



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Meeting #195 Minutes, December 8, 2015

**I. Call to Order 1300 EST**

EHOPAC Chair, CAPT David Cramer, called the meeting to order. Roll call was held for members in attendance.

**EHOPAC Members Present**

CAPT Alan Parham, CPO	CDR Jill Shugart
CAPT David Cramer, Chair	LCDR Matthew Deptola
CDR Carrie Oyster, Vice-Chair/Treasurer	LCDR William Fournier
CDR Jennifer Freed, Outgoing Chair	LCDR Katie Hubbard
CDR Jamie Mutter, Secretary	LCDR Carla Tuite
CAPT John McKernan	LCDR Elena Vaouli
CDR Darren Buchanan	CDR Stephen Piontkowski
CDR Joe Laco	

**EHOPAC Members Absent**

CAPT Bobby Villines (Excused)	LCDR Matt Albright (Excused)
CDR Derek Newcomer (Excused)	LCDR Daveta Bailey (Excused)
CDR Chris van Twuyver (Excused)	

**EHOPAC Liaisons Present**

None	
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**II. Chief Professional Officer Update – CAPT Alan Parham**

*Report*

- RADM Sylvia Trent-Adams is the new Deputy Surgeon General
- eOPF notification – Please look out for communication from DCCPR regarding submitting materials to your eOPF

- Once Monthly pay schedule will continue 3-6 months following “Go Live” in January 2016.
- There will be a new leave period that will be according to Fiscal year and not Calendar year. In addition, you will be using Direct Access to request leave, not COLTS.
- There is a new Involuntary Separation policy on the DCCPR website.
- Currently creating a photo book. Thank you to LCDR McLanahan for her assistance.
- Thank you to CAPT Cramer for his excellent work as Chair in 2015.

### III. EHOPAC Chair Report – CAPT David Cramer

#### *Report*

- I want to start by saying thank you for the opportunity to serve as EHOPAC Chair for 2015. I feel like an officer on the bridge of a large ship. There’s a lot of stuff going on below deck most of which I have nothing to do with. You all are the ones that really run the ship. And I am very grateful.

In scouts at the end of an outing we do what’s known as Roses, Buds and Thorns. As Chair of my last EHOPAC meeting, I’d like to take the opportunity to share my 2015 Roses, Buds and Thorns with you.

- **Roses:**
  - The establishment of a Communications Workgroup
  - A well-organized and well-attended Scientific Symposium in Atlanta
  - A really wonderful looking coin design that better represents the EHO category
  - The initiation a more effective applicant screening practice
  - Automation of the Mentor/Protégé system
  - Two COSTEPs at the FDA
  - Establishment of a PHS Social Media Policy Template
  - Re-established the school recruitment meeting at WCU
  - Publication of the EHO Survival Guide
  - Migration to the new EHOPAC website and establishment of the APAN document sharing site
  - Establishment of an Executive Leadership Team
- **Buds:**
  - The PAC has a great team going forward with Carrie, Jill and Jamie
  - There will be more opportunities to serve as an At-Large capacity VM
  - FDA has reached parity with the IHS
  - We have some fantastic new voting members (Danny, Monica, and Travis)
  - There will be more opportunities for EHOs to serve on subcommittees
  - The designation of PACs as morale and welfare organizations to allow us to fundraise is on the agenda at the OSG
  - Rolling Action Item List
- **Thorns:**
  - Bigger job than I had expected and I could have done a better job at delegating
- **Special Thanks**
  - Thank you CDR Oyster for being the model Vice-Chair

- The meetings and minutes have happened without failure thanks to CDR Jamie Mutter
- Thank you to CAPT Bobby Villines and CDR Joe Laco for your six years of service
- Thank you to CAPT Parham for being a great friend and mentor during this year
- **Don't Forget**
  - No CV Summary Page for PY 2016
  - Please remember to send out thank you letters for your subcommittee personnel
  - Lastly, the EHOPAC gavel made trip from the north rim of the Grand Canyon, to the Colorado River and back up to the south Rim. I will box it up and mail it on to CDR Oyster and request that she do something crazy with it in 2016 then pass the tradition on to CDR Shugart.

#### IV. EHOPAC Vice Chair Report – CDR Carrie Oyster

*Report:*

- Planning meetings with each Subcommittee to talk about next year
  - Goal:
    - Quarterly open calls (March, May (during COA), September and December.
    - Closed meetings each month with meeting minutes posted to the EHOPAC website

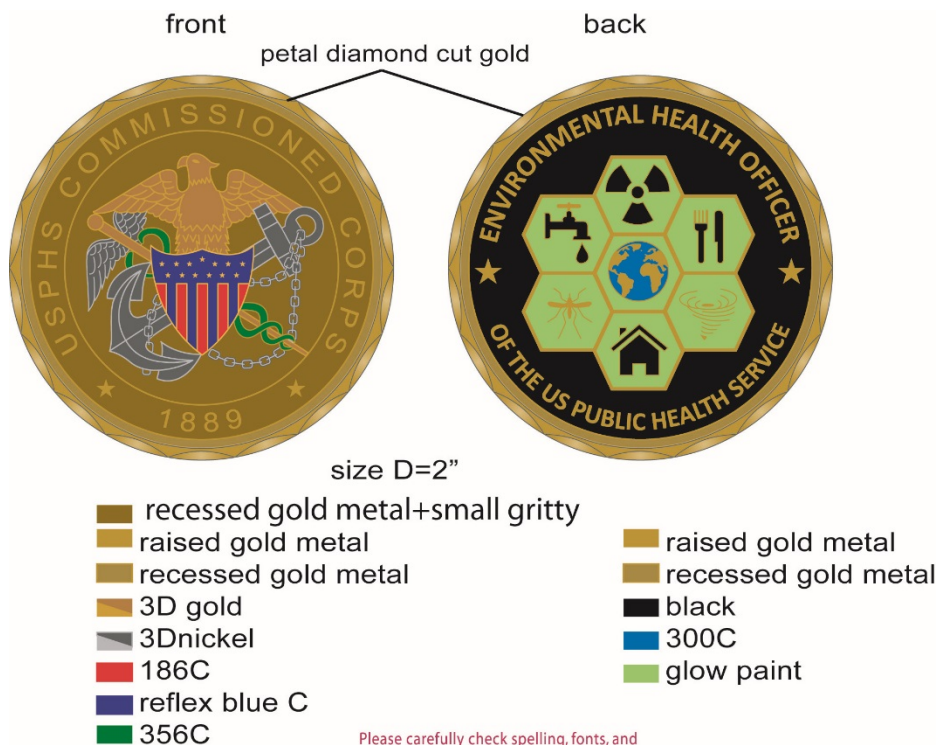
#### V. EHOPAC Treasurer Report – CDR Carrie Oyster

*Report:*

- Budget
  - Current funds \$1464.05 (*awaiting \$310 in deposits*)
    - Historical: Spent \$1185 in CY2014
    - Historical: Income \$570 in CY2014
- Coins
  - Currently have 96 coins
    - Sold 57 coins in CY2014
    - Coins sold thus far CY2015 → 56
    - Donated Coins for CY2015: (17)
      - EHOPAC ROY recipient
      - 7 coins February OBC
      - 1 coin April OBC
      - 4 coins June OBC
      - 1 coin July OBC
      - 1 coin RADM Lushniak's shadow box
      - 1 coin August OBC
      - 1 coin September OBC
      - 1 coin December OBC
  - Starting 01 Jan 2016 CDR Jamie Mutter will manage EHO coin purchase. If you would like to purchase a coin, please contact her. Note: coins that need shipment to a field site may require a sur-charge.

CDR Jamie Mutter  
 CDC  
 404-498-6664  
[zwy4@cdc.gov](mailto:zwy4@cdc.gov)

- o New Coin information
  - The new EHO coin was designed off the PHS CC PHS Bicentennial and NOT the new military uniform specs. As such, there is really not much of a difference in the design.
  - The EHOPAC decided to not design the coin themselves, but to have a contest to design the coin. The winners of the contest, LCDR Fletcher and LT Gooch, received approval from the EHOPAC on their design.
  - Because the winning design was in a 3D format, the vendor was unable to do the military uniform spec in the 3D design. EHOPAC leadership voted to keep the original 3D design rather than redo the design to meet the new military spec.
  - There are no USPHS regulations for designing a coin.
  - EHOPAC leadership and M&R feel that the coin is not subject to the new uniform military specs because we are not wearing the coin or using the coin as an official representation of the USPHS CC.
  - In reviewing several other coins by other USPHS Officers, including organizations, CPOs, and RADMs, etc., it appears that most coins do not follow any specific military specifications.
  - The M&R has been working on this project for almost one year and this design has gone through an excruciating amount of review and approval by category leadership and has been approved for use.



Please carefully check spelling, fonts, and graphics. The colors on your item will be filled according to the latest Pantone Formula Guide (Solid Coated). Dies will be cut based on final approved artwork (above). Any changes requested after a mold is cut will result in additional die charges.

## VI. EHOPAC Outgoing Chair/Ex-Officio – CDR Jennifer Freed

- No updates at this time

## VII. EHOPAC Secretary Report – CDR Jamie Mutter

- No updates at this time

## VIII. Workgroup Report

### A. Communications Working Group

#### *Current Subcommittee Members:*

Chair(s): LCDR Elena Vaouli

Members: CDR Jennifer Freed  
CDR Diane Kelsch  
CDR Luis Rodriguez  
LCDR Daniel Adams  
LCDR Hristu Chris Chepa  
LCDR Steven Galvez  
LCDR John Masters  
LCDR Martin Stephens  
LT James Gooch  
LT Dana Robison  
LT Lauren Shade

#### *Current initiatives (based on Subcommittee Work plan):*

- **Social Media**
  - Oversee, maintain and promote EHOPAC Facebook page – Ongoing
  - Support EHOPAC participation on Combined Category Social Media Task Force
    - Finalize Policy and SOP. Provide clean copy to EHOPAC leadership. – DUE: February 2016.
    - Implement Policy and SOP. – Due: February 2016
  - Recruit and train new members. – Due: January 2016
- **Publications**
  - Identify article topics and authors for Spring 2016 submission to the Combined Category Newsletter – Due: TBD
  - Recruit and train new members. – Due: January 2016
- **Communications Needs Assessment**
  - Develop EHO-wide survey to include questions from all Voting Members. – Due: early 2016.
- **Special Projects**
  - Develop SOP for listserv usage – Due: As time permits

#### *Notable news/activities/accomplishments since last EHOPAC meeting:*

- Completed end-of-year individual meetings.
- Prepared draft goals and objectives for 2016.
- Reassessed current staffing and requested for additional support.

*Long Term Goals:*

- Evaluate and enhance EHOPAC social media activities
- Represent EHOPAC on Combined Category Newsletter workgroup
- Conduct communication needs assessment.

*Items for EHOPAC Input/Discussion:*

- Request to all Committees and EHOPAC leaders for additional questions to include in EHO-wide survey. Communications needs assessment effort will be expanded to include other EHO issues/topics.

## IX. Liaison Reports

### A. EHAC Liaison Report – CAPT Don Williams

- No updates at this time

### B. American Academy of Sanitarians Report - CAPT Gary Noonan (USPHS, Ret)

- Coordinate with the EHOPAC to plan the AAS/ EHOPAC Awards Ceremony at the NEHA AEC, to be held in San Antonio in June 2016.
  - Planning has begun
  - Contact has been made with NEHA Staff to identify a time and location for the event

### C. Commissioned Corps Women’s Issues Advisory Board (CCWIAB) Liaison Report – CDR Lauralynn McKernan

- No updates at this time

### D. Junior Officers Advisory Group (JOAG) – LCDR Daveta Bailey

- **Be on the lookout:** The 2015-2016 Executive Committee will be releasing the call for voting membership at the end of January. The EHOPAC Liaison Position will need to be filled for the 2017 Operational Year.
- **Upcoming Events:**
  - **JOAG Journeyman Series:** Please join us for the January 2015 Journeyman Speaker Series (JSS) presentation on **Friday, January 8<sup>th</sup>, 2016 at 1300-1400 EST** with a presentation from **LCDR Deborah Hastings** and **LT Katrina Piercy**, the APFT co-leads of the JOAG Readiness & Deployment workgroup. They will be providing an overview of the **new Annual Physical Fitness Test standards**. Additional information on the next Journeyman Speaker Series Meeting will be posted on the JOAG listserv and website, [https://dcp.psc.gov/osg/JOAG/meetings\\_journeyman.aspx](https://dcp.psc.gov/osg/JOAG/meetings_journeyman.aspx).
  - **General Member Meeting:**  
Friday, December 11, 2015; 1300 – 1500 EST

## X. Subcommittee Reports

### A. Awards and Recognition

*Current Subcommittee Members:*

Chair(s): LCDR Katie Hubbard and LCDR Carla Tuite  
Members: CDR Michael Box  
LCDR Eva McLanahan

*Current initiatives (and projected completion date if applicable):*

- 9 nominations for the 2016 EHO Responder of the Year Award were received by the deadline (20 NOV).
- Nominations are currently being evaluated and scored by EHOPAC Voting Members.
- Our awardee will be selected by the end of December and forwarded on to DCCPR to compete for the Commissioned Corps-wide award.
- The award will be presented during Category Day at the 2016 COF Symposium

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- See above for EHO ROY Award info
- New EHOPAC website has been updated with 2015 EHOPAC Award winners

*Long Term Goals:*

- Call for nominations for the 2016 EHOPAC Awards will go out earlier in 2016—January/February timeframe
- Military Health System (MHS) Military Allied Health Leadership Excellence Award
  - Commissioned Corps PHS Environmental Health Officers are now eligible
  - Additional information and call for nominations will be sent out in Summer of 2016
- Plan for enhanced marketing for awards to increase the number of award nominations for the 2016 awards cycle.
  - Work with training subcommittee to take a more targeted approach to Junior Officers. Possible webinar on how to write an award nomination.

## **B. Career Development**

*Current Subcommittee Members:*

Chair(s): CDR Joe Laco  
Co-Chair: CDR Stephen R. Piontkowski  
Members: CDR Aimee Treffiletti, CDC  
LCDR Danielle Mills, CDC  
LCDR Chris Fletcher, ATSDR  
LT Beth Wittry, CDC

*Current initiatives (and projected completion date if applicable):*

- End of Year mentoring (e.g. eOPF review)
  - 21 volunteer senior EHO mentors
  - 34 volunteer EHO mentees
- New CV cover letter development (Winter 2016 for PY17)

*Notable news/activities/accomplishments since last EHOPAC meeting*

- Thank you CDR Laco for service as Subcommittee Chair
  - CDR Piontkowski will Chair Subcommittee beginning January 2016

- *Career Progression Milestones* complete
  - Collaboration with Training Subcommittee
  - Distribution via ListServ and available on new EHOPAC website

*Attachments: Career Progression Milestones*

### C. History

*Current Subcommittee Members:*

LCDR Mathew Deptola

Members:

CDR Kenneth Crombie

LCDR Susan Schaffer

LCDR Victoria Murray

LCDR Emily Lee

LT Melanie Moore

LCDR Jeremy Mason

LCDR Nicola Areshenko

- Current EHO Officer Strength and per agency (as of 12-7-15)

*EHO Numbers per Agency 12-7-15*

<b>AGENCY</b>	<b>EHO</b>
ACF	1
AHRQ	0
<b>ATSDR</b>	<b>4-21</b>
BOP	2
<b>CDC</b>	<b>3-74</b>
CMS	1
<b>DHS-COAST GUARD</b>	<b>5-15</b>
DHS-NON COAST GUARD	3
DOC	0
DOD	0
DOD TMA	2
EPA	11
<b>FDA</b>	<b>1-91</b>
HRSA	4
<b>IHS</b>	<b>2-89</b>
INTERIOR	9
JUSTICE	0
NIH	12
OS	8
PSC	6
SAMHSA	0
USDA	3
Grand Total	352



*Current initiatives (and projected completion date if applicable):*

- Research and document information regarding the category name “sanitarians” and the change to environmental health officer (date, reason why, etc.)  
Team Members: LCDR Murray (lead), LT Melanie Moore  
Task status: 100%  
Update: Awaiting format guidance call with CDR Darren Buchanan on 12/16
- Continue to research and document the oral history of ADMs and CPOs and record their biographies on the HISTORY section of the EHOPAC website.  
Task status: TBD – information needed for this task will be sent by the previous Chair to us via thumb drives  
Team Members: LCDR Emily Lee (lead), LCDR Nicola Areshenko  
Task Status: Looking at current publications  
Update: None at this time
- Document and provide updates on significant events where EHOs contributed in a worthwhile event of agency project that shows a significant impact for the agency or for the people for whom we serve.  
Team Members: LCDR Jeremy Mason (lead), LCDR Susan Schaffer  
Task Status: Collecting information on possible EHO’s  
Update: None at this time
- Develop a deployment timeline that dates back at least to 2000 which encompasses deployments over the years and captures the background of these events, who or how many personnel responded (EHO’s), dates, other important information. Additionally, a synopsis of the EVD response and the Unaccompanied Minor response will be documented and posted to show EHO level of involvement.  
Team Members: CDR Ken Crombie (lead), LT Melanie Moore  
Task Status: On-going  
Update: Awaiting format guidance call with Darren Buchanan on 12/16

*Notable news/activities/accomplishments:*

- Working on rail items and working with IT to create compatible documents for the website.

*Long Term Goals:*

- The HSC will strive to track down the missing (if any) bios that were EHOs and their oral history.
- The HSC will try to document the progression of the EHO coin re-design and vote for acceptance.
- The HSC will work with IT to establish a user friendly timeline on EHO/USPHS deployments and highlight those efforts specific tasks or events that show EHO direct involvement.

*Actions previously directed by EHOPAC (Status and projected completion):*

- Items on the RAIL list are incorporated into our current initiatives.

**D. Information Technology**

*Current Subcommittee Members:*

Chair: CDR Darren Buchanan

Co-Chair: CAPT Gary Perlman

*Member(s):* CDR Chapman, LCDR Ericson

*Current initiatives:*

- Maintaining the “old” EHOPAC site until confirmation that all materials have been moved. Target for complete shutdown of old site set for the end of the year.

*Notable news/activities/accomplishments:*

- EHOPAC Site now on CCMIS server. Still maintaining the old site until I have confirmation that all materials have been moved.
- Have had meetings with all but one Subcommittee chair to review content and the new website plans. Mapping out needs based on meetings.
- Performing updates, content updates and modifications to the design layout of the new EHOPAC site.
- ICAC (IT Chartered Advisory Committee) Meeting:
  - Warnings about Personally Identifiable Information (PII) on websites...followed by vague definitions of Personally Identifiable Information.
  - Looking for officers to assist with “help desk” Direct Access transition activities.

*Long Term Goals:*

- To consolidate the many EHOPAC and EHO resources into as few sites as possible to prevent cross-posting and eliminate different versions of information being in different places.

*Actions previously directed by EHOPAC (Status and projected completion):*

- Providing assistance with the next Communications Survey
- System migration activities
- Providing assistance with 508 document compliance
- Developing SOPs based on operations with the new system
  - Will include guidelines for submitting content (e.g. 508, standards, documentation)
  - SOPs will be targeted towards sustainability of all functions carried out by the IT Subcommittee

## **E. Marketing and Recruitment**

*Current Subcommittee Members:*

**Chair(s):** CDRs Jill Shugart & Monica Leonard

**Secretary:** LT Kristen Szenderski

**Applicant Assistance and Placement:** CDR Gino Beglitti (Co-Lead), CDR Alaric Denton (Co-Lead), LT Scott Daly, LT Michelle Dittrich, LCDR Jason Lewis, CDR Michael Boley

**JRCOSTEP:** LCDR Angela Hodge (Co-lead), LCDR Charles Craig (Co-lead), CAPT John Smart, CAPT Jeff Smith, LCDR Travis Bowser, LT Corey Butler, LCDR Andrew Kupper, LCDR James Speckhart

**Marketing and Materials:** LCDR Kyle Wright (Co-lead), CDR Valerie Herrera (Co-Lead), LT Katie Bante, LCDR Greg Calvert, LCDR Rachel Lee, LT James Miller, LT Erin Harman

**Recruit an EHO (RAE):** CDR Craig Ungerecht (Co-lead), CDR Jamison Honeycutt (Co-Lead), CAPT Don Williams, CDR Keith Schwartz, LCDR John Hansen, LCDR Don Hoeschele, LCDR Charity Webb, LCDR David Erez

*Current Year Initiatives:*

- Pilot Application Process -66 individuals applied to our category during the May open application window. 62 of those individuals were found to meet the category standards. We facilitated a scoring system and had 13 senior officers volunteer to help us rank order successful applicants. The top 50 applicants were given to DCCPR and will be completing the remainder of the application process. Six of these applicants have been boarded during the recent Appointment board on October 6, 2015.
- New EHOPAC Coin Design -Congratulations to LCDR Christopher Fletcher and LT James Gooch for winning the coin design contest! The M&M Workgroup has completed the design of the new coin! These will be available for purchase in 2016! You can still purchase our current EHO coins by contacting CDR Jennifer Freed. The coins are \$10. Get your EHO historical coin before they run out!
- Recruit an EHO (RAE) – This new work group is combining the Adopt-a-School program with opportunities to serve at professional events. A policy document, enrollment form, and a tracking tool have been created and will be posted on the EHOPAC website soon to help us assist moving Officers forward with this new opportunity.

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- Board Clears 54 EHO Applicants – Appointment boards met in April, May, June, July, and October of 2014 and in March, July and October of 2015 to clear and rank EHO general duty applicants. During this process, the boards have cleared 54 officers for general duty thus far. Out of the 54 boarded EHOs, there are 5 available for hire; 27 have either secured positions or have pending 1662s; 7 have been medically disqualified, 1 individual has taken a non-USPHS job, 10 applications expired, and 4 withdrew their applications. We have sent this list of applicants to the POCs on the securing your first assignment brochure, liaisons and specific hiring managers. We have been helping to answer questions the applicants have by reaching out to appropriate agency contacts and liaisons, and EHOPAC leadership.
- General Active Duty Open Application Window – The general active duty open application window is now closed as of COB Friday May 22 for all interested candidates who did not complete a JRCOSTEP. The M&R Subcommittee is working closely with the CPO and EHOPAC leadership to ensure we get the best qualified applicants reviewed in our pool by the appointment boards this year. The application window is still open for all individuals who have completed a JRCOSTEP since 2011. There is not a defined closing period yet. Interested applicants need to start by calling the PHS Call Center. The PHS Call Center phone

number is 800-279-1605 and details are on the USPHS website at:

<http://www.usphs.gov/apply/apply.aspx>. All applicants must meet the degree requirements for the category that they are applying for in order to be eligible.

- **2016 JRCOSTEP Open Application Window** - The JRCOSTEP open application window is now open until **December 18, 2015**. The same process is being used as last year. Interested applicants should begin the process by calling the PHS Call Center at 800-279-1605. A new application timeline document has been posted on the M&R Subcommittee section of the EHOPAC website and the narratives from several JRCOSTEPs from all 3 agencies have also been posted. CDR Shugart will be participating in a conference call with the EHAC faculty on JRCOSTEP and the open application window on October 29, 2015 from 3-4 PM.

**Category Statistics** (Total EHOs = 352; ↓ 2)

**By Agency:**

**ACF: 1**  
**ATSDR: 21**  
**BOP: 2**  
**CDC: 74**  
**CMS: 1**  
**DHS: 18 (15 USCG)**  
**DOD: 2**  
**EPA: 11**  
**FDA: 91**  
**HRSA: 4**  
**IHS: 89**  
**DOI: 9**  
**NIH: 12**  
**OS: 8**  
**PSC: 6**  
**USDA: 3**

**By rank:**

**O-2: 7**  
**O-3: 61**  
**O-4: 103**  
**O-5: 81**  
**O-6: 98**  
**O-7: 0**  
**O-8: 2**

**F. Mentoring and Orientation**

*Current Subcommittee Members:*

Chair(s): LCDR Bill Fournier

Members: LT Christine O’Leary (Vice Chair), LCDR Monique-Rachelle Lester, LCDR Aaron Otis, LCDR Matthew Mcnew, LT Kimberly Garner, LCDR Derek Sakris, CDR Mike Quinn

*Current initiatives (and projected completion date if applicable):*

- Database is up and running with great response
- Working on recruiting new proteges
- Working on updating mentor guidelines

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- Recruiting 2 more officers for the subcommittee

**G. Policies and Standards**

*Current Subcommittee Members:*  
Chair: CDR Derek Newcomer  
Co-Chair: CDR Robert McCleery

*Members:*  
CAPT Tina Lankford  
LT Chris Fish  
LT Kimberly Smith

*Current initiatives (and projected completion date if applicable):*

- Finalized PHS Survival Guide
- Reviewing curriculum of programs accredited under the new CEPH and ABET criteria

*Long Term Goals:*

- Conduct review of EHO appointment standards and provide recommended changes, if deemed appropriate.
- Publish PHS Survival resource guide

## **H. Readiness**

*Current Subcommittee Members:*

Chair: CDR Chris van Twuyver, FDA  
Co-Chair: LCDR Timothy (Matt) Albright, FDA

Members: CDR Elizabeth J. Valenti  
CDR Martin L. Smith  
LCDR Bryan E. Christensen  
LT Kazu Okumura  
LCDR Jeremy Mason  
LCDR Justin A. Gerding  
LCDR Jessica Hensley  
LT Jeffrey Conner  
LT Mark Chen  
LCDR Patrick Wallace  
CAPT Larry F. Cseh  
CDR Jason Barr  
LCDR Jon Blonk  
CDR Joel Hustedt

**EHOPAC PACE PROGRAM MONITORS:**

LCDR Jon Blonk  
LCDR Travis Bowser, MS, REHS  
LT William Burrows, MPH, REHS

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- **New APFT requirements which become effective January 1, 2016**, a link to the Personnel Operations Memorandum (POM) is located at the following link:  
[http://dcp.psc.gov/ccmis/ccis/documents/POM15\\_004.pdf](http://dcp.psc.gov/ccmis/ccis/documents/POM15_004.pdf)

Officers should also review the [Revised APFT Procedures and Instructions](#) to start training in advance.

Please also remember that the Annual Physical Fitness Test (APFT) can be entered into Direct Access with current standards until December 17, 2015. Direct Access will be offline starting December 18, 2015. When DA comes back online on January 5, 2016, the content of self-reported APFT results will be updated with revised fitness standards only. Therefore, after December 17, 2015, the APFT must be completed with the revised standards.

- The next basic readiness check will be run on January 1, 2016; initial readiness numbers for all categories were low. Please take a moment to check your basic readiness status in Direct Access.
- PACE Program update- one application received in October
- Cross Category Readiness Workgroup update- The Skills Inventory Work Group has finalized a draft list of category specific skills and credentials. The initial list included over 600 separate skills and credentials combined for all categories. The final list of skills and credentials is being finalized and will be sent out via survey within the next 2-3 months. RedDog will be using this data to allow identification of Officers who possess specific skills or credentials necessary for future deployments.

*RAIL items:*

- Maintain and improve the EHOPAC Readiness Subcommittee Website
- Contact and Advise EHO Officers who fail to maintain basic readiness

## **I. Training**

*Current Subcommittee Members:*

Chair(s): LCDR Daveta Bailey

*Current initiatives (based on Subcommittee Workplan):*

- EHO Symposium Planning
  - Category Day, PAC Social, and on-site PAC Meeting
- EHO Website
  - Webinar recordings, training resources, and calendar uploads
- EHO Training Resources
  - Training Resources monthly updates
  - Training Resources Data Document
  - Continuing Education Pyramid w/ Career Development
- EHO Lunch & Learn
  - Credentialing Study Buddy Program
  - Training Matrix Webinars
  - Graduate Education Series

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- EHO Symposium Planning
  - Call for abstracts closed and presenters have been notified of acceptance
  - Pre-Conference Training will be a fee-based service this year. Event planning still underway.
- EHO Website
  - Real time themed training resources and calendar uploads continue monthly

- EHO Training Resources
  - Team continues to provide themed monthly training resource documents.
  - Training offerings now include resources such as Internet/smart phone applications, resources repositories, and professional development (ie Ted Talks, Self-Guided Coursework)
- EHO Lunch & Learn
  - Currently working to recruit speakers
  - Developing webinars via the “Flipped-Classroom” methods for 2016. Hoping the new method will allow officers more flexibility to participate in learn activities.

**Possible EHO webinar subjects**

Influencing & People Management	Team Collaborations & Sandbox Solutions
Fatigue Management	FEMA’s National Emergency Management Academies
Deployment Duties (Volunteer Coordination & Position Taskbook Certifications)	Living Wills/Family Care Plans
Emergency Management Evolution – National Preparedness Goal update	APHA Understanding Environmental Health Communications Program
Public Health & Emergency Response	HHS Competency Framework/HHS Leadership Competencies
Environmental Health in Emergencies	Understanding Domestic & International Deployments

*Long Term Goals:*

- Create EHOPAC Training Application that will host allow EHO’s to access all the subcommittee’s training materials from any electronic device including smart devices.

*Items for EHOPAC Input/Discussion:*

- 2016 Workplan and SOP are still in progress with expected completion date of 12/2015