



## EPAC Career Development Subcommittee October 25, 2021 Meeting Minutes



### Subcommittee Leadership

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

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

Action items are **highlighted**

### Chair/Vice Chair Opening Remarks

- Last chance to fill out promotion survey for those up between 2018-2021:  
<https://forms.gle/tqMyHz3rC6HjKXSv6>
- Updated CV template available here:  
[https://dcp.psc.gov/OSG/engineer/cd\\_cv\\_dev\\_docs.aspx](https://dcp.psc.gov/OSG/engineer/cd_cv_dev_docs.aspx)
- Senior Officer Panel #4 scheduled for November 18<sup>th</sup> on Developing a Professional Network

### Promotion Data Analytics (**Project Lead LCDR Tim Martin** – [Timothy.Martin@hhs.gov](mailto:Timothy.Martin@hhs.gov))

- Status Update:
  - Anonymous promotion data survey special announcement to extend survey Oct 31, 2021; received 2X responses - <https://forms.gle/tqMyHz3rC6HjKXSv6>
  - EPAC newsletter article submitted to explain project and expect report Feb 2022.
  - Will be looking for trends and potentially answer promotion questions since CCHQ data is limited
  - Survey only takes 5 minutes per response and all information in your eOPF
  - Got a special announcement outside of general announcement
  - Number up to 85+
- Challenges/problems/request for feedback:
  - Had a hard time getting survey responses. Multiple avenues of advertising the survey worked.
- Next milestone:
  - Analyze data metrics and trends. [complete by 11/30/2021]
  - Finalize project report and present to EPAC. [complete by 2/28/2021]
    - February or March meeting – meeting schedule pending weigh-in from new CPO

### CV Template/Guidance: (**Project Lead: LCDR David Sullivan** – [David.Sullivan@fda.hhs.gov](mailto:David.Sullivan@fda.hhs.gov), currently deployed – update provided by CDS Leadership)

- Status Update
  - Updated CV cover page, CV, and continuing education in one file for engineers to use available here: [https://dcp.psc.gov/OSG/engineer/cd\\_cv\\_dev\\_docs.aspx](https://dcp.psc.gov/OSG/engineer/cd_cv_dev_docs.aspx)
  - Presented to EPAC earlier this month on the topic
  - “Perfect engineer” template almost finalized – most difficult is making up examples to go into the new CCHQ version of a cover page, the rest is very similar to the historical CV template
    - If you have accomplishments/impact items from projects that you think are amazing from your CV, then please send them to the lead



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- Potential in future for non-engineers on promotion review board but no official word has been stated since ample engineers
- Challenges
  - Project Lead deployed before chance to finalize
- Next milestone
  - “Perfect engineer” template by November

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

- Status Update:
  - CDR Thakur is deployed 10/20 – 11/04
  - Working with the team to finalize the database
  - Currently have 7 action items in the email box (3 new mentoring agreements signed 4 mid-year check ins)
  - Working to reach out to those pairs who have not reported during the mid-year check in
  - Had a meeting with members to plan our tasks to complete the database
  - Finalized the certification of appreciation (COA)
  - Did receive some unsolicited reports of active mentoring pairs after EPAC call but still won't be perfect until database finalized
  - LCDR Dyer leading effort of fixing small bugs within database
- Challenges
  - Finalizing the database. Once that is complete, we can work on the COAs and other outreach work we have planned.
- Next milestone
  - Reach out to those pairs who didn't respond to the mid-year review (End of Oct)
  - Release the COA (Mid-Nov)

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

- Status Update:
    - Finished reviewing and revising initial draft whitepaper at the team level
    - Final draft is now complete – EPAC CDS review will be complete by November 8<sup>th</sup>
- 
- - Challenges/problems/request for feedback
    - Final draft whitepaper will be sent to the CDS for feedback today and sent to EPAC leadership for review
  - Next scheduled milestone with date
    - Receive feedback from CDS and finalize whitepaper by the end of November



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

- Status Update:
  - Holding weekly planning sessions with CAPTs in preparation for Panel #4; LCDR Monica Murie coordinating well
  - She is out of town for the panel but is doing a lot of the documenting work so LCDR Dar will have an easy time moderating event
- Challenges/problems/request for feedback:
  - 3+ weeks to finalize content
- Next scheduled milestone with date:
  - Panel #4 scheduled for November 18<sup>th</sup> on Developing a Professional Network

### Career Track Guidance (Project Lead LCDR Noah Buikema – [Noah Buikema@nps.gov](mailto:Noah.Buikema@nps.gov))

- Status Update
  - LT Beck provided the first draft of the CDC career guidance document. I will be reviewing that this weekend. LT Beck is also being deployed again. I am also being deployed again in November.
  - NPS one is finalized and will be uploaded to EPAC CDS website soon – LCDR Buikema please reach out to LT Cooke to upload



Career Track -  
NPS.pdf

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- Challenges/problems/request for feedback
  - Due to the size and complexity of the office structure of CDC, it would be nice if another engineer from CDC can also review LT Beck's document and provide input/and suggestions. We want to make sure the information for CDC is structured logically and flows well.
  - Recommend reaching out to CAPT Stephen Martin ([stm9@cdc.gov](mailto:stm9@cdc.gov)) from EPAC Council of Captains
  - For FDA - LCDR Michael Gu, LT Morgan Lee, and LT Drew Katherine could potentially provide FDA CTP experience if needed in addition to LCDR Wiyor's FDA CDRH experience
- Next scheduled milestone with date
  - Complete CDC document [75% complete] for CDS Review: 11/1/2021 (depending on available reviewers)

### Advanced Degree Programs (Project Lead – LCDR Tyrrell Lang – [Tyrrell.Lang@ihs.gov](mailto:Tyrrell.Lang@ihs.gov))

- Status Update: Paper is in review by CAPT Hanssen
- Challenges/problems/request for feedback: None
- Next scheduled milestone with date: Finalize paper by Oct 15
  - Potentially place in Fall Newsletter
  - Will reach out to EPAC Info POC for Newsletter – CDR [Jason.Petersen@ihs.gov](mailto:Jason.Petersen@ihs.gov)



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### Gap Analysis of PAC CDS Activities (**Project Lead LCDR David Sullivan – [David.Sullivan@fda.hhs.gov](mailto:David.Sullivan@fda.hhs.gov)**, currently deployed – update provided by CDS Leadership)

- Status Update
  - No change from previous check-in with work focused on the CV and Jeff being deployed and now out on paternity leave – congrats Jeff!!!
  - CDS leads within PACs have been contacted with responses coming in to be analyzed once all received
  - I've been called virtually to the Command Cell at CCHQ until December 4th
- Challenges/problems/request for feedback
  - No immediate challenges requiring additional input
  - PAC contacts are very friendly and helpful to share their successful projects
  - Delays due to deployments
- Next scheduled milestone with date
  - Working around deployments for evaluating best practices outside of EPAC
  - Analysis of projects/data metrics and trends will follow once gap analysis is complete with as many responses as can be received

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

- Last OBC occurred on September 21<sup>st</sup> virtually
- Next OBC scheduled for October 26<sup>th</sup> virtually
  - However, no engineer in either class.
- Two more OBCs for year, hopefully luckier there

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

- Status Update:
  - LCDR Jacob Dyer and LCDR Tom Peter joined project. Both individuals have Access and SharePoint experience and will be an asset to the team.
  - CDR Gumapas gained access to OSG SharePoint which will be platform to host the database.
- Challenges/problems/request for feedback
  - Aspects of project are larger than EPAC's specific needs and therefore rollout of database and timelines for completion are outside of EPAC's control.
  - There will likely be access issues for officers not assigned to an HHS duty station (and possibly CMS).
- Next scheduled milestone with date
  - CDR Gumapas to meet with OASH in the next month. We should have a better estimate for timeframes at that time.

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

- Status Update
  - Minutes requested to be uploaded and will be up to date



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- Requested changes to “Education/Licensing” section to
  - add a section for future CE resources – move single CE resource from “Other Resources” here
  - make alterations to the Book Share Program sub-section
- Challenges/problems/request for feedback
  - Still with the black boxes, I’d like to get this changed prior to end of CY
  - Book Share Program sub-section text needs to update to encompass changes to program – will confer with CDR Amadasu
  - There will probably be a formal initiative on CE, but, if anyone has a good resource, we could provide a link in the newly created CE sub-section for starters
- Next scheduled milestone with date
  - Confirm all changes take effect by next meeting (and any new ones that arise)

### **Certifications/Licensure/Credentials Book Share (Work Group Lead: CDR Omobogie Amadasu - [Omobogie.Amadasu@ihs.gov](mailto: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
  - Potentially use for travel to and from site or R&R activities if no one takes offer
- Challenges
  - Low engagement.
  - After opening up to other certs has not driven demand.
  - May request dropping supervisory approval to lower the access barrier.
- Next Milestone
  - None at this time

### **Repository list of MOU with non-HHS agencies (Project Lead CDR Kurt Kesteloot – [Kurt.Kesteloot@nps.gov](mailto:Kurt.Kesteloot@nps.gov))**

- Status Update:
  - Added verbiage/explanation of what an MOU or MOA is and if/how they differ on one pager listing HHS and non-HHS agencies where USPHS Engineers are located
  - Coordinating with R&R to reach out to have USPHS.gov assignment map updated based on information found
  - Spreadsheet compiled of engineer billets, agency, and location
- Next steps
  - Discussing with R&R on ways of posting/distributing – ideal location?

### **General Discussion and Questions**

- Nothing discussed



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### 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](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>
- Group consensus determined next call **Monday, December 6<sup>th</sup> 3:00pm – 4:00pm EDT**
- The way CDS plans to issue Letters of Appreciation (LoA) is to all project/initiative leads, individuals working on multiple projects/initiatives, and project members where the project lead specifically provides details of a member's participation that warrants a LoA instead of a Certificate of Appreciation
  - Leads please email me the members of your team
  - If you believe a team member is worthy of a Letter of Appreciation, please provide justification of what they did for the team to earn this upgrade



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Next call Monday, December 6<sup>th</sup> 3:00pm – 4:00pm EDT



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Meeting <https://fda.zoomgov.com/j/1605930731?pwd=Tm9CM3RFaGxhMEIncGJrUVV4R2did>

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