources:**

1. <https://phsfootmarch.wixsite.com/mypfm>
2. Registration fee.
3. Budget support from DCCOA.
4. Start line facility (NIH).
5. Finish line facility (WNYJ).
6. Transportation, equipment support (USUHS).

**Approach**

**Organization and Responsibilities:** The subcommittee shall be composed of the following members with the associated duties:

1. Lead. Coordinates all aspect of event and to ensure continued future success.
2. Vice-Lead. Assist lead, as needed, and communicate with members.
3. Treasurer. Track expenditures.
4. Members. Staff start line, checkpoints, finish line, and assist with logistics.
5. Photographer. Capture event photographs.

**Communication Plan:**

1. Committee members shall utilize the DC COA listserv and Facebook sites for participant recruitment and event advertisement.
2. Committee members shall utilize agency Commissioned Corps listservs to advertise the event.
3. Committee members shall utilize Commissioned Corps PAC listservs to advertise the event.

**Restrictions:**

1. Due to municipality, trail, and park limitations on public gatherings:
  - a. Participants shall—
    - Walk on public sidewalks.
    - Not interrupt normal traffic.
    - Stop at all stop signs.
    - Yield at yield signs.
    - Obey traffic signals as appropriate.
    - Follow all laws regarding use of the highways, path, trail, etc.
  - b. The PFM shall not—
    - Be advertised or open to the general public.
      - In addition to the limitations on public gatherings, the PFM is restricted to CAC holders.
    - Require the exclusive use of a single facility, trail, or park for more than 4 hours.
    - Provide medical aid stations or medical care of any kind.
      - This stipulation is articulated in the waiver form that participants must sign.
    - Offer food, beverages, or merchandise items for sale along walking route.
    - Require maintenance, sanitation and/or police services above and beyond what is already provided by park/trail staff.
2. The distance (18.89 mi), course, and participation in uniform are meaningful and purposeful. In addition, planning included legal and programmatic considerations. The distance, course, and participation in uniform may not be changed without prior approval from the DCCOA Executive Committee.

## 4.10.7 National Memorial Day Parade Subcommittee

### *Overview*

**Purpose:** The mission of the National Memorial Day Parade Subcommittee is to honor USPHS and other uniformed service members that paid the ultimate price in serving our nation, promote the USPHS, increase esprit de corps, and strengthen community relations through action. The team looks to the DC COA for financial support (if required), recruitment of committee members, and advertisement of event.

**Project Background:** The President of the United States may militarize the Commissioned Corps in times of threatened or actual war. The Corps was militarized in WWII and Korean Wars, but Corps officers served in every war since the Spanish-American War. When the United States entered the Second World War, Commissioned Corps medical officers, stationed in the Philippines, were among the first prisoners taken by the Japanese. Two physicians eventually died in captivity. On 24 August 1942, USS Muskeget departed Boston for her second weather patrol on route to Iceland. At 14:54 hours on 9 September 1942, the German Navy submarine U-755 fired two torpedoes at USS Muskeget. She was not seen or heard from again and no bodies were ever recovered. Dr. Haskell D. Rosenblum, a USPHS physician was among the 125 casualties in the only U.S. weather ship lost during World War II. Despite these, and many more, compelling stories, most other uniformed services and the public are not aware that the USPHS even exists. Furthermore, many USPHS officers are not familiar with the rich and proud history of the Corps. The Army, Marine Corps, Navy, Air Force, and Coast Guard honor their fallen each year by marching in the National Memorial Day Parade. Held in our nation's capital, the parade is our nation's largest Memorial Day event, drawing hundreds of thousands of spectators to the National Mall to pay tribute to those who have served, are serving, and most importantly those who have made the ultimate sacrifice while in service to our country. The event is covered live to approximately 1,500,000 national television broadcast viewers, is transmitted live to our service members around the world via the Pentagon channel and is covered by approximately 400 unique radio outlets. Strikingly absent was the representation of the USPHS. This void obscured the past, present, and future sacrifices of Commissioned Corps officers. On 29 May 2017, more than 40 USPHS officers made history. They were honored to be the first officers to represent the Corp in the Memorial Day Parade (13th Annual). Our officers marched in the Grand Finale of the Military alongside Air Force and Coast Guard platoons.

### **Project Components:**

The National Memorial Day Parade shall consist of—

- Arriving at AA the morning of the parade.
- Conducting a rehearsal, the morning of the parade.
- Attending a military lunch on the National Mall (1215-1400).
- Reporting to assembly position in the parade line up (1430).
- Marching 11 blocks down Constitution Avenue.
- Attending a social lunch (optional).

Preparation for the National Memorial Day Parade shall consist of—

- Submitting an annual application to the American Veterans Center.
- Coordinating with the American Veterans Center to clarify expectations, role, and logistics.
- Maintaining the Google Form information and application webpage.
- Maintaining training materials to include customs and courtesies and proper drill movements and commands.
- Coordinating with COA leadership and the OSG (as needed).
- Submitting a request for SGHG participation (optional).
- Calculating the optimal number of participants based on role and logistics.
- Recruiting participants.
- Holding informational telecons with participants.
- Searching for a flag officer to represent the Corps.

- Finding an AA venue close to the parade route to conduct a rehearsal the morning of the parade.
- Leading participants to various assembly locations (AA, military lunch, assembly position in the parade line up, lunch with flag officer).
- Maintaining accountability of officers on the day of the parade.
- Organizing lunch with flag and participating officers following the parade (optional).
- Writing newsletter articles about the parade (optional).

**Project Objectives and Deliverables:** To represent the Corps and honor the memory of those who paid the ultimate sacrifice through a dedicated team that will deliver—

1. Necessary parade permits.
2. An online information and application website.
3. A platoon of trained and motivated Corps officers.
4. A flag officer to represent the Corps.
5. COA certificates of participation after parade.
6. Video and pictures of participants (if possible).

**Project Limitations and Safety Considerations:** Due to logistic and safety limitations—

- Participation of SGHG may not be possible.
- Calling of cadence may not be possible.
- Participation may be capped.
- Participation is conditional upon minimum number of participants.
- Thermal underwear and regulation gloves may be required.
- The USPHS induction height and weight standards are required.
- A serviceable Service Dress Blue uniform is required.
- Adhere to grooming and appearance requirements per CC412.01 (<https://dcp.psc.gov/eccis/documents/cc412.01.pdf>) is unconditional.
- Participants must be able to follow and execute basic drill commands.
- Participants must be able and willing to exhibit military bearing and a professional attitude.
- Participants must Report NLT 1100 and detach no earlier than 1800.
- Participants must be able to march 0.5 miles in quick-time (120 steps per minute).

**Meeting Frequency:** Subcommittee members shall meet at least **monthly** via teleconference until deliverables and objectives are met.

**Project Resources:** List resources needed. If funds are required, then refer to your funding request submitted prior to the actual planned event(s). Include basic information and a general justification for how the funds will be used. *Please note that submission of a request for funding in this charter is not a guarantee that DC COA will provide these funds. The Board will still need to review and approve an official funding request before funds can be disbursed.*

Requests for funds are not anticipated. Should emergency funds be required, the Subcommittee shall submit a DC COA Funding Request Form.

### ***Approach***

**Organization and Responsibilities:** the subcommittee shall be composed of the following members with the associated duties:

1. Chairperson: Coordinates all aspect of event and to ensure continued future success.
2. Event organizer. Coordinates timeline and logistics.
3. Aide-de-Camp. Facilitates flag officer search and participation.
4. Protocol officer. Enforces uniform and appearance protocol.
5. Public affair officer. Advertises event, coordinates media coverage, and writes newsletters.

To be recognized for their work, Officers participating shall, at a minimum:

1. Participate at 50% of monthly meeting (at large).
2. Participate at monthly meeting, unless excused.
3. Execute, at least one, tangible act to promote the event.
4. Support efforts on day of event, unless excused.

**Communication Plan:** if needed, list how the committee will disseminate information to DC COA members. See examples below.

1. Subcommittee members shall utilize the DC COA listserv for participant recruitment.
2. Subcommittee members shall utilize USPHS listservs (e.g., PAGs, PACs) to advertise the event.

#### **4.10.8 Bowling Subcommittee**

##### *Overview*

**Identification:** The formal name shall be **DC COA Bowling Subcommittee**.

**Purpose:** The purpose of the subcommittee is to organize a bowling event to promote networking and visibility for DC COA Branch members, as well as to promote esprit de corps among PHS officers. This event also gives officers the opportunity to purchase DC COA Merchandise and renew DC COA Membership.

**Project Background:** Since December 2009, DC COA has held its Holiday Party at a local bowling venue. The bowling event has carried on subsequent years but not necessarily as a holiday party therefore the Subcommittee name has been changed to DC COA Bowling Subcommittee.

**Project Objectives and Deliverables:** To organize an event that promotes recognition of DC COA branch members, family, and friends to:

1. Recruit officers to volunteer for the subcommittee.
2. Plan the specifics of the event, including budget, location, food, prizes, etc.
3. Advertise and contact officers in the DC metropolitan area to encourage participation.

**Meeting Frequency:** Subcommittee members shall meet at least biweekly via teleconference starting approximately 3 months prior to the event until deliverables and objectives are met.

##### **Project Resources:**

1. To limit the participant's out of pocket cost, DC COA subsidizes the event cost to cover the facility rental, food, beverages, and decorations.
2. DC COA merchandise committee and DC COA membership committee are present to provide gear for purchase and membership sign up. Door prizes such as pins, patches, mugs, and coins will be provided by the DC COA Merchandise Committee.

##### **Approach**

**Organization and Responsibilities:** The subcommittee shall be composed of the following members with the associated duties:

1. Chairperson: Identifies the scope of the work, develops project plan, manages the team, creates agenda and keeps meeting minutes, and sends communication emails to team members. Works with Membership Committee to ensure that all committee members have current DC COA membership.
2. Treasurer: Manages and keeps account of budget and financial transactions:
  - a. Develop budget for submission to DC COA.
  - b. Coordinate the receipt of funds from DC COA.
  - c. Coordinate payment of venue and vendors.
3. Other duties are divided among team members:
  - a. Liaison to contact potential event venues for quotes.
  - b. Liaison to contact potential food & beverage vendors for quotes, and ensure plates, cups, napkins, and utensils are available at the event.
  - c. Liaison to invite DC COA Merchandise Committee to be present at the event and to request and receive donations from the Merchandise Committee.
  - d. Liaison to develop a flyer for advertising event and request posting of flyer on DC COA list serve and DC COA Facebook.
  - e. Liaison to obtain decorations for the event, including borrowing a USPHS flag.
  - f. Liaison to obtain prizes for the event (such as best bowler and worst bowler trophies).
  - g. Liaison to coordinate additional entertainment/ music for the event.
  - h. Event photographer to document the event.
  - i. Lead writer/liaison for the COA Frontline publication.
  - j. Volunteers on day of event to set up food, decorations, and help clean up.

Officers participating shall, at a minimum:

1. Attend 50% of all meetings.
2. Take the lead in at least one of the activities listed above.

**Communication Plan:**

1. Committee members shall utilize the DC COA listserv and Facebook sites for participant recruitment and event advertisement.
2. Committee members shall utilize agency Commissioned Corps listservs to advertise the event.
3. Committee members shall send an individualized email to every DC COA member inviting them to participate in the event.
4. Committee members shall send a personalized email to the VIPs located in the DC metropolitan area, including an email to the aides of the Surgeon General, Deputy Surgeon General, and the Chief of Staff, personally inviting them to participate in the event.

Team participants may include planning committee members. Team participants shall:

1. Recruit additional team participants.
2. Wear PHS pride for esprit de corps