



EPAC Career Development Subcommittee July 25, 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: 19 officers (peak)

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- CDS Leadership will be meeting with EPAC Leadership for Mid-Year report on August 11th
 - Discussed challenges our SC projects are facing, which items require a vote, a proposed date if August 18th for September 8th is not feasible, and all of our many successes
- The next scheduled EPAC Voting meeting of 2022 is September 8th. Voting packets are due by August 18th.
 - If your team cannot meet the August 18th date, please let me know which date you believe you can meet. More info on CDR Gifford's assurance for a third vote meeting can be found in the June meeting minutes https://dcp.psc.gov/OSG/engineer/cd_admin.aspx
- Hope to see a majority if not all of CDS virtually at the **August 11th** CPO Town Hall led by Event SC
 - The information provided by the CPO will be from the Promotion Data Analytics team so please fill out the survey if you were up for PY2022 promotion!
 - <https://forms.office.com/g/P0YWBerHu6>

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

- Status Update
 - No update since last month.
 - Waiting from CCHQ to inform CPO 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
 - Hoping to receive guidance to make the necessary whitepaper revisions in time for a September 2023 EPAC vote on website republication.

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

- Status Update:
 - Still 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.



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- EPAC General Meeting info: No changes to the CV and it will be required for PY2023.
- Challenges/problems/request for feedback:
 - Waiting on CCHQ; cannot progress.
 - If you working on your CV, utilize the version on the EPAC website and not the CCMIS website as it is not formatted well.
- Next milestone:
 - 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
 - Received EPAC Chair + CPO feedback on the PY2018-PY2021 Promotion Data Report. Incorporating final edits.
 - Survey link for PY2022 promotion data request sent to PHS listserv on 7/5. Survey open through August 2; extension to August 9.
<https://forms.office.com/g/P0YWBerHu6>
 - Added LT Colin Tack as a team member.
 - CDS Vice Chair to add to listserv
- Challenges
 - Project appears to be moving towards an annual activity; seek clarification on how to handle that.
 - CDS Chair to communicate with CPO/EPAC Leadership to determine if this will be annual exercise to provide/collect information.
- Next milestone
 - 31 JUL to finalize report; and send to PHS listserv.

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

- Status Update
 - Panel #5 held with 109 participants. Received largely positive feedback; kudos to LCDR Chang for excellent moderation.
 - November Senior Officer Panel on “Maximizing your Deployment Experience”
- Challenges
 - Need to select panelists and confirm moderator/coordinator.
 - Interaction with Readiness Committee (CDR Marcus Yambot), who’s planning an event to cover deployments (more so task-oriented/logistics/etc.)
 - Some feedback that officers were disappointed in the messaging from the Senior Officer Panel.
 - CDR Dar going on paternity leave and A/L shortly; planning for others to lead the planning efforts for the next Senior Officer Panel. Will announce once confirmed.
- Next milestone
 - Panel #6 to be held on November 17, “Maximizing the Deployment Experience”
 - Scheduled internal CDS meeting for Thursday to discuss planning.



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

- Status Update
 - EPA Document being reviewed by other engineers in EPA; first draft to be received by August 5 from CDR Yonce
 - The IHS document draft has been received and is being reviewed by our team. Led by LT Pfister. Still need to send out to CAPT
 - OS/ASPR document draft: CAPT Savalia has reviewed and provided comments. Typical degrees, certifications, trainings need to be added to the document still. Our team is reviewing these comments
 - Asked LT Tim Beck if he can contact CDR Deborah Dee as a resource for the CDC document. No other updates.
- Challenges
 - None for now
 - CDS Leadership to check with EPAC leadership on whether a vote is needed on the Career Track Guidance Reports
 - CDR Fehrman to provide LCDR Buikema with contacts at ANTHC to flesh out the IHS documents and career pathways at Alaska tribal organizations.
- Next milestone
 - July 22: 75% draft of IHS, OS/ASPR documents
 - July 22: 95% draft of CDC, FDA documents
 - August 5: 50% draft of EPA Document
 - LCDR Buikema to provide tentative dates for completion of the documents.

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

- Status Update
 - LCDR Simpson and LT Morgan Lee represented EPAC CDS at the July 20th OBC Open House
 - LTJG Rahat Chowdhury out of Jamaica, NY with FDA.
- Challenges/problems/request for feedback
 - Roster not provided in advance, unknown engineer(s) in class until actual event
- Next scheduled milestone with date
 - August 24th is the next scheduled OBC Open House pending Engineers in class
 - https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx



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

- Status Update
 - Delivery of draft report/bulletin to CDS leadership on July 25 for review and comments
- Challenges
 - Request for best definition of deliverable (report or bulletin? Known white paper is not acceptable as that is OSG review)
- Next milestone
 - Pending CDS Leadership review comments.

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

- Status Update
 - Received additional survey responses, currently at 29.
- Challenges
 - Delay in receiving responses to the survey. Leaving it open until end of July.
- Next milestones
 - Provide results of survey to EPAC for potential vote to approve the official development of a program curriculum and SOPs based on the results. Results will be provided to CDS leadership by COB 08AUG2022.

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

- Status Update
 - Received detailed feedback from the most recent Engineer OBC cohort
 - Currently addressing and incorporating revisions
- Challenges
 - Project leads had to step away
- Next milestone
 - Need to push back the deadline until August 1 for submission.
 - Should be able to turn around review comments.



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Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - No update provided
- Events – LCDR Jaison Eapen (jaison.eapen@hhs.gov)
 - Our CPO town hall is on 11 AUG from 1500-1630 EST. Any questions for the CPO are due to CDR Tamara Rosbury by 28 July at Tamara.rosbury@fda.hhs.gov.
 - Call for AMSUS Poster is open. Window closes after first 100 accepted or 15 OCT.
 - Leadership Volunteering opportunities for:
 - E-week 2024 – Lead on deck
 - SAME JETC 2023 – Co-lead
 - Reach out to CAPT Ault and CDR Adeuya via email at greg.ault@ihs.gov and roxanne.adeuya@fda.hhs.gov to support Events or join our monthly calls!
 - Questions for the CPO at the Town Hall, provide to CDR Adeuya at Roxanne.adeuya@fda.hhs.gov by Thursday, July 28th.
- Information – LT Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - No update provided
- Mentoring – LCDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
 - The database for mentors/mentees has been released to the members of the Mentoring Sub-committee. Mentor/Mentee mid-year and end of year check ins will be forthcoming through the database within the next two weeks.
 - Deployments and leave schedules have delayed the release of the database and sub-committee meetings.
 - EOY COA's to be sent out via the database per a date TBD before end of 2022.
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
 - No update provided
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - No update provided
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - Submitting an article to EPAC newsletter. Topic will be difficulties with the co-step program and setting expectations for applicants.
 - Updating their website to streamline information. Information will be organized for recruitment, retention, and vacancies. They removed duplicate information that is on the CDS webpage.
 - Developing a white paper to model engineering category. Will use historic recruitment trends and projected retirement to model size in future.
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - No updates to report

General Discussion and Questions

- Limited time did not allow for additional general discussion.

New Business and Closing Remarks



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- Big thanks to everyone staying productive during the summer months and on track to meet their CY2022 project goals!
- CDS Leader Development Program Survey is still open:
 - 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, August 22nd 3:00pm – 4:00pm EST
 - Forward to anyone you may think is interested
- Final monthly Meeting Minutes are sent out by email to all CDS members. If you are not receiving these communications, please provide CDR Fehrman (Christopher.Fehrman@ihs.gov) with your email address.



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Join Zoom Meeting

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Meeting <https://fda.zoomgov.com/j/1605089551?pwd=Z240ZklSM2tiWG5ZTmFZMWURL: Y0Qm1mdz09>
Meeting 160 508 9551
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