



EPAC Career Development Subcommittee June 27, 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

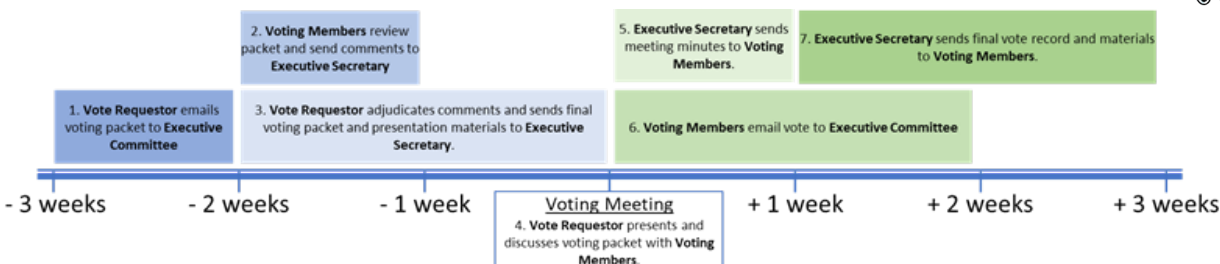
- Congratulations CDS Members to be promoted:
 - LCDR Jeffrey Meng to CDR (w/ EPP) on 07/01/2022
 - LCDR David Dar to CDR on 07/01/2022
 - LT Nam To to LCDR on 07/01/2022
 - LT Bijay Tamang to LCDR on 04/01/2023
 - LT Adam Cooke to LCDR on 01/01/2023
- Congratulations to the Council of Captains Workgroup for planning and holding a successful Senior Officer Panel on June 16th!
- If there are items that CDS is not addressing that you feel like we need to, please let us know. The Gap Analysis should pick up most but that doesn't mean you don't have tip of the spear ideas!
- Please let CDR Fehrman and I know if you need to have an ad-hoc meeting solely on your project as we reach the halfway point.
- The last scheduled EPAC Voting meeting of 2022 is September 8th. **Voting packets are due by August 18th.**
- If your workgroup intends to submit a vote proposal please let us know. The voting packet is a stand-alone, written dossier that sufficiently details the proposal - organized so EPAC Voting Members can review the packet, understand the proposal, and provide written and constructive review comments.

Timeline:

- Aug 18 – 24 Settle voting packet with Executive Committee
- Aug 25 – 31 Distribution of voting packet and open comment period for Voting Members
- Aug 25 – Sept 7 Vote Requestor finalizes voting packet, adjudicates comments, and prepares PPT
- Sep 8 Presentation and discussion of Vote Proposal with Voting Members
- Sep 8 – 14 Distribution of meeting minutes
- Sep 8 – 21 Voting members cast vote by email
- Sep 14 – 28 Finalize and distribute Vote Record and materials



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

- Status Update
 - Met with CPO and EPAC leadership on June 17 to discuss next steps on whitepaper
 - Advised to wait until CPO hears back from CCHQ about how licensure and credentials are considered in the promotion process
- Challenges
 - Unclear when CCHQ will provide the information that is necessary for us to move forward
- Next milestone
 - Awaiting guidance to make the necessary whitepaper revisions in time for a September 2023 EPAC vote on website republication.
 - LCDR Simpson to request estimated CCHQ response time at EPAC/CDS Midyear Meeting (on August 8, 2022)

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

- Status Update:
 - On hold until CCHQ confirms or denies there will be changes to promotion benchmarks – typically released in July/August timeframe.
 - Current CV Template follows CCHQ guidance.
- Challenges/problems/request for feedback:
 - Waiting on CCHQ; cannot progress.
- Next milestone:
 - TBD.
 - The “Perfect” Engineer CV guidance document is also on hold until CCHQ guidance is provided.
 - LCDR Simpson to request estimated CCHQ response time at EPAC/CDS Midyear Meeting (on August 8, 2022)

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

- Status Update
 - Whitepaper draft submitted to CDS Chair/Vice Chair for review.
 - Ready to route to EPAC Chair/-Elect for review.
- Challenges



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- Concerns whether this should be made available to the greater category or only Chief Engineer and EPAC Leadership.
- Previous whitepapers are reviewed by the COC.
- Next milestone
 - LCDR Simpson and CDR Fehrman will provide any final edits to team by end of week and then will send to EPAC leadership for review and concurrence it does not require an EPAC vote or review by the Council of Captains
 - If successful, will send out paper in reminder email for PY2022 survey (see Gap Analysis section for more detail)

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

- Status Update
 - June 16 Senior Officer Panel entitled “Managing a Balanced PHS Career” drew an audience of 109 participants and featured CAPTs Joshua Simms, Gretchen Cowman, Tracy Gilchrist & Steven Scherling.
 - Held an after-action meeting.
- Challenges
 - Extensive planning to pull off a polished panel presentation.
- Next milestone
 - Second Senior Officer Panel for 2022 – “Maximizing your Deployment Experience”, to be moderated by LT Adam Cooke
 - Request by CDS Leadership – who are the speakers and when does preparation begin?

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

- Status Update
 - Updating the CDC and FDA documents to account for typical certifications, trainings, degrees, etc.
 - LCDR Wiyor continues to talk with different officers in different FDA offices. Had a few meetings with his contacts on 6/24 for feedback. He will incorporate their comments into the FDA document. These meetings were very valuable.
 - The IHS document draft has been received and is being reviewed by our team. Led by LT Pfister. Will need CAPT review. I have a few CAPTs from the Great Plains Region that can assist.
 - The OS/ASPR document draft has been received and is being reviewed by our team. LCDR Eapen's agency contact is CAPT Savalia.
 - LT Tim Beck to contact CDR Deborah Dee as a resource for the CDC document.
- Challenges
 - CDR Stacey Yonce is working on a first draft of the EPA document. Should receive a first draft soon (end of June).
- Next milestone
 - June 30: 50% draft of EPA document; 75% draft of IHS, OS/ASPR documents; 90% draft of CDC, FDA documents



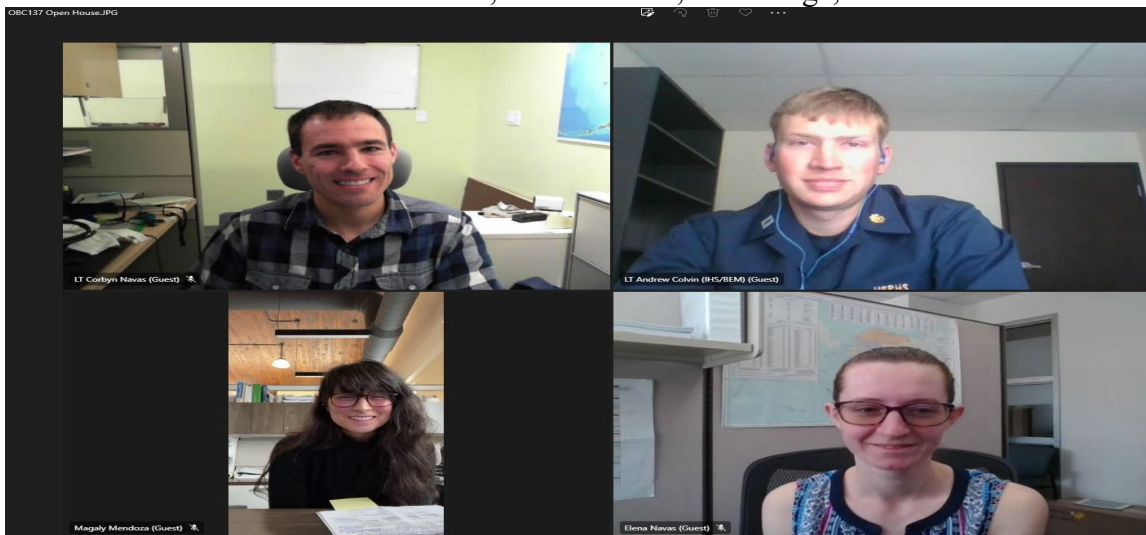
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- July 22: 75% draft of EPA document; 90% draft of IHS, OS/ASPR documents; 95% draft of CDC, FDA documents

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

- Status Update
 - June 2022 OBC137 class had four engineers:
 - LT Andrew Colvin, IHS, Ashland, WI
 - LTJG Magaly Mendoza, IHS, Rhinelander, WI
 - LT Corbyn Navas, IHS/ANTHC, Anchorage, AK
 - LTJG Elena Navas, IHS/ANTHC, Anchorage, AK



- Challenges/problems/request for feedback
 - Roster not provided in advance, unknown engineer(s) in class until actual event
- Next scheduled milestone with date
 - Next OBC Open House scheduled for July 20th
 - 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**)

- Status Update
 - Draft report underway with expected content completion by the end of June
 - Utilize July for edits within the team as well as a team meeting
- Challenges
 - None at this time
 - One major finding was that EHOs and HSOs document promotion results
 - Therefore, now would be a good time to send out an email to collect the promotion analytics data for the past promotion year, in order to collect it prior to the changeover to the combined promotion category.
- Next milestone



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- Draft report complete by end of June
- Final report delivered to CDS by end of July for review
- Other Notes:
 - As mentioned above, recommending acting soon with a survey while it's still a fresh and hot topic – announcement could be tied to the date that most officers are promoted (07/01/2022) or the July 4th holiday but survey generation could be prepared quickly for that release
 - LCDR KC is soliciting scores from officers that were promoted and hopes to present at future EPAC meeting

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

- Status Update
 - Finalized survey questions sent out in 6/22 EPAC Announcement
- Challenges
 - Only 4 responses thus far; Need more participation.
<https://forms.office.com/r/4PmtKr2Bk3>
- Next milestones
 - Survey expected to close on 15 Jul, will compile results and review data.
 - LCDR Simpson will request on behalf of CDS for EPAC to send out a reminder email on July 11th

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

- Status Update
 - Sent out survey questions to new(er) officers
 - Continuing to edit/format document
 - Will send out survey to new officers in June OBC class
- Challenges
 - Getting people to reply in timely manner
- Next milestone
 - Responses to survey due July 11

Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - No updates
- Events – LCDR Jaison Eapen (jaison.eapen@hhs.gov)
 - This year's JETC and the Symposium were a success! Thank you to everyone that volunteer and helped out.
 - We need volunteers for next year's E-week
 - Next month's meeting is being moved to July 12th at 2 pm EST
- Information – LT Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - No updates / updating the website
- Mentoring – LCDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)



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- Mentoring database update delayed due to deployments. Database update goal is now set for July 2022.
- Mentoring sub-committee to meet in July 2022 to discuss the database update and to follow up on all mentoring requests.
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
 - No updates
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - Working on Disaster Response Engineer Cohort initiative. Basically a more formalized, trained disaster engineer.
 - Creating a 2022 Engineer Booklet and SOP
 - Looking into a deployment support team and deployment panel.
 - Also a PHS Mental Wellbeing and Behavioral Health Work Group is being created.
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - No updates
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - No updates

General Discussion and Questions

- Given time constraints, needed to skip during meeting.

New Business and Closing Remarks

- Voting Items
 - If your project is ready for EPAC vote by this **August 18th** we can notify EPAC leadership – please reach out if you do not know what requires and does not require a vote (better to assume it does)
 - LCDR Simpson to confirm which items need or do not need EPAC vote at EPAC/CDS Midyear Meeting (on August 8, 2022) – please let us know if you need to know sooner
- CDS Leader Development Program Survey:
 - Take the survey! <https://forms.office.com/r/4PmtKr2Bk3>
- Previous month minutes will be 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 is Monday, July 25th 3:00pm – 4:00pm EST
 - Forward to anyone you may think is interested

Updates/Notes from EPAC Chair-Elect, LCDR Gifford:

1. If we need to call a special voting session, that is fine. Do not have to be restricted to the August 18th deadline.
2. CV Template may be a combined PAC promotion category CT Template.
3. Data call/survey: We may be focused on collecting data. However, survey fatigue is real and a challenge to getting responses from the category.



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