



EPAC Career Development Subcommittee July 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 **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
 - When one team member is deployed, the others can assist and pick up the efforts
- Advance Degrees article nearing completion
 - Thanks to LCDR Tyrrell Lang, LT Kayla DeVault and Morgan Lee
- Credentials Project still moving full steam ahead give project lead LCDR Tom Peter currently deployed (after just finishing a recent deployment)
 - Thanks to team for stepping up and helping keep things moving during his absence
- Upcoming Senior Officer Panel on July 27th for Promotion Administration from 3:00 – 4:30pm EDT
 - 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!
 - Extremely timely presentation with recent Town Hall and Promotion Benchmarks as well as CV
- New corps wide standardized format for CV, CV Coversheet and CE sheet announced on July 22nd available at the following link:
 - https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_new_m.aspx

EPAC Mentoring Program (Work Group Lead: LCDR Omobogie Amadasu - Omobogie.Amadasu@ihs.gov, unable to attend – update given by LCDR Jake Dyer)

- Status Update:
 - In the process of paring two mentees and effort to reach out to promoted officers to become mentors for other officers
 - Reached out to promoted officers to form a panel (only one response to date)
 - Enhancements to database to make mid-year a more automated process
- Challenges:
 - Database still in progress (Challenge: Officers on deployment is slowing progress hard to meet and streamline our process. Currently I am filling in for CDR Thakur to make mentor mentee pairings)
- Next milestone
 - Mid-Year reviews will be sent before end of the month (Next milestone (7/31))



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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:
 - Reviewed whitepaper outline and began researching factors such as pre-requisites, costs, re-certification requirements, etc. for each of the certs we are focusing on as compared to the PE.
- Challenges/problems/request for feedback:
 - Lead deployed again and working long hours. It will be a challenge for to making meaningful progress on this project until back. Thanks again to the rest of the team for continuing to make progress while lead deployed.
- Next scheduled milestone with date:
 - Complete rough draft of whitepaper (September 2021).

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

- Status Update
 - PowerPoint finalized; dry run conducted; notification email sent to category
 - CAPT Mix, Dailey, and Wallace providing polling questions, interactive more as a fireside chat and less as a presentation style
- Challenges/problems/request for feedback:
 - Panel delayed so it would follow PHS-wide town hall – wanted to put a strong effort as a result of the low promotion results
- Next scheduled milestone with date
 - Panel scheduled for July 27

Promotion Data Analytics (**Project Lead LCDR Tim Martin** – DARPA email TBD)

- Drafted proposed survey questions; currently under review by EPAC leadership.
- Anticipate to send the survey to EPAC listserv next month for all officers, not just promoted officers
 - Intent to go back last four promotion cycles to see what goes on behind the scenes for promotions capturing what did and did not make the mark for promotions

Career Track Guidance (**Project Lead LCDR Noah Buikema** – Noah.Buikema@nps.gov)

- Status Update
 - Continuing to work on the FDA and CDC documents:
 - CDC: LT Beck has developed a list of potential O6 engineers to contact. He has been on deployment and will be reaching out to individuals soon. Will be compiling information for the general structure of where engineering officers work (centers, institutes, and offices [CIOs]) and (divisions, laboratories, and offices [DLOs]). DLOs are located within the CIOs
 - FDA: LCDR Wiyor emailed our information template email to engineers at different FDA centers. Most engineers have not responded because they need to look at their position descriptions which requires a bit of digging. He is collecting the position descriptions from internal FDA emails regarding Detail or Permanent positions. He has about 20 of them



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right now and he is compiling them and will submit to our group. Also, compiling some of the information from USAJobs website.

- Statistics on agencies
- Challenges/problems/request for feedback
 - None currently
- Next scheduled milestone with date:
 - NPS Career Track Guidance will be sent to Subcommittee for a two week review and provide any additional comments
 - FDA [10% complete and 9/1/2021]
 - CDC [10% complete and 9/1/2021]

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

- Status Update
 - Paper was drafted and reviewed by CDS leadership. Edits were noted and revisions are being made.
 - Paper with CAPT Hanssen for final review of article to be distributed
- Challenges/problems/request for feedback
 - Hard to write a true white paper with the data the survey provided. Shifting more toward an informational article with some personal experience included.
- Next scheduled milestone with date
 - Final Paper to be completed by July 30th and submitted to CDS leadership.

CE Summary Sheet Update: (**Project Lead: LCDR Kelly Kachurak – Kelly.Kachurak@nps.gov**)

- Essentially, the new PHS-wide CV, CV coversheet, and Continuing Education Summary Sheet have rendered team's past work irrelevant.
- If there is an interest, my team and I can work to pull together some guidance or tips for engineers as they convert their existing CV and CE documents to the new format. Note, I have not had a chance to watch the available training on LMS on the new formats yet.
 - Awaiting on word template to be published for officers to use on guiding engineers on where items go
 - Instructions for officers on how to make their own template but no set template so a guidance document may be needed
- It is a recommended template for 2022 and required for 2023

Gap Analysis of PAC CDS Activities (**Project Lead LCDR David Sullivan – David.Sullivan@fda.hhs.gov, unable to attend – update provided to CDS via email**)

- Status Update
 - Awaiting feedback from contacts with CDS representatives of other categories 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
- Challenges/problems/request for feedback
 - No immediate challenges requiring additional input



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- 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

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

- Status Update
 - The June OBC was postponed. The next OBC Open House is scheduled for July 27th virtually however there is no engineer in the class.

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

- Status Update
 - OCIO leadership reported that this initiative has been put on hold per the director of CCHQ and the OSG.
- Challenges/problems/request for feedback
 - Because of lack of OCIO support at this time, database will not be available to all engineers on a centralized site.
- Next scheduled milestone with date
 - Meeting with CDR Gumapas in August to discuss plan forward for maintaining database in a secure folder in APAN

CDS Website Maintenance and Improvement (Work Group Lead: LT Adam Cooke – Adam.Cooke@fda.hhs.gov)

- Unfortunately, we are still not able to make any updates to the website and in addition the entire website is offline, so the situation has even gotten worse. I do hope this means it is being worked on and will soon be back fully operational

Certifications/Licensure/Credentials Book Share (Work Group Lead: LCDR Omobogie Amadasu - Omobogie.Amadasu@hhs.gov, unable to attend – update provided to CDS via email)

- Status update:
 - In the process of reimbursing one officer.
 - Balance should be about \$390-\$400
- Challenges
 - Interest is still very low.

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

- Status Update
 - Waiting for LT Katherine to help with the summary of agencies when he gets back from deployment. Hopefully soon.



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General Discussion and Questions

- Nothing discussed

New Business and Closing Remarks

- Congratulations to those promoted, with the low numbers promoted, transfer of your knowledge is even more valuable
- With changes to corps, Career Development will be even more impactful on the future of engineer officers, need your help to continue moving things in the right direction
- Any proposed projects or initiatives? Please reach out to CDS Leadership
- 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



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Next call Monday, August 23rd 3:00pm – 4:00pm EDT



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