



EPAC Career Development Subcommittee February 27, 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: 24 officers (see last page)

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- Thank you for all that have submitted project plans/charters
 - Will finalize remaining by early March
- Collaboration on activities with EPAC Executed Committee
 - Career Progression Milestone with EPAC
 - Leadership with PHEP/EPAC
 - CPO Council with CPO/EPAC
- We have new CDS Members – if you need volunteers mention it!
 - Also, new CDS members – please send your contact info to Vice-Chair CDR Fehrman at Christopher.Fehrman@ihs.gov so that you will receive the meeting minutes and any other CDS Announcements.
- Next EPAC General Meeting on March 9th at 1500 EST is the CPO Town Hall, please attend!

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

- Status Update:
 - Pending finalization of the 2023 Project Charter, will start on effort to catalogue and review credentials
- Challenges:
 - It is unknown whether a larger initiative to develop a functional database will be developed, which could offer enhanced features for officer submissions, reviews & vetting
- Next Milestone:
 - Finalize 2023 Charter

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



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- Complete a final draft of the report and release to CDS Leadership, CPO and EPAC Leadership
- Will make it a priority to complete by the end of March; EPAC Leadership would like to announce the report at the April General Meeting.

CPO's Council/Senior Officer Panel (Project Lead: LCDR Mary Milner – Mary.Milner@fda.hhs.gov)

- Status Update
 - LCDR Christopher Mercer (will moderate May panel), LT Elena Navas, and LT Corbyn Navas will assist with coordinating and moderating the 2023 Panels
 - 2023 panel topics finalized
 - May 25: Change Management and Officer Resiliency
 - October 19: Collaboration and Partnership – cross-category with Applied Public Health (1 ENG & 1 from the other Categories). Will still line out 4 ENG speakers from CPOs Council as a backup.
- Challenges/problems/request for feedback
 - None
- Next scheduled milestone(s) with date(s)
 - March 6, 2023: 2023 Council of Captains Kick Off Meeting. Final panelist selection will be made after this meeting.
 - Need to get Bios for new CPO's Council Members within one week after the CPO's Town Hall if not sooner

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

- Status Update
 - NPS - Waiting on liaison review still, anticipated mid-March.
 - IHS - Liaison comments received; LT Colvin to incorporate and submit completed draft.
 - ASPR – Reorganizing; pending updated org chart from Liaison, CAPT Varsha Savalia. CAPT Savalia provided comments to be incorporated.
 - EPA - Waiting on Liaison review still, anticipated mid-March.
 - FDA - No Liaison comments received yet.
 - CDC - No "HR" comments; anticipated soon. Restructuring efforts will affect info.
- Challenges
 - Comment from IHS liaison: send document to “public affairs program manager”? at each agency? Is this necessary or is CPO review adequate?
 - CDR Fehrman can aid with communication to IHS Public Affairs Director
 - Engineer “focused” or multi-disciplinary “focused”? – focus on the “where engineers can work”, not limited to simply “engineering” positions
- Next Milestone
 - 01 APR 2023 – Completed draft, sent to CDS leadership to review



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

- Status Update
 - We are starting to build a strong cadre of representatives.
 - CDR Hench, LCDR Simpson, and LT Price with new officer LT Dawid Kierys stationed with IHS in Tucson, AZ



- 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 (at least 1 engineer in the class)
 - https://dep.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx

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

- Status Update:
 - Update from last month was to bring this up with inter-PAC meeting and determine whether the greater database can fit into this project, simply the Leadership Database
 - Currently have CDC, FDA and IHS represented. Still need volunteers from other agencies.
- 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 other agencies to compile leadership training offerings. If interested, please contact LCDR Remley at Kevin.Remley@ihs.gov.
- Next scheduled milestone with date:
 - Meeting tomorrow to discuss project further
 - Scheduling a meeting with LT Wimer and LCDR Dyer



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

- Status Update
 - Compiling final review comments received by the 02/24 deadline. Reviewing comments and updating the Welcome Package accordingly.
- Challenges/problems/request for feedback:
 - None
- Next scheduled milestone with date
 - 10MAR2023 – Submit updated package for CDS leadership approval

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

- Status Update
 - Pending EPAC Leadership Review
- Challenges
 - NSTR
- Next milestone
 - Present to EPAC Chair/Chair-Elect on 02 MAR 2023 at 1400 EST

Subcommittee Liaisons

- 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. Don't miss out on the early year setup of being a mentor/mentee. 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.
 - 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.
- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - The Awards Subcommittee is currently reviewing nominees for the Burgess, Lynch, Villforth, ELIT open, and ELIT peer reviewed awards.
 - Reviews are due by 03/08/2023; however the Agency/OASH vetting process typically runs through April.
 - The winners will be formally recognized by the CPO at the Symposium, during category day in May.
 - E-Week Award Winners included:
 - CDR Samantha Spindel – RADM Michael Award
 - CDR David Gwisdalla – Engineer of the Year Award
 - CDR Tom Armitage – Engineer Responder of the Year Award
- Events – LT Yvesna Blaise



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- AMSUS occurred in early February
- E-week ceremonies occurred last week
 - Networking event photos - <https://usphscc-coa.smugmug.com/Engineer-Category/DC-Area-Regalement/2023/>
 - E-week photos - <https://usphscc-coa.smugmug.com/Engineer-Category/Engineers-Week-Award-Ceremony/2023/>
- CPO Town Hall, Thursday, March 9, 1500-1630 EST
 - Join: [ZoomGov](#), Meeting ID: 160 0650 8751
 - Call-in: 833-568-8864 US Toll-free, Meeting ID: 160 0650 8751
 - Please email recruitment or career development questions to CDR Tamara Rosbury at tamara.rosbury@fda.hhs.gov by **March 1, 2023**.
- Information – LCDR 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
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
 - Will be meeting with LCDR Remley to coordinate with PHEP to collaborate on the Leadership & Public Health Training.
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - Looking for an officer to take lead on the engineer readiness training and education working group.
 - Looking to identify/recommend relevant disaster response engineer trainings on CCMIS or other sources.
 - Readiness deployment support team to connect and support Engineer officers deployed in the field with experienced engineers who can provide immediate technical assistance is a goal for 2022-2025.
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - R&R is sharing representatives to the interPAC to assist with a recruitment blitz to students.
 - Involves updated website, sharing new tattoo size policy, and discussing interservice transfer
 - R&R wants information on how many apply and reason why they didn't make it
 - Category modeling was shared with CPO the week of 2/13. Want to share during next interPAC meeting. Other categories can use the model with their data
 - R&R planning a Spring Networking event to discuss International Travel and working abroad.
 - Planning for officers to participate in recruiting events at in-person career fairs.
 - CDR Mergenthaler and CDR Hench met with CCHQ last week and it doesn't sound like they are going to change the application window for COSTEPs.
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - Updates from Chair-Elect, CDR Mergenthaler:
 - Continuing to update the EPAC Innovation form
 - Trying to revise the criteria for EPAC Chair-Elect to increase interest
 - Looking at ways to increase recognition of those involved in EPAC efforts

General Discussion and Questions



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- Due to interest of time, passing over this agenda item.

New Business and Closing Remarks

- 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, March 27th from 3:00pm – 4:00pm EST
 - **Forward to anyone you may think would be interested in getting involved with CDS**
- Calendar Updates to Come
 - June will be written updates
 - November meeting/December meeting will be combined and will occur in early December



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Participants

LCDR Abbas Bandukwala
CDR Mark Hench - IHS HQ DFPC
CDR Chris Fehrman
LT Colin Tack
CDR David Dar
LCDR David Sullivan
LCDR Hanniebey Wiyor
LCDR Kevin Remley
LCDR Noah Buikema
LT Andrew Colvin (IHS)
LT Morgan Lee (She/Her)
LCDR Mary Millner
CDR Matt Mergenthaler
LCDR Michael Simpson
LCDR Michael Gu
“ORAm3cweyp”
LCDR Teresa Kastner
LCDR Timothy Martin
CDR Travis Spaeth
LT Yvesna Blaise
Four phone numbers