



EPAC Career Development Subcommittee 2023 Project Charter



Project Title

Career Track Guidance Documents

Project Team

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Project Purpose

Per the Comprehensive Assessment of the USPHS Commissioned Corps – June 2019 by Booz Allen Hamilton, a finding in the Professional Development of the Regular Corps came to conclusion C23: there is an “*Absence of career paths and inconsistent information may generate career stagnation and workforce frustrations. Absence of defined career paths may adversely impact Officer retention and hinder the development of a cadre of Officers equipped with the appropriate levels of experience and expertise to deliver on the Commissioned Corps' mission. In addition, inconsistent or unclear information to support career development may generate career stagnation and workforce frustrations.*” A recommendation of this conclusion was R30 “*Develop competency based career paths and associated career progression requirements for all professional categories*”.



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Therefore, the purpose of this project is to develop career track guidance for various engineer categories (civil, mechanical, environmental, biomedical, electrical, industrial, chemical) in various engineer roles at agencies where 10 or greater USPHS engineers are stationed (IHS, FDA, DOI, EPA, CDC, and NIH).

This project will continue developing the Career Track Guidance documents for each agency where USPHS engineers work. This project continues from efforts in EPAC Operational Year 2022.

There are multiple sources of information, including the 2003 Engineering Handbook, engineering officers' knowledge, and CPO's Council representatives from each agency, as well as other historical information. The completed career track documents are informational in purpose and are not intended to provide specific career guidance, but rather showcase a general structure of positions and responsibilities that a USPHS engineer can contribute to an Agency's mission.

Project Stakeholders

- USPHS Engineer Officers – will be aware of the various agency roles available; those in the Mentoring program can use it as a resource when advising mentees.
- CPO – will be able to provide CCHQ with the various roles USPHS engineers serve, will review career track guidance, and provide concurrence
- CPO's Council – will provide input on documents specific to their career history
- EPAC – will vote on deliverables
- Agencies – will be able to increase awareness of potentially hard to fill engineer positions

Project Schedule/Milestones

- 01 JAN 2023 – Agency documents compiled into single document as chapters
- 01 APR 2023 – Completed draft, sent to CDS leadership for review
- 01 MAY 2023 – Final comments addressed in completed draft
- 01 JUN 2023 – Final document sent to CDS leadership for final upload to EPAC website

Project Deliverables

1. Career Track Guidance section for Interior (NPS/FWS) engineers, which describes career paths for the main engineer specialties (civil, mechanical, environmental, biomedical, electrical, industrial, chemical), lists potential and current engineering roles and showcases some of the corresponding billets, structure, required certifications and/or licensures necessary to be successful, and impacts at each Agency
2. Career Track Guidance section for CDC engineers as described in Deliverable #1
3. Career Track Guidance section for FDA engineers as described in Deliverable #1
4. Career Track Guidance section for IHS engineers as described in Deliverable #1



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5. Career Track Guidance section for EPA engineers as described in Deliverable #1
6. Career Track Guidance section for NIH engineers as described in Deliverable #1
7. Career Track Guidance sections compiled into a single document as “chapters”

Team Communication

Meetings will occur on the first Tuesday of each month at 1:00pm EST and will last no longer than 1 hour. Send meeting invites to LCDR Simpson and CDR Fehrman as optional.

Assumptions/Constraints

- Assumption: The guidance sections will be broken down by agency as that is an easier method of collaborating with officers for feedback. Each document will be considered a “chapter” in a complete, compiled career track guidance document.
- Assumption: The main engineer specialties of civil, mechanical, environmental, biomedical, electrical, industrial, chemical and each specialty will be mentioned, as applicable in each Guidance
- Assumption: Each career track will describe what certifications and/or licensures are necessary to be successful in the career track
- Assumption: Once the Career Track draft document is complete, it will be distributed to all engineer officers currently stationed at that Agency and the officers stationed at the specific agency may respond within three weeks if a particularly unique career track is not mentioned in guidance. These missing unique tracks will be mentioned, but not detailed.
- Assumption: Project will notify EPAC CDS when each agency career track document is complete and ready to be uploaded onto the EPAC website
- Constraint: The project will focus on the main engineer agencies of USPHS officers (where more than 10 USPHS engineers are stationed – as of 01JAN2022 - IHS, FDA, DOI (NPS/FWS), EPA, CDC, EPA, and NIH), additional agencies will be evaluated after completion of the initial six
- Constraint: The Career Track Guidance sections will focus on the main engineer specialties (civil, mechanical, environmental, biomedical, electrical, industrial, chemical), additional engineering specialties may be evaluated after completion of the initial seven

Approval

Noah Buikema
Project Lead, LCDR Noah Buikema

CDS Leadership