



EPAC Career Development Subcommittee December 12, 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: 21 officers (see last page)

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- Congratulations to all on an extremely productive year!
- LOAs/COAs will be sent out by at the end of this week.
- Senior Officer Panel #5 on “Maximizing the Deployment Experience” recording available here: https://dcp.psc.gov/OSG/engineer/cd_council.aspx
- Analysis of Credentials for Biomedical Engineers posted to EPAC website this month (https://dcp.psc.gov/OSG/engineer/cd_educ_licensing.aspx)
 - Will be groundwork for identifying and sharing all relevant engineer credentials, licensures, and advanced degrees
- Career Progression Milestone one pager presentation and discussion

Professional Certifications and Credentials Project (Project Lead: LCDR Tom Peter – Thomas.Peter@fda.hhs.gov, report out by LCDR Abbas Bandukwala)

- Status Update
 - OSG completed initial review of whitepaper and returned to us with comments
 - Revised whitepaper and discussed with CPO to address OSG’s comments
 - CPO re-submitted revised whitepaper to OSG on 9 Dec 2022
- Challenges
 - OSG typically needs two weeks for review, but this timeline may be impacted by upcoming holiday season
- Next milestone
 - Final whitepaper published to EPAC website by end of December 2022 (assumes OSG completes review in time and no additional revisions are needed)

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

- Status Update
 - No response from CCHQ to determine if fillable pdf feasible option
 - After deliberation with EPAC and CDS leadership, determined that a perfect engineer CV example is unnecessary, especially given the variability of cover sheet
- Challenges
 - Combined PAC and CCHQ may be working on the same project – currently in touch with leadership to prevent redundancies
- Next milestone



EPAC Career Development Subcommittee December 12, 2022 Meeting Minutes



- Will reach out to CDR Gifford this week on plan for Combined PAC and worst case have RDML Wang reach out to CPOs also in the Applied Public Health promotion category for the viability of fillable CV option

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

- Status Update
 - Visuals have been completed; a draft/outline of the report is complete.
- Challenges
 - Planned review of document to be solely to EPAC leadership prior to upload to EPAC website approximately January 2023
- Next milestone
 - By December 23rd, complete a final draft of the report to upload to EPAC website by end of January

CPO Council (NEW Project Lead: LCDR Mary Milner – Mary.Milner@fda.hhs.gov)

- Status Update
 - Senior Officer Panel #6 on Maximizing the Deployment Experience was successful!
 - Thank you LT Blaise for moderating!
 - Thank you CDR Dar for your leadership! You will be missed!!!
- Challenges
 - Seeking volunteers for assisting with coordinating and/or moderating panels next year
- Next milestone
 - Senior Officer Panel #7 – May 25, 2023
 - Senior Officer Panel #8 – October 19, 2023

Career Paths of USPHS Engineers (Project Lead LCDR Noah Buikema – Noah.Buikema@nps.gov)

- Status Update – one document with different sections, each agency will
 - LCDR Buikema: NPS document is complete
 - LCDR Wandersee (assist): USFWS document is complete
 - CDR Stacey Yonce: (assist): completed EPA draft. CDRs Cox and Gwisdalla also contributed. This will need outside review for feedback.
 - LT Beck: addressed LCDR Simpson's comments in revised CDC draft. He will need outside review to see if the document is clear
 - LCDR Wiyor: is still addressing LCDR Simpson's comments on the FDA draft; due to workload, he will need assistance from another FDA engineer to finish out this document. Need to solicit for a volunteer.
 - Need involvement from FDA-ORA.
 - LT Colvin: updated the IHS document which also has the ANTHC section incorporated
 - LCDR Eapon: updated the ASPR document. This is at 100% draft and can use a final review from leadership before finalizing
- Challenges



EPAC Career Development Subcommittee December 12, 2022 Meeting Minutes



- Does the IHS document need to have the ANTHC section a bit more detailed?
Request for opinion/feedback from CDR Fehrman
- Need assistance for FDA document due to workload; looking for a volunteer
- Need feedback on CDC and EPA draft
- Need feedback on ASPR document
- Meet with LCDR Simpson and CDR Fehrman to discuss IHS and CDC doc/comments?
- Next Milestone
 - Finish out the FDA document by mid-January (workload permitting)
 - Finish out CDC and ASPR document by end of December 2022
 - Project Team Lead to vet document through agency liaisons with a requested turn-around date of January 31, 2023 to accommodate COER deadlines.
- Accomplishments
 - NPS document completed
 - USFWS document completed – will be incorporated into NPS given the limited amount of engineer officers
 - *nearly* completed CDC, FDA, IHS, EPA, and ASPR documents

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

- Status Update
 - 10 engineers for CY2022, 8 AD and 2 Reserve. Trained three Engineers to join team and provide insight to incoming Engineer Officers.
 - No engineer in December OBC, will continue to train team as OBCs with engineers occur
 - Next Open House February 1st (pending engineer in class)
- Challenges/problems/request for feedback
 - Roster not provided in advance, unknown engineer(s) in class until actual event
 - Could utilize additional ENGs to represent from other agencies, especially IHS
- Next scheduled milestone with date
 - Next Open House February 1st (pending engineer in class)
 - https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx

Leadership Training Repository (Project Lead LCDR Kevin Remley – Kevin.Remley@ihs.gov)

- Status Update
 - No report submitted
- Challenges
 - NSTR
- Next milestones
 - Organize meeting with PHEP, LCDR Jake Dyer

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

- Status Update



EPAC Career Development Subcommittee December 12, 2022 Meeting Minutes



- 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
 - Ready to present to CDS during meeting on 12DEC22
- Challenges
 - Request EPAC CDS members review of document by 23DEC22
- Next milestone
 - Career Progression Milestone approved by EPAC vote NLT 31MAR23

Special Presentation – Engineering Officer Career Development Model

- Document represents priorities as they presented in the promotion benchmarks but is specific to the Engineer category.
- Applicable to relatively junior officers (10 years and less) to help plan their careers.
- Looking for feedback; attached to the meeting minutes and requesting CDS members to send comments on the document to LT Colvin: Andrew.Colvin@ihs.gov

Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - Cummings Plaque – No applications were received and it will not be re-advertised. CPO will be determining what to do with this award.
 - RADM Jerrold Michael engineer award – Reviews due back 11/22
 - EOY – Reviews due back 11/22
 - EROY – Reviews due back 11/22
 - Green medal – Reviews due back 11/22
 - Hollis medal - – Reviews due back 11/22
- Events – LCDR Jaison Eapen (jaison.eapen@hhs.gov)
 - I will be transitioning off at the liaison in the coming new year. Please reach out to CDS leadership if you are interested in being a liaison to Events.
 - Reach out to CDR Adeuya and LCDR Eapen via email at roxanne.adeuya@fda.hhs.gov and Jaison.Eapen@hhs.gov to support Events or join our monthly calls! There are a lot of high visibility events that have volunteer openings. Come check out our next monthly meeting to see if you are the right fit.
- Information – LCDR (sel) Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - All meeting minutes should be added to EPAC website:
 - https://dcp.psc.gov/OSG/engineer/cd_admin.aspx
- Mentoring – LCDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
 - No report submitted
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
 - No report submitted



EPAC Career Development Subcommittee December 12, 2022 Meeting Minutes



- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - No report submitted
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - No report submitted
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - No updates to report

General Discussion and Questions / Special Presentations

- Linked-In Learning recommended by CDR Andrew Yang – some agencies (FDA for example) provide free funding for site.
- 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

- Great job this year!
- Meeting minutes will be uploaded to the following website:
https://dcp.psc.gov/OSG/engineer/cd_admin.aspx
 - Please review meeting minutes as **highlighted items** are action items requested to be completed prior to next meeting
- First call of the 2023 operational year will be Monday, January 23rd 3:00pm – 4:00pm EST
 - **First meeting will include an overview of Project Teams and opportunities for officers to get involved**
 - **Please recruit and invite other ENG officers to get involved with CDS; lots of opportunities for meaningful project work.**



[Join Zoom Meeting](#)

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

Meeting <https://fda.zoomgov.com/j/1605089551?pwd=Z240ZklSM2tiWG5ZTmFZMW>

URL: [Y0Qm1mdz09](https://fda.zoomgov.com/j/1605089551?pwd=Z240ZklSM2tiWG5ZTmFZMW)

Meeting 160 508 9551

ID:

Passcod BB@b?7

e



EPAC Career Development Subcommittee December 12, 2022 Meeting Minutes



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:

Passcod 754961

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:

Passcod 754961

e:

SIP: 1605089551@sip.zoomgov.com











































Passcod 754961

e:



EPAC Career Development Subcommittee December 12, 2022 Meeting Minutes



- CF** Chris Fehrman (Me)  
-  Michael Simpson (Host)   
-  Jake Dyer  
-  1303****424 
-  1801****792 
- A** Abbas.Bandukwala@fda.hhs.gov  
- CA** CDR Andrew Yang, USPHSCC  
- CM** CDR Mark Hensch - IHS HQ DFPC  
- DS** David Sullivan  
-  David.Dar@fda.hhs.gov  
- D** Drew.Katherine@fda.hhs.gov  
- JE** Jaison Eapen  
- J** Juliane.Junes-Harvey  
- KK** Kurt Kesteloot  
- LA** LT Andrew Colvin (IHS)  
- MM** Mary Millner  
- M** Michael.Gu  
- T** Travis  
- Y** Yvesna.Blaise  
- LK** LCDR Kevin Remley
- LN** LCDR Noah Buikema