



EPAC Career Development Subcommittee October 24, 2022 Meeting Minutes



Subcommittee Leadership

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

Vice Chair 2022: CDR Chris Fehrman – Christopher.Fehrman@ihs.gov (209) 259-9465

Participation: 15 officers (see last page)

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- COERs due to Rater by the end of the month
- New CV template is required this year - https://dcp.psc.gov/OSG/engineer/cd_cv_dev_docs.aspx
- Reminder for the Senior Officer Panel on November 17th – submit questions to LCDR Millner
- LCDR Kevin Remley will take over the Project Lead for Leadership Training Repository
- Letters of Appreciation
 - Issued by EPAC Chair and Vice-Chair to Project Team Leads and higher level subcommittee work or active engagement on multiple projects
- Certificates of Appreciation
 - Involvement on one subcommittee project

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

- Status Update
 - EPAC leadership and VMs finished reviewing whitepaper
 - Whitepaper is now with OSG for additional review
- Challenges
 - Unclear if/when whitepaper will clear OSG review (currently facing backlog)
- Next milestone
 - Goal: Whitepaper republished to EPAC CDS website in November (pending OSG review and potential revisions needed)

CV Template/Guidance: (Project Lead: LCDR Jake Dyer – Jacob.Dyer@fda.hhs.gov)

- Status Update
 - No response from CCHQ to determine if a fillable PDF is a feasible option.
- Challenges
 - Combined PAC and CCHQ may be working on the same project – currently in touch with leadership to prevent redundancies
- Next milestone
 - Engineer CV Example by mid-November; worst-cast scenario
 - **Confirmation in viability of fillable CV option**



EPAC Career Development Subcommittee October 24, 2022 Meeting Minutes



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

- Status Update
 - PY22: Visuals have been completed; a draft/outline of the report is complete.
- Challenges
 - Will the draft report require a review team, similar to PY2018-2021 Promotion Data Report? If so, looking to CDS guidance on setting up the review team.
 - CDS Chair reached out to EPAC Leadership; response pending.
- Next milestone
 - By Dec 2, complete a final draft of the report.
 - Publish by end of December.

Council of Captains (**Acting Project Lead: LCDR Mary Milner** – Mary.Milner@fda.hhs.gov) while CDR David Dar is on Paternity Leave; Presented by LT Blaise

- Status Update
 - The next Senior Officer Panel on Maximizing the Deployment Experience is scheduled for 11/17
 - The planning team is currently holding weekly meetings – the meetings continue to be very productive
 - CAPTs Hammond, Mosser, and Mtungwa are the three panelists (the fourth panelist needed to step down due to a work conflict)
- Challenges/Requests
 - Please submit any questions you would like answered during the panel to LCDR Mary Millner at mary.millner@fda.hhs.gov or via the Anonymous Feedback form (<https://form.jotform.com/220703843337049>)
- Next milestone
 - Planning meetings will continue to be held weekly
 - Dry run tentatively scheduled for 11/14

Career Paths of USPHS Engineers (**Project Lead LCDR Noah Buikema** – [Noah Buikema@nps.gov](mailto:Noah.Buikema@nps.gov))

- Status Update
 - Working through LCDR Simpson's comments and historical comments as well.
 - Next update will include compilation of previously agency documents into sections of compiled document
- Challenges/problems/request for feedback
 - CDR Shad Schoppert and LT Kevin Ulrich have provided the ANTHC portion of the IHS documents as well as their comments.
 - LT Andrew Colvin will be the new lead for IHS Career Path document
- Next scheduled milestone(s) with date(s)
 - The below have been pushed out a month due to AL at the end of the CY and comments/documents needing revisions and corrections:
 - 100% Final CDC, FDA, ASPR documents by December 31st
 - 95% EPA, IHS documents by December 31st



EPAC Career Development Subcommittee October 24, 2022 Meeting Minutes



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

- Status Update
 - There will be one or more Engineers in OBC 141 / RR 14
 - Corresponding OBC Open House is November 2nd
 - We'll have the opportunity to have more than one representative for training purposes – if you're ever in the DC area during an OBC Open House please consider coming to speak to the new officers
 - CY2022 CAD Totals to Date: 7 Active Duty & 1 Ready Reserve
- Challenges/problems/request for feedback
 - Roster not provided in advance, unknown engineer(s) in class until actual event
- Next scheduled milestone with date
 - December 14th is the last scheduled OBC Open House of CY
 - https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx

Leadership Development Program (**Project Lead LCDR Kevin Remley – Kevin.Remley@ihs.gov**); *Update provided by CDR Fehrman and presented by LCDR Simpson*

- Status Update
 - No report submitted by LDP Project Lead
 - CDS and PHEP SC Leadership met to discuss the need to create a repository of available leadership and public health training programs available to Engineer Officers, including agency and professional organizations.
 - PHEP agreed to identify public health trainings.
- Challenges
 - NSTR
- Next milestones
 - LCDR Remley to continue on as Project Team Lead for cataloging repository of leadership trainings

Update EPAC Welcome Package (**Project Co-Leads LT Kayla DeVault & LT Bijay Tamang – Kayla_DeVaultWendt@nps.gov & Bijav.Tamang@ihs.gov**)

- Status Update
 - Review CDS leadership comments and coordinate a follow up meeting.
- Challenges
 - None
- Next milestone
 - TBD based on the follow up meeting

Career Progression Milestone (**Project Lead LT Andrew Colvin – Andrew.Colvin@ihs.gov**)

- Status Update
 - On track
 - Completed first full draft of career map
 - Contacted CDS Project Leads for input: CV Update, Credentials, Career Path & Council of Captains



EPAC Career Development Subcommittee October 24, 2022 Meeting Minutes



- Challenges
 - NSTR
- Next milestone
 - Provide full draft with stakeholder input to CDS Leadership by 10NOV22

Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - We should be heading into the second of the award review periods in the couple months, as we typically review them in December. This will include the EOY, EROY, and RADM Michael awards.
 - Subcommittee is an all-or-nothing type demand. When we have awards to review it takes a lot of time, and has fairly short review periods (but it is manageable). Other times there are months with no meetings/interactions at all.
 - Next awards reviews are usually mid-December.
 - The SAME awards will be moving from the spring to fall reviews, to aid in awards being made during their spring awards ceremony.
 - Upcoming we will be reviewing applications for EOY, EROY, Jerrold Michaels Engineer Leadership Award, SAME Green Medal, SAME Hollis Medal and SAME Cumming Plaque.
 - Consider submitting an award for all the great work you're doing!
- Events – LCDR Jaison Eapen (jaison.eapen@hhs.gov); *presented by LCDR Simpson*
 - The Official 2023 USPHS Scientific & Training Symposium Theme: “In the Service of Health: Boots on the Ground for a Healthy Nation.” Special considerations will be taken into account for abstracts that involve the official theme of the event. Please consider submitting an abstract to LCDR Jaison Eapen @ Jaison.Eapen@hhs.gov
 - Reach out to CAPT Ault and CDR Adeuya via email at greg.ault@ihs.gov and roxanne.adeuya@fda.hhs.gov to support Events or join our monthly calls!
- Information – LCDR (sel) Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - All meeting minutes should be added to EPAC website by the end of the week:
 - https://dcp.psc.gov/OSG/engineer/cd_admin.aspx
- Mentoring – LCDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
 - Working on the database updates
 - Working on the Mentoring SOP
 - Mentoring subcommittee website should be updated with the correct forms and information
 - Manageable balance now between Mentors and Mentees
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
 - PHEP to work on cataloging public health trainings available to Engineer officers
 - To be combined with CDS' efforts to create a repository of Leadership Trainings
 - Tentative Schedule: to be completed by SEPT 2023.
 - Confirming whether PHEP or CDS will document Public Health specific training covered in benchmark section below



EPAC Career Development Subcommittee October 24, 2022 Meeting Minutes



- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - No report submitted; off-island travel.
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - Below are relevant updates from the 10/20 R&R meeting:
 - Hosting a **virtual Networking Social on 11/16 from 5-6pm**. There will be officers from the pacific islands to share their experiences
 - **R&R is looking for feedback on whether PHS should adopt the DOD Career Intermission Program (CIP).**
 - It is not available to PHS, but wondering if this would be helpful for retention purposes.
 - Basically a 1-3 year sabbatical. Still get medical and base services. No bonus pay, SGLI, BAH, promotion eligibility. Still get paid 1/15th of base pay. Can use GI benefits while on sabbatical. Pay back time at the end.
 - **Send all CIP feedback to LCDR Gu at Michael.Gu@fda.hhs.gov**
 - In addition, LT Colin Tack and CDR Stacey Yonce provided a presentation on forecasted category numbers at various ranks and promotion percentages based on new CADs, retirements, and new CCHQ policy.
 - This would be good information to receive in order to help determine future initiatives.
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - No updates to report

General Discussion and Questions / Special Presentations

- **LCDR Remley and LCDR Dyer to connect to determine scope of the new project.**
- Linked-In Learning recommended by CDR Andrew Yang.
- Question regarding the CV template when our promotion category merges?
 - Engineer category developed a template that should be utilized over the Corps-wide template. Nothing else has changed.

New Business and Closing Remarks

- LOAs/COAs:
 - **Project Leads to provide decisions by November 14th**
 - LOA is higher level recognition; Project Leads please consider for a higher level of effort from contributing team members.
- **Previous month minutes will 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
- Last call of the operational year is Monday, December 12th 3:00pm – 4:00pm EST
- **Forward to anyone you may think is interested**



EPAC Career Development Subcommittee October 24, 2022 Meeting Minutes



[Join Zoom Meeting](#)

One tap US: [+16692545252,,1605089551#,,,,*754961#](tel:+16692545252,,1605089551#,,,,*754961#) or
mobile: [+16468287666,,1605089551#,,,,*754961#](tel:+16468287666,,1605089551#,,,,*754961#)

Meeting <https://fda.zoomgov.com/j/1605089551?pwd=Z240Zk1SM2tiWG5ZTmFZMW>

URL: [Y0Qm1mdz09](https://fda.zoomgov.com/j/1605089551?pwd=Z240Zk1SM2tiWG5ZTmFZMW)

Meeting160 508 9551

ID:

PasscodBB@b?7

e

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 +1 669 216 1590 or +1 551 285
1373 or 833 568 8864 (Toll Free)

Meeting160 508 9551

ID:

Passcod754961

e

[International numbers](#)

Join from an H.323/SIP room system

H.323: 161.199.138.10 (US West)

161.199.136.10 (US East)

Meeting160 508 9551

ID:

Passcod754961

e:

SIP: 1605089551@sip.zoomgov.com

Passcod754961

e:



EPAC Career Development Subcommittee October 24, 2022 Meeting Minutes



Participants (14)

Find a participant

CF

Chris Fehrman (Me)



Michael Simpson (Host)

BT

Bijay Tamang

LK

LCDR Kevin Remley

CA

CDR Andrew Yang, USPHSCC



Colin.Tack@fda.hhs.gov

DS

David Sullivan

HW

Hanniebey Wiyor

JS

Josh Sims (IHS)

J

Juliane.Junes-Harvey

M

Michael.Gu



Thomas.Peter@fda.hhs.gov

TB

Tim Beck



Timothy Martin