



EPAC Career Development Subcommittee August 29, 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: 22 officers (see last page)

Action items are highlighted below

Chair/Vice Chair Opening Remarks

- CDS Leadership provided mid-year report to EPAC Leadership this month
- Data Analytics Team provided promotion data for August CPO Townhall
- Received confirmation on which projects do not need EPAC Vote
- Volunteers needed:
 - Council of Captains: Support for November 17 Senior Officer Panel on “Maximizing the Deployment Experience”
 - Prefer someone outside FDA to make team well-rounded
 - OBC Open House: Need new EPAC representatives in DC area to train
 - Prefer someone outside FDA to make team well-rounded
 - Next Open House on September 21st

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

- Status Update
 - Discussed with CPO potential of publishing without CCHQ response
 - 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 to keep paper as is so moving forward with removing items of concern to hopefully publish paper
- Next milestone
 - Hoping to receive guidance this week from CPO on what information needs to be removed to publish

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

- Status Update
 - Reached out to recently promoted CDRs/CAPTs for CV if they used new template required as of PY2023
 - Reached out to CCHQ to understand their plan for CV processing
- Challenges
 - Combined PAC and CCHQ may be working on the same project – currently in touch with leadership to prevent redundancies
- Next milestone
 - Engineer CV Example by mid-November
 - Confirmation on if fillable CV viable option by September meeting



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- Questions – How many officers from the PY2022 cycle used the new CV Template?
 - Only two have responded back that they utilized the new CV Template.
 - The rest utilized a hybrid template.
 - Not required last year but it will be for the next PY.

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

- Status Update
 - The Promotion Data Analytics project is complete. The PY2018-PY2021 Promotion Report was distributed to PHS Engineers Listserv in advance of the CPO Town Hall held on AUG 11.
 - A continuation project and new team was stood up for Promotion Data Analytics team for a new PY 2022 Promotion Report. A new survey was developed and deployed in JUL & AUG. The survey closed on 8/16, and we received a 67% response rate: 72 out of 108 officers responded, who were eligible for promotion (~140 officers actually up for promotion; not all promotion packets reviewed).
- Challenges
 - None at this time
- Next milestone
 - AUG/SEP: work on Power BI assessments/visuals development & drafting the report.
 - OCT/NOV plan is to finalize the draft report and route clearance with EPAC leadership.
- Question – will future schedule of deliverables consistent with this year?
 - Some time savings possible; however, it depends on when the promotion results are released.

Council of Captains (**Project Lead: CDR David Dar** – David.Dar@fda.hhs.gov) *Presented by LCDR Mary Millner, who is facilitating the next Senior Officer Panel*

- Status Update
 - November 17th Senior Officer Panel - "Maximizing the Deployment Experience"
 - Requested availability from CAPTs and confirmation the following will present: CAPTs Savalia, Hammond, Mosser; 4th TBD
- Challenges
 - Need Alternate to support LCDR Mary Millner; Contact Mary.Millner@fda.hhs.gov if interested.
 - CAPTs availability, Project Lead out on Paternity Leave
- Next milestone
 - Kickoff meeting scheduled for September 12th

Career Paths of USPHS Engineers (**Project Lead LCDR Noah Buikema** – [Noah Buikema@nps.gov](mailto:Noah.Buikema@nps.gov))

- Status Update
 - Project does not require EPAC Vote
 - Sent 95% drafts of CDC, FDA, ASPR documents to CDR Fehrman and LCDR Simpson



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- CDS leadership to review and provide feedback
 - Sent 50% drafts of EPA and IHS documents
- Challenges/problems/request for feedback
 - CDR Shad Schoppert and LT Kevin Ulrich are assisting with the ANTHC portion of the IHS documents; waiting on their submission
- Next scheduled milestone(s) with date(s)
 - 100% Final CDC, FDA, ASPR documents by September 30
 - 95% EPA, IHS documents by September 30

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

- Status Update
 - Open House on 8/24
 - LTJG Nathan Barry (1st Ready Reserve ENG)
 - Stationed in Region 3, Philadelphia, PA
- Challenges/problems/request for feedback
 - Roster not provided in advance, unknown engineer(s) in class until actual event
- Next scheduled milestone with date
 - September 21st is next scheduled OBC Open House
 - 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**)

*See special presentation delivered during typical “General Discussion” section; slides attached to these minutes

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

- Status Update
 - Waiting on news if the creation of an EPAC LDP will be up for vote by the EPAC voting members to pilot the program next year. Currently have 5 officers who are



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very interested and committed to helping develop a program, in contact with two potential others.

- Challenges
 - Waiting on EPAC to vote, was hoping for that before doing anything official with those who have committed to helping develop the program.
- Next milestones
 - The date of the EPAC vote, not positive when that would be.

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

- Status Update
 - Received edits from CDS Leadership
 - Project does not require EPAC Vote
- Challenges
 - Co-lead PCS'ing without government computer
- Next milestone
 - Finalized document by early November

Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - No updates from the Awards Subcommittee
- Events – LCDR Jaison Eapen (jaison.eapen@hhs.gov)
 - Call for AMSUS Poster is open. Window closes after first 100 accepted or 15 OCT.
 - 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!
- Information – LT Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - Info SC still experiencing IT issues preventing updates to website
- Mentoring – LCDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
 - No updates provided
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
 - Confirming whether PHEP or CDS will document Public Health specific training covered in benchmark section below
 - Still waiting to hear back from PHEP and CDR Coburn.
 - **TO3-TO4, PO2-PO3**
 - 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)
 - **TO5, PO4**
 - 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



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- **TO6, PO5-PO6**
 - 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
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - No update provided
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - Nothing to report
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - No updates to report

Special Presentation

- *See attached slides from a special presentation from LCDR David Sullivan regarding “Career Development Key Drives and Activities Analysis”
 - Will be uploaded to APAN site by LCDR Simpson.

General Discussion and Questions / Special Presentations

- CDS Liaisons please review the special presentation slides and determine if there is any overlap with your subcommittee assignment. It will be helpful to convey that information at your next subcommittee meeting.
- LT Drew Katherine continuing to work on the Gap Analysis for the entire EPAC project. No set schedule but hoping to have more information next month.

New Business and Closing Remarks

- Immediate New Activities:
 - Creating Career Progression Milestone chart – lead by LT Andrew Colvin
- 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, September 26th 3:00pm – 4:00pm EST
- Forward to anyone you may think is interested



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- CF** Chris Fehrman (Me)
-  Michael Simpson (Host)
- DS** David Sullivan
-  Jake Dyer
- A** Abbas.Bandukwala@fda.hhs.gov
- CA** CDR Andrew Yang, USPHSCC
- DK** Drew Katherine
- HW** Hanniebey Wiyor
- JE** Jaison Eapen
- J** Juliane.Junes-Harvey
- LN** LCDR Noah Buikema
- LA** LT Adam R. Cooke
- LK** LT Kayla DeVault
- LM** LT MATT PFISTER
- MM** Mary Millner
- M** Michael.Gu
- NT** Nam To
- TP** Thomas Peter iPad
- TB** Tim Beck
-  Timothy Martin
- WC** Will Chang
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