



# EPAC Career Development Subcommittee

## April 25, 2022 Meeting Minutes



### Subcommittee Leadership

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

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

Participation: 24 officers (peak)

Action items are **highlighted** below

### **Chair/Vice Chair Opening Remarks**

- Project Charters are waiting to be uploaded on guidance from CCHQ
  - Spoke to EPAC Chair, LCDR KC this morning and that is set to happen
- EPAC Rules is creating a Policy group to address recent CCD policy revisions – please reach out to LCDR Gifford if interested
- **Canceling May meeting** with written update pending group decision
  - No opposition was voiced during General Discussion
- Save the date for first Senior Officer Panel on **June 16<sup>th</sup>**
- Please let CDR Fehrman and LCDR Simpson know if you need to have an ad-hoc meeting solely on your project
  - Project Leads have done it and have been successful with moving in the right direction!

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

- Status Update:
  - EPAC Chair reviewed consolidated whitepaper feedback received from Council of Captains and other select officers
  - EPAC Chair met with CPO on April 22 to update him on feedback received. The whitepaper and consolidated feedback remain with CPO for further review.
- Challenges/problems/request for feedback:
  - None at this time
- Next milestone:
  - Awaiting instruction from EPAC leadership and CPO on path forward. Pending further revisions, whitepaper will then go to EPAC vote for website republication (targeting June 2022).

### **CV Template/Guidance: (Project Lead: LCDR Jake Dyer, [Jacob.Dyer@fda.hhs.gov](mailto:Jacob.Dyer@fda.hhs.gov)) - currently deployed**

- Status Update:
  - Project on hold until update of PY2023 benchmarks and potentially CV template changes due to new promotion categories
- Challenges/problems/request for feedback:
  - Lead deployed until May 30<sup>th</sup>



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- Potentially will work with other categories within Applied Public Health for Guidance Document on Scoring Rubric for Promotion Board if not released by CCHQ
- Next milestone:
  - CCHQ Release PY2023 Benchmarks

### Promotion Data Analytics (**Project Lead LCDR Tim Martin** – [Timothy.Martin@hhs.gov](mailto:Timothy.Martin@hhs.gov))

- Status Update:
  - Whitepaper draft now 90% complete. Recruited one individual from NPS for the Critical Review Team. Data Analytics team member completed PSC and now has access to GOV laptop, email, and project files/analysis tools.
- Challenges/problems/request for feedback:
  - Not getting responses from PHS Engineers Listserv for individuals to serve on the Critical Review Team.
  - Requesting an IHS representative to participate in team (roughly 3 hours of time)
- Next milestone:
  - Complete white paper draft (31 MAY 2022)
  - Requesting EPAC leadership review in June 2022
    - LCDR Simpson and CDR Fehrman to brief LCDR KC

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

- Status Update:
  - Council of Captains directory will be compiled by end of the month
  - Working with Info SC to finalize Council of Captains webpage
- Challenges/problems/request for feedback:
  - Shorter than ideal timeline between now and Senior Officer Panel but will make it work
- Next scheduled milestone with date:
  - Kickoff meeting this week for Senior Officer Panel on June 16<sup>th</sup> on *Balancing Your PHS Career* – will be led by LT Cooke and LCDR Chang

### Career Track Guidance (**Project Lead LCDR Noah Buikema** – [Noah.Buikema@nps.gov](mailto:Noah.Buikema@nps.gov))

- Status Update:
  - Will be updating documents to include typical trainings, certifications, etc. that engineers obtain that is beneficial to their position
  - CDC Document – Majority of document is completed but needs review and further updates to finalize.
  - FDA Document – Majority of document is completed but needs review and further updates to finalize.
  - IHS Document - No updates
  - EPA Document - No updates
- Challenges/problems/request for feedback:
  - No response/progress from EPA contact



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- **LDCR Simpson to send LCDR Buikema a list of EPA officers if needed;** only one junior officer besides LCDR KC currently assigned to EPA, LT Adam Ramos
- Next milestone:
  - Finalize FDA Document - May 10 2022
  - Objective is to have all documents ready for EPAC vote by September

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

- Status Update:
  - April 2022 OBC136 class had one engineer - LTJG Jullyanne De Pasion out of Spokane, WA with IHS
- Challenges/problems/request for feedback:
  - Roster still not provided in advance, unknown on engineer in class until actual event
- Next scheduled milestone with date:
  - May OBC cancelled, next OBC scheduled is June and in person – full schedule available at [https://dcp.psc.gov/ccmis/training/TRAINING\\_obcdates\\_m.aspx](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](mailto:David.Sullivan@hhs.gov), now has a government computer**

- Status Update:
  - Received HHS account and re-connected into internal HHS networks
  - Organizing the team to meet in the coming weeks
- Challenges/problems/request for feedback:
  - None at this time / requires re-assessment
- Next milestone:
  - End of May / June meeting of the team for a status check and assessment of remaining report sections
  - Completion of report draft end of June / July
  - Delivery of external EPAC gap analysis report to CDS leadership for review and comment July (does not require an EPAC Vote)

### **Leadership Development Program (Project Lead LCDR Kevin Remley – [Kevin.Remley@ihs.gov](mailto:Kevin.Remley@ihs.gov))**

- Status Update:
  - Finalizing survey questions to be distributed to EPAC
- Challenges/problems/request for feedback:
  - How the survey will be distributed to EPAC (surveymonkey, Google, etc.?)
    - Free Surveymonkey account limited to 10-question survey; perhaps use work-around to group questions in a multi-part fashion
    - Google sheet not accessible by FDA officers due to permission issues; would need to log out of the VPN to access
  - **Recruiting non-IHS officers to assist in developing the program; Please contact LCDR Remley if interested**



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- Next milestones:
  - Leadership Development program survey questions will be attached to the meeting minutes for all CDS members to review and be able to provide feedback.
  - 06MAY2022 – Deadline to receive feedback from CDS to finalize survey questions.
  - 17 MAY2022 – Next email goes out to the Category through the listserv (Tuesday after the EPAC meeting)
    - CDS Leadership to route for listserv email by May 15<sup>th</sup> or May 16<sup>th</sup>
    - Allow for 2-3 weeks max for responses from the category-wide survey.
  - Next Steps – Provide results of data assessment to EPAC and propose for vote by EPAC [September meeting] to approve development of program curriculum and SOPs based on results of the data assessment.

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

- Status Update:
  - Finalizing questions for the CDS Leadership review. Expected by this week.
- Challenges/problems/request for feedback:
  - Soliciting “nice to have” info from new CAD officers
  - Project behind planned schedule – Float time helps mitigate risk to project completion
- Next milestone:
  - Questions and reference to new officers for review and feedback

### Subcommittee Liaisons

- Awards – CDR Josh Sims ([joshua.sims@ihs.gov](mailto:joshua.sims@ihs.gov))
  - No updates
- Events – LCDR Jaison Eapen ([jaison.eapen@hhs.gov](mailto: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)
- Information – LT Adam Cooke ([adam.cooke@fda.hhs.gov](mailto:adam.cooke@fda.hhs.gov)) nothing to report
  - No updates
- Mentoring – LCDR Juliane Junes-Harvey ([Juliane.Junes-Harvey@ihs.gov](mailto:Juliane.Junes-Harvey@ihs.gov))
  - Database is near completion and will start rolling out tests in coming month
  - Will submit a Voting Packet to establish the subcommittee as a permanent (i.e., no longer an ad hoc) subcommittee for the May meeting
  - Received the New Officer from OBC 136 and will be partnering her with a Mentor shortly
- PHEP – LCDR Jake Dyer ([jacob.dyer@fda.hhs.gov](mailto:jacob.dyer@fda.hhs.gov))
  - No updates
- Readiness – CDR Travis Spaeth ([travis.spaeth@becq.gov.mp](mailto:travis.spaeth@becq.gov.mp))
  - No updates



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- Recruitment and Retention – LCDR Michael Gu ([michael.gu@fda.hhs.gov](mailto:michael.gu@fda.hhs.gov))
  - R&R subcommittee meeting 4/21/2022
    - They will have a presentation during Category Day on 5/25
    - They have a policy group within that will be brought into the new ad hoc committee led by LCDR Gifford
    - Had a discussion about mentorship as it relates to retention and career development. LCDR KC mentioned that there is a separate mentor subcommittee that will be overseeing that.
    - Potential for “speed-mentoring” during Category Day at the Symposium
- Rules – LCDR Mary Millner ([mary.millner@fda.hhs.gov](mailto:mary.millner@fda.hhs.gov)) *currently deployed*
  - The Rules Subcommittee is seeking volunteers to join the newly formed EPAC Policy Workgroup to assist in the review of the new directives and how they affect the category.
  - The EPAC Policy Workgroup will work directly with the CPO. If you are interested in joining, contact LCDR Michael Gifford ([michael\\_gifford@nps.gov](mailto:michael_gifford@nps.gov)) by COB 04/28/2022.

### General Discussion and Questions

- LCDR David Dar asked about the CCHQ Connect Sessions and whether any new information has been presented:
  - Not much substantive information shared.
  - Has a different feel to previous HQ Informational/Q&A sessions; Good to hear the willingness of the HQ staff to answer questions for which they can and admit for others that information will be forthcoming when the CCDs and POMs are written.
  - LCDR Wiyor received a response that his question will not be addressed on the call but will be considered for a future FAQ.
  - Others have submitted questions but received no response.
- Consensus to have May be a written update CDS meeting only.
- A handful of CDS officers look to be attending the COA Symposium and SAME JETC events.

### New Business and Closing Remarks

- EPAC May 12 meeting will discuss voting items
  - If your project is ready for EPAC vote by this Thursday, April 28 we can include it to be voted upon – please reach out if you do not know what requires and does not require a vote (better to assume it does)
- Previous month minutes will be uploaded to the following website:  
[https://dcp.psc.gov/OSG/engineer/cd\\_minutes.aspx](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
- May meeting will be written updates only by Project Leads by COB May 20<sup>th</sup>
- Next call Monday, June 27<sup>th</sup> 3:00pm – 4:00pm EST
  - Forward to anyone you may think is interested



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