



EPAC Career Development Subcommittee May 23, 2022 Monthly Written Update (no meeting)



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

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- Hope a majority of CDS was able to attend the COA Symposium in person and returned home safely
- Previous month's meeting minutes and Project Charters are posted here:
https://dcp.psc.gov/OSG/engineer/cd_admin.aspx
- Hope to see a majority if not all of CDS virtually at the **June 16th** Senior Officer Panel on Balancing Your PHS Career
- Four new engineers in the June OBC – continue recruitment efforts to help level the percentages 😊
- **Next CDS call on Monday, June 27th**

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

- Status Update:
 - On May 23, CPO recommend that we put the whitepaper on hold until the CPOs get further information from CCHQ on the promotion evaluation precepts, criteria, weights, etc.
 - Once CPOs receive that information, the whitepaper can be revised to properly reflect how licensure and credentials are considered in the promotion process.
- Challenges/problems/request for feedback:
 - It is unclear when CCHQ will provide the information that is necessary for us to move forward
- Next milestone:
 - Meeting with CPO and EPAC Chair on Friday, June 16th. We hope to receive guidance and make the necessary whitepaper revisions in time for a September 2023 EPAC vote on website republication

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

- Status Update:
 - Project on hold until update of PY2023 benchmarks and potentially CV template changes due to new promotion categories
- Challenges/problems/request for feedback:
 - Lead deployed until May 30th
 - Potentially will work with other categories within Applied Public Health for Guidance Document on Scoring Rubric for Promotion Board if not released by CCHQ
- Next milestone:
 - CCHQ Release PY2023 Benchmarks



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

- Status Update:
 - completed draft; and received feedback from review team.
- Challenges/problems/request for feedback:
 - Where will the whitepaper be distributed? Does a voting packet need to be prepared? Should the paper be presented during an EPAC meeting?
- Next milestone:
 - Incorporate last few edits from review team; then route for CDS + EPAC review/comment (complete by June 30)

Council of Captains (Project Lead: LCDR David Dar – David.Dar@fda.hhs.gov)

- Status Update:
 - Planning session for Senior Officer Panel #5 occurring on a weekly basis
 - Fireside chat format to be used
 - Questions developed and assigned
 - Talking points for responses formulated at high-level
 - Draft Council of Captains (CoC) brochure shared with CoC, requesting final revisions by 5/27 prior to posting to the EPAC website
- Challenges/problems/request for feedback:
 - In the next 3 weeks, need to finish talking points, develop poll questions, complete PPT
 - LCDR Dar on leave outside the country 6/4-6/11
- Next scheduled milestone with date:
 - Next planning sessions scheduled for 5/27 and 6/1

Career Track Guidance (Project Lead LCDR Noah Buikema – Noah.Buikema@nps.gov)

- Status Update:
 - Updating the CDC and FDA documents to account for typical certifications, trainings, degrees, etc.
 - Our team had a meeting two weeks ago to get moving on these updates.
 - The IHS document is also still being developed; LT Pfister will give me a first draft by June 3.
 - The OS/ASPR Draft will be sent to me by June 30 (LCDR Jaison Eapon). His agency contact is CAPT Savalia.
 - Both the CDC and FDA documents have been reviewed by CAPTs in those agencies, so they current draft is reflective of their comments.
 - Asked LCDR Hanniebey Wiyor to reach out to the FDA Commissioned Corps Affairs as well as have an engineer officer representing each Center/Office to provide better insight into the workings of FDA
 - Asked LT Tim Beck if he can contact CDR Deborah Dee as a resource for the CDC document
- Challenges/problems/request for feedback:
 - No EPA response yet, sent follow up email to CDR Stacey Yonce
 - Will need to flesh out the FDA and CDC career paths/office information
- Next milestone:



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- June 30: 75% draft of IHS, OS/ASPR documents
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OBC Open House Representation (**Work Group Lead: LCDR Michael Simpson – Michael.Simpson@fda.hhs.gov**)

- Status Update: May OBC cancelled, OBC will be in person for month of June. Since CDR Fehrman was aware of two class members, we were able to meet with all engineers prior to class since Open House team was not easily available to meet in person:
 - LT Andrew Colvin out of Ashland, WI with IHS
 - LT Corbyn Navas out of Anchorage, AK with IHS/ANTHC
 - LTJG Magaly Mendoza out of Rhinelander, WI with IHS
 - LTJG Elena Navas out of Anchorage, AK with IHS/ANTHC



- Challenges/problems/request for feedback:
 - Late notice for change to in person occurred when team wasn't available
- Next scheduled milestone with date:
 - Next OBC Open House is scheduled for July 20 (pending engineers in class) – full schedule available at https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx



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Gap Analysis of PAC CDS Activities (**Project Lead LCDR David Sullivan – David.Sullivan@hhs.gov**)

- Status Update:
 - The team met to re-assess previous summary report findings and align report objectives after many delays relayed to PCS and deployments
 - Planned draft report exchanges over the coming month to provide a summary report to CDS leadership
- Challenges/problems/request for feedback:
 - None at this time
- Next milestone:
 - June team meetings to progress the report
 - Completion of report draft end of June / July
 - Delivery of external EPAC gap analysis report to CDS leadership for review and comment July

Leadership Development Program (**Project Lead LCDR Kevin Remley – Kevin.Remley@ihs.gov**)

- Status Update:
 - Finalized survey questions for distribution via survey to EPAC
- Challenges/problems/request for feedback:
 - Recruiting non-IHS officers to assist in developing the program; Please contact LCDR Remley if interested
- Next milestones:
 - 21JUN2022 – Next email to tentatively go out to the Category through the listserv (Tuesday after the EPAC meeting/Senior Officer Panel on June 16th)
 - Open until Friday, July 15th for responses from the category-wide survey.
 - Next Steps – Provide results of survey data assessment to EPAC and propose for vote by EPAC [September meeting] to approve development of program curriculum and SOPs based on results of the data assessment.

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

- Status Update:
 - Finalized questions for the CDS Leadership review.
- Challenges/problems/request for feedback:
 - Soliciting “nice to have” info from new CAD officers
 - Provided revised schedule to CDS leadership on May 20th. Float time helps mitigate risk to project completion
- Next milestones/ Revised Schedule:
 - 13JUN2022 – Receive feedback from CDS Subcommittee and revise questions as needed.
 - 15JUN2022 – Update and send questions and references to new officers for review and feedback/ Concurrently work on updating portions of the welcome packet not anticipated to be effected by the review comments.
 - 05JUL2022 – Review feedback and update Welcome Packet.



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- 21JUL2022 – Submit to CDS for review and approval.
- 24AUG2022 – Revise as needed and submit document for EPAC Vote and Approval

Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - No updates
- Events – LCDR Jaison Eapen (jaison.eapen@hhs.gov)
 - SAME JETC Conference (May 10-12, Aurora, CO) & COF Symposium (May 23-27, Glendale, AZ) Category Day were a success. Thank you to everyone who supported these events!
- Information – LT Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - No updates
- Mentoring – LCDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
 - No updates
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
 - No updates
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - No updates
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - No updates
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
 - Reminder that the application period for new EPAC Voting Members closes on June 30th. Please contact the Rules Subcommittee Chair, LCDR Michael Gifford at michael.gifford@nps.gov with any questions.

General Discussion and Questions

- Since this is a written update, there is no general discussion item/questions.

New Business and Closing Remarks

- Previous month minutes will be uploaded to the following website:
https://dcp.psc.gov/OSG/engineer/cd_minutes.aspx
 - Please review meeting minutes as highlighted items are action items requested to be completed prior to next meeting
- Next call Monday, June 27th 3:00pm – 4:00pm EST
 - Come prepared!
 - Forward to anyone you may think is interested



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