



## EPAC Career Development Subcommittee February 22, 2021 Meeting Minutes



### Subcommittee Leadership

**Chair:** CAPT Eric Hanssen – [Eric.Hanssen@nih.gov](mailto:Eric.Hanssen@nih.gov) (406) 802-6208

**Vice Chair:** LCDR Michael Simpson – [Michael.Simpson@fda.hhs.gov](mailto:Michael.Simpson@fda.hhs.gov) (301) 796-4070

Action items are **highlighted**

### **Chair/Vice Chair Opening Remarks**

- We have already starting out having very productive year with Council of Captains, CE Summary Sheet update, establishment of Project Charters and hope to keep this momentum going
- Leadership change of Project
  - CDR Thakur will be stepping up to take the important role of pairing lead working with LCDR Amadasu
  - CDR Sean Bush has done an excellent service as pairing lead over the last two years and thankful
- Thank you for providing Project/Initiative Updates
  - Please cc and include all project team members on future updates so they can get an understanding of the project lead role
- Previous month minutes have already been uploaded to the following website:  
[https://dcp.psc.gov/OSG/engineer/cd\\_minutes.aspx](https://dcp.psc.gov/OSG/engineer/cd_minutes.aspx)
- Project charters are being updated to: [https://dcp.psc.gov/OSG/engineer/cd\\_charters.aspx](https://dcp.psc.gov/OSG/engineer/cd_charters.aspx)
  - For CDS members not assigned to a project, please try to find one that interest you

### **Council of Captains (Project Lead: LCDR David Dar – [David.Dar@fda.hhs.gov](mailto:David.Dar@fda.hhs.gov))**

- Status Update: held three preparatory meetings with Captains designated for panel #2, guided by example set by panel #1
  - Weekly planning meetings on Friday
  - Coordination being done by LT William Chang, panel will be run by CAPT Nathan Tatum
- Challenges/problems/request for feedback: Concepts discussed; need to solidify segments and identify captains covering each segment
- Next scheduled milestone with date: holding weekly planning meetings in preparation for Senior Officer Panel #2
- End deliverable(s): Senior Officer Panel #2 on 11MAR2021

### **Online Engineering Advanced Degree Programs (Project Lead – LCDR Tyrrell Lang – [Tyrrell.Lang@ihp.gov](mailto:Tyrrell.Lang@ihp.gov))**

- Status Update Survey was sent out and will close on Feb 26<sup>th</sup>
  - Sent Reminder email request to EPAC Listserv Manager
- Challenges/problems/request for feedback: Not documented process flow for distribution to EPAC listserv
- Next scheduled milestone: Pull survey respondent data by March 12th.



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- End deliverable: White paper/fact sheet of Advanced Degrees programs that USPHS Engineers were satisfied with attending. Document will also reference what the benchmarks say for degrees by rank, as well as funding options for degrees (GI bill, Agency, COA, personal).

### **Professional Certifications and Credentials Project (Project Lead: LCDR Tom Peter – [Thomas.Peter@fda.hhs.gov](mailto:Thomas.Peter@fda.hhs.gov))**

- In process of cleaning up and analyzing the results – team broke out into three subgroups to handle data from different angle, will reconvene next week to do more thorough review
- There are no challenges, problems, or requests for feedback at this time.
- Feb 2021: Analyze survey results data to understand (1) the different certifications held across the engineer category, and (2) those held specifically by BMEs.
- Apr 2021: Vet certifications to consider only those that require a reasonable amount of effort to obtain
- Key interim deliverable: whitepaper that will summarize certifications/credentials relevant to BMEs (see charter for more details)
- End deliverable: Certification/credential “fact sheets”

### **Update CE/PD Template documents: (Project Lead: LCDR Kelly Kachurak – [Kelly.Kachurak@nps.gov](mailto:Kelly.Kachurak@nps.gov))**

- The team met with CDS Leadership to discuss final comments needed to address prior to distribution to EPAC for a vote.
- EPAC voting was prepared and sent to CDS Leadership
- The Work Group is addressing/implementing the comments received by CDS Leadership. The intent is to have all comments incorporated by end of the month
- A presentation will be given to EPAC summarizing the changes
- Guidance Document and Template at CDS Leadership for review and then distribution to EPAC for Vote prior to next EPAC Meeting (April 2021)

### **Licensure Book Share/Recommendations (Work Group Lead: LCDR Omobogie Amadasu - [Omobogie.Amadasu@ihs.gov](mailto:Omobogie.Amadasu@ihs.gov))**

- Status Update: Still waiting for the COA check to come to my mailbox. Nothing has come in as of today.
  - Will reach out to CDR Cunningham and LCDR Palo for update on check since last update mid-January
- Challenges/problems/request for feedback Please reach out to EPAC leadership and confirm the check has been sent.
- Next scheduled milestone with date: ASAP → soon as funds are received will make an announcement of books available.
- End deliverable(s): Await for funds and make announcement of availability.



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### **Mentor/Mentee Assignments (Work Group Lead: LCDR Omobogie Amadasu - [Omobogie.Amadasu@ihs.gov](mailto:Omobogie.Amadasu@ihs.gov))**

- Status Update: Officers available as mentors – 20, Mentees in need of mentor: 4, current pairs 49, 28 pairs completed new year check in. will follow up with pairs yet to check in this month
  - Still have a lot of mentors available, so if anyone in need of a mentor, please request one through Mentoring Project
  - Goal to pair four mentees by end of the month
- Team had 2021 kickoff meeting for roles discussed, plan to grow program by working on the following
  - Working on the following:
  - Process for formalizing assignments
  - Process for accountability for pairing
  - Guideline for metric of a mentor
- Appreciate the amount of effort to pair the right mentor with the mentees, will be vetting mentor candidate of additional mentors
- Challenges/problems/request for feedback Just time to meet. Having a kickoff meeting today. Hopefully make more progress on the Microsoft Access data base
- Next scheduled milestone with date: Kick off meeting 2/18/2021. Lowest Quartile one page guidance → May 2021, mentoring outreach → ongoing
- End deliverable(s) check in with pairs. Match the 4 mentees with mentors. Meet with the mentoring volunteers and confirm roles and responsibilities and submit charter.

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

- Awaiting confirmation if Engineer in February 2021 OBC class
- Next OBC scheduled for March, meeting with COTA to potentially have Virtual Open House
- Due to COVID OBC Open House are not occurring, as a result handouts are provided to OBC Open House Coordinator who provides handout to COTA who provides handout to trainees
- Due to PII concerns, list of trainees in class is solely provided to CPOs – request future workaround with CCHQ
- OBC Handout up to date and Project Charter finalized

### **Website development (Work Group Lead: LT Adam Cooke – [Adam.Cooke@fda.hhs.gov](mailto:Adam.Cooke@fda.hhs.gov))**

- Status Update
  - EPAC harmonization banner added to top of page
  - Mission and Vision added to top of page
  - Project Charters and Minutes section added
  - OBC handout (Career Initiation and Advancement Plan) added to New Officer section
- Challenges/problems/request for feedback
  - Feedback requested for improving black folder boxes



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- All Project Leads please email LT Cooke confirming location for information on CDS Website
- Feedback requested on making *Other Resources* section practical
- Project Initiative Reconciliation – 15 MAR

### Data Analytics of Promotion Board Scores and Recommendations (Project Lead LCDR Tim Martin – [Timothy.Martin@fda.hhs.gov](mailto:Timothy.Martin@fda.hhs.gov))

- Status Update: Held team meeting 2/1; planned meeting 2/25. Assessed data points to track for i) promotion statistics; and ii) profiling promotable officers. Reached out to EPAC leadership for obtaining data.
- Have assessed datapoints team plans to track and reached out to RADM Dieser to get this information from recent promotions
- This will include characteristics of promotable officers
- Challenges/problems/request for feedback: Obtaining potentially confidential data may be a challenge; may resort to survey and/or individually contacting officers to increase responses.
- Next scheduled milestone with date: By 3/31 identify promotion-relevant data metrics.
- End deliverable(s): By 12/31 draft white paper describing the analysis and results; and present to EPAC.
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### Splitting/Updating Career Track Guidance/Handbook into White Papers/Webpages (Project Lead LCDR Noah Buikema – [Noah.Buikema@nps.gov](mailto:Noah.Buikema@nps.gov))

- Continuing to read and log comments in 2003 handbook
- If you're looking for a project to join we need you
- Need the volunteers – especially from various agencies
- Great opportunity to showcase your specialty
- 
- Status Update
  - Continuing to read and log comments in the 2003 Engineering Handbook
  - Working on recruitment for this project – please contact LCDR Buikema if interested in joining team
    - Ideal to have team built from officers of various agencies and engineering specialties



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- Would be great opportunity to showcase the knowledge you have of your specialty and learn more from more senior officers of that specialty
- Contacted LCDR Chun (Information subcommittee) to assist with uploading information on the EPAC website. Per LCDR Chun: Website changes are sent to the development server first, then OSG for approval, then mirrored to the production server
- Emailed LCDR Peter to assist in the existing red-line comments in the handbook
- Next scheduled milestone with date
  - March 1 - Complete review of 2003 Engineering Handbook. Include comments on identified information inconsistency, outdated ranks, outdated numbers, absent agency/roles information, etc.
- End deliverable(s)
  - Complete career track guidance for all seven specialties named and distributed to the EPAC email list-serve
  - EPAC website updated with most up to date career track guidance

### **PAC Career Development Key Drivers and Activities Analysis (Project Lead LCDR David Sullivan – [David.Sullivan@fda.hhs.gov](mailto:David.Sullivan@fda.hhs.gov))**

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- Status Update: Held meeting 2/2; planned meeting 2/25; Assessed and distributed other PAC contacts for CDS inquiries and data logging
- Historical lookback biggest challenge at the moment
- Challenges/problems/request for feedback: **Written advice/recommendations on specific data metrics that CDS thinks should be included in the data gathering/analysis.**
- Next scheduled milestone with date: By 3/31 identify promotion-relevant data metrics
- End deliverable(s): Draft white paper describing the analysis and results; present to EPAC

### **Core Competencies Assistance to PHEP SC (Project Lead LCDR Mary Millner – [Mary.Millner@fda.hhs.gov](mailto:Mary.Millner@fda.hhs.gov))**

- Status Update:
  - PHEP met with OCIO on 01/27/2021. OCIO is agreeable to evaluating available resources that could support an EPAC database.
  - **Please attend Skills database meeting this Wednesday for PHEP to showcase database and garner feedback** – EPAC will create business requirements document based off feedback from CDS for demonstration
  - A prototype of a Skills Database has been developed by PHEP with input from CDS
  - Recruitment and Retention as well as Readiness Subcommittees provided raw data from a recent survey to CDS. Information obtained in this survey is not suitable for the intents of this database.
- Challenges/problems/request for feedback
  - Should we obtain Officer's consent before entering survey data into the database?



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- EPAC CDS Leadership will request feedback from EPAC Leadership on what consent is necessary for survey (is the survey being voluntary consent to use data?) and what is considered PII (e.g. PHS serno)
- Continued issue of how EPAC will host a database that will be accessible to officers across agencies
- Next scheduled milestone with date
  - NEW MILESTONE – TARGET DATE 3/5/2021: Provide PHEP with feedback on Skills Database and corresponding Business Requirements Document
  - NEW MILESTONE – TARGET DATE 3/15/2021: PHEP will submit a Business Requirements Document for the database after review and input from PHEP and OCIO leadership. The document will assist OASH in identifying current and future resources to support functional requirements.
- End deliverable(s): Central database for USPHS Engineers that can be used for deployments, hiring, mentoring, and much more.

### MOU with non-HHS agencies (Project Lead CDR Kurt Kesteloot – [Kurt Kesteloot@nps.gov](mailto:Kurt.Kesteloot@nps.gov))

- Status Update:
  - DRAFT Charter sent 2/17/21
  - Have one MOA from NPS and am waiting on positions.
  - Emailed all other non-HHS agencies and had a meeting with the EPA on 2/18/21
- Challenges/problems/request for feedback: Some agencies are hesitant are sharing a copy of their MOA/MOU.
- 01APR2021 – Follow up with Agency Liaisons regarding positions and MOA/MOU
- End deliverable:
  - White paper/table of engineer opportunities within each non-HHS agency.
  - Collection of all non-HHS agency MOUs/MOAs

### General Discussion and Questions

- Question posed for MOU Project (CDR Kesteloot) of if officers stationed in non-HHS Agencies are provided personal MOU or MOA with their position
  - CDR Spaeth will look into potential MOU for working for EPA based out of local government – currently only aware of Orders as only document for officers
- Discussion of potential collaboration between Career Track (LCDR Buikema) and Core Competency Skills Database (LCDR Millner)
- LCDR Martin discussed how he reached out to RADM Dieser to request access to promoted officers, however also mentioned the more you reach back the less it equates to current processes and promotion results - shows promotion rates 10 years ago compared to now
- Discussed Promotion Analytics Project (LCDR Martin) with Gap Analysis Project (LCDR Sullivan) reaching out to HSO Officers or Analytics Leads to find out how useful do HSOs find reports, worthy to do each year or doing it in vain?



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### New Business and Closing Remarks

- We plan on utilizing APAN for working on documents and not yet complete for public distribution
- Please create an APAN account and request access to the following page:  
[https://wss.apan.org/fedgov/usphs-epac/\\_layouts/people.aspx?MembershipGroupId=106948](https://wss.apan.org/fedgov/usphs-epac/_layouts/people.aspx?MembershipGroupId=106948)



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- Shout out to Council of Captains Senior Officer Panel project for hosting weekly meetings with four different O-6 officers on panel and CAPT Hanssen to create a high quality project
  - Successfully documented lessons learned from projects to help improve next one come March
- Please remember that everyone in CDS is a resource for information to fellow officers in category for all the information we have to offer
- The Council of Captains is also a resource if needed but there are more representatives in CDS – spread the word!

**Next call Monday, March 22nd 3:00pm – 4:00pm EST**

***Join from the meeting link:***

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