



# U.S. Public Health Service Environmental Health Officer Professional Advisory Committee (EHOPAC) Meeting #210 Minutes, August 14, 2018

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## I. Call to Order – CDR Chris van Twuyver

The meeting was called to order at 1300 EDT.

## II. Roll Call – CDR Jessica Otto, Secretary/Treasurer

Roll call was performed; a quorum was confirmed.

### Voting Member Attendance Status: Present, Absent, Excused

Last Name	First Name	Rank	Status	Name of Alternate in Attendance
Bales	David	LCDR	Present	N/A
Bowser	Travis	CDR	Present	N/A
Deptola	Matthew	LCDR	Present	N/A
Hensley	Jessica	CDR	Present	N/A
Hubbard	Katie	CDR	Present	N/A
Kincaid	Erin	LT	Present	N/A
Kupper	Drew	LCDR	Present	N/A
Leonard	Monica	CDR	Present	N/A
Malashock	Danny	LCDR	Present	N/A
Merritt	Steven	LT	Present	N/A
Mutter	Jamie	CDR	Present	N/A
Otto	Jessica	CDR	Present	N/A
Oyster	Carolyn	CDR	Present	N/A
Piontkowski	Stephen	CAPT	Absent	N/A
Quinn	Mike	CDR	Excused	LCDR Martin Stephens
Rodriguez	Luis	CDR	Present	N/A
Shugart	Jill	CAPT	Present	N/A
Valenti	Elizabeth	CDR	Present	N/A
van Twuyver	Chris	CDR	Present	N/A
Vaouli	Elena	CDR	Present	N/A

### Others on the line:

RADM Kelly Taylor, Chief Professional Officer

CDR Eva McLanahan, Co-Chair Training and Events

LT Krista Ferry, Co-Chair Readiness

### III. Chief Professional Officer Report – RADM Kelly Taylor

- Appointment Standards were approved as amended. The highlights are provided below. They were submitted to the CPO Board Chair and will be submitted with all of the other Category Specific Appointment Standards in one package.
  - Clarified appropriate degrees and accrediting bodies to improve the foundation in environmental health and officer candidates hiring potential.
    - Amended ABET language to better reflect that it is the degree requirements we are looking for not necessarily the program criteria.
      - A one-pager on this change will be given to the appointment board to explain this change and to help them know what to look for.
    - CEPH degree language tightened up and clarified what the student needs to provide from the program director on school letterhead to indicate they have a degree with a concentration or specialization appropriate for commissioning as an EHO.
      - Requiring registration (REHS/RS in-training) for the CEPH degrees to ensure the candidates are grounded in environmental health.
    - Removed the “practitioner only” track that allowed for commissioning solely on the basis of having a CIH or REHS/RS or a Health Physicist with no degree requirements met.
      - Not many candidates come in through this mechanism and they are difficult to place once boarded.
- The height/weight retention standards are out.
  - Go to the CCMIS website and look at the FAQ page, there is a lot of information there that should answer your questions
  - You must submit your form by 31 SEP to maintain readiness, regardless of current waiver status.
- The ASH is doing an internal assessment of the Corps to respond to the White House restructuring proposal working with two different contractors. The internal assessment should be complete by the end of the fiscal year. A more robust review will also be conducted as this one wraps up. A series of focus groups and surveys are ongoing.
  - The current internal assessment focuses on size of the Corps and infrastructure based on current and projected missions.
  - The robust assessment will be conducted for the Assistant Secretary for Planning and Evaluation (ASPE) to look at the financial analysis to compare officers to civilian hires.
- Benchmarks have been sent forward to the CPO Board with minor tweaks.
  - The CPOs wanted to make some standard language across the categories for those benchmarks that are not category specific. This work is ongoing.
  - DCCPR also wants some language for clinical vs. non-clinical billets to be included next year, so that work will be expected next year.

### IV. Chair Report – CDR Chris van Twuyver

- Goals for the rest of the year.
  - Complete EHO Competencies Survey and incorporate that information into the EHO Competencies documents.
  - Complete the changes to the EHOPAC Bylaws and Charter.
  - Standardize and update the Subcommittee SOPs.
    - Please use the current template to update your SOPs. This can be found on APAN.

- RAIL updates are ongoing. CDR Brian Cook is spearheading this effort and contacting the Subcommittee's directly. Please get back to him in a timely manner when he reaches out to you.
- We will have a presentation from the PACE program and an informational session on the GI Bill before the end of the year. There are also updates to the Training and Events page/calendar. If you have helpful trainings you would like for them to include please pass them up.
- Reminder to participate and enter your pushups into the pushup challenge survey by COB each Tuesday.
- Communications is working on the summer newsletter.

## **V. Chair-Elect Report – CDR Michael Quinn**

- Deployed to support the efforts for the Ferguson fire in Yosemite. No report.

## **VI. Ex-Officio – CAPT Jill Shugart**

- Thank you for all your thought and effort in getting the appointment standards so that we can move our category in the right direction.
  - We will give a summary to the category at the September meeting, so they are aware.
- Working on the Charter updates. Policy and Standards will be presenting this material later in the meeting. We hope to have it for your review and vote by the end of the year.
- If your voting member status is about to expire, you will be contacted to see if you're renewing for another term. We will be advertising for open slots pending your response. If you know someone in your agency that would be a good voting member please talk with them and encourage them to apply.
- Discussed the new policy that medical waivers are no longer available for candidates. Asked RADM Taylor if she could look into how this is being applied across all categories. There are several candidates who have been denied very far into the commissioning process that have older issues that their medical providers have signed-off as not effecting their ability to serve.
  - RADM Taylor has had discussions with Dr. Simon in DCCPR about this issue. She has asked for a review of how this is working and who is being disqualified and why, especially if it varies by category. It looks like policy is what it is for now, but they have asked for a review to see how it's going, and might be open to a policy for the receiving agency to request a waiver, but there will not be a waiver available for the officer candidate to initiate a waiver. A discussion is scheduled for the next CPO Board and she will bring this up.

## **VII. Secretary/Treasurer Report – CDR Jessica Otto**

- We appreciate your edits to the July minutes. We held a vote and they passed for final approval. We are working with the IT Subcommittee to streamline the posting process to the EHOPAC website. As soon as they post we will send an announcement over the listserv.
- Please send any updates to your bio information for the website and the newsletter to CDR Otto by COB Monday August 20th. Moving forward she will send out a reminder once a quarter to update your information. She will follow up after this meeting with a reminder email.
- 32 coins left. There are a few orders pending, and it looks like we will break even for the year which was a goal of ours.

## VIII. Executive Committee Liaison Report – LCDR Danny Malashock

- Updated the PowerPoint presentation for civilian supervisors. Thanks to everyone for all the input so far, all of the voting members will get an email to provide any additional comments.
  - Updated based on feedback so far to include more information on promotions and awards since this is very different for officers than civilians and difficult to explain to supervisors.
- We received the following question from the anonymous feedback survey and will forward it to Career Development so it can be answered on the next PAC call: can the EHOPAC provide more guidance on the revised CEU Summary sheet and where to submit and which certificates to submit to our eOPF?

## IX. Subcommittee Briefings

### Career Development – CAPT Stephen Piontkowski and CDR Travis Bowser

- The officers in the bottom quartile for promotion will receive counseling soon. The officers have been paired and the senior officers who will counsel them have been selected and will receive training at the end of the month.
- There are several new documents available on the EHOPAC website. The CEU summary template, CV template, CV coversheet and guidance are uploaded and available. The only substantive change was moving the officership section further to the back of the document. The Benchmarks guidance document will be posted when the Benchmarks are approved by DCCPR.

### Readiness Subcommittee – LT Steven Merritt and LT Krista Ferry

- Readiness is a hot topic right now and headquarters is really pushing all the new policies out so it's very important for officers to be aware and responsive to their requirements to maintain their readiness.
  - The Officer Readiness Workgroup is helping officers who are not basic ready or projected to not be basic ready. They are contacting officers individually but if you have any issues in the meantime feel free to reach out to them.
  - The Resources Workgroup works to provide officers with tools and materials to help them maintain their readiness. They have updated the EHO Readiness Guide and the EHO Utilization Handbook. Both resources should be posted to the EHOPAC website soon.
- Every EHO is responsible for their own readiness, and it is linked now to not just promotion but retention. Readiness checks are also now monthly and a history of non-readiness can impact your promotion or retention.
- The new height and weight standards for retention are out.
  - Every officer must report/upload a form [7044-1](#) by 31 SEP and upload to the Officer Secure Area (OSA). When you login to OSA, go to eDOC-U and choose Readiness, then the weight standards, then upload the form. If you're successful, after you get the confirmation that it's been posted (via email) you go to RedDOG Self-service, then choose readiness information and it will show up in the verified weight section.
  - Even if you are on a waiver or overweight you must report. Officers will not be penalized currently unless they do not report at all. There are FAQ's and a guide available on CCMIS. Officers should utilize the resources on CCMIS [https://dcp.psc.gov/ccmis/ccis/documents/POM18\\_002.pdf](https://dcp.psc.gov/ccmis/ccis/documents/POM18_002.pdf), and [https://dcp.psc.gov/ccmis/ccis/documents/CCI\\_241.01.pdf](https://dcp.psc.gov/ccmis/ccis/documents/CCI_241.01.pdf).
- The PACE program has changed to the REP! program (Recognizing Excellence in Physical Fitness). You are encouraged to participate and get recognized for your excellence during the APFT and also encouraged to participate in the HSOPAC push-up challenge. Information on the REP! program will appear in the summer newsletter.
- Changes are on the horizon to categorize officer readiness based on ready to deploy, waiver/conditional to deploy and non-deployable. Headquarters has started to report on this but materials are not yet available. As soon as the policies are signed and posted we will push out more information.

- Readiness is also working on a checklist of places to look to check all of their information is in where it needs to go since there isn't a one-stop place to check your readiness anymore. As soon as it's available it will go out over the listserv.

## **X. Open Discussion**

### **Training and Events – CDR Betsy Valenti and CDR Eva McLanahan**

- Our new junior category day planner was selected. LT Laura Annetta will be stepping into this role to assist LT Sam Frank and LCDR Beth Wittry.

### **Mentoring and Orientation – CDR Carolyn Oyster and CDR Monica Leonard**

- Soliciting for new mentor pairings in September. More information will be coming out shortly. We're at 67 matches and counting and are excited that the mentoring program has been revitalized.

### **Marketing and Recruitment – CDR Elena Vaouli and LCDR David Bales**

- At the Recruitment cross-category call today, it was brought up that the staff at DCCPR has been severely diminished and they want to streamline communications with the PACs by reducing the contacts with the PAC to one person, so that they can manage communications. This will be very difficult without routing through the CPO which is not sustainable.
  - Not every category handles recruitment the same way, and for the EHOPAC we have at least two groups manage different portions of the onboarding process because of the workload and requirements.
  - We should discuss planning for this if the change is in fact dictated moving forward.
- We are scheduling the fall recruitment webinar. As soon as the dates are finalized we'll send information out to the voting members. This meeting will be for all the accredited schools, their accrediting bodies, voting members, and adopt-a-school representatives.

### **Good of the Whole – CDR Carolyn Oyster and CDR Jessica Otto**

- To maintain your readiness NEHA will now give you an electronic re-certification notification ahead of your credential expiring if you pay your fees. If you email them directly they can email it you once you've paid so that you can upload it to your file before you expire.
- Also if you were curious CDR Otto reached out to NEHA to ask if we are included in the discount for the new NEHA Member rate for active-duty and they indicated we are not. She attempted to do some education, but they are still not budging. She thought it was important for officers to know we are not eligible for the discount.
- There are still questions for officers on where and how to post our BLS certification. We used to have to put the certificate/card in the continuing education section and also report the dates under readiness. We would appreciate some clarification and messaging for officers to see where it needs to go to ensure they maintain basic readiness. There is some information in the "Readiness Down to Basics" document that might work but we need to close out this issue.

## **XI. Adjournment – CAPT Jill Shugart**

The meeting was adjourned at 1347.