2021 MID-YEAR EPAC REPORT
CAREER DEVELOPMENT SUBCOMMITTEE

Chair: CAPT Eric Hanssen

Vice Chair: LCDR Michael Simpson

Instructions: Please list initiatives below in order of priority and impact- include target completion dates

EPAC Mentoring Program: Operate the Category's mentoring program.
- Lead: LCDR Amadasu
- Status: N/A, ongoing initiative without end date in mind
- Accomplishments:
    o Monthly outreach
    o Development of Microsoft Access Database (Shall be functional soon)
    o Development of standardized email language
    o Uploaded documents to APAN (single data repository)
    o New mentoring checklist
    o Pending document posting to EPAC site (Mentoring Flowchart, mentoring checklist, SMART Goals)

Rank	Total Count of T Grade	Officers at this rank that are mentees	% Mentee	Officers at this rank that are mentors	% Mentor
O2	5	4	80%	0	0%
O3	51	30	59%	0	0%
O4	108	18	17%	13	12%
O5	119	8	7%	35	29%
O6	83	1	1%	19	23%
O7	2	0	0%	1	50%
O8	1	0	0%	0	0%

- Next Steps:
    o Do mid-year check-in and evaluate the program
    o Update the SOP to include changes
    o Continue monthly outreach
    o Complete matches quickly
    o Utilize the Access Database
- Vote required: No
- Concerns and Challenges:
    o The flow of information and maintenance of database records
    o Continue outreach with announcements and using the EPAC website
    o Getting more engagement with mentees. Currently have more mentors than mentees
        ▪ Based on breakdown of mentees and mentors by rank (info received from R&R SC), the lack of engagement is occurring at O4/O5 rank for mentees (O2/O3 could improve but still greater than 50%) and the mentors could improve for O5/O6 – less than 50%
        ▪ CDS should mention Mentoring Program every EPAC call

- Suggestions for future years:
  - potential quarterly call for mentors and mentees run by each category
  - EPAC Michaels Mentoring Award recipient presents to category – work together with Awards SC to make this happen

Professional Certifications and Credentials Project: Objective is to provide guidance on how to interpret the "Professional Credentials and Certifications" Promotion Benchmarks factor.
- Lead: LCDR Tom Peter
- Status: 30% complete; target completion date: May 2022
- Accomplishments:
  - Cleaned up and reorganized survey results to facilitate analysis.
  - Identified biomedical engineers (BMEs) by degree and by agency role
  - Followed up with BMEs to clarify responses where necessary
  - Analyzed survey results to understand the different certifications held by BMEs
- Next Steps:
  - Select certifications to include in whitepaper that will compare valuable BME certifications to the P.E. license (costs, amount of studying, maintenance requirements, etc.) (June 2021)
  - Write rough draft of whitepaper (August 2021)
  - Present draft whitepaper to CDS and solicit feedback (September 2021)
  - Revise whitepaper and present to CDS (October 2021)
  - Present whitepaper to EPAC for review and approval by CDS (November 2021)
  - Determine how certification/credential data will be organized as "fact sheets" (e.g., by agency, role, society that offers the certification, etc.) (December 2021)
- Vote required: No, based on the documents not causing a change to the benchmarks, a vote is not required
- Concerns and Challenges:
  - Competing agency work priorities
  - Changes to the category benchmarks may create uncertainty – this project has even more of an impact now given the change in benchmarks. Great idea of following what EHOPAC has created so promotion board can understand varying credentials/certifications (# of years' experience required to take exam, exam body of knowledge, # of questions/hours for exam for each credential) prior to review

Council of Captains: Organize facilitate and record quarterly webinar to provide insight into career progression, how the promotion boards operate and what will most set up officers for success in promotion.
- Lead: LCDR David Dar
- Status: 50% for CY2021 (ongoing initiative)
- Accomplishments:
  - January 14 – Panel on Career Planning and Decision Making
  - March 11 – Panel on Officer & Leadership Development

- Next Steps:
  - July 8 – Senior Officer Panel #3: Promotion Administration
  - November 18 – Senior Officer Panel #4: Developing Your Professional Network
- Vote required: No
- Concerns and Challenges:
  - Responsibility falls on CPO to provide Captains to CDS – hopes that next CPO will provide this as well
  - Topic ideas for future years – request topic areas from EPAC for future councils to pick and use for their presentations

Promotion Data Analytics: The purpose of this project is to provide more transparency to USPHS Engineer Officers on the promotion process for the engineer category.
- Lead. LCDR Timothy Martin
- Status. Project is 40 % complete with target completion date of December 31, 2021.
- Accomplishments:
  - Identified promotion-relevant data metrics and obtained limited pertinent data.
- Next Steps:
  - Obtain additional pertinent data via targeted solicitation of recently promoted officers (within last 5 years); analyze data metrics and trends; draft and present to EPAC a white paper highlighting metrics characteristic of promotion. Target completion date is December 31, 2021
- Vote required: No.
- Concerns and Challenges:
  - Include limited data sources available, which my team will overcome through targeted solicitation via survey; no assistance needed at this time.
  - Request for RADM Dieser to pull promotion data for assistance in analysis

Career Track Guidance: Develop career development document containing the 2003 Engineer Handbook Chapter 3 (Engineers in the Public Health Service) items for NPS and USFWS as concept document to be approved
- Lead: LCDR Noah Buikema
- Status:
  - NPS/USFWS [75% complete and 6/1/2021]
  - FDA [0% complete and 8/1/2021]
  - CDC [0% complete and 8/1/2021]
  - EPA [0% complete and 9/1/2021]
  - IHS [0% complete and 10/1/2021]
  - NIH [0% complete and 11/1/2021]
  - Other [0% complete and 12/1/2021]
- Accomplishments:
  - First draft completed and sent to CAPT Hanssen for feedback (5/5/2021)

- Next Steps:
  - Address comments from CAPT Hanssen
  - Developing interview questions for CAPT section of each agency (aka, how did your career lead you here)
  - Developing contacts at FDA/CDC/EPA for career tracks in various offices (see other tasks). Assigning lead for each agency
    - Develop list of offices that have PHS engineers
    - Develop narrative for each office with engineer responsibilities
  - Develop career development document containing Chapter 3 items for FDA
  - Develop career development document containing Chapter 3 items for CDC
  - Develop career development document containing Chapter 3 items for EPA
  - Develop career development document containing Chapter 3 items for IHS
  - Develop career development document containing Chapter 3 items for NIH
  - Passed Chapter 4 (Career Planning) material to Mentoring Program to use and place into the EPAC website
- Vote required: No
- Concerns and Challenges:
  - Review process of leadership – once NPS/USFWS career track guidance is cleared by EPAC CDS Leadership, project team will utilize to address career tracks of remaining agencies
  - List of billets for various agencies would be useful to match up with offices in which officers are working.
    - Working with CDR Kesteloot for these items (when or if they become available)
  - Given the abundance of work remaining, EPAC Leadership has agreed that Chapter 1 and 2 be passed onto Information Subcommittee to edit and add to the EPAC website

Advanced Degree Program: Provide a white paper reference tool of resources for the category to use in obtaining their next advanced degree
- Lead: LCDR Tyrrell Lang
- Status: 30% - September 2021
- Accomplishments:
  - Survey sent out to category on advanced degrees officers obtained
- Next Steps:
  - Create a white paper fact sheet that will provide the following:
    - What the benchmarks say for degrees by rank
    - Where and what are the most common degrees officers have received
    - Funding options for degrees (GI bill, personal, agency, COA) and how to start the process of alternate funding options
- Vote required: No
- Concerns and Challenges:
  - Lack of trends in data will turn into generalized resource

- o Since lead was handed this, ask if lead wants to help drive this home or transition the updates to a new lead

CE Summary Sheet Update: Update CE Summary Sheet and develop guidance document for engineer officers to reference when filling out their CE Summary Sheet
- Lead: LCDR Kelly Kachurak
- Status: 99%
- Accomplishments:
  - o Updated CE Summary Sheet
  - o Developed Guidance Document
  - o Received approval vote from EPAC
  - o Sent documents to information subcommittee to upload on EPAC website
- Next Steps:
  - o Confirm updated documents are uploaded to EPAC site. Confirm legacy documents are removed.
- Vote required: Yes- completed, approved.
- Concerns and Challenges:
  - o Server issues are currently preventing the updated documents from being posted on the website.
  - o Based on change in benchmarks, update to guidance document on how to explain hours to maintain certifications, credentials, etc.

Gap Analysis of PAC CDS Activities: A gap analysis of what other Professional Advisory Committees are working on/completed for Career Development Initiatives
Lead: LCDR David Sullivan
- Status: 60% complete with target date of 12/31/2021
- Accomplishments:
  - o Contact made with the majority of other PAC categories CDS leads for exchange of best practices
- Next Steps:
  - o Discussion and Evaluation w/ Promotion Data Analytics project team to focus areas of immediate interest to EPAC as it relates to assistance areas for promotions areas of need
  - o Schedule meetings with other PAC CDS groups to exchange best practices
- Vote required: No
- Concerns and Challenges:
  - o Deployments delaying progress (of minimal concern)
  - o Looking forward to outcome, if successful, may be mirrored by other EPAC Subcommittees (already being done by Readiness)

OBC Open House Representation: To represent EPAC at Officer Basic Course Open House as well as provide answers to questions asked by newly commissioned engineer officers
- Lead: LCDR Michael Simpson

- Status: N/A, ongoing initiative based on dates OBC held and if an Engineer is in the class
- Accomplishments:
    - Two virtual OBCs occurred in 2021 where we were able to put a face to the name of the three new Engineer Officers
- Next Steps:
    - Names are passed onto Mentoring Project to establish a Mentor/Mentee relationship
- Vote required: No
- Concerns and Challenges:
    - It would be ideal for COTA to provide names of Engineers in class prior to class to have those engineers feel like we're more aware of them.
    - R&R will send two representatives to be trained on presenting at OBC

Core Competencies Assistance to PHEP SC: The purpose of this project is to assist the Public Health Engineering Practices (PHEP) Subcommittee in identifying data sources that can be tracked and documented in a central database for USPHS Engineers. The final deliverable will be a central database that can used by USPHS Engineers for purposes such as matching mentors/mentees, identifying officers with skillsets for deployment purposes, and identifying certifiable skills that may be beneficial for a given billet or career track.

- Lead: LCDR Mary Millner
- Status: 50% complete. Full project completion dependent on OASH security evaluation (completion date unknown)
- Accomplishments:
    - PHEP created a database for documenting and tracking certifiable skills.
    - CDS identified the following information that can be stored in database
        - Data from Professional Certifications and Credentials survey
        - Online Engineering and Advanced Degree Programs survey
    - Confirmed that database may be stored on APAN until long-term hosting platform is identified
- Next Steps:
    - Database will be moved to secure folder on APAN – estimated completion date 06/15/2021
    - Database will be updated with clean data from certifications survey – estimated completion date 08/31/2021
- Vote required: No
- Concerns and Challenges:
    - How will EPAC host a database that will be accessible to officers across agencies while maintaining PII? – reach out to OSG for potential change in platform that can address this
        - Long term solution – Central database supported by OASH. Security concerns must be evaluated and addressed before implementation. Estimated timeframe of completion unknown.
        - Interim solution – Store database in secure folder on APAN. Database cannot be used directly from APAN; however, a local copy of the database can be downloaded from APAN. The database will not be accessible by the entire category but can be used to

==store data of interest. This is the best approach until LCDR Gumapas and PHEP receive an update from OASH/OSG==

CDS Website Maintenance and Improvement: To be responsible for maintaining Career Development Website and will work closely with the EPAC Information Chair to ensure the website is current and aesthetically presented.

- Lead: LT Adam Cooke
- Status: N/A, ongoing initiative to keep CDS website up to date
- Accomplishments:
    o aesthetic alignment with other EPAC sites
    o mission/vision statements added
    o navigation buttons added to ensure better usability between sub-pages
    o sections for Project Charters, Council of Captains, and Minutes added and populated
    o Other Resources section reviewed, and determinations made for disposition of links in section
- Next Steps:
    o Implement disposition determinations for Other Resources
    o Continue to have site updated with current documents
    o Add link to APAN
    o Review other sections for out of date materials and disposition
    o Replace black tool/lunch boxes with something more eloquent
- Vote required: No
- Concerns and Challenges:
    o Lack of engagement from other members of CDS and potentially EPAC as a whole.
        ▪ Emphasize the website/APAN as the showcase of project work – this may already be being done
    o ==EPAC Leadership loves the CDS Website – keep doing the great work==

Certifications/Licensure/Credentials Book Share: Provide study materials and practice exams for the Professional Engineer licensure examination.

- Lead: LCDR Amadasu
- Status: 0%
- Accomplishments:
    o Received the funds from EPAC in the amount of $450
    o Made announcements through the EPAC Listserv
    o Targeted specific engineers in pursuit of a PE (based upon the results of a survey the Category administered)
- Next Steps:
    o Ask the EPAC to change the scope of the spending. Allow the funds to be spend on other reference materials such as Project Management Professional (PMP) or other certifications that add value to USPHS and the Category.
- Vote required: No.

- Concerns and Challenges:
  - Getting the funds spend
  - If in agreement with CDS, will a vote be needed to change the scope of the spending to be any acceptable credential/certification (potentially ranked by most impactful from project above) – Approved by EPAC Leadership
  - Posted on EPAC homepage and mentioned at category day
  - Awareness – currently no one has submitted a funding request
  - Rejection of EPAC to change the scope and lack of interest

Repository list of MOU with non-HHS agencies: Provide a one page reference on MOUs/MOAs and job opportunities for Engineers in non-HHS agencies. This project will include a list of engineer positions throughout all HHS and non-HHS agencies.
- Lead: CDR Kurt Kesteloot
- Status: This project is 85% complete with an anticipated completion of September 30, 2021
- Accomplishments:
  - Development of an MS Excel document of engineer job options in HHS and non-HHS agencies. The spreadsheet has billet levels and locations.
- Next Steps:
  - Complete the 1-2 page document that talks about existing non-HHS agency MOUs/MOAs and any limitations for hiring USPHS engineers.
- Vote required: No
- Concerns and Challenges:
  - Time seems to be the main concern; however, LT Katherine and I have a plan to finish the basic document about MOUs/MOAs which is about 65% complete.
  - Are there any limitations for engineers working with HHS agencies? If so, can someone assist with developing a paragraph about HHS engineer job opportunities.
  - EPAC Leadership will discuss with R&R Subcommittee potentially taking this over

Proposed Projects or Initiatives in Development
None at the moment but will potentially have some as a result of the Gap Analysis project lead by LCDR Sullivan

1. **Project or Initiative Name** Project description – Scope, problem statement
   a. List any assistance needed to scope and/or plan to have ready for 2022