



EPAC Career Development Subcommittee March 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: 21 officers (peak)

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- Project Charters
 - Project charters will be finalized by this Friday, April 1st, sent to Project teams for signatures then uploaded to EPAC CDS website
- Recent CCD Policy Revisions - The following Directives were signed by the Secretary
 - Commissioned Corps Directive (CCD) [122.01](#), “Promotions”
 - CCD [122.02](#) “Force Distribution and Management”
 - CCD [124.01](#) “Retirement”
 - We will be discussing questions and concerns for these policies during our General Discussion section of this meeting.

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

- Status Update:
 - Submitted whitepaper to Council of Captains for feedback. CPO also forwarded our request to other select officers.
 - Consolidated received feedback from 18 respondents and submitted to EPAC Chair for CPO review.
- Challenges/problems/request for feedback:
 - None at this time
- Next scheduled milestone with date:
 - Awaiting instruction from CPO on path forward. Pending further revisions, whitepaper will then go to EPAC vote for publication (targeting June 2022).

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

- Status Update
 - Phase 1: Conversion to PDF
 - On track to have the Word document converted to PDF by April
 - Phase 2: Development of “Perfect Engineer” templates
 - Will be setting up kick-off meeting to generated templates
- Challenges
 - **Phase 2: Volunteers needed to help craft “Perfect Engineer” templates.**
 - LCDR Simpson mentioned that due to the release of recent CCD Policies, most importantly CCD 122.01 “Promotions”, this project will be placed on hold until the release of the 2023 Promotion Benchmarks to confirm that the CV template does not get updated
- Next milestone



EPAC Career Development Subcommittee March 28, 2022 Meeting Minutes



- Release of 2023 Promotion Benchmarks (date determined by CCHQ)
- Phase 1: Dynamic PDF document for review during next meeting
- Phase 2: Kick-off Meeting to be scheduled for Drafting “Perfect Engineer” Templates

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

- Status Update:
 - Analyzed data (~95 % complete) and drafted whitepaper (~70 % complete).
 - Not a surprise that officers more closely following the benchmarks appear to be getting promoted.
 - Willing to present results to EPAC if desired.
- Challenges/problems/request for feedback:
 - Project has been slowly moving / on-hold due to deployments and PCS.
 - Need to reassess the project once the new Corps policies are implemented.
- Next scheduled milestone with date:
 - Finish analysis/trending; complete white paper draft (21 MAY 2022).

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

- Status Update:
 - Council of Captains guidance document drafted and received CPO concurrence; thanks to the team and LCDR Simpson for their contributions
 - New Council formed of 10 Captains; bios requested
 - 2 senior officer panels slated for 2022
- Challenges/problems/request for feedback:
 - Designate Captains for the respective panels
 - Confirm date for first panel – likely to be pushed to June
- Next scheduled milestone with date:
 - Assemble Council of Captains directory
 - Meet with Council discussing Guidance document
 - Initiation of preparation for the first senior officer panel

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

- Status Update:
 - Nothing to report.
- Challenges/problems/request for feedback:
 - Concerns with expanding the scope of the project beyond initial intentions.
- Next scheduled milestone with date:
 - LCDR Buikema to schedule a meeting with CDS leadership prior to 4/25/2022.

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

- Status Update
 - March 22nd OBC Open House had one (1) engineer:



EPAC Career Development Subcommittee March 28, 2022 Meeting Minutes



- LTJG David Akakpo stationed with IHS in Parker, AZ



- Introduced officer to EPAC leadership and had him added to the listserv.
- 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 April 19th 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 LT Tim Martin)

- Status Update
 - Delayed due to delay to new HHS account and equipment to facilitate team meetings and sharing of documents securely and collaboratively.
- Challenges/problems/request for feedback
 - Information gathered previously may no longer be relevant with new CCHQ policy updates. Aspects gathered previously will still be documented, but labeled for potential re-review upon implementation of new CCHQ policies affecting PAC projects.
- Next scheduled milestone with date
 - Unable to be provided due to unknowns from when HHS account and equipment will be provided.



EPAC Career Development Subcommittee March 28, 2022 Meeting Minutes



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

- Status Update
 - Corresponding with various PHS chartered advisory groups (JOAG, AIANCOAC, APAOC, etc.), and non-chartered groups such as Council for Captains to determine if they have initiatives/plans that will coincide with a leader development program for the category.
 - Other advocacy groups do not have a dedicated Leadership Program.
 - One example of potential partnership would be “cultural competency” training the AIANCOAC provides.
 - Will receive CAPT (ret.) Matthew Weinburke’s, former CCHQ Training Branch Chief’s contact information from CDR Fehrman
 - Developing survey/poll questions to determine the interest and/or need of a leader development program. To be distributed to the Engineering category through EPAC.
- Challenges/problems/request for feedback
 - Seeking engineer officers from agencies outside IHS to join the team to provide a broader representation of the category for program development.
- Next scheduled milestone with date
 - Provide CDS leadership with compilation of feedback from various PHS organizations/groups
 - 29 APR 2022: Provide CDS leadership with survey for distribution to the category

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

- Status Update
 - Completed project charter
 - Continue drafting questions
- Challenges/problems/request for feedback
 - Need to confirm the availability of LCDR Sullivan and/or LCDR Wandersee to join the project.
 - What materials from the EPAC Welcome Package should be provided to engineer officers at or prior to OBC?
 - Biggest problem is that EPAC is not provided with the names of the officers due to PII concerns so best option is for information to help jumpstart their career after OBC.
- Next scheduled milestone with date
 - Draft questions for recent OBC grads to revise the Welcome Package and continue to update information.



EPAC Career Development Subcommittee March 28, 2022 Meeting Minutes



Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - Committee has completed reviews for CPO and SAME awards.
 - No relevant/impactful information to the CDS.
- Events – LCDR Jaison Eapen (jaison.eapen@hhs.gov)
 - SAME JETC Conference: May 10th – 12th, Aurora, CO (Should not impact CDS)
 - COF Symposium: May 23-27, Glendale, AZ (Conflicts with CDS meeting on 05/23)
 - Need to determine if the meeting should be held at Symposium at the same time and date; or whether it should be moved to accommodate.
- Information – LT Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - Still waiting to receive access the website
 - If delayed will request that the Info SC upload the January, February, and soon to be March minutes.
- Mentoring – LCDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
 - Working to establish the adhoc subcommittee
 - Working on the SOP with the hope of establishing an official committee for the June EPAC meeting
 - Will be reaching out to the newly commissioned LTJGs to link them up to a mentor through the program
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
 - Continuing to coordinate with PHEP concerning a repository of Public Health Training/Leadership Training available to the category as mentioned on page 5 of 9 of the 2022 Benchmarks
 - Meeting setup to discuss next week.
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - Met with Chair and Vice-Chair to discuss liaison role
 - Will provide updates on any future overlapping projects or initiatives
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - Sent email communication to Chair and Vice-Chair to discuss liaison role, will start attending meetings come April
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - Nothing to Report

General Discussion and Questions

- Recent CCD Policy Revisions - The following Directives were signed by the Secretary and provided to the Corps on March 18, 2022:
 - Commissioned Corps Directive (CCD) [122.01](#), “Promotions”
 - CCD [122.02](#) “Force Distribution and Management”
 - CCD [124.01](#) “Retirement”
- LCDR Simpson shared the full list of questions received on the CCD Policies released on 03/18/2022 (i.e., Promotions, Revisions, etc.) for awareness of the subcommittee and to see if further questions were needed.



EPAC Career Development Subcommittee March 28, 2022 Meeting Minutes



- These will be sent out with the Meeting Minutes to the subcommittee at large; please provide feedback if you have additional comments or questions that are not represented in the list, and you would like to see forwarded up the chain for CCHQ to consider.

New Business and Closing Remarks

- EPAC meeting on April 14 will be focusing on new policies.
 - We will make sure to forward the questions/comments/concerns discussed here to EPAC leadership for assessment and review prior to the meeting.
- Previous month minutes are in the process of being 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, April 25th 3:00pm – 4:00pm EST
 - Forward to anyone you may think is interested



EPAC Career Development Subcommittee March 28, 2022 Meeting Minutes



Next meeting scheduled for April 25th from 3:00 pm to 4:00 pm EST



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