



EPAC Career Development Subcommittee June 2023 Written Report



Subcommittee Leadership

Chair 2023: CDR Michael Simpson – Michael.Simpson@fda.hhs.gov (301) 796-4070

Vice Chair 2023: CDR Chris Fehrman – Christopher.Fehrman@ihs.gov (209) 259-9465

Participation: 19 officers on call

Action items are **highlighted** below

Chair/Vice Chair Opening Remarks

- CPO Town Hall Thursday, August 10th from 3:00 – 4:30pm
- Please send promotion results and policy questions to:
- [Chief Engineer Comments Box](#) or Anonymously via [EPAC Webform](#) by July 28, 2023
- Hope everyone is taking the time to relax and use their leave
- Appears that we will not get 60+ days carryover this year so make sure to have less than 57.5 by September!
- Still on track to be Applied Public Health promotion group in October and we're doing a lot of great work to help senior officers in other category understand what it takes to be an engineer!!!
- EPAC Voting Member applications due 6/30 for the 2024-2026 term
 - Good luck to those who applied, and we look forward to working with them in the future!

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

- Status Update
 - Added CDR Andrew Yang and CDR Josh Sims (non-FDA engineers) to the project team
 - CDR Yang and CDR Sims provided input for several more credentials to be added to the repository. We now have 101 credentials on the list, with some amount of information having been populated for 46 of them.
- Challenges/problems/request for feedback
 - Repository is saved as an Excel workbook on my FDA OneDrive. Need better option that non-FDA team members can access so we can all be working from the same file without having to email copies to each other. Perhaps APAN or an HHS Teams channel?
 - Try different browsers
- Next scheduled milestone with date
 - Complete draft credentials repository and present during September CDS meeting.
- Questions/Comments:
 - What was the original intent of the project? – D. Sullivan
 - Has evolved over time. Started as a way to help the promotion board understand the different credentials available



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Promotion Data Analytics (**Project Lead LCDR David Sullivan** – David.Sullivan@hhs.gov)

- Status update: PY2023 survey draft questions formed and awaiting approval to have the survey go live to engineers
- Challenges: None at this time
- Next milestone(s): Release of the PY2023 survey; Preliminary information for CPO Town Hall August 10th; full analysis and report 2-4 weeks upon Survey closing
 - CDS leadership to reach out to EPAC Chair & CPO to determine when the survey can be released and sent out to the category.

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

- Status Update:
 - Senior Officer Panel 8 will be in collaboration with our fellow Applied Public Health PACs
 - Panel members include:
 - EPAC – CAPT Varsha Savalia
 - SCIPAC – CAPT Mark Miller
 - EHOPAC – CAPT Jill Shugart
 - HSOPAC – TBD
 - VETPAC – TBD
 - LT Corbyn Navas and LCDR Chris Mercer will assist with planning/moderating the panel
- Challenges/problems/request for feedback
 - Awaiting names for VETPAC and HSOPAC Captains before scheduling kickoff meeting
 - Any questions on “Officership across categories”, including the topic of “Collaboration and Partnership” that you would like answered during the panel send to mary.millner@fda.hhs.gov
- Next scheduled milestone with date
 - Senior Officer Panel 8: Collaboration and Partnership - Thursday 10/19/2023 @ 1500 ET
 - Planning kickoff meeting will be held the week of 07/24 or 07/31

USPHS Engineer Career Tracks in Federal Agencies (**Project Lead LCDR Noah Buikema** – Noah.Buikema@nps.gov)

- Status Update
 - FDA Section - Waiting on the FDA edits from CAPT Tara Goen-Bizak. She is working with other FDA officers to include the missing information/office sections. Originally planned for July 10, but is delayed. FDA group is working off of an FDA link that includes the most recent version (6/6/23) of the document. Scheduled milestone dates are adjusted.
 - IHS Liaison review completed on 1/23/23 by Robin Davidson
 - CDC Liaison review completed on 2/6/23 by CAPT Deborah Dee
 - ASPR Liaison review completed on 5/1/23 by CAPT Savalia
 - NPS/DOI Liaison review completed on 3/23/23 by Sonya Coakley



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- EPA Liaison review completed on 3/15/23 by Roxann Elmore
- FDA Liaison review (of CDRH, CDER, CTP liaisons) completed on 3/16/23 - Need lead liaison review still
- Challenges/problems/request for feedback
 - None right now
- Next scheduled milestone(s) with date(s)
 - FDA Section Language Submissions - July 27, 2023
 - FDA Section Edits and completion - July 28, 2023
 - Final Draft sent to leadership - July 30, 2023
- Comments:
 - Request for the document to be sent to the CDS members for a 2-3 week review. LCDR Buikema to send out as soon as FDA section is complete.

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

- Status Update
 - July 2023 OBV 148 Open House with one Engineer Officer – LT Nicholas Rademacher, IHS in Rhinelander, WI
 - CAPT Leo Gumpas and LCDR Vicky Hsu represented EPAC



- Challenges
 - OBC enforcing a limit of only one EPAC representative to attend – working with COTA to gather more information on incoming engineer to send best available representative
 - Team is growing but always interested in taking more!
- Next Milestone: https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx



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- August 23, 2023 – OBC 140 Open House

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

- Status Update
 - Looking for officers outside of FDA to provide leadership trainings in your agency
- Challenges
 - Still waiting for feedback from RDB for the larger database effort
- Next Milestone: TBD

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

- Status Update
 - Final EPAC leadership comments addressed.
 - EPAC Chair submitted to OSG for review.
- Challenges
 - None
- Next milestone
 - Awaiting OSG approval before posting to EPAC website.
 - Handout can be provided to incoming officers at OBC in the meantime.

Subcommittee Liaisons

- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
 - No updates; quiet season
- Events – LCDR Yvesna Blaise (yvesna.blaise@fda.hhs.gov)
 - CPO Town Hall, Thursday, August 10th, 1500-1630 EST
 - EPAC General Meeting, September 14th, 1500-1630 EST
 - Senior Officer Panel #8, Thursday, October 19th, 1500-1630 EST
- Information – LCDR Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
 - All meeting minutes should be added to EPAC website:
 - https://dep.psc.gov/OSG/engineer/cd_admin.aspx
- Mentoring – CDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
 - No report received
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
 - No report received
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
 - July 10th meeting
 - COSTEP Strike Team – 401 inquiries; goal to have 250 complete applications.
 - Setting up awards for officers that are conducting recruiting activities above and beyond
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)



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- Updating Rules SC SOP to formalize process for submitting, reviewing, and approving/denying EPAC Innovation Forms. Estimated completion: Fall 2023
- Developing process for special annual award the top volunteer in EPAC. Estimated completion date: TBD

General Discussion & Questions

- Any ideas for new initiatives and projects for the subcommittee for 2024? Think about it and provide suggestions to the CDS Chair and Vice Chair.
- Differences in Ready Reserve Corps Officer career paths, deployment policies, promotions, etc.
 - It is difficult for CDS to advise these ENG officers if we don't understand their career system
 - Can we invite them to actively participate in CDS from a RR perspective?

New Business and Closing Remarks

- 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, August 28th 3:00pm-4:00pm ET
- Forward to anyone you may think is interested



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Meeting <https://fd.zoomgov.com/j/1605089551?pwd=Z240ZklSM2tiWG5ZTmFZMW>

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Participants

- CF** Chris Fehrman (Me)
-  Michael Simpson (Host)
- LN** LCDR Noah Buikema
-  Mary Millner
- A** Abbas
- CA** CDR Andrew Yang, USPHSCC
- DS** David Sullivan
-  Geng (Michael) Tian
- H** Hanniebey.Wiyor@fda.hhs.gov
-  Kenneth Chen
-  LCDR Adam R. Cooke
-  LCDR Morgan Lee (She/Her)
- LT** LCDR Tim Beck (CDC)
- LK** LT Kayla DeVault Wendt
- M** Mercer
- M** Michael.Gu@fda.hhs.gov
- MM** Monica Murie
- T** Thomas.Peter
- Y** Yvesna.Blaise@fda.hhs.gov