



EPAC Career Development Subcommittee April 24, 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@hhs.gov (209) 259-9465

Participation: 23 officers (see last page)

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- Upcoming in-person Networking Events:
 - SAME JETC, May 2-4, San Antonio, TX
 - COA Symposium, May 9-11, Tulsa, OK
 - EPAC Events, June 9, Gaithersburg, MD
- Senior Officer Panel coming up on May 25th!
 - Change Management and Officer Resiliency you would like answered during the panel please send to LCDR Mary Millner at mary.millner@fda.hhs.gov

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

- Status Update
 - Updated project charter was finalized and approved April 9
 - Team met to discuss plan for building credentials repository from survey responses
 - Created repository and began adding credentials
- Challenges/problems/request for feedback
 - None at this time
- Next scheduled milestone with date
 - Complete draft credentials repository and present during June CDS meeting

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

- Status Update
 - Report complete and at EPAC Leadership, CPO, and CPO's Council for review
- Challenges
 - N/A
- Next milestone
 - Pending edits, distribution to EPAC at EPAC Leadership discretion
 - Preparation for PY2023 in July

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

- Status Update:
 - The 2023 CPO Council Brochure is finalized and should be uploaded to the EPAC website soon
 - The Senior Officer Panel planning team is continuing to have weekly meetings with the panel member

Field Code Changed



EPAC Career Development Subcommittee April 24, 2023 Meeting Minutes



- LT Elena Navas will moderate the 5/25 session
- Challenges/problems/request for feedback
 - If you have a questions regarding Change Management and Officer Resiliency you would like answered during the panel please send to LCDR Mary Millner at mary.millner@fda.hhs.gov
- Next scheduled milestone with date
 - The next Senior Officer Panel is scheduled for 5/25/2023 at 3PM EDT

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

- Status Update
 - Incorporating information received during CCHQ Connect Session on Career Pathways
 - <https://www.youtube.com/watch?v=uKxPBDK5F1k> for those unable to attend the live session
 - IHS - Determining how best to incorporate the "new" IHS chart into the document
 - ASPR – Reorganizing; pending updated org chart from Liaison
 - NPS, FDA, EPA, CDC – N/A
- Challenges
 - N/A
- Next Milestone
 - 15 MAY 2023 – Final comments addressed in completed draft
 - 01 JUN 2023 – Final document sent to CDS leadership for final upload to EPAC website

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

- Status Update
 - Next Open House April 26th with at least one engineer in the class
 - LCDR Nam To and LT Morgan Lee will be in attendance for support
 - If others are interested in joining the team please reach out
 - https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx

Leadership Training Repository (**Project Lead LCDR Jake Dyer – Jacob.Dyer@fda.hhs.gov**)

- Status Update
 - RDML Wang and CDR Gifford emailed CCHQ RDB requesting a meeting to discuss tool
- Challenges
 - Waiting on CCHQ RDB to meet and provide concurrence for utilization of tool
- Next milestones
 - Meeting with CCHQ RDB – TBD
 - Worst case team will document all available Leadership programs at each Agency (potentially in collaboration with the Applied Public Health promotion team)



EPAC Career Development Subcommittee April 24, 2023 Meeting Minutes



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

- Status Update
 - Welcome package in use. Team will check in with the new OBC officers on how we can improve the document and update as necessary.
- Challenges
 - None
- Next milestone
 - Awaiting feedback from EPAC Chair prior to posting on EPAC website then project will be complete

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

- Status Update
 - Approved by OSG; sent to EPAC Postings inbox for upload
- Challenges
 - NSTR
- Next milestone
 - Project complete – will present document at July EPAC General Meeting

Subcommittee Liaisons

- 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.
 - 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)
 - 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

Field Code Changed

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) 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)



EPAC Career Development Subcommittee April 24, 2023 Meeting Minutes



- Open Recruitment - If you're interested in the program, go the EPAC Mentoring website and fill out the intake questionnaire.
- https://dcp.psc.gov/OSG/engineer/cd_mentoring.aspx.
- 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.
- PHEP – LCDR Jake Dyer (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 3rd
 - If supported, will continue to work with PHEP, CDS, and Readiness SC on April 3rd
 - Presentation on draft model will be presented at April EPAC Meeting on April 13th by CDR Gumapas
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - Readiness Deployment Panel occurred on March 30th 1500-1700 EDT
 - Nothing further to report
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - InterPAC developing process to start collecting information on why people do not get commissioned after submitting application.
 - RDML Wang supports this initiative
 - 24 people attended networking event. Higher than last event
 - Next event will be on Ready Reserve.
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - No updates to report

General Discussion and Questions

- Due to interest of time, passing over this agenda item.
- Continued reminder from March meeting
 - CDR Andrew Yang: please contact me at 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

- Look forward to seeing some of you at COA in Tulsa, OK
- 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, May 22nd 3:00pm-4:00pm ET
 - Forward to anyone you may think is interested



EPAC Career Development Subcommittee April 24, 2023 Meeting Minutes



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EPAC Career Development Subcommittee April 24, 2023 Meeting Minutes



Participants

LCDR Michael Simpson
CDR Andrew Yang
CDR Kurt Kesteloot
CDR Mark Hench
LCDR Abbas Bandukwala
LCDR Armin Oormazdi
LCDR David Sullivan
LCDR Jaison Eapen
LCDR Jake Dyer
LCDR Mary Millner
LCDR Michael Gu
LCDR Noah Buikema
LCDR Teresa Kastner
LCDR Timothy Martin
LT Andrew Colvin
LT CJ Mercer
LT Colin Tack
LT Kayla DeVault Wendt
LT Morgan Lee
LT Tim Beck
LTJG Dylan Lantis
2 phone numbers