



EPAC Career Development Subcommittee September 26, 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 (see last page)

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- Many CCHQ reminder emails going out to officers regarding various topics including:
 - Two-day virtual webinar this week on Wellness and Training of Promotion Packet
- Reminder for the Senior Officer Panel on November 17th – submit questions to LCDR Millner
- LT Colvin stepped up for a new initiative called the Career Map One-Pager
- EPAC Leadership has decided to pause the CDS Leader Development Program project but in the meantime will be working on cataloguing existing training opportunities; an opportunity will be available for those interested in helping with this.

Professional Certifications and Credentials Project (Project Lead: LCDR Tom Peter – Thomas.Peter@fda.hhs.gov); presented by LCDR (sel) Adam Cooke

- Status Update
 - Revised whitepaper based on new guidance from EPAC leadership and CPO
 - Submitted revised whitepaper to EPAC leadership on 9/23/2022 for further review and approval
 - CPO and EPAC leadership determined the revised whitepaper will not require an EPAC vote due to it being an informational paper for mentoring purposes
- Challenges
 - None currently
- Next milestone
 - EPAC leadership will finalize whitepaper and give VMs 1 week to review for situational awareness
 - CPO and OSG will then review over the following 3-4 weeks
 - Goal: Whitepaper republished to EPAC CDS website by November

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

- Status Update
 - FY23 Benchmarks the same as FY22
- 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 if fillable CV viable option by September meeting



EPAC Career Development Subcommittee September 26, 2022 Meeting Minutes



Promotion Data Analytics (Project Lead LCDR Tim Martin – Timothy.Martin@hhs.gov);
presented by LCDR David Sullivan

- Status Update
 - PY2022 survey closed on 8/16, and we received a 67% response rate: 72 responses out of a possible 108 officers, who were eligible for promotion (~140 officers actually up for promotion; not all promotion packets reviewed).
 - 67 of the 72 were deemed acceptable as 2 were duplicates (thank you to those 2 officers to assure we got their response!) and 3 were unable to be confirmed legitimate.
 - Visuals are being generated and incorporated into the reporting format utilized for last year's due out
- 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.

Council of Captains (Acting Project Lead: LCDR Mary Milner – Mary.Milner@fda.hhs.gov) while CDR David Dar is on Paternity Leave

- Status Update
 - The next Senior Officer Panel on Maximizing the Deployment Experience is scheduled for 11/17
 - LT Yvesna Blaise will be moderating and assisting in the coordination of the panel
 - CAPTs Varsha Savalia, Duane Hammond, Jennifer Mosser, and Angela Mtungwa will be the 4 panelists
- Challenges/Requests
 - Please submit any questions you would like answered during the panel to LCDR Mary Millner at mary.millner@fda.hhs.gov or via the Anonymous Feedback form (<https://form.jotform.com/220703843337049>)
 - Would like to have a stand-alone email request to solicit questions for the Senior Officer Panel
- Next milestone
 - Next planning meeting scheduled for 9/30

Career Paths of USPHS Engineers (Project Lead LCDR Noah Buikema – Noah.Buikema@nps.gov); Presented by LCDR Jaison Eapen

- Status Update
 - Working through LCDR Simpson's comments from his review; need to review historical comments as well.
- 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 (9/15 last email)



EPAC Career Development Subcommittee September 26, 2022 Meeting Minutes



- LT Matt Pfister's last day with USPHS is September 30, will need a new IHS lead for the IHS document
- Seeking a new IHS Lead
- Next scheduled milestone(s) with date(s)
 - The below have been pushed out a month due to AL at the end of the FY and comments/documents needing revisions and corrections:
 - 100% Final CDC, FDA, ASPR documents by October 30
 - 95% EPA, IHS documents by October 30
 - Feedback by LCDR Simpson – please compile the documents into one and share with the collective group. If it is determined that completion by the end of the FY is not feasible given AL and availability of group in addition to day job and promotion activities that is understood to have a solid end product

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

- Status Update
 - No Engineer Officers in OBC 140 / RR 13
- Challenges/problems/request for feedback
 - Roster not provided in advance, unknown engineer(s) in class until actual event
- Next scheduled milestone with date
 - November 2nd 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)

- Project completed; see presentation in August Meeting minutes

Leadership Development Program (Project Lead LCDR Kevin Remley – Kevin.Remley@ihs.gov); Update provided by CDR Fehrman and presented by LCDR Simpson

- Status Update
 - CDS Leadership shared survey results report with EPAC leadership
 - CPO's Strategic Priorities Plan does not include the development of an EPAC leader development training program
 - Decision was made to pause work on the program for the time being to await CCHQ updates on training opportunities
- Challenges
 - LDP to pause work until CCHQ training is published/outlined
- Next milestones
 - Pivot work to creating a repository of all available leadership training programs available to PHS officers, including agency and professional organizations



EPAC Career Development Subcommittee September 26, 2022 Meeting Minutes



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

- Status Update
 - Met with Ready Reserve engineer officer to understand informational needs. Revised Welcome Package to be submitted for review by COB 09/26
- Challenges
 - None
- Next milestone
 - CDS Leadership Review, specific date TBD.

***NEW* Career Map One-pager (Project Lead LT Andrew Colvin – Andrew.Colvin@ihs.gov)**

- Bio
 - IHS officer in northern Wisconsin
 - Spent 9 years in the Army; The Army provided such guidance to officers so this project is near and dear to him personally.
- Status Update
 - Project charter submitted for approval
- Challenges
 - NSTR
- Next milestone
 - Complete 50% of informational interviews by next CDS meeting
 - CDS Leadership to review and provide feedback on Project Charter

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 – currently openings to lead CY2024 events!
- Information – LCDR (sel) Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - Info SC is currently able to make updates to website
 - Info SC putting together a training for the coding which will allow Cooke to make updates to the website
- Mentoring – LCDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
 - Working through the mentoring database on mentor/mentee information and reporting. All updates are near completion.
 - Working on the SOP.
- 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



EPAC Career Development Subcommittee September 26, 2022 Meeting Minutes



- 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
- **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)
 - CDR Marcus Yambot working on Readiness SC's deployment training and attending November 14th Council of CAPTs preparation meeting
 - Creating an informative deployment panel- trying to ensure it doesn't duplicate efforts with a similar senior officers panel coming up in Nov.
 - Main focus has been on the Disaster Response Engineer Initiative -Basically a more formalized and recognized role for engineers in disaster response. Still working on a summary paper and more details on overall scope of work.
 - Working on website updates.
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - No significant updates from the last 9/15/22 R&R meeting
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - No updates to report
 - Changes to the By-Laws being voted on by EPA; no anticipated impacts to

General Discussion and Questions / Special Presentations

- None

New Business and Closing Remarks

- News:
 - Will consolidate November and December meeting to potentially December 5 (most likely to land on December 12th)
 - IHS Acting Director signed a Memo to consolidate all Sanitation Facilities Construction (SFC) program hiring to be centrally managed by HQ.
 - Positions are being advertised through USAjobs.gov with various locations. Incentive pay is being offered to Civil Servants to be more competitive with the private sector.



EPAC Career Development Subcommittee September 26, 2022 Meeting Minutes



- IHS HQ is advocating for District Engineer positions to be O-6 billets instead of capped as O-5 billets as has historically been the case.
- If you're interested in the furthering your career and stepping up into a new challenge, be search USAjobs.gov for the IHS engineer positions.
 - Permanent and term positions will be advertised.
- 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, October 24th 3:00pm – 4:00pm EST
 - November meeting tentatively will occur on December 12th and December meeting will be cancelled
- Forward to anyone you may think is interested



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EPAC Career Development Subcommittee September 26, 2022 Meeting Minutes



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EPAC Career Development Subcommittee September 26, 2022 Meeting Minutes



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