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**Engineer Professional Advisory Committee (EPAC)**

***EPAC General Meeting Minutes***

*July 9th, 2020*

1. **Welcome/Call to Order (EPAC Chair, CDR Samantha Spindel)**

* Meeting called to order at 1500 EST

1. **Roll Call (Executive Secretary, LCDR Michael Simpson)**

* Officers or Alternate emailed LCDR Simpson to confirm attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Subcommittee** | **Name** | **Alternate** | **Attendance**  **(Yes, No, Excused, Alternate)** |
| **EPAC Chair** | CDR Samantha Spindel | LCDR Michael Simpson | Yes |
| **Executive Secretary** | LCDR Michael Simpson | LCDR Timothy Martin | Yes |
| **Chief Engineer** | RADM Edward Dieser | N/A | Yes |
|  | | | |
| Awards | CDR John Kathol | CDR Michael Termont | Yes |
| CDR Matthew Mergenthaler | LCDR Travis Sorum | Yes |
| Career Development | LCDR Omobogie Amadasu | LCDR Joshua Sims | Alternate |
| CAPT Eric Hanssen | CDR Leo Gumapas | Yes |
| Events | LCDR Derrick Buck | LCDR Timothy Martin | Alternate |
| LCDR Michael Gifford | CDR Jeremy "Bret" Nickels | Yes |
| Information | CAPT Josh Simms | LT Drew Katherine | Alternate |
| LCDR Garrett Chun | LT Adam Ramos | Yes |
| Public Health Engineering Practice | CDR Leo Gumapas | CDR Andrew Yang | Excused |
| CDR James Coburn | LCDR Hanniebey Wiyor | Yes |
| Readiness | CDR Frank Chua | CDR Shane Deckert | Yes |
| CDR Sean Bush | CDR Mark Hench | Yes |
| Recruitment and Retention | LCDR Praveen KC | CDR William Fraser | Alternate |
| LCDR Fred Kelly | LCDR Kenneth Chen | Yes |
| Rules | CDR Deb Cox | CDR Stacey Yonce | Yes |
| LCDR Matt Palo | LT Christian Parra | Yes |
| Strategic Planning for Engineering | CAPT David Harvey | LT Melissa De Vera | Alternate |
| CDR Sam Russell | CDR David Gwisdalla | Alternate |
| ***\* When a member is not available, the Alternate can serve as the voting proxy.***  ***\*\*See Appendix A for more information about each member, including hyperlinks to email addresses*** | | | |
|  | | | |
| **EPAC Liaisons** | | | |
| **CCWIAB** | CAPT Varsha Savalia | CDR Theresa Grant | Yes |
| **COA** | CDR Brad Cunningham | CDR Nikhil Thakur | Yes |
| **JOAG** | LT Colin Tack | LT Jaison Eapen | Yes |
| **SAME** | CDR Steve Sauer | LT Kevin Remley | No |

1. **Chief Professional Officer (CPO) Remarks/Update** **(RADM Edward Dieser)**

* Congratulate all those that were promoted
* Numbers and rates extremely challenging this year
* Remain dedicated and stay focused on your day to day impact on your job, family, and career
* Your legacy is not defined by the device on your collar but your actions and what you do
* Corps still provides opportunities for officers to contribute in unique ways

1. **EPAC Chair Remarks (EPAC Chair, CDR Samantha Spindel)**

* Virtual Category Day
  + Thank you to LCDR Buck, LCDR Gifford, LCDR Kelly, and LCDR Palo for making this a success
  + Thank you to all who presented and participated
  + Please provide feedback directly to the Events Subcommittee Leadership or to me
* Voting Members: Please provide recommendations for spending EPAC funds

1. **Awards Subcommittee Discussion (CDR Matthew Mergenthaler, Chair)**
2. **Awards Review Board (February Cycle-Villforth, Lynch, Burgess, ELIT, SAME Awards)**

* OSG concurrent was obtained last week for Villforth, Lynch, Burges and ELIT Awards. Draft notification letters submitted for awardees to EPAC Chair. Award Notification by CPO Pending. Presentation of awards pending date, time and location.
* SAME Awards (Hollis Medal, Green Medal and Cumming Plaque) have been selected and SAME Published the Names of the 2020 Awardees in the May/June Edition of the SAME “The Military Engineer” Magazine. Congratulatory Letters from CPO pending review. Drafts Submitted to EPAC Chair. Presentation of Awards pending date, time and location.
  + Hollis Medal – CDR Brad Cunningham (FDA)
  + Green Medal – LT Chaolong Qi (NIOSH)
  + Cumming Plaque - California Area IHS Sanitation Facilities Construction Emergency Response and Recovery Team (IHS)

1. **Strategic Initiatives Team (Lead: LCDR Travis Sorum –** [**travis.sorum@ihs.gov**](mailto:travis.sorum@ihs.gov)**)**

* Nomination Forms and Summary documents have been drafted for the EOY, EROY, and Michael’s Awards. Currently under review by Subcommittee Chair and Vice Chair. Plan is to submit forms to EPAC Chair and CPO this month for review.
* Goal is to update EOY, EROY and Michaels award before October cycle.

1. **SOP Initiative (Lead: LCDR Abbas Bandukwala –** [**Abbas.Bandukwala@fda.hhs.gov**](mailto:Abbas.Bandukwala@fda.hhs.gov)**)**

* Updated draft of SOP has been completed. Currently under review by Subcommittee Chair and Vice Chair.
* Goal is to update and adopt new SOP by November/December 2020.

1. **Career Development Subcommittee Discussion (CAPT Eric Hanssen, Vice Chair)**

* Monthly conference calls to resume in August

1. **CPO Fact Sheet (Lead: LCDR Omobogie Amadasu** [**–omobogie.amadasu@ihs.gov**](mailto:–omobogie.amadasu@ihs.gov)**)**

* Article or narrative interview with CPO
* To inform the category and give aspirations to officers who is interested in having this be the pinnacle of their career
* Currently in development

1. **CDS Webpage (Lead: LT Adam Cooke –** [**Adam.Cooke@fda.hhs.gov**](mailto:Adam.Cooke@fda.hhs.gov)**)**

* Currently in development. Looking to update the artwork for the tool boxes
* In the process of uploading a Promotion Rate success over a 10 year span graphic.

1. **Biomedical Initiative (Lead: LCDR Thomas Peter –** [**Thomas.Peter@fda.hhs.gov**](mailto:Thomas.Peter@fda.hhs.gov)**)**

* Team Lead is back from deployment, will work to release survey in near future

1. **Honor the late CAPT (ret) Gladys Rodriguez (Lead: Chair)** 
   * Article and pictures sent for feedback. Comments due to Chair by Aug 1st
2. **Mentoring Program (Lead: Vice Chair)**
   * Mid-year check-in with Mentors/Mentees & mid-year reporting request out this week
   * Solicitation for Mentoring Program Participation in next “Engineer Announcements”
3. **Online Engineering Masters Programs Survey (Lead: LCDR Tyrrell Lang –** [**Tyrrell.Lang@ihs.gov**](mailto:Tyrrell.Lang@ihs.gov)**)**

* Survey for the category is complete, reviewed and ready to send out this month

1. **Events Subcommittee Discussion (LCDR Michael Gifford, Vice Chair)**
2. **COF Symposium “Category Day” + Town Hall (Lead: LCDR Fred Kelly –** [**fred.kelly@nih.gov**](mailto:fred.kelly@nih.gov)**)**

* June 19, 2020
* 1st of its kind, 83 attendees, certificates projected for mid-Late July.
* Great job team! EPAC Leadership/LCDR Fred Kelly/LCDR Matthew Palo/Presenters.

1. **Quarterly Town Hall (TBD)**

* Opportunities - Moderator & Scribe - contact [derrick.buck@ihs.gov](mailto:derrick.buck@ihs.gov) or [Michael\_Gifford@nps.gov](mailto:Michael_Gifford@nps.gov)

1. **AMSUS Annual Meeting (Lead: LCDR Michael Simpson –** [**michael.simpson@fda.hhs.gov**](mailto:michael.simpson@fda.hhs.gov)**)**

* Gaylord Nation Resort and Convention Center, MD, Dec. 6-10, 2020
* Poster due to PHS Abstract Committee July 20th.
* Six topics can be found at <https://www.amsus.org/events/call-for-abstracts-2/> with Public Health being the most relatable for Engineers
  + **Public Health–**These presentations should be focused on collaborative, population-based, trans-national health promotion. These presentations may discuss health concerns that cross country borders and may include coordination of care, prevention of illnesses, and treatment to sustain health as well as training of medical forces or leading during a changing healthcare landscape.
* Co-Leads: LCDR Michael Tollon, LCDR Hanniebey Wiyor

1. **E-Week (Lead: LT David Sullivan,** [**David.Sullivan@fda.hhs.gov**](mailto:David.Sullivan@fda.hhs.gov)**)**

* Location will be at NPS HQ in Washington DC in February 2021
* Multiple opportunities available – contact [derrick.buck@ihs.gov](mailto:derrick.buck@ihs.gov) or [michael\_Gifford@nps.gov](mailto:michael_Gifford@nps.gov)

1. **SAME – JETC (Lead: CDR Benjamin Marnell –** [**benjamin\_marnell@nps.gov**](mailto:benjamin_marnell@nps.gov)**)**

* Oregon Convention Center, OR, May 18-21, 2021
* Beginning Conversations

1. **Information Subcommittee Discussion (LCDR Garrett Chun, Vice Chair)**
2. **Content Management (Lead: CDR Jim Kohler –** [**Kohler.James@epa.gov**](mailto:Kohler.James@epa.gov)**)**

* Website is up-to-date on requests
* Please check your subcommittee webpage and email us to let us know if it is up-to-date or not
* Submit update requests to [EPAC-POSTINGS@LIST.NIH.GOV](mailto:EPAC-POSTINGS@LIST.NIH.GOV)
* No new Anonymous Feedback submissions since previous meeting

1. **Newsletter (Lead: CDR Jason Peterson –** [**Jason.Peterson@cms.hhs.gov**](mailto:Jason.Peterson@cms.hhs.gov)**)**

* Fall Newsletter articles due August 31

1. **APAN SharePoint Site for EPAC (Lead: Vice Chair)**

* OSG has requested to discontinue use of Google Drive
* The EPAC APAN SharePoint site is set up as an alternate site
* If you need to utilize a repository please contact lead

1. **Public Health Engineering Practice Subcommittee Discussion (CDR James Coburn, Chair)**
2. **Deployer and OPDIV Skill and Needs Workgroup (Lead:** **LCDR Michael Wandersee –** [**michael\_wandersee@fws.gov**](mailto:michael_wandersee@fws.gov) **)**

* Collaborating with Career Development and Readiness Subcommittee to develop a prototype by October EPAC Meeting
  + Skills Function can serve as another attribute for Mentor-Mentee matchups
* Developing a database and standard operating procedure
  + Need at least one volunteer to assist until December 31, 2020

1. **Lead and Drinking Water (Lead: CAPT Alex Dailey –** [**Alexander.Dailey@ihs.gov**](mailto:Alexander.Dailey@ihs.gov)**)** 
   * Article submission to Information Subcommittee for Fall 2020 Newsletter consideration
2. **Article Publication and Review (Lead: Chair and Vice Chair)** 
   * Check out May/June 2020 Issue of The Military Engineer - <https://online.fliphtml5.com/fedq/afvi/#p=72>
   * If you need assistance with peer reviewed or non-peer reviewed article, then PHEP/Publication Review Work Group is happy to help
     + Email CDR James Coburn - [james.coburn@fda.hhs.gov](mailto:james.coburn@fda.hhs.gov) for article to be reviewed
     + Reviews are to be completed within 14 calendar days
   * CDR Hurst drafting guidelines for creating articles
3. **Readiness Subcommittee Discussion (CDR Frank Chua, Chair)**
4. **Deployment Readiness Support (Lead: LCDR Michael Tollon –** [**Michael.Tollon@fda.hhs.gov**](mailto:Michael.Tollon@fda.hhs.gov)**)**

* Workgroup will review survey questions prior to sending to EPAC voting members for comments within the next two months.

1. **Readiness Training and Education: Training Curriculum (Lead: LCDR Steven Tidwell –** [**steven\_tidwell@nps.gov**](mailto:steven_tidwell@nps.gov)**)**

* Collaboration work on training list and collaborating with PHEP
* Collaboration w/ Events Subcommittee to coordinate pre-conference training for 2021 Symposium

1. **Information Management (Lead: CDR Tara Bizjak -** [**Tara.Gooen@fda.hhs.gov**](mailto:Tara.Gooen@fda.hhs.gov)**)**

* Call for COVID19 Deployment Narratives
  + Received 7 stories to date. Working to get more stories through ”word of mouth” advertising.
  + Incentive Plan for Stories: Letter of Appreciation or Certificate – will wait for guidance from Rules Subcommittee
* Posting of Deployment Stories
  + For COVID19 missions, once a specific mission is complete, we will submit narratives for review.

1. **Recruitment and Retention Subcommittee Discussion (LCDR Fred Kelly, Chair)**

* Nothing substantive to report this month, meetings are bi-monthly

1. **Rules Subcommittee Discussion (CDR Deb Cox, Chair)**
2. **Voting Member Selection (Lead: CDR Deb Cox –** [**Cox.Deborah@epa.gov**](mailto:Cox.Deborah@epa.gov)**)**

* Thank you to the engineers who submitted applications to become EPAC Voting Members.
  + 2020 EPAC Voting Member Selection Panel met today. Panel will review the applications and provide recommendation to the EPAC by September.
  + August 5-19 is the plan to have Voting Members decide on selected personnel
* Now is the time for Voting Members to think about running for Chair-Elect in 2021, Chair in 2022

1. **EPAC Bylaws (Lead: CDR Deb Cox –** [**Cox.Deborah@epa.gov**](mailto:Cox.Deborah@epa.gov)**)**

* EPAC Bylaws Update was approved by EPAC vote June 11, 2020 and is posted on the Rules Subcommittee web page

1. **Rules SOP (Lead: CDR Deb Cox –** [**Cox.Deborah@epa.gov**](mailto:Cox.Deborah@epa.gov)**)**

* Rules SOP forwarded to the EPAC Chair for review and will be sent to EPAC for vote afterwards.
* Subcommittees will receive feedback on their SOPs in July.
* Will also cover Letters and Certificates for appreciation
  + Looked into how other PACs were showing Certificate of Appreciation
* Awards Guidance from CCHQ for 1 page format still 2016 and not yet 2020 version

1. **Strategic Planning for Engineering Subcommittee Discussion (CDR Samuel Russell, Chair)**

* Nothing substantive to report this month

1. **General Discussion/Questions**

* What is Career Development looking into for Midyear report?
  + Will be emailed to all active participants within the week but is also available on the website
* Are we receiving more visibility on officers being deployed from RDB or to the Readiness Subcommittee?
  + We do not have visibility on Engineer Officers deployed, there are numbers for the number of deployments but does not have numbers specific to number of officers deployed or number of engineers that have deployed, what they have deployed for, etc.
  + Headquarters and RDB have a close hold on those numbers for security and safety as well as preventing the potential of misuse of the numbers for political concerns.
  + Hope to at least get data as an after action
* If an officer is ready and able to deploy, how can they go through that process?
  + Would recommend officers reach out to liaisons for visibility
  + Headquarters is committed to spreading disbursement of deployments and aware that there is instances where officers work is on halt due to COVID and other officers are being requested and not necessarily as available
  + Side note: Make sure to have your APFT ready to submit once the waivers on Readiness expire

1. **Commissioned Corps Women’s Issues Advisory Board Update (CAPT Varsha Savalia)**

* Previous meetings have been cancelled due to COVID, nothing substantive to report

1. **Commissioned Officer’s Association Update (CDR Brad Cunningham)**

* The first ever Commissioned Officers Association "All Hands" Virtual Town Hall was held on June 15th
  + Offered a great chance to hear from leadership and to introduce the new Executive Director, CAPT (ret.) Jacqueline Rychnovsky
  + CAPT Rychnovsky stressed her support of COA’s mission
* USPHS Scientific and Training Symposium will be June 21-24, 2021 at the Renaissance Phoenix Glendale Hotel
  + <https://www.phscof.org/symposium.html>

1. **Junior Officers Advisory Group Update (LT Colin Tack)**

* Next Journeyman Speaker Series will tentatively occur Friday, July 10th – LCDR Evette Pinder presenting on AMSUS 2020
  + All past JSS presentations are available on max.gov: https://community.max.gov/pages/viewpage.action?pageId=945456386
* Next JOAG General Meeting is Friday, August 14th, 1300 – 1400 EDT
  + OY 19-20 Recognition Awards will be announced

1. **Society of American Military Engineers Update (CDR Steve Sauer) – update not provided during call**

* Facilities Management Workshop has gone virtual for **July 29-31, 2020**
  + 24+ PDH’s available
  + Only $30 for government employees
  + If someone does attend, please provide feedback to CDR Sauer and RADM Dieser
  + <https://www.fmworkshop.org/index.cfm>
* Small Business Conference is going virtual for **November 4-6, 2020**
  + Great conference for learning about government procurement changes
  + Meeting businesses wanting to work with the government
  + More to follow as it develops
  + CAPT Sherri Windt has attended in pass years and could provide insight for attending
  + <https://www.samesbc.org/about.cfm>
* Summer Camp Opportunities still available virtually for Officers to participate and for them to suggest attendance from younger participants

1. **Closing Remarks and Adjourn (CDR Samantha Spindel)**

* Voting Members – consider applying for EPAC Chair-Elect
* Please submit COVID-19 narratives to [epacreadiness@gmail.com](mailto:epacreadiness@gmail.com)!



* Please continue to maintain your readiness
  + APFT Waiver expires in September
  + Vaccinations are not automatically waived
* Thank you to all who have deployed!
* If you would moderate or scribe the Quarterly Town Hall please reach out to Events Subcommittee
* COSTEP applications are open until September 30, 2020 for Summer 2021
* Congratulations to all selected for promotion!

**Next EPAC Meeting**

**2nd Thursday of the Month**

August 13th, 2019

1500 – 1600 EST

**Webex**: [**Start the meeting**\*](https://fda1.webex.com/fda1/j.php?MTID=m1ce91e7c5ae9bedeb962c2fb23d8ecf0)

*\*Click on URL and have system call you.*

***OR Call In***

**Call-In Number**: 210-795-0506

**Meeting Access Code:** 904 995 269

**APPENDIX A**

**2020 EPAC VOTING MEMBER FULL ROSTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Chief Engineer** | | | | | |
| **Term** | **Name** | **Rank** | **Agency** | **EPAC Role** | **Location** |
| 2018-2021 | [Dieser, Edward](mailto:eyn3@cdc.gov) | RADM | CDC | Ex-Officio | Atlanta, GA |
| **EPAC Voting Members** | | | | | |
| **Term** | **Name** | **Rank** | **Agency** | **EPAC Role** | **Location** |
| 2018-2020 | [Spindel, Samantha](mailto:Samantha.Spindel@fda.hhs.gov) | CDR | FDA | EPAC Chair | Beltsville, MD |
| 2018-2020 | [Buck, Derrick](mailto:derrick.buck@ihs.gov) | LCDR | IHS | Events, Chair | Tempe, AZ |
| 2018-2020 | [Simms, Joshua](mailto:joshua.simms@fda.hhs.gov) | CAPT | FDA | Information, Chair | Silver Spring, MD |
| 2018-2020 | [Harvey, David](mailto:david.harvey@ihs.gov) | CAPT | IHS | Strategic Planning for Engineering, Chair | Rockville, MD |
| 2018-2020 | [Gumapas, Leo](mailto:leoangelo.gumapas@nih.gov) | CDR | NIH | Public Health Engineering Practice, Chair | Bethesda, MD |
| 2018-2020 | [Palo, Matthew](mailto:matthew.palo@fda.hhs.gov) | LCDR | CDC | Rules, Vice Chair | Jamaica, NY |
| 2019-2021 | [Hanssen, Eric](mailto:eric.hanssen@nih.gov) | CDR | NIH | Career Development, Vice Chair | Hamilton, MT |
| 2019-2021 | [Amadasu, Omobogie](mailto:omobogie.amadasu@ihs.gov) | LCDR | IHS | Career Development, Chair | Rockville, MD |
| 2019-2021 | [Bush, Sean](mailto:sean.bush@ihs.gov) | CDR | IHS | Readiness, Vice Chair | Escondido, CA |
| 2019-2021 | [Praveen, KC](mailto:kc.praveen@epa.gov) | LCDR | EPA | Recruitment and Retention, Chair | Washington, DC |
| 2019-2021 | [Cox, Deborah](mailto:cox.deborah@epa.gov) | CDR | EPA | Rules, Chair | Atlanta, GA |
| 2019-2021 | [Russell, Sam](mailto:russell.sam@epa.gov) | CDR | EPA | Strategic Planning for Engineering, Vice Chair | Washington, DC |
| 2020-2022 | [Kathol, John](mailto:John.Kathol@ihs.gov) | CDR | IHS | Awards, Chair | Tempe, AZ |
| 2020-2022 | [Mergenthaler, Matthew](mailto:matthew.mergenthaler@ihs.gov) | CDR | IHS | Awards, Vice Chair | Sacramento, CA |
| 2020-2022 | [Gifford, Michael](mailto:michael_gifford@nps.gov) | LCDR | NPS | Events, Vice Chair | Washington, DC |
| 2020-2022 | [Chun, Garrett](mailto:garrett_chun@nps.gov) | LCDR | NPS | Information, Vice Chair | Portal, CA |
| 2020-2022 | [Coburn, James](mailto:James.Coburn@fda.hhs.gov) | CDR | FDA | Public Health Engineering Practice, Vice Chair | Silver Spring, MD |
| 2020-2022 | [Chua, Frank](mailto:Francis.Chua@ihs.gov) | CDR | IHS | Readiness, Chair | Sacramento, CA |
| 2020-2022 | [Kelly, Fred](mailto:fred.kelly@nih.gov) | LCDR | NIH | Recruitment and Retention, Vice Chair | Bethesda, MD |
| **Ex-Officio Volunteers** | | | | | |
| 2020 | [Simpson, Michael](mailto:michael.simpson@fda.hhs.gov) | LCDR | FDA | Executive Secretary | Silver Spring, MD |
| 2020-2021 | [Cunningham, Bradley](mailto:Bradley.Cunningham@fda.hhs.gov) | CDR | FDA | COA Liaison | Silver Spring, MD |
| 2019-2020 | [Savalia, Varsha](mailto:varsha.savalia@fda.hhs.gov) | CAPT | FDA | CCWIAB Liaison | San Antonio, TX |
| 2019-2020 | [Tack, Colin](mailto:colin.tack@fda.hhs.gov) | LT | FDA | JOAG Liaison | Jamaica, NY |
| 2019-2020 | [Sauer, Steve](mailto:Steve.Sauer@ihs.gov) | CDR | IHS | SAME Liaison | Spokane, WA |

\*Clicking on the Voting Member name will open their email address