



EPAC Career Development Subcommittee December 6, 2021 Meeting Minutes



Subcommittee Leadership

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

Vice Chair (Chair 2022): LCDR Michael Simpson – Michael.Simpson@fda.hhs.gov
(301) 796-4070

Vice Chair 2022: CDR Chris Fehrman – Christopher.Fehrman@ihs.gov (907) 729-2860

Action items are **highlighted**

Chair/Vice Chair Opening Remarks

- Final meeting of the year, been very active and productive even with all the deployments and want to thank everyone with the time and energy they have put into career development with being the advocate and developing resources for our category
 - This is all voluntary and not required so thank you for volunteering your free time and efforts and hoping you stay on for next year
- Senior Officer Panel #4 occurred on November 18th on Developing a Professional Network – thank you LCDRs Dar, Millner, Chang, and Murie
- Last chance to fill out promotion survey for those up between 2018-2021:
<https://forms.gle/tqMyHz3rC6HjKXSv6>
 - Thanks to LCDR Martin and team
- Updated CV template available here:
https://dcp.psc.gov/OSG/engineer/cd_cv_dev_docs.aspx - thanks to LCDR Sullivan and team
- *Certifications/Credentials for Biomedical Engineers: Professional Licensure and Alternatives* Whitepaper being posted to EPAC website this week – thanks to LCDR Peter and team
- Advanced Degrees article will be featured in Spring 2022 Newsletter – LCDR Lang, LTs Lee and DeVault
- LCDR Mike Simpson will be CDS Chair and CDR Chris Fehrman will be CDS Vice Chair for 2022

EPAC Mentoring Program (Work Group Lead: CDR Omobogie Amadasu - Omobogie.Amadasu@ihs.gov, CDR Nik Thakur, Nikhil.Thakur@fda.hhs.gov for 2022, CDR Thakur provided update)

- Status update:
 - Completed the mid-year check in for those who did not respond. Logged the data and waiting for entry into the database.
 - Database updating and cleaning up occurring to issue COAs for all CY2021 mentoring participants and have better data integrity for 2022
 - LCDR Junes-Harvey joining team
- Challenges
 - One engineer is paired with a med officer. They submitted a contract we are currently processing into the database.
 - Multiple officers on deployment have caused delays



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- Next Milestone date
 - Release the COAs – aiming for week before Christmas holiday
 - Solicitation for pairs of next pairs –
 - Determining now what we want to see from pairs for future year and then will solicit information from PAC to keep pairs establish and establish new pairs (may not want just a form filled out, tbd)

Professional Certifications and Credentials Project (Project Lead: LCDR Tom Peter – Thomas.Peter@fda.hhs.gov, returning as lead for 2022)

- Status Update:
 - Reviewed CDS feedback and revised the whitepaper again
 - Submitted the finished product to EPAC leadership on November 24
- Challenges/problems/request for feedback:
 - None at this time
- Next scheduled milestone with date:
 - Whitepaper will be added to EPAC website on December 6 pending feedback https://dcp.psc.gov/OSG/engineer/cd_educ_licensing.aspx
 - Pending comments from EPAC Leadership, next step is present findings via future EPAC General Meeting and draft process to formally recognize certifications (and threshold required for recognition – will require EPAC vote)

CV Template/Guidance: (Project Lead: LCDR David Sullivan – David.Sullivan@fda.hhs.gov, LCDR Jake Dyer, Jacob.Dyer@fda.hhs.gov for 2022)

- 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
- Challenges
 - Project Lead deployed before chance to finalize “Perfect engineer” template
 - CV Cover Page is the most challenging aspect to not be Agency specific
 - Make the CV similar to the OPM screens when going through USAJobs?
- Next milestone
 - “Perfect engineer” template in early Spring, potential need to make it Agency based like PharmPAC
 - LCDR Dyer taking over project to do pdf fillable template but LCDR Sullivan plans to be on the team still

Promotion Data Analytics (Project Lead LCDR Tim Martin – Timothy.Martin@hhs.gov, returning as lead for 2022)

- Status Update:
 - Promotion data survey extended until team returns from deployment - <https://forms.gle/tqMyHz3rC6HjKXSv6>
 - Number up to 96+
 - Will be looking for trends and potentially answer promotion questions since CCHQ data is limited



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- EPAC newsletter article submitted to explain project and expect report Spring 2022.
- 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 1/30/2022]
 - Finalize project report and present to EPAC. [complete by 4/30/2022]

Council of Captains (**Project Lead: LCDR David Dar** – David.Dar@fda.hhs.gov, returning as lead for 2022)

- Status Update:
 - Panel #4 occurred on November 18th on Developing a Professional Network
 - After Action held to discuss plan for next year
 - Want to thank all the panels, Captains, coordinators, moderators, as well as CDS leadership
- Challenges/problems/request for feedback:
 - In holding pattern for new CPO and continuation of Council or request for Council members from EPAC CDS
 - To increase participation, looking into CEUs, PDHs, etc. for panels
- Next scheduled milestone with date:
 - Waiting on CPO for new or continued Council and ideas – please send any if you have any suggestions
 - Example from CAPT Hanssen on “Maintaining a Balanced PHS Career”
 - If interested in moderating, networking with 3-4 Captains for a few months, getting your name out there please contact LCDR Dar

Career Track Guidance (**Project Lead LCDR Noah Buikema** – Noah.Buikema@nps.gov, returning as lead for 2022, LT Beck provided update)

- Status Update
 - LT Beck will go through CAPT Martin's comments and complete a 95% draft by EOY 2021, adding billets and information for outside of NIOSH.
 - FDA Document (LCDR Wiyor) first draft almost completed (expected mid-December 2021). Will need FDA CDR/CAPT review for comments/feedback
 - LCDR Eapen (ASPR) is **looking for IHS contacts to join our team**
 - Location on CDS website will be under new tab of “Career Development Resources”
- Challenges/problems/request for feedback
 - **Deployments**
- Next scheduled milestone with date
 - CDC Document 95% by EOY 2021
 - FDA Document 95% by mid-December 2021
 - ASPR Document start January 2021 (Lead: LCDR Eapen)



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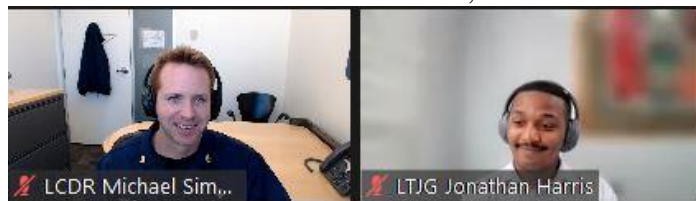


Advanced Degree Programs (**Project Lead – LCDR Tyrrell Lang – Tyrrell.Lang@ihs.gov, project deliverables complete**)

- Paper sent to Information Subcommittee Newsletter Team to be added to Spring Newsletter
- Project complete – CONGRATULATIONS TEAM!!!

OBC Open House Representation (**Work Group Lead: LCDR Michael Simpson – Michael.Simpson@fda.hhs.gov, returning as lead for 2022**)

- Last OBC occurred on November 16th virtually
 - LTJG Jonathan Harris out of Parker, AZ with IHS in class



- Next OBC scheduled for December 14th virtually - Roster TBD
 - Approximately 5 or so engineer officers have joined USPHS in 2021

Gap Analysis of PAC CDS Activities (**Project Lead LCDR David Sullivan – David.Sullivan@fda.hhs.gov, returning as lead for 2022, 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
 - CDS leads within PACs have been contacted with responses coming in to be analyzed once all received
 - Just returned from Command Cell deployment at CCHQ
- 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
 - LT Drew Katherine joining team given his work with EPAC on a complete EPAC gap analysis

Core Competencies Assistance to PHEP SC (**Project Lead LCDR Mary Millner – Mary.Millner@fda.hhs.gov, LCDR Jake Dyer, Jacob.Dyer@fda.hhs.gov for 2022**)

- Status Update – No changes since last month but still want to highlight:
 - LCDR Jacob Dyer and LCDR Tom Peter joined project. Both individuals have Access and SharePoint experience and will be an asset to the team.



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- CDR Gumapas gained access to OSG SharePoint which will be platform to host the database.
- Challenges/problems/request for feedback
 - None at this time
- Next scheduled milestone with date
 - Awaiting meeting with OASH. Will hopefully have better estimate for timeframes in the next month.
 - LCDR Jake Dyer will be taking over project – THANK YOU MARY!
 - LCDR Millner will still say on to help as well

CDS Website Maintenance and Improvement (Work Group Lead: LT Adam Cooke – Adam.Cooke@fda.hhs.gov, returning as lead for 2022, unable to attend – update provided by CDS Leadership)

- Status Update
 - Minutes requested to be uploaded and will be up to date
- Challenges/problems/request for feedback
 - For Career Track Guidance project, will that be going under new section of Career Development Resources
 - For the Promotion Data Analytics project, will that be going on APAN or under Promotions?
 - APAN website will house outdated information, access to APAN will be a request initially and then you will continue to have access afterwards
- Next scheduled milestone with date
 - Will be transitioning “Other Resources” to APAN by next meeting.
 - 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, returning as lead for 2022)

- Status update:
 - One officer inquired about paying for exam fee but never followed through with request.
- Challenges
 - Gathering interest and spending the funds
- Next Milestone date
 - None at this time.

Repository list of MOU with non-HHS agencies (Project Lead CDR Kurt Kesteloot – Kurt.Kesteloot@nps.gov, project deliverables complete, team will discuss with R&R subcommittee on transition)

- 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
 - Spreadsheet compiled of engineer billets, agency, and location



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- Next steps
 - Project will be transferred to R&R if accepted to continue efforts, if not project deemed complete and documents placed in APAN

Potential Projects for CY2022

- Update EPAC Welcome Package
 - Last update was 2010 and has broken links and outdated material, would prefer a junior officer to add things they wish it had when they were starting
- Public Health Training/ Leadership Training
 - To help officers improve Public Health Training/ Leadership Training section of Precept 2 within the benchmarks, this project will research all available avenues for public health training and leadership training (free via Agency or other means and ones that cost money but have high reviews)
- Set aside resources for special CPO pet projects

General Discussion and Questions

- Nothing discussed

New Business and Closing Remarks

- Previous month minutes 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
- Next call Monday, January 24th 3:00pm – 4:00pm EST
- Recurring calendar appointment coming out later this week – forward to anyone you may think is interested
- We will be sending out Letters and Certificates of Appreciation shortly
- Meeting with EPAC Leadership to discuss workplan, will provide finalized workplan afterwards
- Updated Project Charters are due to LCDR Simpson and CDR Fehrman by **January 14th**
- CAPT Hanssen gave one final thank you to everyone for their hard work and wish everyone a happy holidays!



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Next meeting scheduled for



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