



EPAC Career Development Subcommittee January 23, 2023 Meeting Minutes



Subcommittee Leadership

Chair 2023: LCDR Michael Simpson – Michael.Simpson@fda.hhs.gov (301) 796-4070

Vice Chair 2023: CDR Chris Fehrman – Christopher.Fehrman@ihs.gov (209) 259-9465

Participation: 31 officers (see last page)

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- Welcome to our 2023 CDS Operational Year!
 - Many great projects for 2023 and opportunities to get involved.
 - If you can't find something in CDS – please know that R&R, Mentoring, and PHEP subcommittees also need help this year.
- 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
- **Project Leads please provide updated Project Plans by February 3rd**

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

- Status Update:
 - On 1/20/2023, OSG cleared the whitepaper to be published to the EPAC website
 - Requested Info SC to publish the whitepaper
- Challenges:
 - None at this time
- Next milestone:
 - Determine next steps for the project given feedback we received on the whitepaper in 2022 and submit revised Project Charter accordingly

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

- Status Update
 - Still in a holding pattern; however, still needed.
 - The Engineer CV Template received much attention from officers in other categories on the unofficial Facebook CC group; Kudos to the success and impact of this initiative.
- 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 TBD
 - Confirmation on viability of fillable CV option



EPAC Career Development Subcommittee January 23, 2023 Meeting Minutes



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
 - None
 - Results for PY2023 will be the last engineer-specific promotion data analytics report; will then need to determine a cross-category effort within Applied Public Health to collect meaningful information to help Engineers maximize their ability to promote.
- Next milestone
 - TBD

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

- Status Update
 - Created checklist for the planning of implementation of Senior Officer Panels to ensure best practices and lessons learned are maintained.
 - Insert link to document in APAN
 - Awaiting guidance from CPO on 2023 SOP topics
 - Specific panel members will be selected from CPO's Council
- Challenges/problems/request for feedback
 - Seeking volunteers for assisting with coordinating and/or moderating panels next year. This is a great opportunity working with senior officers in a small group format!
 - Email LCDR Millner (mary.millner@fda.hhs.gov) if interested
- Next scheduled milestone(s) with date(s)
 - Need to upload the checklist to APAN
 - Senior Officer Panel #7 – May 25, 2023 (start mid-March)
 - Senior Officer Panel #8 – October 19, 2023 (start mid-August)

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

- Status Update
 - Team members are reaching out to their liaisons for their feedback on their agency specific sections.
 - Received additional information regarding ANTHC and will work with IHS team lead to incorporate that information
- Challenges
 - None
- Next Milestone
 - **December 12, 2022:** Reach out to agency liaison for their review and comments by January 30, 2023
 - Will send reminder email to liaisons this week
 - **February 9, 2023:** Team meeting to discuss these comments and plan next review steps. Start doing another round of reviews and comments



EPAC Career Development Subcommittee January 23, 2023 Meeting Minutes



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

- Status Update
 - OBC Handout updated for 2023 EPAC Leadership
 - Current OBC has one engineer in the class; Open House is February 1st
 - CDR Hensch (IHS), LT Price (ASPR), and potentially CDR KC (EPA) will be in attendance
- Challenges/problems/request for feedback
 - Roster not provided in advance, unknown engineer(s) in class until actual event
- Next scheduled milestone with date
 - March Open House is March 22nd
 - https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx

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

- Project Description:
 - Research and document notable Leadership training opportunities that are available to PHS Engineers through various avenues (e.g., Corps-wide, HHS level, agency specific, Corps affiliated groups and associations, other engineer-specific/related groups and associations). Provide regular communications to PHS Engineers w/r/t these opportunities.
 - In addition to its practicality, meets the Public Health Training & Experience promotion benchmarks in Precept 2 on page 5 of 9 of the benchmarks (<https://dcp.psc.gov/ccmis/promotions/PDF/2023%20PROMOTION%20BENCHMARKS%20FINAL.pdf>)
- Status Update:
 - Baseline meeting this afternoon with PHEP to discuss collaboration and/or roles and responsibilities w/r/t PHEP similar initiative to create a repository of engineering practice/technical trainings for PHS Engineers.
- Challenges/problems/request for feedback:
 - Still defining scope of project.
 - May be opportunity for cross-category collaboration within PY2024 Applied Public Health promotion category
 - Will need assistance from officers of multiple agencies to compile leadership training offerings. If interested, please contact LCDR Remley at Kevin.Remley@ihs.gov.
- Next scheduled milestone with date: TBD

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

- Project Description
 - Goal/Intent:
 - New officers will have access to a succinct resource consistent with latest policies and procedures for a solid foundation for a successful career.



EPAC Career Development Subcommittee January 23, 2023 Meeting Minutes



- Serve as the baseline document to continually update the resource as needed.
- Methods/Means:
 - Update the outdated EPAC Welcome Package to help simplify and identify important and urgent tasks for new engineer officers.
 - Review and update P&P; solicit input from new and experienced officers; cross reference similar documents to avoid redundancies.
- Status Update
 - Team is addressing the previous review comments and cross referencing additional resources from other USPHS categories.
- Challenges/problems/request for feedback: none
- Next scheduled milestone with date
 - Jan 30th – Send revised documents for team/new officer/CDS leadership review.
 - Final document for March 22 2023 OBC Open House

Engineering Officer Career Development Model (**Project Lead LT Andrew Colvin – Andrew.Colvin@ihs.gov**)

- Status Update
 - Presented during December CDS Meeting and incorporated feedback received during the meeting. No additional feedback received.
- Challenges
 - NSTR
- Next milestone
 - Present for EPAC vote NLT 31MAR23
 - Draft document will be attached to the meeting minutes for one week review and comment. Please submit any feedback to LT Colvin at Andrew.Colvin@ihs.gov

Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - No updates to report
- Events – LT Yvesna Blaise)
 - No updates to report – consider joining team and/or attending upcoming Events
- 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)
 - Open Recruitment - If you're interested in the program, go the EPAC Mentoring website and fill out the intake questionnaire. If you have a mentor/mentee in mind, fill out the contract. Submit to 'epac.mentoring@gmail.com'. Link to EPAC Mentoring: https://dcp.psc.gov/OSG/engineer/cd_mentoring.aspx
 - Mentors Needed – If interested, visit the EPAC Mentoring website OR contact Email CDR Thakur (Nikhil.Thakur@fda.hhs.gov) and LCDR Junes-Harvey (juliane.junes-harvey@ihs.gov) directly.



EPAC Career Development Subcommittee January 23, 2023 Meeting Minutes



- Database – The database is up and running. All the forms and links on the EPAC Mentoring website has been updated.
- Volunteers Needed – Looking for a couple of backup programmers for Microsoft Access and general volunteers to tackle tasks for the subcommittee. Email CDR Thakur (Nikhil.Thakur@fda.hhs.gov) and LCDR Junes-Harvey (juliane.junes-harvey@ihs.gov) directly if interested.
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
 - Had meeting with PHEP to collaborate on the Leadership & Public Health Training
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - No updates to report
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - No major updates
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - No updates to report

General Discussion and Questions

- Please see attached for APAN information including how to access an account
- How does one become a member of CDS?
 - By participating in the monthly meetings, we consider you to be a member of our subcommittee. However, if you would like to receive a Certificate of Achievement or Letter of Recognition, you need to have meaningful impact within one or more projects throughout the year.

New Business and Closing Remarks

- Lots of opportunities to get involved!
- 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
- Next call will be Monday, February 27th from 3:00pm – 4:00pm EST
 - Forward to anyone you may think would be interested in getting involved with CDS



[Join Zoom Meeting](#)

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



EPAC Career Development Subcommittee January 23, 2023 Meeting Minutes



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

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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)

Meeting 160 508 9551

ID:

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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 160 508 9551

ID:

Passcod 754961

e:

SIP: 1605089551@sip.zoomgov.com

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e:



EPAC Career Development Subcommittee January 23, 2023 Meeting Minutes




LCDR Armin Oormazdi
CDR Andrew Yang
CDR Mark Hensch
CDR Chris Fehrman
CJ Mercer
LT Colin Tack
LT Corbyn Navas
CDR David Dar
LCDR David Sullivan
LCDR Hanniebey Wiyor
LCDR Jaison Eapen
LCDR Jake Dyer
CDR Josh Sims
LCDR Juliane.Junes-Harvey
LCDR Adam Cooke
LCDR Kevin Remley
LCDR Noah Buikema
LT Andrew Colvin (IHS)
LT Bijay Tamang (Bijay Tamang)
LT Elena Navas (Elena Navas)
LT Tim Beck (Tim Beck)
LCDR Mary Millner
LCDR Michael Simpson
LCDR Michael Gu
LCDR Teresa Kastner
LCDR Timothy Martin
CDR Travis Spaeth
Four phone numbers




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CF Chris Fehrman (Me)

 Michael Simpson (Host)

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LK LCDR Kevin Remley


LB LT Bijay Tamang


A armin

CA CDR Andrew Yang, USPHSCC

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CM CJ Mercer

 Colin.Tack@fda.hhs.gov

 Corbyn Navas

DD David Dar

DS David Sullivan

HW Hanniebey Wiyor

JE Jaison Eapen


JD Jake Dyer

JS Josh Sims

J Juliane.Junes-Harvey

LA LCDR Adam R. Cooke

LA LT Andrew Colvin (IHS)

 LT Elena Navas

LT LT Tim Beck

MM Mary Millner

M Michael.Gu

T Teresa.Kastner

T Travis

LN LCDR Noah Buikema