



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Meeting #197 Minutes, May 16, 2016

I. Call to Order 1600 EST

EHOPAC Chair, CDR Carrie Oyster, called the meeting to order. Roll call was held for members in attendance.

EHOPAC Members Present

CAPT Alan Parham, CPO	CDR Stephen Piontkowski
CDR Carrie Oyster, Chair	CDR Chris van Twuyver
CDR Jill Shugart, Vice Chair	LCDR Travis Bowser
CAPT David Cramer, Ex-Officio	LCDR Matthew Deptola
CDR Jamie Mutter, Secretary/Treasurer	LCDR William Fournier
CDR Matt Albright	LCDR Chyla Hunter
CDR Darren Buchanan	LCDR Elena Vaouli
CDR Jasen Kunz	LT Daniel Malashock
CDR Derek Newcomer	

EHOPAC Members Absent

CAPT John McKernan (Unexcused)	LCDR Katie Hubbard (Excused)
CDR Monica Leonard (Excused)	LCDR Carla Tuite (Excused)

EHOPAC Alternates Present

LT Kimberly Smith (for CDR Hubbard)	CDR Christopher Smith (for LCDR Tuite)
LCDR Danielle Mills (for CDR Leonard)	

EHOPAC Liaisons Present

CAPT Donald Williams, EHAC Liaison	
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II. Chief Professional Officer Update – CAPT Alan Parham

Report

- Met with Deputy Surgeon General and RADM Joan Hunter about CCHQ updates
 - It is important that the Corps has to focus on how everything we do fits within the mission of DHHS
 - CC Leadership team is working to develop a doctrine and strategic plan for the Corps
 - The Surgeon General is focusing on a new opioid campaign that is rolling out in about a month
 - 15 vacancies at CCHQ
 - Because of an increase in funding of the Service and Supply fund, CCHQ is able to hire approximately 10 more FTE's for HQ
 - Direct Access has been a continual issue for CCHQ
 - RADM Hunter sees the need for long term fixes. For example, IT infrastructure
 - CCHQ has received permission to hire 1-2 IT experts
- Great Plains Update – if any EHO officers are interested in deploying, please reach out to RADM Meeks
- General EHO applications window – June 1-30
- Civil Service policy was rescinded
- EHO photobook – CDR McLanahan did book last year and will do it again this year

III. EHOPAC Chair Report – CDR Carrie Oyster

Report

- The newsletter will contain the link to our Anonymous Q&A website. Please be sure to take advantage of this forum to ask questions. We are here to help you get the answers you need to be successful in your careers.

IV. EHOPAC Vice Chair Report – CDR Jill Shugart

Report

- Please continue to provide feedback to us on the newsletter – this will help us continue to improve this new communication tool so it can become as useful as possible to you. Thanks again to LT Malashock and the Communication Subcommittee for creating such a wonderful product!
- A big thank you to LCDRs Bowser and Tuite and all the Category Day planners (CDR McLanahan, LCDR Pharo, LT Gooch, LT Ronan King) who have helped put all the category-related events together this week! Great job!
- Thank you again to all the agency sponsors and preceptors for selecting COSTEPs this year! This is our best recruitment tool and it is vitally important. I know there were some issues this year with security and medical for some students – a special

thank you to those who were able to find a spot for these students despite the obstacles!

- The EHO category has once again been invited to speak at the annual AEHAP meeting on Saturday June 11, 2016. Unfortunately, because of funding issues, neither EHOPAC leadership nor the M&R Co-chairs are able to attend in person, but I will be attending via conference call along with CDRs Leonard and Albright. We will be giving an overall recruitment update on both active duty and JRCOSTEP open application windows.
- I am in the process of reviewing the SOP M&R put together on the EHO pilot application process last year. We will be using a very similar process this year that we did last year for the June open application window. EHOPAC leadership and CDRs Leonard and Albright will take the lead on this and LCDR Drew Kupper from the P&S Subcommittee will also be assisting with processing initial application packages this year. Next year we are hoping to streamline this process with a finalized SOP and transfer this role to the P&S Subcommittee with assistance by EHOPAC leadership.
- Received 100 EHO coins from vendor; coins will be sold at COA during all EHO-related events by CDRs McLanahan and Shugart
- Legacy coins have sold out – thank you to everyone who bought legacy coins!!
- CDR Jamie Mutter will be selling any new EHO coins after the COA meeting

V. EHOPAC Treasurer Report – CDR Jamie Mutter

Report:

- Budget
 - Current funds \$1,469.05
 - Pending transactions
 - \$50 deposit
 - \$36.13 withdrawal
- Current coin status
 - Legacy EHOPAC coins are sold out
 - New EHOPAC coins are currently being sold at the COF conference

VI. Subcommittee/Workgroup Reports

A. Training – LCDR Bowser

Report:

- EHO Mentoring Session May 17, 0700.
- Category Day May 18, Social at 1830 Toby Keith's – I Love This Bar & Grill
- Training SOPs being worked on, to be completed 1 June.
- Category Day SOPs finalized and added by 1 July.
- Training Resources on the EHOPAC website will be revamped in near future to make more user friendly and relevant.
- A calendar will be added to be added to advertise pertinent training and events.

B. Communications – LCDR Vaouli and LT Malashock

Report:

- Prepared and released inaugural first edition of the EHOPAC newsletter via listserv.
- Anonymous questions can be submitted to EHOPAC leadership. Please refer to page 12 of the Spring 2016 edition of the EHOPAC newsletter.
- If an officer has ideas, articles, etc for the newsletter, please submit them to LT Malashock (Daniel.Malashock@hq.dhs.gov).
- Communications will be sending out a survey to gather input on the newsletter. Please provide feedback.

C. Career Development – CDR Piontkowski

Report:

- PY17 Benchmarks review/revision during July call (Summer 2016)
- PY17 CV cover sheet and CV cover sheet supplemental guidance review; call for vote in June (Summer 2016)

D. Awards – LCDR Box

Report:

- CAPT Calvin Edwards named the 2016 EHO Responder of the Year. Award will be presented during Category Day at the 2016 COF Symposium.
- The 2016 EHOPAC recognition award recipients are as follows:
CAPT Richard E. Turner, IHS — John G. Todd Award
CDR Lisa J. Delaney, NIOSH— Edward “Ted” Moran Award
LT Katie Lynne Bante, IHS – John C. Eason Award
CDR Vincent Garcia, IHS – Thomas E. Crow Mentor Award
- The awards will be presented by CAPT Parham at the American Academy of Sanitarians (AAS) Wagner Award and USPHS Honor Awards Reception during the National Environmental Health Association’s Annual Educational Conference in San Antonio, Texas from June 13-16, 2016.

E. Round Robin

- CDR Albright – COSTEP update
 - In 2015: 41 applicants; 32 selected; now have 30
 - Agencies: 26 HIS, 2 NPS, 2 FDA
 - CCHQ is now working on orders for the JRCOSTEPS

Attachment 1: EHOPAC May 2016 Reports

EHOPAC CPO – CAPT Alan Parham

- Met with Deputy Surgeon General and RADM Joan Hunter about CCHQ updates
 - It is important that the Corps has to focus on how everything we do fits within the mission of DHHS
 - CC Leadership team is working to develop a doctrine and strategic plan for the Corps
 - The Surgeon General is focusing on a new opioid campaign that is rolling out in about a month
 - 15 vacancies at CCHQ
 - Because of an increase in funding of the Service and Supply fund, CCHQ is able to hire approximately 10 more FTE's for HQ
 - Direct Access has been a continual issue for CCHQ
 - RADM Hunter sees the need for long term fixes. For example, IT infrastructure
 - CCHQ has received permission to hire 1-2 IT experts
- Great Plains Update – if any EHO officers are interested in deploying, please reach out to RADM Meeks
- General EHO applications window – June 1-30
- Civil Service policy was rescinded
- EHO photobook – CDR McLanahan did book last year and will do it again this year

EHOPAC Chair Report – CDR Carrie Oyster

- New format for publishing meeting minutes and PAC activities -- a newsletter.
- Inaugural publication sent out a few weeks ago.
- 4 newsletters/year, on a seasonal basis.
- post past newsletters on our new CCMIS website. The newsletter will contain the link to our Anonymous Q&A website.
- Please be sure to take advantage of this forum to ask questions. We are here to help you get the answers you need to be successful in your careers.

EHOPAC Vice-Chair Report – CDR Jill Shugart

Current initiatives (and projected completion date if applicable):

- Please continue to provide feedback to us on the newsletter – this will help us continue to improve this new communication tool so it can become as useful as possible to you. Thanks again to LT Malashock and the Communication Subcommittee for creating such a wonderful product!
- A big thank you to LCDRs Bowser and Tuite and all the Category Day planners (CDR McLanahan, LCDR Pharo, LT Gooch, LT Ronan King) who have helped put all the category-related events together this week! Great job!
- Thank you again to all the agency sponsors and preceptors for selecting COSTEPs this year! This is our best recruitment tool and it is vitally important. I know there were some issues this year with security and medical for some students – a special thank you to those who were able to find a spot for these students despite the obstacles!
- The EHO category has once again been invited to speak at the annual AEHAP meeting on Saturday June 11, 2016. Unfortunately, because of funding issues, neither EHOPAC leadership nor the M&R Co-chairs are able to attend in person, but I will be attending via conference call along with CDRs Leonard and Albright. We will be giving an overall recruitment update on both active duty and JRCOSTEP open application windows.
- I am in the process of reviewing the SOP M&R put together on the EHO pilot application process last year. We will be using a very similar process this year that we did last year for the June open application window. EHOPAC leadership and CDRs Leonard and Albright will take the lead on this and LCDR Drew Kupper from the P&S Subcommittee will also be assisting with processing

initial application packages this year. Next year we are hoping to streamline this process with a finalized SOP and transfer this role to the P&S Subcommittee with assistance by EHOPAC leadership.

Notable news/activities/accomplishments since last EHOPAC meeting:

- Received 100 EHO coins from vendor; coins will be sold at COA during all EHO-related events by CDRs McLanahan and Shugart
- Legacy coins have sold out – thank you to everyone who bought legacy coins!!
- CDR Jamie Mutter will be selling any new EHO coins after the COA meeting

Long Term Goals:

- See updated RAIL

EHOPAC Treasurer – CDR Jamie Mutter

- Current Financial status:
 - \$1,469.05
 - Pending transactions
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 - \$36.13 withdrawal
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American Academy of Sanitarians Liaison Report - Gary P. Noonan CAPT (Ret.), USPHS

- The EHOPAC/AAS Wagner Award Ceremony will be held at the 2016 NEHA AEC in San Antonio, immediately after the Exhibit Grand Opening in the Marriott River Center, 8 PM to 9PM (Room to be Announced) check with NEHA Registration Desk

Commissioned Corps Women’s Issues Advisory Board Liaison – CAPT Lauralynn McKernan

- No Report

EHAC – CAPT Don Williams

- No Report

JOAG Liaison – LCDR Daveta Bailey

Notable news/activities/accomplishments since last EHOPAC meeting:

- The 2016 JOAG Award Winners were announced:
 - The 2016 recipient of the JOAG Excellence award, LCDR Simleen Kaur
 - The 2016 Junior Officer of the Year, LT Katrina Piercy.
 - The 2016 VADM Richard Carmona Inspiration award to CAPT Paul Jung

JO Voice Program Upcoming Topic:

****Let your voice be heard through “JO Voice.”**

Please send your comments, questions, concerns, or suggestions to us, at pfs.joag@gmail.com.

The current JO Voice discussion topic is: DEPLOYMENTS

All responses to inquiries received on Readiness Standards will be compiled and sent out over the JOAG listserv; highlights will be discussed during our June 10th JOAG General Member Meeting (all inquiries will remain anonymous).

- Next meeting 10 June 2016

Subcommittee: Awards & Recognition

Current Subcommittee Members:

Chair(s): CDR Katie Hubbard
Members: CDR Michael Box

Current initiatives (and projected completion date if applicable):

- Manage the 2016 EHOPAC Awards Process
- Manage the 2017 EHO Responder of the Year Award Process
- Provide resources to officers for writing successful award nominations (by December 2016)

Notable news/activities/accomplishments since last EHOPAC meeting:

- CAPT Calvin Edwards named the 2016 EHO Responder of the Year. Award will be presented during Category Day at the 2016 COF Symposium.
- The 2016 EHOPAC recognition award recipients are as follows:
CAPT Richard E. Turner, IHS — John G. Todd Award
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LT Katie Lynne Bante, IHS – John C. Eason Award
CDR Vincent Garcia, IHS – Thomas E. Crow Mentor Award
- The awards will be presented by CAPT Parham at the American Academy of Sanitarians (AAS) Wagner Award and USPHS Honor Awards Reception during the National Environmental Health Association’s Annual Educational Conference in San Antonio, Texas from June 13-16, 2016.
- CDR Michael Box will be filling in for CDR Hubbard for subcommittee duties while she is on maternity leave until early June.

Long Term Goals:

- Provide improved samples of successful award write-ups for both EHOPAC awards and Commissioned Corps awards, with representation from all agencies. These write-ups will be solicited from the Voting Members during July/August 2016, vetted by EHOPAC leadership, stripped of identifiers and made 508 compliant, and posted on the EHOPAC website by December 2016.

Subcommittee: Career Development

Current Subcommittee Members:

Chair(s): CDR Stephen R. Piontkowski
CAPT John McKernan

Members: CDR Aimee Treffiletti, CDC
CDR Hien Albright, FDA
LT Beth Wittry, CDC
LT Katie Bante, IHS

Current initiatives (and projected completion date if applicable):

- PY17 Benchmarks review/revision (Summer 2016)
- PY17 CV cover sheet design (Summer 2016)

Notable news/activities/accomplishments since last EHOPAC meeting:

- Assist CPO with inaugural “EHOPAC Senior Officer Mentoring Tips” web meeting to ensure consistent messaging occurs during mentoring/counseling sessions in 2016
- Assist Training Subcommittee with EHO mentoring sessions at COF (Spring 2016)

Long Term Goals:

- End of year counseling (Fall 2016)
- End of year mentoring (Fall-Winter 2016)

Subcommittee: Communication Working Group

Current Subcommittee Members:

Chair(s): LCDR Elena Vaouli (Voting Member)
CDR Luis Rodriguez (Non-Voting Member)
Liaison: LT Daniel Malashock (Voting Member)

Members:

CDR	Carter	Gary
CDR	Freed	Jennifer
CDR	Kelsch	Diane
CDR	Rodriguez	Luis
LCDR	Adams	Daniel
LCDR	O’Leary	Christine
LCDR	Otto	Jessica
LCDR	Stephens	Martin
LCDR	Vaouli	Elena
LCDR	Williams	Racquel
LT	Beaucham	Catherine
LT	Gooch	James
LT	Malashock	Daniel
LT	Robison	Dana
LT	Szenderski	Kristen
LT	White	Tyler

Current initiatives (and projected completion date if applicable):

- Liaison
 - Develop and disseminate new communication tools for information dissemination from EHOPAC.
- Organizational improvement
 - Define COMMS WG purpose
 - Clarify new Liaison role
 - Transition to subcommittee in 2017
- Social Media
 - Finalize and implement new policies
 - Ensure consistent activity and monitoring of Facebook accounts
 - Explore new social media opportunities
- Publications
 - Maintain presence in Combined Category Newsletter
 - Maintain “EHO Survival Guide”
 - Explore new Publications opportunities
- Planning
 - Complete needs assessment by Fall 2016.
 - Report findings and recommendations by December 2016.
- Special Projects
 - Complete tasks as assigned.

Notable news/activities/accomplishments since last EHOPAC meeting:

- Liaison:
 - Prepared and released inaugural first edition of the EHOPAC newsletter via listserv.
- Social media:
 - Developed tracking mechanism for FB and LinkedIn activity.
 - Added polls to the FB open page.

- Shut down Google Plus EHOPAC account due to lack of participation and re-assessment of priorities.
- Added new EHOPAC coin logo to FB and LinkedIn.
- Publications:
 - Conferred with P&S subcommittee to have COMMs oversee and maintain “EHO Survival Guide”.
 - Providing assistance to Combined Category Newsletter by reviewing articles for next edition.
- Drafted revised Communication Needs Assessment Survey.

Long Term Goals:

- Develop EHOPAC Communications Plan/Strategy
- Become established as EHOPAC Subcommittee (draft new SOP and workplan)
- Define Liaison Role and transition out of Communications Subcommittee.

Items for EHOPAC Input/Discussion:

- No items.

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

- Submitted top three projects for inclusion in draft category newsletter.
- Reviewed and provided comment to Career Development draft products.

Subcommittee: History

Current Subcommittee Members:

Chair(s): LCDR Matthew Deptola & LCDR Victoria Murray & LCDR Chyla Hunter

Members:

CDR Kenneth Crombie
 LCDR Susan Schaffer
 LCDR Emily Lee
 LCDR Jeremy Mason
 LCDR Nicola Areshenko
 LCDR Daveta Bailey
 LT Melanie Moore

Current initiatives (and projected completion date if applicable):

- Team 1: 508 Compliance: 7 Documents on the EHOPAC Website are currently being reviewed and edited for 508 compliance. Deadline 7-1-2016
- Team 2: APAN Document Organization: All History Documents uploaded to the APAN site will be organized in a manner that makes it easy for future members to use and access documents. Deadline 7-1-2016

Notable news/activities/accomplishments since last EHOPAC meeting:

- All historical documents have been uploaded to the APAN Website
- SOP/COOP document was completed and finalized

Long Term Goals:

- CY'2016: July – December: Begin working on the past initiatives which included
 - 1 – Research and document information regarding the category name “sanitarians” and the change to environmental health officer (date, reason why, etc.)
 - 2 – Continue to research and document the oral history of ADMs and CPOs and record their biographies on the HISTORY section of the EHOPAC website.
 - 3 – Document and provide updates on significant events where EHOs provide significant contribution and value in a non-traditional role.

- 4 – 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.
 - Publish the EHO strength per category and where we are stationed for CY'2016
- CY'2017 finish and post the above initiatives

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

- SOP/COOP Document submitted and approved on 5-2-2016

Subcommittee: Information Technology

Current Subcommittee Members:

Chair: CDR Darren Buchanan

Co-Chair: CAPT Gary Perlman

Members: CAPT Villines, CDR Chapman, CDR Woodlee, LCDR Ericson

Current initiatives (and projected completion date if applicable):

- Providing 508 training to subcommittee on request
- Development of a 508 compliant newsletter format

Notable news/activities/accomplishments since last EHOPAC meeting:

- Completed Subcommittee member training for developing 508 compliant documents and on the use of the APAN SharePoint site.
- Assist on first newsletter push with fantastic assistance from CDR Charles Woodlee. Final result was to strip text to provide an accessible alternative for distribution.

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 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

Subcommittee: Marketing and Recruitment Subcommittee

Current Subcommittee Members:

Chair(s): CDRs Monica Leonard & Timothy (Matt) Albright

Secretary: LT Kathleen Ferguson

Applicant Assistance and Placement (AAP): CDR Gino Begluzzi, (Co-Lead), LCDR Michelle Dittrich (Co-Lead), LCDR Patrick Wallace, LT Christopher Caler, LT Scott Daly, LTJG Bradley Benasutti

JRCOSTEP: LCDR Angela Hodge (Co-lead), LCDR Charles Craig (Co-lead), LCDR Kelsey Hustedt, LCDR Corey Butler, LCDR Jason Hymer, LCDR Christine Williams, and LCDR James Speckhart

Marketing and Materials: LCDR Christopher Fletcher (Chair), LT Adrienne Eastlake, LCDR Erin Evans, LCDR Brek Steele

Recruit an EHO (RAE): CDR Craig Ungerecht (co-lead), CDR Jamison Honeycutt (co-lead), LCDR Matthew Ellis, LCDR Don Hoeschele, LCDR David Erez, LCDR Sam Rudnitsky and LT Matthew Dahm

Current initiatives (and projected completion date if applicable):

- General Active Duty Open Application Window –M & R will distribute by April 1st the EHO application process plan or SOP to leadership. Awaiting to learn of the open window for the General Call to Active Duty for EHOs. 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. The AAP workgroup will continue direct outreach monthly to the hiring officials and continuous outreach to the boarded applicants.
- JRCOSTEP- By August 1st, update pertinent documents for 2017 open application period, Recruitment Timeline, Preceptor Guide, and JRCOSTEP Tips document. By October 1st, create an Adobe connect Conference Call with Accredited Universities.
- M & R Relevant Documents are 508 Compliant- By August 1st, work with the IT Subcommittee to ensure the relevant outreach materials for M & R are 508 compliant. Specific documents include: EHO Recruitment power point, Best Kept Secrets document, and all pertinent JRCOSTRP materials.
- Continue to Track Event Recruitments- Ongoing tracking of EHOs at various events. For example, the Recruit an EHO Workgroup will provide a sign-up sheet at the 2016 COA for officers participating in events at accredited universities. The workgroup will track Officers who sign up for these opportunities and will provide them with a thank you letter after presenting and/or participating in one of these events.
- New EHOPAC Coin Roll Out at COA- M&R's Marketing and Materials Workgroup will work to place the advertisement by April 1st as a message on the EHOPAC Listserve. It will include the \$10 cost of new coin and a slogan.

Notable news/activities/accomplishments since last EHOPAC meeting:

- Marketing and Recruitment:
 - Completed 2016 Workplan
 - Completed 2016 Standard Operating procedures
 - Completed the 508 Migration Plan for M & R
 - Completed the Marketing Strategy/Plan to Roll out the new EHO coin
 - Successfully participated in FDA Commissioned Officers Network (FCON) 8th Annual USPHS CC Awareness Day event. This event will be held on **Tuesday, April 26, 2016, from 11:00 am to 1:30 pm at the FDA White Oak Campus (Bdg 31) in Silver Spring, MD.** LCDR Aaron Niman & LT Kazu Okumura will volunteer for this event.
- Applicant Assistance and Placement Workgroup:
 - 8 available for hire
 - 36 have secured positions (66 total boarded)
- JRCOSTEP :
 - Former JRCOSTEPs can apply for general active duty at any time
 - Revised JRCOSTEP Preceptor Guide
- Recruit an EHO (RAE) Workgroup
 - Developed the Environmental Health related conferences and events list for EHO interest for 2016 USPHS Symposium
 - Updated the Adopt A School list for 2016
- Marketing and Materials Workgroup:
 - Completed marketing flyer for the new EHO coin
 - Completed Best Kept Secrets document and EHOPAC Recruitment presentation
 - Workgroup members signed up for APAN access

Long Term Goals:

- Transitioning of two sets of workgroup Chairs by 2017: AAP and RAE

Items for EHOPAC Input/Discussion:

- Transition of General Duty Application procedures to Policy and Standards Subcommittee and EHOPAC leadership guidance for the 2016 open window

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

- EHOPAC Organizational box chart, June 1, 2016 targeted timeframe for completion

Subcommittee: Mentoring and Orientation

Current Subcommittee Members:

Chair(s): LCDR Bill Fournier

Members: LCDR Monique-Rachelle Lester, LCDR Aaron Otis, LCDR Matthew McNew, LCDR Derek Sakris, CDR Mike Quinn, LCDR Charity Webb

Current initiatives (and projected completion date if applicable):

- Mentoring guidance document, June 2016

Notable news/activities/accomplishments since last EHOPAC meeting:

- Sent representative to meet with February 2016 OBC grad

Long Term Goals:

- Mentoring guidance document completed by June 2016
- Hotwash with former mentors to lay the groundwork for a mid-career mentoring program

Subcommittee: Policies and Standards

Current Subcommittee Members:

Chair(s): CDR Derek Newcomer and CAPT Robert McCleery

Members:

CDR Jason Barr

LCDR Andrew Kupper

Current initiatives (and projected completion date if applicable):

- Develop whitepaper proposing options to ensure the best of the best candidates are commissioned as EHOs
- Review work plans and SOPs submitted by subcommittees to identify elements for inclusion into standardized templates

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

- Develop subcommittee SOP and work plan templates (July 2016)

Notable news/activities/accomplishments since last EHOPAC meeting:

- EHO Survival Guide distributed March 30th 2016

Long Term Goals:

- Conduct review of EHO appointment standards and provide recommended changes, if deemed appropriate.

Subcommittee: Readiness Subcommittee

Current Subcommittee Members:

Chair(s): CDR Chris van Twuyver

Members: LCDR Jon Blonk, LCDR Bryan Christensen, LT Kazu Okumura, LT Jona Ogden, LCDR Jessica Hensley, LT William Burrows, LT Kimberly Garner, LT April Hill, LCDR Brian Putz, CDR Joel Hustedt, LT Jeffrey Conner, LT Mark Chen, and LT Krista Ferry

Current initiatives (and projected completion date if applicable):

- Assist EHOs who are having difficulty maintaining basic readiness
- Solicit and share EHO deployment narratives
- Review and update the EHO Deployment Resource Guide

Notable news/activities/accomplishments since last EHOPAC meeting:

- The EHOPAC Readiness Subcommittee Resources Workgroup completed review and update of the EHO Marketing Pamphlet, EHO Utilization Guide, and the EHO Go Kits. The EHOPAC Readiness Subcommittee Chair will complete review of these documents, verify 508 compliance, request incorporation into the EHOPAC website and upload copies of the completed documents to APAN.
- EHOPAC Readiness statistics from the January 2016 readiness check
 - a. All categories achieved above 90% readiness for the third quarter in a row.
 - b. The EHOPAC ranked fifth in overall readiness at 93.95%
 - d. Of the 347 EHO Officers, 21 Officers were not qualified, 7 were exempt.
 - e. Of the 21 not qualified Officers, 8 were missing the APFT, 12 were missing BLS, 5 were missing the medical exam, and seven were missing immunizations. Please note that 9 Officers failed to miss basic readiness for multiple reasons.

Long Term Goals:

- Complete migration of EHOPAC Readiness Subcommittee documents to APAN and the EHOPAC Website
- Complete review of all EHOPAC Readiness Subcommittee documents to ensure that they are compliant with 508 requirements

Subcommittee: Training

Current Subcommittee Members:

Chairs: LCDR Carla Tuite and LCDR Travis Bowser

Members: CAPT Edward Pfister, CDR Julia Chervoni, CDR Jessica Hensley, CDR Jasen Kunz, CDR Eva McLanahan, LCDR Robert Horsch, LCDR Kimberly Hull, LCDR Candis Hunter, LT Laura Annetta, LT Steven Galvez, LT Ronan King, LT Aaron Niman

Current initiatives (and projected completion date if applicable):

- Training SOPs being worked on, to be completed 1 June.
- Category Day SOPs finalized and added by 1 July.

Notable news/activities/accomplishments since last EHOPAC meeting:

- Category Day Planners have done outstanding work pulling together a variety of events and managing the logistics for everything at COA. Please thank CDR McLanahan, LCDR Pharo, LT King and LT Gooch for all of their hard work.
- EHO Mentoring Session May 17, 0700.
- Category Day May 18, Social at 1830 Toby Keith's – I Love This Bar & Grill

Long Term Goals:

- 2017 Category Day Planning Process Changes and Recommendations
- Training Resources on the EHOPAC website will be revamped in near future to make more user friendly and relevant.
 - A calendar to be added to advertise pertinent training and events.