



EPAC Career Development Subcommittee

March 22, 2021 Meeting Minutes



Subcommittee Leadership

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

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

Action items are **highlighted**

Chair/Vice Chair Opening Remarks

- Highlight 3 Projects
 - Mentoring Program – discussed vision and goals this year as well as a transition of roles and leadership from CDR Bush to LCDR Amadasu and CDR Thakur
 - Did interest increase during last Senior Officer Panel
 - Council of Captains Senior Officer Panel – inspiring discussion on leadership as well as personal approach for presenting and giving a fire side chat discussion
 - over 100 participants and great overall feedback
 - a lot of preparation for these events – weekly meetings, prep work, and after action for lessons learned to improve next one
 - Impressive demonstration of EPAC Skills Database led by LCDR Mary Millner on the Access database work of CDR Leo Gumapas – will be a very powerful tool once gets home in
- During the Individual Project Team meetings please look at your project charter to reevaluate for things you now realize are missing, deadlines that have changed, etc.
 - This will help document process flows of continuous projects and lessons learned of projects from a historical standpoint
 - The Project Lead signs and submits the charter but the Project Team helps mold the charter
 - Please cc and include all project team members on future updates so they can get an understanding of the project lead role
- APAN – has an account
 - LT Adam Cooke
 - LT Vicky Hsu
 - LCDR Abbas Bandukwala
 - LCDR David Dar
 - LCDR David Sullivan
 - LCDR Omobogie Amadasu
 - LCDR Mary Milner
 - LCDR Michael Simpson
 - LCDR Timothy Martin
 - LCDR Tom Peter
 - CDR Nikhil Thakur
 - CAPT Eric Hanssen
- If you don't have an account please do so, if you need help setting it up please reach out. Information for signing up at the end of minutes.

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

- Status Update: senior officer panel #2 successfully hosted on March 11, crediting excellent moderation by LT Chang, strong support from CDS and EPAC leadership, and dedicated planning by the Council of Captains
- One of the aspects that people enjoyed was the compilation of information and building it so it is great to distribute for to the category
- Challenges/problems/request for feedback: after-action meeting held on March 19



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- This panel was more conversational, fewer slides, more graphics, less language on the slides
- If anyone has feedback (positive or negative) please reach out to LCDR Dar
- Next scheduled milestone with date: senior officer panel #3 scheduled for July 8 and will be led by LCDR Millner

Online Engineering Advanced Degree Programs (Project Lead – LCDR Tyrrell Lang – Tyrrell.Lang@ihs.gov)

- Status Update – Survey has closed, and I have requested a copy of the respondent data.
 - 63 responses, 43 completed survey completely
 - Will let CDS know if assistance with analyzing results is needed
- Challenges/problems/request for feedback – none to report
- Next scheduled milestone with date – end of March have survey results analyzed/organized.

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

- We've continued cleaning up the survey data over the past month to facilitate analysis.
- Challenge: The “certifications” provided by respondents included not just certifications, but also graduate degrees, graduate certificates, and training program certificates.
 - We need to determine which of these are within the scope of the “Professional Credentials and Certifications” benchmark (the focus of our project) as opposed to “Degrees” or “Continuing Education.”
 - HAZWOPER for example was listed as Public Health Education in a past CV example on the EPAC website, but respondents included it as a “certification”
 - A good reference would be the EHO guidance document that explains certifications that bring value and why
 - Suggestion to proceed with focusing project on credentials/certifications but keep data for informational purposes to potentially recommend clarification in benchmarks
- We are working on two deliverables simultaneously:
 - Analyze survey results data to understand (1) the different certifications held across the engineer category and (2) those held specifically by BMEs
 - Vet certifications to consider only those that require a reasonable amount of effort to obtain.
- An estimated completion date for these tasks is end of April 2021, but this will depend on potentially having to follow up with respondents where some information is lacking.

Update CE/PD Template documents: (Project Lead: LCDR Kelly Kachurak – Kelly.Kachurak@nps.gov)

- The updates to the CE Summary Sheet and newly established Guidance Document to the CE Summary Sheet are complete.
- EPAC Leadership did not see the document getting approved as it was since it was too different from original product



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- Edits have been based on feedback from EPAC leadership that should have a better chance of receiving EPAC approval
- We have requested to present the changes to EPAC for a vote.
- Presentation will occur at April EPAC General Meeting and vote will occur after

Licensure Book Share/Recommendations (Work Group Lead: LCDR Omobogie Amadasu - Omobogie.Amadasu@ihs.gov)

- Funds received
- Announcement on Tuesday, March 16 specific Civil PE Exam Study/eTextbooks
- So far only one inquiry has come in since the announcement and it was for a civil servant and this time this project is only available to Corps officers
- Any engineer who is interested please contact the PE Book Team lead
- Challenge: how to broaden to other non-civil PE specialties or certifications/credentials
 - Request sent to CDR Cox for process requirements of potential change

Mentor/Mentee Assignments (Work Group Lead: LCDR Omobogie Amadasu - Omobogie.Amadasu@ihs.gov)

- Status Update:
 - Project Charter finalized and updated to EPAC CDS website
 - Mentoring Pairing Sub-Page being established on APAN (Thanks LCDR Chun).
 - Pairing Sub-Page will be a limited access secure page to store Surveys, Mentor/Mentee Agreements, and Mid-Year Check-Ins.
 - Flow diagram being built by CDR Thakur so mentee understand what occurs after they submit their request for a mentor
 - Senior Officer Panel did help increase interest and there has been some new mentees/mentor requests since then
 - Up to 49 pairs, only 5 pairs did not provide an updated agreement for 2021
 - Mentoring Pairing Process in Development. The Process capture the current EPAC Practice in writing:
 - How to Request a Mentor / Mentee
 - How to secure the Mentor /Mentee Agreement
 - Expectations for Mid-Year Check-In
 - What happens at the End of the Year
 - Mentoring Pairing Comms Templates
 - Developing template emails to enable consistent communication with Mentor/Mentee through 1-Year Mentoring cycle
 - Spoke to 6 Potential Mentor / Mentee Candidates:
 - 2 requests pending
 - 4 Mentor / Mentee Agreements sent out and awaiting final signature of the Agreement.
- Goal is to create a sustainable system that is able to be utilized long after LCDR Amadasu and CDR Thakur are gone
- Challenges/problems/request for feedback
 - None



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- Next scheduled milestone with date
 - Have APAN Secure Site up and running for Mentor/Mentee Pairing Information by April 1, 2021.

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

- March Virtual OBC Open House occurring tomorrow, March 23
 - As of March 11th, there is no engineer in the class
- April OBC from April 11-23, TBD if engineer in class
- January OBC 123 – LT Sophia Lopez, IHS, Sparks NV
- February OBC 124 – LTJG Saul Ruiz, FDA, Jamaica NY

Website development (Work Group Lead: LT Adam Cooke – Adam.Cooke@fda.hhs.gov)

- Status Update
 - Minutes, Project Charters and IAP/IDP uploaded
 - First look at other PAC (HSO/Pharm) CDS webpages completed
- Challenges/problems/request for feedback
 - Feedback requested for improving black boxes
 - Does your project have a home on the website?
 - Has not received a confirmation from project leads that project has location on EPAC CDS website
 - Project Leads requested to notify LT Cooke by April 1st on project location on EPAC CDS website
 - Rewording Chair/Vice Chair
- Next scheduled milestone with date
 - Project Initiative Reconciliation – 30 MAR
 - Other Resources decommission – 30 MAR

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

- Update by LCDR David Sullivan
- Status Update:
 - Established the promotion-relevant data points to further analyze; and obtained ~50% of data.
- Challenges/problems/request for feedback:
 - Obtaining data is a continued challenge; likely will need to conduct a survey to get more data.
- Next scheduled milestone with date
 - Goal by end of Q2 is to finish gathering as much data as possible.
 - Determining important data points prior to surveying recently promoted officers – goal end of Q2 as well



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Splitting/Updating Career Track Guidance/Handbook into White Papers/Webpages (Project Lead LCDR Noah Buikema – Noah.Buikema@nps.gov)

- Status Update
 - Finished initial review of the 2004 Engineering Handbook, agency specific information appears to be missing from the EPAC website
 - Began development of spreadsheet that details agency specific engineering disciplines and career types specific to Chapter 3 content
 - Began reaching out to current agency contacts to verify current agency specific information in 2004 handbook
- Challenges/problems/request for feedback
 - List of current billets would assist greatly – working with CDR Kesteloot with this effort
 - Agency contacts - still developing contact list
- Next scheduled milestone with date
 - 01-APR-2021 – Submit to EPAC CDS: complete career track guidance for one engineer specialty to confirm information is meeting the request of CPO
 - Organized between management vs technical tracks within National Park Service

PAC Career Development Key Drivers and Activities Analysis (Project Lead LCDR David Sullivan – David.Sullivan@fda.hhs.gov)

- Status Update
 - Ongoing efforts to contact CDS outside of Engineers for ongoing projects and current best practices.
 - Collaboration with LCDR Martin's CDS project for relevant best CD practices internal to EPAC
- Challenges/problems/request for feedback
 - Everyone calls their version of CDS a little different, but they do similar activities (starting with EHO and HSO PACs)
- Next scheduled milestone with date
 - End of Q2 results for best practices outside of EPAC for Q3 analysis of projects/ data metrics and trends

Core Competencies Assistance to PHEP SC (Project Lead LCDR Mary Millner – Mary.Millner@fda.hhs.gov)

- Status Update
 - PHEP incorporated CDS feedback from Engineer Skills Database demo into mockup system
 - Incorporating reminders to notify PEs when their PE is on the verge of expiring, will potentially be utilized with other credentials after this as a test
 - Business Requirements Document (BRD) was submitted to OASH on 03/12/2021
- Challenges/problems/request for feedback
 - Continuing to evaluate how survey and other data can be maintained while protecting PII
- Next scheduled milestone with date



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- 01APR2021 (delayed to 01MAY2021) – Provide PHEP with normalized data from the Professional Certifications and Credentials survey

MOU with non-HHS agencies (Project Lead CDR Kurt Kesteloot – Kurt.Kesteloot@nps.gov)

- Status Update
 - Created a spreadsheet for combined list of billets from multiple agencies HHS and non-HHS where engineers have had or currently have positions
 - Current finding is that none of the agencies listed in spreadsheet have restrictions on what positions engineers can fill
 - Concerns mainly who can be hired as an officer (can engineers) and what positions are available for engineers to fill
 - Plan to work with LCDR Millner and/or CDR Gumapas on roles currently filled by USPHS Engineers (mainly gathering roles/city/state, not names or other PII)
- Challenges/problems/request for feedback
 - List does not demonstrate currently filled positions, plan is to have two lists – one of historic positions and one of current positions
- Next scheduled milestone with date
 - Draft a word doc about MOAs – will report update by next meeting

General Discussion and Questions

- Discussions occurred during project report outs

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



How-To Navigate
APAN 2021 0114.doc

- EPAC General Meeting on April 8th
 - Would encourage hearing pearls of wisdom from RADM Dieser and keep informed and connected with changes and progress that has occurred throughout the category



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Next call Monday, April 26th 3:00pm – 4:00pm EST

Join from the meeting link:

<https://fda1.webex.com/fda1/j.php?MTID=m3b5ef9070ad4f2181dcf41d0ee6d8f07>

Join by meeting number :

Meeting number (access code): 199 719 1502

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