



EPAC Career Development Subcommittee Career Initiation and Advancement Plan



Document POC – LCDR Michael Simpson (michael.simpson@fda.hhs.gov)

July 1, 2023

1. Who is your CPO (Chief Professional Officer)?

- A. RDML Emil Wang

2. What does the CPO do?

- A. The CPO reports to the Surgeon General on matters relating to the professional activities and personnel issues affecting PHS engineers
- B. The CPO receives advice and consultation from the Surgeon General to provide to EPAC

3. What is EPAC and what does this group do? <https://dcp.psc.gov/osg/engineer>

- A. EPAC is the Engineer Professional Advisory Committee
- B. Assists the PHS in determining engineering staffing requirements
- C. Improves the recruitment and retention of PHS engineers
- D. Maximizes career development for the individual engineer through counseling, training, rotational assignments, etc.
- E. Provides advice and assistance on engineer staffing issues, particularly recruitment
- F. Acts as a primary resource for engineer career development
- G. Communicates and encourages the use of awards/recognition systems.
- H. Current EPAC Voting Member Representatives are as follows:

| EPAC | Point of Contact | Agency | E-mail |
|--|--------------------------|--------|--|
| Chair | CDR Michael Gifford | NPS | michael_gifford@nps.gov |
| Executive Secretary | LCDR Will Chang | FDA | William.chang1@fda.hhs.gov |
| Subcommittees | | | |
| Rules (Chair Elect) | CDR Matthew Mergenthaler | IHS | matthew.mergenthaler@ihs.gov |
| Awards | LCDR Travis Sorum | IHS | Travis.sorum@ihs.gov |
| Career Development | CDR Michael Simpson | FDA | michael.simpson@fda.hhs.gov |
| Events | CDR Roxanne Adeuya | IHS | roxanne.adeuya@fda.hhs.gov |
| Information | LCDR Gary Riley | NPS | Gary_Riley@nps.gov |
| Mentoring | CDR Nikhil Thakur | FDA | Nikhil.Thakur@fda.hhs.gov |
| Public Health Engineering Practices (PHEP) | LCDR Bryan Wimer | CDC | Gia3@cdc.gov |
| Recruitment and Retention | CDR Stacey Yonce | EPA | Yonce.stacey@epa.gov |
| Readiness | CDR David Gwisdalla | EPA | gwisdalla.david@epa.gov |

4. Who performs communication between the Agencies and USPHS Commissioned Corps?

- A. The liaison serves as the focal point between the Agency and the Commissioned Corps Headquarters (CCHQ)
- B. Current Agency Liaisons where a majority of Engineers are located are as follows:

| OpDiv (Operating Division) | Liaison | E-mail |
|---|-------------------------|--|
| Indian Health Service (IHS) | Ms. Deanna Dick | Deanna.Dick@ihs.gov |
| Food and Drug Administration (FDA) | CDR Brook Kerns | Brook.Kerns@fda.hhs.gov |
| National Park Service (NPS) | Ms. Sonya Coakley Baker | Sonya_Coakley@nps.gov |
| Environmental Protection Agency (EPA) | Ms. Roxann Elmore | Elmore.Roxann@epa.gov |
| Centers for Disease Control and Prevention (CDC) | CAPT Deborah Dee | DDee@cdc.gov |
| Administration for Strategic Preparedness and Response (ASPR) | CAPT Varsha Savalia | Varsha.Savalia@hhs.gov |
| National Institutes of Health (NIH) | CAPT Tiffany Edmonds | Tiffany.Edmonds@nih.hhs.gov |

5. What are some other Advisory Groups to the SG (Surgeon General)?

- A. Junior Officer Advisory Group (JOAG)
- B. Commissioned Corps Women's Issues Advisory Board (CCWIAB)
- C. American Indian Alaskan Native Commissioned Officer Advisory Committee (AIANCOAC)
- D. Asian Pacific American Officer Committee (APAOC)
- E. Black Commissioned Officers Advisory Group (BCOAG)
- F. Hispanic Officer Advisory Committee (HOAC)
- G. PHS Athletics
- H. Prevention through Active Community Engagement (PACE)
- I. Sexual Orientation and Gender Diversity Advisory Group (SOAGDAG)



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6. What are the Promotion Benchmarks?

- A. Officers competing for promotion are rated on the five Promotion Precepts
1. Performance (40%)
 - Your day job, based on COER, ROS, OS, and Awards
 2. Education (20%)
 - Your Degrees, Credentials/Licensures, Continued Education and Professional Development
 3. Career progression (25%)
 - Your Billet, Mobility, Collateral Duties, and number of DCCPR Orders
 4. Officership (15%)
 - Commissioned Corps contributions through presentation and public outreach, mentoring, membership on deployment teams, EPAC, JOAG, COA, etc.
 5. Basic Readiness (0% – must meet or information not forwarded to promotion board)
 - PHU, APFT (annually), DPP, BLS (2 years), Medical Affairs documents (e.g., flu shot)
- B. NOTE: Benchmarks are now the same for all categories

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_category_benchmarks_m.aspx

7. Recommended items for IAP (Individual Action Plan) – First 6 Months

- A. Contact CDR Setwyn to join EPAC Listserv Lyle.Setwyn@ihs.gov
- B. Draft an Individual Action Plan (IAP) within the first 3 months (takes 30-120 minutes)
- C. Acquire a cadre of advisors/mentors (professional – engineer, PHS, day job, life, battle buddy)
- D. Draft Standardized Promotion CV (Curriculum Vitae) including Cover Page (takes 4-20 hours)
- E. Join an EPAC Subcommittee (one hour phone call per month, plus monthly EPAC-wide call)
- F. Join Professional Organization (COA, SAME, ASCE, ASQ, IEEE, etc.) (15 minutes)

HHS Competency Framework

HHS Leadership Competencies



All Core Competencies, plus:

- [Flexibility](#)
- [Interpersonal Skills](#)
- [Self-Direction](#)
- [Technical Credibility](#)
- [Project Management](#)
- [Performance Management](#)
- [Leveraging Diversity](#)

All Basic Competencies, plus:

- [Resilience](#)
- [Conflict Management](#)
- [Team Building](#)
- [Influencing / Negotiating](#)
- [Human Resources Management](#)
- [Service Motivation](#)
- [Accountability](#)

All Supervisors Competencies, plus:

- [Creativity/Innovation](#)
- [Financial Management \(HHS\)](#)
- [Technology Management](#)
- [Entrepreneurship](#)
- [Organizational Systems Awareness](#)

- [Strategic Thinking](#)
- [Vision](#)
- [External Awareness \(HHS\)](#)
- [Political Savvy](#)

HHS Core Competencies

Organizational

- [Results Driven](#)
- [Customer Service](#)
- [Decision Making](#)
- [Collaboration/Partnering](#)
- [Problem Solving](#)

Individual

- [Written Communication](#)
- [Oral Communication](#)
- [Continuous Development](#)
- [Diversity](#)
- [Integrity](#)

Technical Competencies

Technical competencies vary by occupation.



<https://humancapital.learning.hhs.gov/competency/framework.asp>