



EPAC Career Development Subcommittee February 28, 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: 23 officers (peak)

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- Project Charters
 - Almost all Project Charters received, reviewed by CDS Leadership and will provide comments back by Friday, March 4th.
- Leadership Volunteer Opportunities
 - Subcommittee Liaison Opportunity – officer will serve as a liaison between EPAC CDS and the other subcommittees, still need the following
 - **Readiness**
 - ~~Recruitment and Retention~~
 - ~~Rules~~
 - Note: by the end of the call two volunteers stepped up and only a liaison for the Readiness Subcommittee is still needed.

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

- Status Update:
 - Met with EPAC Chair and CDS leadership to discuss whitepaper and path forward for publication to EPAC website. Made significant revisions based on feedback.
- Challenges/problems/request for feedback:
 - None at this time
- Next scheduled milestone with date:
 - Sending revised whitepaper to Council of Captains this week for additional feedback. Pending further revisions, whitepaper will then go to EPAC for a vote.
- Question:
 - Why were revisions needed to the Whitepaper?
 - Answer: to clarify the purpose of the document and make it less inflammatory to other non-Biomedical Engineers when it goes up for an EPAC vote.
 - Why was it removed from the EPAC website?
 - Answer: per a new CCHQ requirement, all documents uploaded to the EPAC website require a vote.

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

- Status Update
 - Will be scheduling a kick-off meeting with the CDS leadership shortly.
- Challenges
 - N/A



EPAC Career Development Subcommittee February 28, 2022 Meeting Minutes



- Next milestone
 - On track for the dynamic PDF form to be drafted by April.

Promotion Data Analytics (**Project Lead LCDR Tim Martin** – Timothy.Martin@hhs.gov)

- Status Update:
 - Almost complete with data analyses/graphs/visuals.
- Challenges/problems/request for feedback:
 - Team member PCS is delaying analysis and report writing.
 - LCDR Simpson: To add diversity to the team, if anyone outside of ASPR is interested in joining the project team, please contact LCDR Martin.
- Next scheduled milestone with date:
 - Finalize project report and present to EPAC. [complete by 4/30/2022]

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

- Status Update:
 - Two Council of Captains presentations scheduled for 2022.
- Challenges/problems/request for feedback:
 - Pending CPO RADM Wang's selection of a new Council of Captains
- Next scheduled milestone with date:
 - TBD

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

- Status Update
 - Need to review forwarded document regarding: "Excerpt from Comprehensive Assessment of the USPHS Commissioned Corps – June 2019" to further improve the career track guidance documents
 - CDC Document - No updates
 - FDA Document - LCDR Wiyor has sent the draft document to CAPT Simms at FDA for review
 - IHS Document - No updates
 - EPA Document - Reached out to CDR Stacey Yonce to be the EPA lead; will speak next week
 - NIH lead needed:
 - LCDR Armin Oormazdi and CDR Andrew Yang (advisor) to volunteer
- Challenges/problems/request for feedback:
 - N/A
- Next scheduled milestone with date:
 - FDA Document - March 1, 2022

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

- Status Update
 - Update to [Career Initiation and Advancement Plan](#) of new CPO, EPAC Chair, and Subcommittee Chairs



EPAC Career Development Subcommittee February 28, 2022 Meeting Minutes



- January/February OBC without engineer
- Challenges/problems/request for feedback
 - Roster still not provided in advance, unknown on engineer in class until actual event
 - LTs Tamang and DeVault mentioned an IHS engineer potentially in March class
- Next scheduled milestone with date
 - Next OBC scheduled for March 22nd virtually – full schedule available at https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx

Gap Analysis of PAC CDS Activities (**Project Lead LCDR David Sullivan – David.Sullivan@hhs.gov**, currently PCSing without government computer – update provided by LCDR Drew Katherine)

- Status Update
 - Putting together a spreadsheet for things useful to EPAC; need to touch base with LCDR Sullivan
- Challenges/problems/request for feedback
 - Nothing to report
- Next scheduled milestone with date
 - Nothing to report

Leadership Development Program (**Project Lead LCDR Kevin Remley – Kevin.Remley@ihs.gov**)

- Status Update
 - Trying to fill a gap that is not currently being provided by CCHQ.
 - Similar in structure to the SAME National Leadership Development Program.
 - Material is from a packet that is provided to each SAME post for developing its own leadership program.
 - Intend to send out a survey to the category to gauge interest.
 - Have put together much of the program over the last 8 months
 - Looking for volunteers from other agencies besides IHS. (CDR Frank Chua and CDR John Kathol are assisting from IHS).
- Challenges/problems/request for feedback
 - Waiting for feedback on CDS leadership before proceeding
- Next scheduled milestone with date
 - TBD

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

- Status Update
 - The team has reviewed all links on the JOAG and EPAC welcome packages and compared content for redundancies.
- Challenges/problems/request for feedback
 - Locating the actual content of the broken links.



EPAC Career Development Subcommittee February 28, 2022 Meeting Minutes



- Identifying policies and procedures that might have changed since the last update.
- Clarification request: Scope of redundancy elimination.
 - Project will make the EPAC welcome package supplemental to JOAG New Officer Guide, 2018 version located here:
<https://dcp.psc.gov/OSG/JOAG/resources.aspx>
- LCDR Michael Wandersee (michael_wandersee@fws.gov) is actually working on the update for the JOAG New Officer Guide (completed by end of year) and team will work LCDR Wandersee to fix broken links and EPAC package is supplemental information
- Next scheduled milestone with date
 - Draft questions for recent OBC grads to revise the Welcome Package and continue to update information.

Subcommittee Liaison(s) (**One more Liaison 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
- Awards – CDR Josh Sims (joshua.sims@ihs.gov) nothing to report
- Events – LCDR Jaison Eapen (jaison.eapen@hhs.gov) Change of Command and E-week Awards Ceremony was today, will confirm no scheduling conflict of CDS meetings with any future Events
- Information – LT Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report; still waiting on info about posting the meeting minutes on the website vs. APAN for the time being. Will provide link of meeting minutes location on APAN website during next meeting
- Mentoring – Update provided by LCDR Dyer
 - Standalone meetings for mentoring
 - Continue to refine the database
 - Strategic talks about roles and responsibilities
 - Encouraging engineers to fill out the mentoring form available on the CDS website
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov) will follow-up with PHEP leadership to confirm they have not already started a repository of Public Health Training/Leadership Training available to the category as mentioned on page 5 of 9 of the 2022 Benchmarks - <https://dcp.psc.gov/ccmis/promotions/PDF/2022%20PROMOTION%20BENCHMARKS%20FINAL.pdf>
 - If one not yet started and not on PHEP 2022 Workplan, LCDR Dyer will confirm if PHEP would like to add it to their Workplan or if they would request CDS take on this initiative (pending resources).



EPAC Career Development Subcommittee February 28, 2022 Meeting Minutes



Public Health Training & Experience	Evidence of participation in leadership or public health training that enhances value of officer to the agency OR substantive participation in a community-based public health initiative or program (i.e., PACE)	Evidence of participation in leadership and/or public health training that enhances value of officer to the Corps and agency; substantive leadership in a community-based public health initiative or program (i.e., PACE); OR demonstrated experience of service on a local, regional or national activity or initiative	Evidence of participation in executive leadership and/or public health training that enhances value of officer to the Corps; substantive leadership, supervision, and mentorship to others in a community-based public health initiative or program (i.e., PACE); OR demonstrated experience of service on a local, regional, national or international public health activity or initiative
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- Readiness – need liaison
- Recruitment and Retention – no report as no liaison by the start of the meeting
 - LCDR Michael Gu (michael.gu@fda.hhs.gov) from FDA volunteered to serve as Liaison
- Rules – no report as no liaison by the start of the meeting
 - LCDR Mary Millner (mary.millner@fda.hhs.gov) from FDA volunteered to serve as Liaison
- Challenges/problems/request for feedback
 - **Current openings in:**
 - **Readiness**
 - ~~Recruitment and Retention~~
 - ~~Rules~~
- Next scheduled milestone with date
 - TBD

General Discussion and Questions

- Nothing substantive discussed

New Business and Closing Remarks

- **January 2022 minutes have not yet been uploaded to the CDS website:**
https://dcp.psc.gov/OSG/engineer/cd_minutes.aspx
 - Still waiting to hear back from EPAC leadership on the status of posting items to the EPAC website
- Please review meeting minutes as **highlighted items** are action items requested to be completed prior to next meeting
- Next call Monday, March 28th 3:00pm – 4:00pm EST
 - Forward to anyone you may think is interested



EPAC Career Development Subcommittee February 28, 2022 Meeting Minutes



Next meeting scheduled for March 28th 3:00pm – 4:00pm EST



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