



EPAC Career Development Subcommittee August 28, 2023 Meeting Minutes



Subcommittee Leadership

Chair 2023: CDR Michael Simpson – Michael.Simpson@fda.hhs.gov (301) 796-4070

Vice Chair 2023: CDR Chris Fehrman – Christopher.Fehrman@ihs.gov (209) 259-9465

Participation: 18 officers on call

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- 4 Upcoming CCHQ Connect Sessions (12pm-1pm, ET)
 - August 30th – *One Promotion for Promotion Year 2024*
 - September 20th
 - October 11th
 - November 13th
- Watch your inbox for a CCHQ policy drop later this week before Labor Day Weekend!
 - How can we help our fellow Engineers better prepare for promotion?
 - **New CV Format now required – Volunteers from CDS to review for engineering specific jargon? If interested reach out to CDRs Simpson and/or Fehrman.**

Professional Credentials Project (Project Lead: CDR Tom Peter Thomas.Peter@fda.hhs.gov)

- Status Update
 - Solved repository version control issue by hosting file on HHS Teams/SharePoint
 - Met with and added LCDR Christopher Barnes (CDC biomedical engineer) to the project team
 - Team is making good progress on building the credentials repository. We now have 111 credentials on the list, with some amount of information having been populated for ~70 of them.
- Challenges/problems/request for feedback
 - None at this time
- Next scheduled milestone with date
 - Complete draft credentials repository and present during October CDS meeting
- Comments:
 - May or may not be fully read to utilize for the SOP #8

Promotion Data Analytics (Project Lead LCDR David Sullivan – David.Sullivan@hhs.gov)

- Status update: PY2023 survey draft questions formed and awaiting approval to have the survey go live to engineers
- Challenges:
 - Waiting on further instructions from EPAC and CPO to move forward or not.
- Next milestone(s): Release of the PY2023 survey; full analysis and report 2-4 weeks upon Survey closing
- Discussion:



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- CDS Leadership to meet with EPAC Chair within the next two weeks and will follow up on the deployment of the survey with schedules for deliverables.
- Survey ready for distribution, keep open for roughly 1 month with reminder around 2 week mark or extension of additional 2 weeks, 1 month to put together report after closing of survey

CPO's Council/Senior Officer Panel (**Project Lead: LCDR Mary Millner** – Mary.Millner@fda.hhs.gov)

- Status Update:
 - Planning for combined APH SOP 8 on Collaboration and Partnership underway
 - Working Title: “Officership without Borders: Collaboration beyond Categories”
 - Shifted virtual presentation platform to MS Teams to host up to 1,000 participants. A few limitations – cannot co-host with those outside of your category.
 - HSO category to invite all disciplines regardless of whether external to APH promotion category.
- Challenges/problems/request for feedback
 - Questions on “Officership across categories”, including the topic of “Collaboration and Partnership” that you would like answered during the panel send to mary.millner@fda.hhs.gov
- Next scheduled milestone with date
 - Flyer to go out later this week with assistance from LTJG Mendoza – will go out to all HSOs given no clear distribution list for APH HSOs
 - APH Senior Officer Panel 8: Collaboration and Partnership - Thursday 10/19/2023 @ 1500 ET

USPHS Engineer Career Tracks in Federal Agencies (**Project Lead LCDR Noah Buikema** – Noah.Buikema@nps.gov)

- Status Update
 - FDA Section - Waiting on the FDA edits from CAPT Tara Goen-Bizjak. She is working with other FDA officers to include the missing information/office sections. Originally planned for July 10, but is delayed. FDA group is working off of an FDA link that includes the most recent version (6/6/23) of the document. Scheduled milestone dates are adjusted.
- Challenges/problems/request for feedback
 - Waiting on FDA resubmission
- Next scheduled milestone(s) with date(s)
 - FDA Section Language Submissions - August 27, 2023
 - FDA Section Edits and completion - August 28, 2023
 - Final Draft sent to leadership - September 15, 2023
- Discussion:
 - Any additional volunteers from FDA to help CAPT Goen-Bizjak, **CDR Simpson** will be reaching out to her with the following names:
 - LCDR Kenneth Chen



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- LCDR Yvesna Blaise
- LT Aakash Jain
- CDR Yang and LCDR Sullivan will help with using a HHS Teams space for easy review of document by liaisons – document will have a “reviewed date” section to confirm liaisons looked at document

OBC Open House Representation (**Work Group Lead: CDR Michael Simpson – Michael.Simpson@fda.hhs.gov**)

- Status Update
 - No engineer in the September OBC 148 class
- Challenges
 - OBC enforcing a limit of only one EPAC representative to attend – working with COTA to gather more information on incoming engineer to send best available representative
 - Team is growing but always interested in taking more!
- Next Milestone: https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx
 - October 2023 – OBC 149 Open House

Leadership Training Repository (**Project Lead LCDR Jake Dyer – Jacob.Dyer@fda.hhs.gov**)

- Status Update
 - Looking for officers outside of FDA to provide leadership trainings in your agency
- Challenges
 - Still waiting for feedback from RDB for the larger database effort
 - Being lead
- Next Milestone: TBD

Update EPAC Welcome Package (**Project Co-Leads LT Kayla DeVault & LCDR Bijay Tamang – Kayla_DeVaultWendt@nps.gov & Bijay.Tamang@ihs.gov**)

- Status Update
 - EPAC Chair submitted to OSG for review in July.
- Challenges
 - None
- Next milestone
 - Awaiting OSG approval before posting to EPAC website – CDR Simpson will reach out to EPAC Leadership.
 - Handout can be provided to incoming officers at OBC in the meantime.

Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - **Call for the EPAC & the SAME Annual Awards Nominations:** The EPAC Awards Subcommittee is pleased to announce the call for nominations for the following awards:



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- PHS Engineer of the Year (EOY) - **DUE NOVEMBER 1**
- PHS Engineer Responder of the Year (EROY) - **DUE NOVEMBER 1**
- RADM Jerrold M. Michael Engineer Award - **DUE NOVEMBER 1**
- SAME Awards:
 - Green Medal - **DUE NOVEMBER 1**
 - Hollis Medal - **DUE NOVEMBER 1**
 - Cummings Plaque - **DUE NOVEMBER 1**
- Complete nomination packets shall be sent to the current EPAC Awards Subcommittee Chair, LCDR Travis Sorum, via email (travis.sorum@ihs.gov) by the deadlines established in the nomination forms.
- The forms are found on the EPAC Awards Subcommittee webpage (<https://dcp.psc.gov/OSG/engineer/awards.aspx>). For questions regarding the nomination process or criteria, please reach out to LCDR Sorum or the EPAC Awards Subcommittee Vice Chair, LCDR Drew Katherine, via email (Drew.Katherine@fda.hhs.gov)
- Events – LCDR Yvesna Blaise (yvesna.blaise@fda.hhs.gov)
 - Next EPAC General Meeting will be held on Thursday, September 14th, 1500 – 1700 EST
 - Senior Officer Panel will be held on Thursday, October 19th, 1500 – 1630 EST
 - EPAC Service Week, November 4th - 11th
- Information – LCDR Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - CDS meeting minutes are available on the EPAC website:
 - https://dcp.psc.gov/OSG/engineer/cd_admin.aspx
 - CDR Tom Peter will assist with minutes being uploaded
- Mentoring – CDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
 - Execute patience if you've submitted a communication to the gmail address. There have been some issues with the database. Taking a bit of time; on the backside making some fixes.
 - LCDR Tim Beck will be reaching out to volunteer to be a mentor and/or mentee
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - Deployment Readiness support workgroup is working on brochure and deployment capability statement.
 - Engineer Booklet workgroup- booklet being reviewed before submittal to EPAC leadership
 - Engineer Readiness Training and Education Workgroup- effort in place for officers to receive credit for non-PHS deployments as well as recognition for certifications held not normally recognized.
 - CDR Spaeth will put CDS leadership in contact with lead to make sure work done by CAPT Gumapas isn't redundant efforts
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - Last R&R meeting was cancelled.
 - Upcoming Event (see attached for link)



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LIFE IN THE READY RESERVE

WHAT

**Presentation on life
in the Ready Reserve
And
Networking with fellow Officers**

WHEN

**September 28, 2023
5-6 pm Eastern Time**

**CHANCE TO MEET
AN ENGINEER
OFFICER IN THE
READY RESERVE**

FEATURED SPEAKERS

LTJG Jesse Samluk

- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - Nothing to report.
 - Developing process for special annual award for the top volunteer in EPAC.
 - Discussion: CDR Simpson asked that the awardee's write-up be submitted to the Mixed-Bag awards POC for a Citation or AM level award instead of just another EPAC award.

General Discussion & Questions

- LCDR Tim Beck – Thank you to CDS for offering an engaging subcommittee to have impact in our category! I believe it helped me get promoted.

New Business and Closing Remarks

- Meeting minutes will be uploaded to the following website:
https://dcp.psc.gov/OSG/engineer/cd_admin.aspx
- Please review meeting minutes as **highlighted items** are action items requested to be completed prior to next meeting
- **Next call will be Monday, September 25th 3:00pm-4:00pm ET**
- Forward to anyone you may think is interested

zoom



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[Join Zoom Meeting](#)

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Meeting<https://fda.zoomgov.com/j/1605089551?pwd=Z240ZklSM2tiWG5ZTmFZMW>

URL: [Y0Qm1mdz09](https://fda.zoomgov.com/j/1605089551?pwd=Z240ZklSM2tiWG5ZTmFZMW)

Meeting160 508 9551

ID:

PasscodBB@b?7

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Meeting160 508 9551

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Meeting160 508 9551

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SIP: 1605089551@sip.zoomgov.com

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Participants

CDR Michael Simpson
CDR Chris Fehrman
CAPT Mark Hench
CDR Juliane Junes-Harvey
CDR Thomas Peter
LCDR Chris Mercer
LCDR Colin Tack
LCDR David Sullivan
LCDR Kenneth Chen
LCDR Mary Millner
LCDR Michael Gu
LCDR Tim Beck
LCDR Yvesna Blaise
LT Aakash Jain
LT Dylan Lantis
2 phone numbers, 1 other online account