



EPAC Career Development Subcommittee

June 28, 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

- Thank you everyone for joining – know a lot of you are deployed or potentially on vacation so that shows extra initiative in attending
- CDS Leadership met with EPAC Leadership on June 2nd
 - Finalized mid-year report was sent to CDS members, if you did not receive the mid-year report please let CDS Leadership know
- CDS provided update at EPAC Quarterly meeting on June 10th
 - Provided the current metrics for the Mentoring Program showcasing the important need for mentor members of the higher ranks as well as need for mentees in the O3/O4 ranks
 - Want to give a big thanks to CDR Thakur, LCDRs Amadasu, Dyer, Bandukwala, and Murie for their hard work in improving the program
- Upcoming Senior Officer Panel on July 8th for Promotion Administration
 - Want to give a big thanks to LCDRs Dar and Millner for their thoroughness over the planning meetings and what will be a great presentation – hope to see everyone there!
- Last time requesting to create an APAN account and request access to the following page: <https://wss.apan.org/fedgov/usphs-epac/layouts/people.aspx?MembershipGroupId=106948>
 - LCDR Chun should have reached out to the remaining officers that have not created an account, if you do not have access please let us know

EPAC Mentoring Program (**Work Group Lead: LCDR Omobogie Amadasu - Omobogie.Amadasu@ihs.gov**)

- Status Update:

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%

- Big kudos to CDR Thakur for making it seamless for mentoring pairing
- Matching up pairs may have been slower but we're making something sustainable for future



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- Gearing up to have database send out welcome email to all mentoring pairs
- Will consider spreading the word on AMSUS Smart Brief on Leadership – smartbrief.com/leadership/?referrerId=gEcUkhgOWI
- Challenges:
 - Awaiting joint PAC Mentoring Call to determine potential for monthly mentoring calls with each month run by one of the 11 PACs
 - Difficulty having the support and participation I the O4/O5 ranks but working on improving via constant mentioning of program at all EPAC events
- Next milestone
 - Mid-year reviews (July) to document for certificates at the end of the year
 - Will give officers with unhappy pairings to mention problems and potential change in mentor/mentee or mitigation efforts by Mentoring Program leads
 - Keep the level of engagement with participants with monthly emails that contain mentoring materials (SMART Goals, Engineering Mentoring Checklist)
 - EPAC CDS Leadership will reach out to Awards Subcommittee on adding verbiage to EPAC Michaels Mentoring Award recipient having to presents to category on their achievements that won them the award
 - We may send out a new questionnaire form to complete and update our database – responding to forms will automatically be input into the Access database
 - Plan to Update SOP as an end of year deliverable to record all changes made to program

Professional Certifications and Credentials Project (**Project Lead: LCDR Tom Peter** – Thomas.Peter@fda.hhs.gov, unable to attend – update given by LCDR Bandukwala)

- Status Update:
 - Outline of BME Whitepaper (Initial focus on PE vs. relevant BME certifications) started focusing on the following certifications:
 - ASQ CQE
 - RAC
 - AAMI Biomedical Equipment Technician (BMET)
 - ACDRS - American Course on Drug Development and Regulatory Sciences is a program within the University of California run by former FDA commissioners and CDER center directors
- Challenges/problems/request for feedback:
 - Lead deployed (returned today) will regroup shortly
- Next scheduled milestone with date:
 - Complete rough draft of white paper by August 2021 that will compare the BME certifications listed above to the P.E. license (costs, amount of studying, maintenance requirements, etc.)



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

- Status Update: PowerPoint nearing final form; LCDR Millner coordinating very well
- Challenges/problems/request for feedback:
 - Posting banner to EPAC homepage – will reach out to LCDR Chun if possible
 - Category-wide email advertising event next week – will reach out to EPAC leadership to send out announcement
- Suggestions from EPAC Leadership:
 - Topic ideas for future years – request topic areas from EPAC for future councils to pick and use for their presentations
- Next scheduled milestone with date:
 - Dry run scheduled for July 2; panel scheduled for July 8

Promotion Data Analytics (**Project Lead LCDR Tim Martin** – Timothy.Martin@fda.hhs.gov, unable to attend – update given by LCDR Sullivan)

- There currently are no updates due to multiple deployments.
- Currently requesting RADM Dieser to pull promotion data for assistance in analysis
- We plan to work on obtaining additional data via a targeted survey and then proceed in data analysis - look for trends or information that highlights what a promotable officer is
 - Plan to generate white paper and presentation to EPAC on findings
 - Have determined the data elements and in process of generating survey
 - Will ask Council of Captains Initiative to let Project Lead know of any valuable information that should be asked of recently promoted officers being surveyed
 - Plan is to survey Temporary promoted officers and should be an adequate sample size if a majority responds. If response rate is low will also turn to Permanent promoted officers
- Anticipated timeline is to complete those activities by end of September 2021.

Career Track Guidance (**Project Lead LCDR Noah Buikema** – Noah.Buikema@nps.gov, unable to attend – update given by LT Beck)

- Status Update
 - Reviewing edits from CAPT Hanssen for feedback to be used as a blueprint for us to follow on career track of other agencies
 - Questions developed for CAPT section of each agency (aka, "how did your career lead you here") – will be reaching out to Council of Captains' project for asking these questions
 - Will now proceed onto larger agencies (FDA/CDC/EPA)
 - LCDR Hanniebey Wiyor has begun the FDA guidance document
 - Will utilize Council of Captains as resources for asking questions that cannot be answered from their bios located at https://dcp.psc.gov/OSG/engineer/documents/Council_of_Captains_Bio.pdf
- Challenges/problems/request for feedback
 - Potentially will need agency representatives from agencies not mentioned above (IHS, NIH, etc.)



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- Need feedback and review as soon as possible, so our group can focus on the larger agencies with many career tracks and pathways.
- Next scheduled milestone with date:
 - Still developing contacts at FDA/CDC/EPA for career tracks in various offices (see other tasks) – will then reach out to other agencies

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

- Status Update: White Paper draft complete and sent to EPAC Leadership, will then schedule a follow-up call to discuss plan forward
 - If you've recently started an Advanced Degree and would like to help prevent others from going through the same headache you did in decision process or help document the questions others should ask themselves before pursuing a degree, this is the project for you!
- Challenges/problems/request for feedback: Not too many white paper examples to follow
- Next scheduled milestone with date: White Paper will be issued to CDS as a whole for review by August 2021

CE Summary Sheet Update: (Project Lead: LCDR Kelly Kachurak – Kelly.Kachurak@nps.gov, unable to attend – EPAC Leadership Feedback provided via email)

- Project Complete, waiting for the updated documents to be added to the EPAC website. There was an issue with the servers that has prevented the upload so far.
- Feedback from EPAC Leadership:
 - Based on change in benchmarks, update the guidance document on how to explain hours to maintain certifications, credentials, etc.

Gap Analysis of PAC CDS Activities (Project Lead LCDR David Sullivan – David.Sullivan@fda.hhs.gov)

- Status Update
 - Contacts have been made with CDS representatives of other categories with planned follow-up for recommendations of their current best practices, as well as sharing our own.
 - Collaboration with LCDR Martin's CDS project for relevant best CD practices internal to EPAC
 - All PACs have a Career Development Subcommittee – the titles and size of the Subcommittee can vary but subcommittee that covers Career Development is being contacted
- Challenges/problems/request for feedback
 - No immediate challenges requiring additional input
- Next scheduled milestone with date
 - Adjusted a quarter for deployment delays - End of Q3 results for best practices outside of EPAC for Q4 analysis of projects/data metrics and trends



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

- Status Update
 - The June OBC has been postponed. The next OBC is scheduled for July 19-July 30 and will remain virtual

Core Competencies Assistance to PHEP SC (**Project Lead LCDR Mary Millner – Mary.Millner@fda.hhs.gov, unable to attend – update provided to CDS via email**)

- Status Update
 - Set up a secure folder in APAN for storage of database for any PII concerns
 - EPAC Leadership agrees with APAN approach until security concerns addressed
- Challenges/problems/request for feedback
 - Security assessment by OCIO leadership and the security team is ongoing. Timeline for completion of the review is unknown. This will be to see if OASH will be able to support this
 - Have been new employees recently which has caused a slight delay, but they did let us know they have not forgotten about us!
- Next scheduled milestone with date
 - Meeting with CDR Gumapas in July to discuss plan forward

CDS Website Maintenance and Improvement (**Work Group Lead: LT Adam Cooke – Adam.Cooke@fda.hhs.gov, unable to attend – update provided to CDS via email**)

- Minutes for March and April have been requested to be added to site.
- Challenges/problems/request for feedback
 - IT issues are impacting the ability to upload documents to site
 - **Does your project have a home on the website?**

Project	Lead	Home?	Proposed Home
Mentoring	Amadasu	Yes	Mentoring
Certifications/Credentials	Peter	Yes	Ed/Licensure
Council of Captains	Dar	Yes	CoC
Promo Data Analytics	Martin	Yes	Promotions
Career Track Guidance	Buikema	Unknown	New Officer?
Advanced Degree Prgm	Lang	Yes	Ed/ Licensure
CE Summary Sheet	Kachurak	Yes	CV & Dev Docs
Gap Analysis of PAC Act	Sullivan	N/A	Not needed
Core Comp Asst to PHEP SC	Millner	N/A	PHEP site
Book Share	Amadasu	Yes	Ed/ Licensure
MOU w/ non-HHS	Kesteloot	No	APAN?

- **Collect three image suggestions for each black box – the section title can be included in the image or placed below**
- Next scheduled milestone with date – dates depending on resolution of IT issues



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- Other Resources decommission

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

- Status update:
 - The scope of the spending has been changed to allow the funds to be spend on other reference materials or certifications that add value to USPHS and the Category
 - This list was chosen based on the survey responses to LCDR Peter's Certifications/Credentials project
 - If interested in pursuing license/certificate and agency isn't able to cover cost, please reach out
 - Have received two received inquiries and one is awaiting on funding and the other is awaiting if a junior officer is receiving funds
- Next Milestone:
 - Will wait for one month since EPAC announcement to proceed with handing out funding

Repository list of MOU with non-HHS agencies (Project Lead CDR Kurt Kesteloot – [Kurt Kesteloot@nps.gov](mailto:Kurt.Kesteloot@nps.gov), unable to attend – update provided to CDS via email)

- Status Update: LT Katherine has joined the project. He began drafting notes about MOUs
- Challenges/problems/request for feedback: None at the moment
- Next scheduled milestone with date: Should have a document discussing MOUs by July 2021 Meeting

General Discussion and Questions

- CV Template to be Standardized



U_S_ Public Health
Service Commission

- New Promotion Package Portal



Introducing the
Officer Promotion P.

- Promotion results coming out in upcoming days – if you get promoted or don't get promoted please reach out to your mentor to help put things in perspective once results are posted
- Wish everyone good luck with recent promotions



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New Business and Closing Remarks

- Any proposed projects or initiatives?
- Per LCDR KC's email today, the EPAC is Seeking Applications for Engineers to Serve as Voting Members – applications due Wednesday, June 30th
- Previous month minutes waiting to 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
- Thank you to everyone, especially for staying late to address all questions and concerns with the updated benchmarks

Next call Monday, July 26th 3:00pm – 4:00pm EDT



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