

DATE: February 10, 2012

FROM: Executive Secretary, ACIP

SUBJECT: Nomination of Candidates for the Advisory Committee on Immunization Practices (ACIP)

The period for solicitation of potential nominees to replace the ACIP members whose terms will end on June 30, 2012 has concluded. Applications are being reviewed and following selection by the Secretary, Department of Health and Human Services, the names of the new ACIP members will be announced during the Spring of 2012.

We are happy to receive proposals at any time of the year for candidates to fill upcoming vacancies on the Advisory Committee on Immunization Practices (ACIP). The next cycle of selection of candidates will begin in the fall of 2012, for selection of potential nominees to replace members whose terms will end on June 30, 2013.

Selection of members is based on candidates' qualifications to contribute to the accomplishment of ACIP objectives (www.cdc.gov/vaccines/recs/acip). The U.S. Department of Health and Human Services policy stipulates that committee membership be balanced in terms of professional training and background, points of view represented, and the committee's function.

Consideration is given to a broad representation of geographic areas within the U.S., with equitable representation of the sexes, ethnic and racial minorities, and the handicapped. Nominees must be U.S. citizens, and cannot be full-time employees of the U.S. Government.

Candidates should submit the following items:

- Current *curriculum vitae*, including complete contact information (telephone numbers, fax number, mailing address, e-mail address)
- At least one letter of recommendation from person(s) not employed by the U.S. Department of Health and Human Services*

The deadline for receipt of all application materials (for consideration for term beginning July 2013) is **November 16, 2012. All files must be submitted electronically as e-mail attachments to:**

Ms. Stephanie Thomas
c/o ACIP Secretariat
e-mail: SThomas5@cdc.gov

Nominations may be submitted by the candidate him- or herself, or by the person/organization recommending the candidate.

A review of all applications will be conducted in December 2012 by the ACIP Steering Committee, with final selection of the candidates to be made by the Secretary, Department of Health and

* Candidates may submit letter(s) from current HHS employees if they wish, but at least one letter must be submitted by a person *not* employed by HHS (e.g., CDC, NIH, FDA etc).

Human Services; successful candidates will be notified of their appointment during the spring of 2013, and those candidates not accepted will be informed in writing. Unsuccessful applicants are encouraged to re-apply in subsequent years. The need for various kinds of expertise varies from year to year and a candidate who is not selected in one year may be appointed in a subsequent year.

If you have any questions regarding these procedures, please call Ms. Stephanie Thomas at 1-404-639-8836.

Please share this request with anyone who may be interested in submitting a recommendation for nomination.

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