EPAC Career Development Subcommittee
April 26, 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 <mark>highlighted</mark>

Chair/Vice Chair Opening Remarks
- Thank you everyone for joining – know a lot of you are deployed so that shows extra initiative to attending while being deployed
    - Do what you can to keep the schedule on track but understand if there are any delays
    - Team Leads consider having a backup in case you are deployed
- Want to mention the great work by the Continued Education Summary Sheet Team bringing the end products to the finish line with EPAC vote approval and distribution to EPAC soon
- As of April 19th – who has an APAN account
    - CAPT Eric Hanssen
    - LCDR Michael Simpson
    - CDR Nikhil Thakur
    - LCDR Omobogie Amadasu
    - LCDR Abbas Bandukwala
    - LCDR David Dar
    - LCDR Kelly Kachurak
    - LCDR Tim Martin
    - LCDR Mary Milner
    - LCDR Tom Peter
    - LCDR David Sullivan
    - LT Adam Cooke
- <mark>If you don't have an account please do so, if you need help setting it up please reach out. https://wss.apan.org/fedgov/usphs-epac/_layouts/people.aspx?MembershipGroupId=106948</mark>
- Our website is also doing a great job too!

Council of Captains (Project Lead: LCDR David Dar – David.Dar@fda.hhs.gov)
- Status Update: LCDR Millner selected to coordinate and moderate panel #3
- Challenges/problems/request for feedback: after-action meeting held on March 19; CAPT Tatum submitted after-action report to RADM Dieser
- Next scheduled milestone with date: senior officer panel #3 scheduled for July 8
- Have not started planning just yet since both LCDR Dar and LCDR Millner are deployed

Online Engineering Advanced Degree Programs (Project Lead – LCDR Tyrrell Lang – Tyrrell.Lang@ihs.gov)
- Status Update – Have begun analyzing data from survey
- Challenges/problems/request for feedback – determining what direction to take with reporting the survey data (not as comprehensive as hoped – for example only two officers with Mechanical Engineering Masters Degrees)
- Next scheduled milestone with date – Need to schedule a meeting with leadership to discuss options to utilize data going forward. I would like to present some of my ideas and get feedback.

- o Will reach out to LCDR Peter's group to have as optional on the call for plans forward

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

- Status Update
  - o Team met to disposition the survey responses that came from BMEs
  - o We agreed to exclude some responses from our analysis, but they will be used to recommend benchmarks clarification
  - o 12 responses required additional research to determine if they should be included in our analysis (in-progress; 8 of 12 are complete)
- Challenges/problems/request for feedback
  - o Two team members are currently deployed and at least one other has been rostered for deployment
- Next scheduled milestone with date
  - o Analyze survey results to understand the different certifications held by BMEs (results for engineering disciplines will be analyzed later)
  - o Select some certifications as good examples to be included in biomedical engineer (BME) whitepaper
  - o We hope to complete these tasks by end of May 2021, but deployments may impact this timeline

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

- The documents were approved by EPAC (the version without coloring on the spreadsheet). The next step is to post the CE Summary Sheet and Guidance document on the EPAC website, removing the old files.
- The last step, if there is interest, is to give an overview of the changes to PHS Engineers and where to find the files.
  - o Will send finalized documents to EPAC-POSTINGS@LIST.NIH.GOV and cc Information SC Chair, LCDR Chun (Garrett_Chun@nps.gov) and CDS leadership to replace documents located at https://dcp.psc.gov/OSG/engineer/cd_cv_dev_docs.aspx

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

- Status update:
  - o A few announcements have gone out and still no interest in getting PE books.
  - o One email request came in for FE books – did not confirm if request from PHS officer or CS
- Request for feedback:
  - o EPAC permission/vote for using the funds for reference books beyond the PE. There is little to know interest by the Category to use this.
- Next Milestone:
  - o Another announcement or clearance from EPAC to spend differently.

- o Will reach out to LCDR Peter for officers that responded to Credentials Survey with interest in obtaining PE to reach out to officers individually based on junior officers first
- o Will send headline to be posted at https://dcp.psc.gov/OSG/engineer/career_development.aspx to EPAC-POSTINGS@LIST.NIH.GOV and cc Information SC Chair, LCDR Chun (Garrett_Chun@nps.gov) and CDS leadership

Mentor/Mentee Assignments (Work Group Lead: LCDR Omobogie Amadasu - Omobogie.Amadasu@ihs.gov)
- Status Update:
  - o Received mentor requests for 3 officers. Currently Paring
  - o Actively pairing new OBC engineer officers
  - o Uploaded files into APAN
  - o Created standard mailing templates
  - o Created flow chart below for the mentoring process

    EPAC Mentoring Assignment Process.

  - o CDR Thakur had discussion with LCDRs Bandukwala and Dyer for documenting Access database and potentially implementing use of distributing information as well as recording information via pdf forms for ease of use
  - o Sent Mentoring Checklist to Mentors for them to hopefully use

    Engineer Mentoring Checklist

- Challenges:
  - o Recruitment of junior officers into the program
- Next milestone
  - o Mid-year reviews
- EPAC Bottom Quartile Outline
  - o Awaiting feedback from EPAC Chair after CAPT Harvey's comments.
  - o LCDR Amadasu will schedule a meeting with CDR Cox, LCDR KC, CAPT Harvey, CAPT Hanssen, and LCDR Simpson to discuss)

OBC Open House Representation (Work Group Lead: LCDR Michael Simpson – Michael.Simpson@fda.hhs.gov)
- April Virtual OBC Open House occurred April 20
  - o New Engineer officers are LT Aakash Jain, FDA, Silver Spring, MD and LTJG Caitlin Caldwell, IHS, Albuquerque, NM

Website development (Work Group Lead: LT Adam Cooke – Adam.Cooke@fda.hhs.gov)
- Project Lead currently deployed
- Challenges/problems/request for feedback
  - Feedback requested for improving black boxes
  - Does your project have a home on the website?
- Next scheduled milestone with date – will confirm after return from deployment
  - Project Initiative Reconciliation – 30 MAR
  - Other Resources decommission – 30 MAR
  - Garrett for epac posting

Data Analytics of Promotion Board Scores and Recommendations (Project Lead LCDR Tim Martin – Timothy.Martin@fda.hhs.gov)
- Project Lead currently deployed
- Next scheduled milestone with date – will confirm after return from deployment
  - Goal by end of Q2 is to finish gathering as much data as possible.

Splitting/Updating Career Track Guidance/Handbook into White Papers/Webpages (Project Lead LCDR Noah Buikema – Noah_Buikema@nps.gov)
- Status Update – provided by LT Tim Beck
  - Career Track Document for first agency (NPS) in draft form and sent to team members for review (roughly a 3-4 page document)
  - Developed email template to be sent to other engineers in different agencies, sent to team members (NPS (34 engineers), CDC (17 engineers, plus 3 at ATSDR), FDA (81) – need IHS (185), EPA (26), NIH (10), CMS (3), HRSA (2), and potentially BOP – currently 0 engineers)
- Challenges/problems/request for feedback

- o Develop list of officer contacts in agencies as source for information on positions and offices
  - o Develop list of offices in larger agencies (FDA, CDC)
- Next scheduled milestone with date
  - o 01JUN2021 – complete career track guidance for one engineer specialty to confirm information is meeting the request of CPO to EPAC CDS CHANGED FROM 01APR – <mark>if draft is near end, potential presentation during May EPAC CDS call</mark>
  - o 01JUL2021 – complete career track guidance for second engineer specialty following edits/guidance from CPO on initial career track guidance CHANGED FROM 01JUN

PAC Career Development Key Drivers and Activities Analysis (Project Lead LCDR David Sullivan –David.Sullivan@fda.hhs.gov)
- Project Lead currently deployed
- Next scheduled milestone with date – will confirm after return from deployment
  - o 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:
  - o No updates for the month since on deployment
- Challenges/problems/request for feedback:
  - o OCIO leadership and the security team are assessing security concerns with the databases. Timeline for completion of the review is unknown.
  - o Still awaiting feedback from SciPac regarding the handling of PII with survey data. Key officers have been deployed which has caused delays
    - ▪ Potentially utilization of APAN
- Next scheduled milestone with date:
  - o 01APR2021 (delayed to 01JUN2021) – 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)
- Scheduling conflict for Project Lead's Attendance
- I have attached the list of engineer positions and locations.

  X📊
  Combined Engineer
  Report NO PII 4-7-21
  o
- Next scheduled milestone with date – will confirm during meeting update
  - o Draft a write a one-page document that talks about all of the MOUs/MOAs. Discussions with agency liaisons, etc. have indicated there are no restrictions for

engineers to work with all agencies; however, some do not have any engineer positions

General Discussion and Questions
- Brainstorming of new project ideas for the future
  - Idea to cross-reference other PACs activities will hopefully spur some ideas but if anyone does have some please feel free to bring ideas forward

New Business and Closing Remarks
- We will need to provide Mid-Year updates to EPAC Leadership on Projects Status
  - In preparation, for the May Meeting please provide an update that describes all your project has accomplished so far for 2021 and the schedule for the remainder of the year
- Previous month minutes have already been 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
- Thank you to everyone

Next call Monday, May 24th 3:00pm – 4:00pm EDT
Join from the meeting link:
https://fda1.webex.com/fda1/j.php?MTID=m3b5ef9070ad4f2181dcf41d0ee6d8f07

Join by meeting number :
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Meeting password: ejBprr6mj58

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