



# EPAC Career Development Subcommittee March 27, 2023 Meeting Minutes



## Subcommittee Leadership

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

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

Participation: 25 officers (see last page)

Action items are **highlighted** below

## **Chair/Vice Chair Opening Remarks**

- [Engineer Strategic Plan 2022-2025](#) Released
  - Focus Area #2 specific to Career Development goals
  - Please consider how your project ties to one of the goals
- Congratulations to projects near completion:
  - Career Development Model (at OSG for review)
  - Welcome Package (at EPAC Chair for review)
- EPAC Mentor program
  - To make sure I am assisting EPAC in meeting the Strategic Plan I will be confirming with EPAC Mentoring SC that all CDS members are within program
    - [https://dcp.psc.gov/OSG/engineer/cd\\_mentoring.aspx](https://dcp.psc.gov/OSG/engineer/cd_mentoring.aspx) to fill out questionnaire
- Engineer Strategic Plan – Career Development Subcommittee:
  - a. Career Development Subcommittee to develop recommendations for Engineer career progression paths within Career Pathways and tracks (i.e., technical/SME/senior advisor vs. management/supervisor path).
    - CDS Career Track Guidance – Team Lead, LCDR Noah Buikema
  - b. Engineer CPO/Career Development Subcommittee to work with CCHQ to better align billets with leadership roles.
    - Need to discuss with CPO on how we can support this effort
  - c. Establish collaborative opportunities between the Applied Public Health Engineer disciplines – Scientist (except psychologist), Veterinary, Environmental Health, and Health Services (i.e., Medical Technology, Medical Record Administration) Professional Advisory Committees – to support Engineer officers' ability to meet promotion benchmarks and support cross-discipline networking (e.g., mentoring).
    - Awaiting next steps from EPAC Chair, work we're doing now to bring more awareness to what engineers do (Projects: Career Track, Credentials, Career Map). Idea to have senior officers from Engineers review other categories CV's and provide guidance and vice versa (specific for officers up for promotion but expand later)
  - d. Career Development Subcommittee to identify and share relevant engineer credential, licensures, and advanced degrees that enhance Engineer officer's knowledge, expertise, and value to the Corps.
    - Credentials Project – Team Lead, LCDR Tom Peter
    - **Further discussion is needed on how to include advanced degrees into topic area**



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- e. Awards and Information Subcommittees to identify and recognize officer contributions and achievements at their Agency and on deployment to build an inclusive engineer community where officers are appreciated and valued, including, but not limited to, nominations for CCHQ Officer Spotlight.
  - More Awards/Info SC but will support where needed, Liaisons (CDR Sims, LCDR Cooke) set up communication of ideas
- f. EPAC Mentoring Subcommittee to increase mentor-mentee assignments to support junior Engineer officers with their career and leadership development.
  - More Mentoring SC but will support where needed, idea to establish a “recent CAD officer mentoring group” – if you’ve been CAD within the last 2 years you mentor an officer that has just been commissioned, we will make sure all CDS members are in program as mentioned during intro
- g. Career Development Subcommittee to develop resources for work-life balance and integration with USPHS mission challenges (e.g., increased remote work environment, changing landscape, etc.).
  - Done during recent Senior Officer Panel #5 but could expand if ideas there
- Engineer Strategic Plan – Other Sections
  1. Recruitment and Retention
    - a. Align efforts of the Career Development and Recruitment and Retention Subcommittees to support recruitment (of JR and SR COSTEP, Ready Reserve, and active-duty officers), hiring, and retention efforts of Operational/Staff Divisions (e.g., liaison officers (LNOs), hiring officials).
      - Support when needed, liaison (LCDR Gu) let us know if any requests arise
  3. Readiness and Deployment Support
    - b. Establish and maintain database of officer skillsets to enable CCHQ’s and site management command staff’s force management of officers at mission and team assignments.
      - Already being worked on by CDR Gumapas from PHEP and LCDR Dyer from CDS
    - d. Readiness Subcommittee to identify and recommend relevant disaster response engineer trainings on CCMIS and other sources.
      - CDR Spaeth please let us know if we can support or at least have a link on the CDS website pointing to Readiness’s document

### **Professional Credentials and Advanced Degrees Project (Project Lead: LCDR Tom Peter – [Thomas.Peter@fda.hhs.gov](mailto:Thomas.Peter@fda.hhs.gov))**

- Status Update
  - Whitepaper has been published to EPAC website
  - Revised project charter and remitted to CDS leadership for feedback
  - Planning to attend APAOC webinar on April 21 regarding certifications
- Challenges
  - None at this time
- Next milestone
  - Finalize project charter (April 2023)



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- Meet with PHEP to understand how EPAC Skills Database can interface with project (April 2023)
- Develop a plan for building and maintaining a repository of credential information (April 2023)
- Other Items:
  - Database project (HHS SharePoint) has kicked off that would allow for officers to submit support documentation that supports their credentials, inter alia. This is an EPAC Special Project not housed specifically under CDS but with CDS involvement.
    - Will reach out to CDR Andrew Yang on potential

### Promotion Data Analytics (**Project Lead LCDR Tim Martin** – [Timothy.Martin@hhs.gov](mailto:Timothy.Martin@hhs.gov))

- Status Update
  - Still working on completing the draft report.
- Challenges
  - Work commitments delaying completion.
- Next milestone
  - Complete a final draft of the report by end of the week.

### CPO's Council/Senior Officer Panel (**Project Lead: LCDR Mary Milner** – [Mary.Milner@fda.hhs.gov](mailto:Mary.Milner@fda.hhs.gov)) – *report out by Team Member, LT Corbyn Navas*

- Status Update
  - CAPTs Tara Bizjak, Brad Cunningham, Nathan Epling, Tammy Midgley, and Kris Neset volunteered as panelists for the May 25th panel on Change Management and Officer Resiliency
  - The kickoff planning meeting was held on March 15th
  - The 2023 Senior Officer Panel brochure is being finalized and should be ready by the end of the month
- Challenges/problems/request for feedback
  - None
- Next scheduled milestone with date
  - Next planning meeting scheduled for March 29<sup>th</sup>
- Other items
  - Will continue to add new engineer officers to calendar appointment as they join the corps and go through OBC

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

- Status Update
  - Incorporating all sections into new draft for CDS leadership
  - NPS - Liaison comments received 3/23
  - IHS - Liaison comments received; LT Colvin to incorporate and submit completed draft to me soon 3/27
  - ASPR – Reorganizing; pending updated org chart from Liaison, CAPT Varsha Savalia. CAPT Savalia provided comments to be incorporated.



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- EPA - Liaison comments received 3/15
- FDA - Liaison comments received 3/16 - Needs final review from CDR Meng/Wiyor, but will incorporate the current version into compiled document
- CDC - No "HR" comments; anticipated soon. Restructuring efforts will affect info.
- Challenges
  - N/A
- Next Milestone
  - 01 APR 2023 – Completed draft, sent to CDS leadership to review

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

- Status Update
  - LT Hom Sharma stationed at CDC/NIOSH in Pittsburgh, PA
  - Won the OBC 144 Distinguished Graduate!!!
  - Next Open House April 26<sup>th</sup> (pending engineer in class)
- 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 22<sup>nd</sup> (at least 1 engineer in the class)
  - [https://dcp.psc.gov/ccmis/training/TRAINING\\_obcdates\\_m.aspx](https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx)





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### Leadership Training Repository (**Project Lead LCDR Kevin Remley – [Kevin.Remley@ihs.gov](mailto:Kevin.Remley@ihs.gov)**) *changing to LCDR Jacob Dyer for April 2023 meeting*

- Status Update
  - Monthly meetings with EPAC Leadership on tool that includes leadership, credentials, and experience
- Challenges
  - Increased work commitments will require a change in project lead
- Next milestones
  - Briefing of CPO on April 3<sup>rd</sup> – see PHEP report out

### Update EPAC Welcome Package (**Project Co-Leads LT Kayla DeVault & LT Bijay Tamang – [Kayla.DeVaultWendt@nps.gov](mailto:Kayla.DeVaultWendt@nps.gov) & [Bijay.Tamang@ihs.gov](mailto:Bijay.Tamang@ihs.gov)**)

- Status Update
  - Implemented review comments and revised welcome package. OBC open house team delivered the updated welcome package to our new engineer from OBC 144.
- Challenges
  - None
- Next milestone
  - List of changes/updates to CDS leadership by March 31<sup>st</sup>

### Engineering Officer Career Development Model (**Project Lead LT Andrew Colvin – [Andrew.Colvin@ihs.gov](mailto:Andrew.Colvin@ihs.gov)**)

- Status Update
  - Presented to EPAC Chair/Vice Chair on March 2, 2023
  - Document at OSG review as of March 21<sup>st</sup>
- Challenges
  - NSTR
- Next milestone
  - Hopefully receive OSG concurrence and upload to EPAC website by next meeting

### Subcommittee Liaisons

- Awards – CDR Josh Sims ([joshua.sims@ihs.gov](mailto:joshua.sims@ihs.gov))
  - The Awards Subcommittee is currently reviewing nominees for the Burgess, Lynch, Villforth, ELIT open, and ELIT peer reviewed awards.
  - The winners will be formally recognized by the CPO at the Symposium, during category day in May.
- Events – LT Yvesna Blaise ([yvesna.blaise@fda.hhs.gov](mailto:yvesna.blaise@fda.hhs.gov))
  - CPO Town Hall occurred on March 9
  - SAME JETC May 2-4, 2023 in San Antonio, TX
    - CPO will attend (opportunity for personal meet & greet)
  - COA Engineer Category Day May 8-11, 2023 in Tulsa, OK



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Role Needed	Description
Set up team	Help set up room in the morning
Break down team	Help clean up room after category day
National Anthem/PHS March Singer	Sing
Official Party POC (x2)	Help represent category in preparation for visit from ASH and/or SG or representative
Timekeeper	Help keep presentations within time

- Information – LCDR Adam Cooke ([adam.cooke@fda.hhs.gov](mailto: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](https://dcp.psc.gov/OSG/engineer/cd_admin.aspx)
- Mentoring – LCDR Juliane Junes-Harvey ([Juliane.Junes-Harvey@ihs.gov](mailto: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](https://dcp.psc.gov/OSG/engineer/cd_mentoring.aspx). Don't miss out on the early year setup of being a mentor/mentee.
  - Mid-Year Check-In's – Required mid-year check in's with mentors/mentees is fast approaching. Don't forget to check in with each other.
  - 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.
- PHEP – LCDR Jake Dyer ([jacob.dyer@fda.hhs.gov](mailto:jacob.dyer@fda.hhs.gov))
  - Meeting with CPO and EPAC leadership to present a proposed solution to capture and vet skillsets and trainings from Engineer officers on April 3<sup>rd</sup>
  - If supported, will continue to work with PHEP, CDS, and Readiness SC on April 3<sup>rd</sup>
  - Presentation on draft model will be presented at April EPAC Meeting on April 13<sup>th</sup> by CDR Gumapas
- Readiness – CDR Travis Spaeth ([travis.spaeth@becq.gov.mp](mailto:travis.spaeth@becq.gov.mp))
  - Readiness Deployment Panel on March 30<sup>th</sup> 1500-1700 EDT
    - The panel aims to provide actionable insights and recommendations that will assist officers in better preparing for and responding to future deployments.
    - [Zoom Link](#)
  - Post-Disaster Assessment Course
    - Geared towards Disaster Response Engineers (DREs)
    - Planning a course and need number of interested individuals - <https://forms.office.com/r/5aJn8KaiQN>



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- Recruitment and Retention – LCDR Michael Gu ([michael.gu@fda.hhs.gov](mailto:michael.gu@fda.hhs.gov))
  - CPO had positive feedback regarding modeling project. Shared during town hall. Greenlight to share model with interPAC
  - R&R Networking event on Thursday, March 30<sup>th</sup> from 1700 – 1800 ET (right after Readiness Deployment Panel)
    - Participants will have the opportunity to hear about the international travels of two fellow officers that have fulfilled short and long-term international assignments and connect with fellow officers
    - [Teams link](#)
- Rules – LCDR Mary Millner ([mary.millner@fda.hhs.gov](mailto:mary.millner@fda.hhs.gov))
  - No updates to report

### General Discussion and Questions

- CDR Andrew Yang: please contact me at [Andrew.Yang2@hhs.gov](mailto:Andrew.Yang2@hhs.gov) if you're from a non-HHS agency and would like to experiment with access to the EPAC SharePoint.
- Based on RDML Wang's recent charge to Engineer Officers to get involved with recruitment efforts, CDR Fehrman is recommending that CDS members reach out to their local university's engineering groups and volunteer to present on the PHS, Engineer Category, and Co-Step/employment opportunities (e.g., EWB, SWE, ASCE, etc.)

### New Business and Closing Remarks

- Please try to attend the EPAC Readiness and/or R&R Events this Thursday if you have any free time between 1500 and 1800 ET
  - Links can be found during each Liaison report out
- Meeting minutes will be uploaded to the following website:  
[https://dcp.psc.gov/OSG/engineer/cd\\_admin.aspx](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, April 24<sup>th</sup> 3:00pm-4:00pm ET
  - Forward to anyone you may think is interested



## EPAC Career Development Subcommittee March 27, 2023 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=Z240ZklSM2tiWG5ZTmFZMW](https://fda.zoomgov.com/j/1605089551?pwd=Z240ZklSM2tiWG5ZTmFZMWURL:Y0Qm1mdz09)  
URL: [Y0Qm1mdz09](https://fda.zoomgov.com/j/1605089551?pwd=Z240ZklSM2tiWG5ZTmFZMWURL:Y0Qm1mdz09)  
Meeting 160 508 9551  
ID:  
Passcod BB@b?7  
e

### **Join by Telephone**

For higher quality, dial a number based on your current location.

Dial:

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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

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SIP: 1605089551@[sip.zoomgov.com](mailto:sip.zoomgov.com)

Passcod 754961

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## EPAC Career Development Subcommittee March 27, 2023 Meeting Minutes



### **Participants**

LCDR Michael Simpson  
CDR Chris Fehrman  
CDR Andrew Yang  
CDR Josh Sims  
CDR Mark Hensch  
CDR Matt Mergenthaler  
LCDR Abbas Bandukwala  
LCDR Adam Cooke  
LCDR Jaison Eapen  
LCDR Jake Dyer  
LCDR Juliane Junes-Harvey  
LCDR Michael Gu  
LCDR Monica Murie  
LCDR Nam To  
LCDR Noah Buikema  
LCDR Teresa Kastner  
LCDR Thomas Peter  
LCDR Tim Martin  
LT Andrew Colvin  
LT Bijay Tamang  
LT CJ Mercer  
LT Colin Tack  
LT Corbyn Navas  
LT Morgan Lee  
LT Yvesna Blaise  
Four phone numbers