



EPAC Career Development Subcommittee September 27, 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 for working with us and providing August updates while CAPT Hanssen and LCDR Simpson were deployed.
- Goal is to finish the year strong, and we hope to see you next year but if the day job or other priorities take lead, we'll gladly welcome you back
- Strong focus on providing assistance to officers up for promotion
- Kelly will be going on maternity leave next month so passing the baton for the a lead to finish the work on a CV template
- New corps wide standardized format for CV, CV Coversheet and CE sheet announced on July 22nd: and while not required for PY2022, we will provide a template by October meeting
- If you were up for temporary promotion between 2018-2021 please fill out the following survey for each time: <https://forms.gle/tqMyHz3rC6HjKXSv6>
- CAPT Hanssen and other senior officers had a lot more data when they were up for promotion so the goal of this project is to give the same opportunity to officers up nowadays
- Senior Officer Panel #4 scheduled for November 18
 - If interested in leading panel, please email CDS Chairs and LCDR Dar
- Wanted to give a shoutout to two other projects that haven't gotten as much spotlight
 - CDR Kesteloot's work on the MOUs
 - LCDR Noah Buikema's work on Career Track Guidance

Promotion Data Analytics (Project Lead LCDR Tim Martin – Timothy.Martin@hhs.gov)

- Survey available at <https://forms.gle/tqMyHz3rC6HjKXSv6>
 - If having technical difficulties, send to personal email or logging off VPN
- Survey 'soft close' was 9/17; the survey was to collect promotion-related data points among PHS Engineers.
- Received a low number of 42 survey responses, which may limit ability to interpret results.
- Plan to get additional responses via extend survey, publish advertisement in EPAC newsletter, and additional listserv announcements.
- To mimic the HSOPAC's data analytics work found here https://dcp.psc.gov/OSG/hso/documents/2020-HS-Career-Progression-Report_12.29.20-Final.pdf.
- Estimated 100% would be 500 responses but roughly 100 responses will lower the margin of error to roughly 10% and 200 would have a 5% margin of error
- Next milestone is Dec 31 to complete data analysis and generate draft whitepaper report.



EPAC Career Development Subcommittee September 27, 2021 Meeting Minutes



CV Template/Guidance: (**Project Lead: LCDR Kelly Kachurak – Kelly.Kachurak@nps.gov**)

- New Lead will be LCDR David Sullivan – David.Sullivan@fda.hhs.gov
 - Please reach out to him if interested in assisting project, will be a quick turnaround (complete before next Meeting)
- With the assistance of a variety of engineers, we have created the new templates for CV cover page, CV, and continuing education in one file for engineers to use. Some of the instructions from the documents provided by CCHQ are included in the templates (using italics red text).
- In addition, a PowerPoint presentation that reviews some of the major changes in the new templates and notes some tips. The plan is to present this at the next EPAC general meeting for the benefit of all engineers.

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

- Status Update:
 - CDR Thakur is back from deployment, 5 mentor/mentees paired in his absence
 - Database still in development
 - Due to data issues, deployments, and low promotion rates decision has been made to distribute Certificates of Appreciation to all participants and be more strict next year when database is up and running
- Challenges
 - Database development is behind schedule due to availability of officers
 - Need to reach back out to RADM Dieser for signature to be added to certificates
- Next milestone
 - Send out Certificate of Appreciations with RADM Dieser's signature for all program participants. With the promotion cycle coming shortly we hope to get these out before the end of November
 - Discussion about end of year follow ups. LCDR Simpson targeted January 2021 to allow officers time to complete their promotion packages.

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

- Status Update:
 - Completed initial draft of whitepaper that compares the PE license with select certifications that may be more relevant to BMEs, based on the results of our December 2020/January 2021 survey
 - Starting point is biomedical engineers but plan to move onto other credentials that impact other types of engineers
- Challenges/problems/request for feedback:
 - None at this time; the initial draft is currently being reviewed by and refined at the team level
- Next scheduled milestone with date:



EPAC Career Development Subcommittee September 27, 2021 Meeting Minutes



- Will present a final whitepaper draft to the CDS and solicit feedback after October meeting

Council of Captains (Project Lead: LCDR David Dar – David.Dar@fda.hhs.gov, unable to attend – update provided by CDS Leadership)

- Status Update
 - Panel #3 occurred on July 27th on Promotion Administration
 - Recording can be found at https://dcp.psc.gov/OSG/engineer/cd_council.aspx
 - Starting preparation for Panel #4
- Challenges/problems/request for feedback:
 - Need to identify coordinator/moderator ASAP
 - LCDR Millner described the activities that a moderator would do in preparation of the presentation and panel
- Next scheduled milestone with date
 - November 18th on Developing Your Professional Network led by CAPT David Harvey

Career Track Guidance (Project Lead LCDR Noah Buikema – [Noah Buikema@nps.gov](mailto:Noah.Buikema@nps.gov), unable to attend, update provided by LT Tim Beck)

- Status Update
 - CDC career path document: LT Beck has received a lot of responses from the contacts that he sent out using our email questions template, and now we need to finish out the document for the CDC using that information. He is working on the draft of this document
 - FDA Career path document: Waiting on compilation of information from LCDR Wiyor to begin building out the FDA document
 - Question asked – what is the format, will it be linked to the benchmarks?
 - 1-2 page document with a flow chart demonstrating various flow charts of either technical/research based or managerial/program management based and explaining various next steps
 - Could potentially benefit recruitment too on what a PHS career path would look like and show how positions can intertwine between agencies
- Challenges/problems/request for feedback
 - Members have been deployed/out of country which have significantly delayed the documents. Members are returning/have returned and working on the documents
 - If at IHS and interested in reaching out to senior officers to help develop guidance, please reach out to LCDR Buikema
- Next scheduled milestone with date
 - FDA [10% complete and 10/15/2021]
 - CDC [25% complete and 10/15/2021]

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

- Status Update: Paper is in review by CAPT Hanssen
- Challenges/problems/request for feedback: None



EPAC Career Development Subcommittee September 27, 2021 Meeting Minutes



- Next scheduled milestone with date: Finalize paper by Oct 15
 - Potentially place in Fall Newsletter if complete sooner

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

- Status update:
 - Evaluated EPAC's own CDS activities for establishment of baseline discussion topics with other PACs (Q1)
 - Ongoing solicitation of feedback from other PAC CDS' (Q2 goal)
 - Qualitative analysis of projects ongoing. Awaiting completion of feedback from all PACs to quantitatively analyze the feedback for data metrics and trends (Q3 goal)
 - No status update to draft and present full results (Q4 goal). Consideration of interim results and analysis for end of year (Q4) update, pending group meeting when deployment overlaps allow.
- Challenges/Problems/Request for feedback:
 - Ongoing deployment calls is disrupting on-time solicitation of feedback
 - Current focus on CCHQ promotion CV change is disrupting other PACs usual activities
 - No requests for additional help or feedback. Logical delays due to external factors.
- Next Scheduled milestone with date:
 - Dependent on overlap return from deployments for the group to meet up and re-assess status for a decision on how to move forward for presenting information.
 - End-of-year (Q4) presentation of interim results and decision whether information is sufficient to evaluate internally within EPAC for purpose of project

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

- Last OBC occurred on September 21st virtually however there was no engineer in the class.
- Unknown when next OBC is scheduled

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

- Status Update:
 - CDR Gumapas formed a group within the SG's IT advisory committee and is working on a decision memo on how to restructure the committee's charter to support SharePoint.
- Challenges/problems/request for feedback:
 - SharePoint site may only be accessible to those officers stationed at an HHS duty station. There are options for creating an external site but it may take money and some more time.



EPAC Career Development Subcommittee September 27, 2021 Meeting Minutes



- **CALL FOR VOLUNTEERS**: CDR Gumapas can use assistance from other engineers that are strong in SharePoint and/or Access to help support the system once the logistics are figured out

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

- Was on leave once the site came back online
- Will have site up to date by October meeting
- **CDS Leads and Members**: If you notice anything missing from the site that you would like added please email me at Adam.Cooke@fda.hhs.gov and I will have it updated by October meeting
 - https://dcp.psc.gov/OSG/engineer/career_development.aspx

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

- Status update:
 - Only one officer has claimed one book. Balance still at \$400
 - Listed on the EPAC landing page
 - One officer formally pulled his request
- Challenges
 - Low engagement.
 - After opening up to other certs has not driven demand.
 - May request dropping supervisory approval to lower the access barrier.
 - No other donations in the book share program
- Next Milestone
 - None at this time

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

- Status Update:
 - One pager listing HHS and non-HHS agencies where USPHS Engineers are located
 - Spreadsheet compiled of engineer billets, agency, and location
 - Know opportunities and taking those is part of career development and part of retention.
- Next steps
 - Discuss ways of posting/distributing – ideal location?
 - Adding verbiage/explanation of what an MOU or MOA is and if/how they differ
 - Coordinate with R&R reach out to have USPHS.gov assignment map updated based on information found
 - Can help increase awareness and opportunities for knowing where all potential engineer positions/locations

General Discussion and Questions

- Nothing discussed



**EPAC Career Development Subcommittee
September 27, 2021 Meeting Minutes**





EPAC Career Development Subcommittee September 27, 2021 Meeting Minutes



New Business and Closing Remarks

- 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
- Please fill out survey! <https://forms.gle/tqMyHz3rC6HjKXSv6>
- When CAPT Hanssen deployed to the DC area it was nice to see fellow engineers and network – more networking info opportunities on next Council of Captains panel
- Know the holidays and work deadlines are coming up and if you are having difficulties with your project or need added assistance please reach out to CAPT Hanssen and LCDR Simpson for help



EPAC Career Development Subcommittee September 27, 2021 Meeting Minutes



Next call Monday, October 25th 3:00pm – 4:00pm EDT



[Join Zoom Meeting](#)

One tap mobile: US: [+16692545252](tel:+16692545252) or [+16468287666](tel:+16468287666)

Meeting URL: <https://fda.zoomgov.com/j/16161026092>

Meeting ID: 161 6102 6092

Join by Telephone

For higher quality, dial a number based on your current location.

Dial:

US: +1 669 254 5252 or +1 646 828 7666 or +1 551 285 1373 or +1
669 216 1590 or 833 568 8864 (Toll Free)

Meeting ID: 161 6102 6092

International numbers

Join from an H.323/SIP room system

H.323: 161.199.138.10 (US West)

161.199.136.10 (US East)

Meeting ID: 161 6102 6092

SIP: 16161026092@sip.zoomgov.com