



EPAC Career Development Subcommittee CY 2021 Work Plan Priority Areas and Organization



Subcommittee Leadership

Chair: CAPT Eric Hanssen – Eric.Hanssen@nih.gov (406) 802-6208

Vice Chair: LCDR Michael Simpson – Michael.Simpson@fda.hhs.gov (301) 796-4070

Meeting Information

- **Method** – Video/Telephone via WebEx – call in information will be provided to EPAC on the EPAC website and through the listserv
- **Frequency** – Monthly, 4th Monday of each month from 3:00pm – 4:00pm EST
- **Format** – Chair/Vice Chair Remarks, Project Report-outs, New business, Action Item Summary
- **Goal** – Inform SC of Project status and discuss potential issues or delays
- **Owner** – Chair will run meeting, Vice Chair will prepare meeting documents and document Meeting Minutes, in event Chair/Vice Chair unavailable their Alternate will assume the Meeting Minutes
- **Audience** – CDS subcommittee and any USPHS Engineer Officer interested parties

Our Mission Statement: *“The mission of the Career Development Subcommittee is to provide the most relevant, informed, and accessible information to the members of the Engineering Category, regarding career planning, promotion readiness, professional growth, and leadership development throughout their career”*

Our Vision Statement: *“Enabling engineer officers to navigate successful careers and reach their highest potential in service to the USPHS and our nation.”*

A successful year will be accomplished by

1. Finalizing 75% of current/on-going projects (roughly 3 out of 4 projects)
2. Document metrics for Work Groups (all 4)
3. Complete 50% of new projects (roughly 3 out of 6 projects)
4. Improving membership of contributing members (15 Letters of Appreciation issued in 2020, so 16+ Letters of Appreciation/Certificates of Appreciation is a success)

Requirements of Project Leads:

- **BY THURSDAY, 21JAN2021** – Establish Project Charter to improve organization and metrics for team member contributions, deliverables, project schedule and adequate determination of project success and completion. Project Charters will include the following elements:
 - Project Title
 - Project Team
 - Purpose
 - Stakeholders – EPAC is usually the main one but some of these things impact promotion board, CPO, Agency’s professional development programs
 - Schedule/Milestones – not to the extreme of a Gantt chart but at least so they have intermediate deadlines to hopefully achieve



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- Deliverables – this hopefully will impact the need for a EPAC Vote, if they know what is being done before we start it, then it shouldn't catch them by surprises (speaking from experience with the CV)
- Team Communication Plan – frequency of meetings, etc.
- Assumptions/Constraints – to prevent overlap
- **BY THURSDAY, 21JAN2021 AND MONTHLY THEREAFTER** – Supply Subcommittee Leadership with Monthly Presentation Slide update by COB Thursday prior to meeting
- **BY THURSDAY, 21JAN2021** – Supply Subcommittee Leadership with photo for Monthly Presentation Slide

Member Recognition

To receive a Letter of Appreciation – be a project lead that has met schedule and deliverables by November 2021 **OR** be on a successful project team where the project lead provides details of your contribution

To receive a Certificate of Appreciation – be a project team member

On-Going 2021 Projects and Work Group Initiatives for CDS

Current On-Going Projects (in alphabetical order)

1. **Council of Captains (Project Lead: LCDR David Dar – David.Dar@fda.hhs.gov)**
This project will create compilation of biographies of Council of Captains similar to that of EPAC Directory. Organize facilitate and record quarterly webinar to provide insight into career progression, how the promotion boards operate and what will most set up officers for success in promotion. Collect questions from the Category in advance to understand what officers want to hear about for quarterly webinars. If webinars are deemed successful by EPAC Chair and CPO, it will be turned into a work group for future years.
2. **Online Engineering Advanced Degree Programs (Project Lead – LCDR Tyrrell Lang – Tyrrell.Lang@ihs.gov)** This project will work to compile a list of universities that offer online Master of Engineering programs based on the survey response from USPHS officers of programs attended. Once a list is compiled a fact sheet about each institution can be constructed and made readily available for the Category. Fact sheet will include survey of programs attended currently or recently by USPHS Engineers. Fact sheet will discuss:
 - a. What the benchmarks say for degrees by rank
 - b. Where officers have gotten degrees
 - c. Optional degrees
 - d. Compiled list of various degrees and universities, articles, etc.
 - e. Funding options for degrees (GI bill, personal, agency, COA)
3. **Professional Certifications and Credentials Project (Project Lead: LCDR Tom Peter – Thomas.Peter@fda.hhs.gov)** This project will created a survey to gather information about credentials/certifications that Engineers currently hold or aspire to



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attain in the future. It is part of a larger project that aims to provide clear guidance on how to interpret category benchmarks for professional credentials/certifications. Responses to this survey may help inform future changes to the benchmarks and/or provide white paper to enable promotion board members to understand how much weight should be given to each credential/certification (i.e. describe BOK of those credentials/certificates and provide resource for promotion board for non-PE acronyms and what value they bring – similar to EHO PAC <https://dcp.psc.gov/OSG/eho/resources.aspx>).

4. **Update CE/PD Template documents: (Project Lead: LCDR Kelly Kachurak – Kelly.Kachurak@nps.gov)** This work group will review and update the current CE/PD template documents that are over 7 years old. The current format is outdated, confusing, and lacks instructions. Update will be provided by 1 July 2021.

Current On-Going Work Groups (in alphabetical order)

1. **Licensure Book Share/Recommendations (Work Group Lead: LCDR Omobogie Amadasu - Omobogie.Amadasu@ihs.gov)** This work group will canvas the Engineering Category for the top recommended reference books for passing certification exams (EIT, PE, CIH, CSP). Ultimately this work group will explore ideas to create a book share amongst the category. This will save the cost burden of buying new books to prepare for the exam. If project is deemed to be solely beneficial to Agency and preventing benefits of civilian counterparts, transition to Agency program will occur.
2. **Mentor/Mentee Assignments (Work Group Lead: CDR Sean Bush – Sean.Bush@ihs.gov).** This work group will help match Engineers with mentors and mentees, maintaining a list of interested engineers and providing certificates of participation for Career Development Chair and CPO to sign and issue. Send out monthly announcements to EPAC increasing awareness and members. Implement process for incoming OBC Engineers to be paired with mentor. An additional deliverable will be a standardized mentoring/advertisement sheet for officers who score in lowest 25% for promotions. A database of Mentoring Program participants will be delivered by 1 July 2021 to assist in monitoring and tracking participation. The document will explicitly state what is considered successful participation in Mentor Program at mid-year and end-of-year check-in (e.g. improving accountability so more than reviewing documents of mentee by mentor but discussions of career progression, professional progression, leadership progression – potentially utilizing IDP/IAP).
3. **OBC Open House Representation (Work Group Lead: LCDR Michael Simpson – Michael.Simpson@fda.hhs.gov)** This work group will monitor the OBC trainees list to speak with incoming Engineer Officers and assist with pairing them with Mentoring Work Group for Mentor. In addition, this work group will modify the handout for Open House discussions as positions/ranks change and updates are made to the Subcommittee suggestions.



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4. **Website development (Work Group Lead: LT Adam Cooke – Adam.Cooke@fda.hhs.gov)** This work group will be responsible for maintaining Career Development Website and will work closely with the EPAC Information Chair to ensure the website (https://dcp.psc.gov/OSG/engineer/career_development.aspx) is current and aesthetically presented.

New 2021 Projects and Work Group Initiatives for CDS

1. **CPO REQUEST: Data Analytics of Promotion Board Scores and Recommendations (Project Lead LCDR Tim Martin – Timothy.Martin@fda.hhs.gov)** This project will analyze results of recent promotion board feedback regarding comments provided on score sheets. In addition, this project will reach out to USPHS Engineers promoted in past 5 years requesting feedback comments received and what the success was (i.e. Officer promoted to TO5 received “Strength -- Advanced degrees/education” and has a PhD in biochemical engineering) for the officer to get feedback. If promoted officer is willing, scores will be requested to assist with potential future analytics project. No names will be associated with feedback results unless officer is willing to join the mentor program to provide promotion guidance.
2. **CPO REQUEST: Splitting/Updating Career Track Guidance/Handbook into White Papers/Webpages (Project Lead LCDR Noah Buikema – Noah_Buikema@nps.gov)** This project will review the 2003 Engineer Handbook and 1) Confirm historical information is available on the EPAC and 2) Confirm recent (<5 years) projects have been completed of each chapter or appendix section or provide justification why section is obsolete. Once Steps 1 and 2 are complete, this project will work with the Council of Captains project to utilize senior USPHS Engineers as reference for potential career tracks based on various engineer disciplines.



Engineer
Handbook (TAP'S ec

3. **Gap analysis of what other PAC CDS are doing (Project Lead LT David Sullivan – David.Sullivan@fda.hhs.gov)** This project will initially start with reviewing the HSO PAC Career Development https://dcp.psc.gov/OSG/hso/sub-careerdev-career_prg.aspx and Analytics <https://dcp.psc.gov/OSG/hso/sub-analytics-reports.aspx> Subcommittees to determine what metrics can be established for USPHS Engineers. Another deliverable of this project will be facilitating a call between EPAC CDS and the 10 other CDS of the other categories. End result of this project will be a comparison of projects. This comparison will in turn potentially create more CDS projects for future years.
4. **Core Competencies Assistance to PHEP SC (Project Lead LCDR Mary Millner – Mary.Millner@fda.hhs.gov)** This project will assist Public Health Engineering Practices Subcommittee with determining successful core competencies and document trainings and other means that USPHS Engineers can obtain those skillsets. *If PHEP has successful support this project will be handed off to them.*



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5. **MOU with non-HHS agencies (Project Lead CDR Kurt Kesteloot – [Kurt Kesteloot@nps.gov](mailto:Kurt.Kesteloot@nps.gov))** This project will work with the Recruitment and Retention Subcommittee to provide the MOUs for USPHS officers to non-HHS agencies and list opportunities with non-HHS agencies are available for USPHS Engineers (i.e. geographically, billet, type of engineer work). In addition, this project will ensure the “Where we serve” section of <https://www.usphs.gov/about-us> accurately displays locations of all USPHS engineers. *If Recruitment and Retention has successful support this project will be handed off to them.*

6. **Public Health Training/Leadership Training (Project Lead TBD)** This project will focus on finding resources for officers to improve their Promotion Precept #2, specifically Public Health Training/Leadership Training. Members from all major agencies where Engineers are located will research both public health and leadership training opportunities. Some Agencies may need to determine different programs amongst different Offices or Centers. White paper will be posted on EPAC website and maintained thereafter. This project does not focus on certifications/degrees/credentials as that is done by separate project. *This project is of low priority, please consider other new projects prior to requesting to lead this project.*