



EPAC Career Development Subcommittee January 24, 2022 Meeting Minutes



Subcommittee Leadership

Chair 2022: LCDR Michael Simpson – Michael.Simpson@fda.hhs.gov (301) 796-4070

Vice Chair 2022: CDR Chris Fehrman – Christopher.Fehrman@ihs.gov (209) 259-9465

Participation: 24 officers

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- Please provide updated Project Charters to LCDR Simpson and CDR Fehrman
 - Goal is to have charters signed by CDS Leadership by February 28th meeting therefore **we are requesting all outstanding project charters to be provided no later than February 11th**
- **Leadership Volunteer Opportunities – if you or someone you know is interested, please reach out to CDS Leadership**
 - Update EPAC Welcome Package
 - Subcommittee Liaison Opportunity – officer will serve as a liaison between EPAC CDS and the other subcommittees
- Introduction of new Vice Chair, CDR Fehrman

EPAC Mentoring Program (Chair: Nik Thakur, Nikhil.Thakur@fda.hhs.gov)

- 2021 Accomplishments:
 - Issued 2021 Mentoring Program Certificates of Appreciation before eOPF cut-off (31-Dec-2021)
 - Transitioned Program data management from MS Excel to MS Access
 - Implemented Digital Environment for Mentoring Program
 - 2021 Special Thanks:
 - CAPT Eric Hanssen – Career Development Committee Chair (ex-officio)
 - LCDR Michael Simpson – Career Development Committee Vice-Chair (ex-officio)
 - CDR Omobogie Amadasu – Program Lead since 2018
 - LCDR Jacob Dyer – Primary Architect Mentoring Access Database
 - CDR Abbas Bandukwala – Database Architect and Support
 - LCDR Monica Murie – Database Support and Program Implementation Support
- 2022 Looking forward:
 - Welcome LCDR Juliane Junes-Harvey, Committee Vice-Chair
 - Build on 2021 Success
 - Committee Focus Areas
 - Program Outreach / Expansion – expand EPAC Mentoring Program awareness, build events to transform Mentoring to match the Engineer Category standard for excellence
 - Program Maintenance – Continue to build out and improve on Mentoring Database, Digital Environment, and Support Architecture



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- Process Refinement – Continue to refine and standardize Mentoring Standard Operating Procedure, build out Mentoring resources on EPAC Webpage, increase process transparency.
- Introduction of LCDR Junes-Harvey
- Question: How will Mentoring continue to interact with CDS in the future?
 - Answer: Mentoring leadership will confer and let CDS know by February 4th

Professional Certifications and Credentials Project (Project Lead: LCDR Tom Peter, Thomas.Peter@fda.hhs.gov)

- Status Update:
 - Whitepaper was published to EPAC website, then removed after CDS became aware that additional approvals are needed
- Challenges/problems/request for feedback:
 - Awaiting EPAC Chair's and CPO's review of whitepaper, followed by EPAC vote and OSG's review
- Next scheduled milestone with date:
 - Republication of whitepaper to EPAC website - timeline is currently unclear
 - CDS Leadership will reach out to EPAC Leadership for better understanding of what would require a Vote to be added to the website (i.e. Meeting Minutes? Informational items such as this whitepaper? Or specifically items that impact the category?)

CV Template/Guidance: (Project Lead: LCDR Jake Dyer, Jacob.Dyer@fda.hhs.gov)

- Status Update
 - Will complete fillable pdf CV template by March 1
- Challenges
 - Determination on best approach for inclusive CV Cover Page
 - Difficult to make “perfect” example without being Agency specific and in turn only benefits officers' stations at Agency in example
- Next milestone
 - “Perfect engineer” template in early Spring, potential need to make it Agency based like PharmPAC

Promotion Data Analytics (Project Lead LCDR Tim Martin, Timothy.Martin@hhs.gov – presented by LCDR David Sullivan)

- Status Update:
 - Completed collection of promotion data from survey for ~100 responses. Began preliminary data analyses.
- Challenges/problems/request for feedback:
 - Lost data analytics team member; will delay analysis.
- Next scheduled milestone with date:
 - Analyze data metrics and trends. [target completion by 1/30/2022] → this will likely get pushed out into February but TBD



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Council of Captains (Project Lead: LCDR David Dar, David.Dar@fda.hhs.gov)

- Status Update:
 - Updated project charter to reflect new opportunities and assumptions
 - Proposing two panels for 2022, "Managing a Balanced PHS Career" and "Maximizing the Deployment Experience"
- Challenges/problems/request for feedback: status of Council of Captains and Senior Officer Panels for 2022 is unconfirmed
- Next scheduled milestone with date: awaiting guidance from CDS leadership on how on next steps
 - LCDR Simpson spoke with CPO RADM Wang and he is interested in continuing this initiative. Would like to set up a meeting between the EPAC Leadership, CDS Leadership, Project Lead and RADM Wang.

Career Track Guidance (Project Lead LCDR Noah Buikema, Noah.Buikema@nps.gov)

CDC - LT Beck: completion deadline is 15 FEB 2022 – Complete career track guidance for CDC specialty following edits/guidance from CPO on initial career track guidance:

- Working on refining the flow of the document (close to completion)
- Adding in language to show that positions have a certain billet, but the position billet changes as the officer's career progresses. This differs from other agencies like IHS

FDA - LCDR Wiyor: completion deadline is 01 MAR 2022 – Complete career track guidance for FDA specialty following edits/guidance from CPO on initial career track guidance:

- First draft is completed and awaiting our team's review
- We will need FDA CAPT to review for comments
- Add in language to show that positions have a certain billet, but the position billet changes as the officer's career progresses. This differs from other agencies like IHS

IHS - LT Pfister & LT Tamang: completion deadline is 01 MAY 2022 – Complete career track guidance for IHS specialty following edits/guidance from CPO on initial career track guidance

- Was briefed on the team objectives
- Task: Begin reaching out to IHS area offices to find a good contact at each. These will be POCs for information/proofreading of document language

EPA - Need Team Lead: completion deadline is 01 AUG 2022 – Complete career track guidance for EPA specialty following edits/guidance from CPO on initial career track guidance

- Please forward opportunity information onto colleagues in EPA for assistance

NIH - LCDR Eapen: completion deadline is 01 OCT2022 – Complete career track guidance for NIH specialty following edits/guidance from CPO on initial career track guidance

- If in NIH or have colleagues in NIH, please forward opportunity information for assistance and reach out to LCDR Eapen at jaison.eapen@hhs.gov



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

- Status Update
 - December OBC cancelled
- Challenges/problems/request for feedback
 - Roster still not provided in advance, unknown on engineer in class until actual event
- Next scheduled milestone with date
 - Next OBC scheduled for January 25th virtually – full schedule available at https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx
 - Roster did not mention Engineer category
 - Update to [Career Initiation and Advancement Plan](#) of new Leads by end of month

Gap Analysis of PAC CDS Activities (**Project Lead LCDR David Sullivan,** David.Sullivan@hhs.gov)

- Status Update
 - There is a draft in formation but still a work in progress until government computer received
 - LT Katherine joined the team, strong asset given his project on a gap analysis of EPAC as a whole
- Challenges/problems/request for feedback
 - Project lead without government computer due to transition to ASPR, could be delayed into February (or March)
- Next scheduled milestone with date
 - Analysis of projects/data metrics and trends will follow once gap analysis is complete with as many responses as can be received

Core Competencies Assistance to PHEP SC (**Project Lead LCDR Jake Dyer,** Jacob.Dyer@fda.hhs.gov)

- Status Update
 - CDR Gumapas gained access to OSG SharePoint which will be platform to host the database.
 - LCDR Mary Millner will stay on team, LCDR Tom Peter also joined team
 - LCDR Dyer will confirm PHEP hasn't already started potential additional project of providing a repository of Public Health Training/ Leadership Training, from their [website](#) it looks like they may
- Challenges/problems/request for feedback
 - None at this time – holding pattern with OASH
- Next scheduled milestone with date
 - Awaiting meeting with OASH. Will hopefully have better estimate for timeframes in the next month.



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CDS Website Maintenance and Improvement (**Work Group Lead: LT Adam Cooke, Adam.Cooke@fda.hhs.gov**)

- Status Update
 - “Other Resources” changed to “Career Development Resources”
 - Removing briefcases and creating “breadcrumbs” on left-hand menu for all projects
 - Senior Officer Panel moved from Events to Career Development within APAN
- Challenges/problems/request for feedback
 - Uploads to CCMIS website takes time however uploads to APAN can be immediate
- Next scheduled milestone with date
 - Minutes requested to be uploaded and will be up to date
 - A .html view counter that will be put on each page once JavaScript is no longer disabled. HQ is aware of this issue, but we have not had it fixed. Without JavaScript, much of the html functions don't work.
- Note: Everyone should check out the CDS website and the recent improvements.

Update EPAC Welcome Package (**Work Group Lead: Needed**)

- Status Update
 - Update EPAC Welcome Package currently located here: https://dcp.psc.gov/OSG/engineer/cd_new_officer.aspx as well as reach out to recently commissioned officers for information they wish they had when they commissioned.
- Challenges/problems/request for feedback
 - **Need Lead**
- Next scheduled milestone with date
 - TBD

Subcommittee Liaison(s) (**Work Group Leads Needed**)

- Status Update
 - Officer(s) will serve as a liaison between EPAC CDS and the other subcommittees. Officer would actively participate in both CDS and second subcommittee and provide updates to CDS to make sure no redundant work is being performed and situational awareness
- Challenges/problems/request for feedback
 - **Current openings in:**
 - Awards
 - Events
 - Readiness
 - Recruitment and Retention
 - Rules
- Next scheduled milestone with date
 - TBD



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General Discussion and Questions

- Nothing discussed / time constraints

New Business and Closing Remarks

- Completed and sunset projects for start of 2022
 - Advanced Degrees – LCDR Tyrell Lang submitted the article his team finalized to the EPAC Newsletter and it will be published in the Spring 2022 edition
 - Book Share – CDR Amadasu received enough funding requests to drain current funding availability, currently no additional funding is available but if it becomes available, we will consider restarting initiative
 - MOU – CDR Kesteloot and team completed analysis of non-HHS agencies with MOUs and information sheet of MOU/MOA. This information was submitted to Recruitment and Retention Subcommittee as it was deemed by 2021 EPAC Leadership it would be better suited there
- Previous month minutes uploaded to the following website:
https://dcp.psc.gov/OSG/engineer/cd_minutes.aspx
 - Please review meeting minutes as **highlighted items** are action items requested to be completed prior to next meeting
- **Next call Monday, February 28th 3:00pm – 4:00pm EST (see link on next page)**
 - **Forward to anyone you may think is interested**



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Next meeting scheduled for **February 28, 2022 from 3:00pm – 4:00pm EST.**



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