



# EPAC Career Development Subcommittee May 22, 2023 Meeting Minutes



## Subcommittee Leadership

**Chair 2023:** LCDR Michael Simpson – [Michael.Simpson@fda.hhs.gov](mailto:Michael.Simpson@fda.hhs.gov) (301) 796-4070

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

Participation: 27 officers (see last page)

Action items are **highlighted** below

## **Chair/Vice Chair Opening Remarks**

- Great seeing so many of you in Tulsa at the 2023 USPHS Symposium!
- **Next Senior Officer Panel is Thursday, May 25 @ 3:00-4:30pm ET**
- Mid-year subcommittee reports are due to the EPAC Chair on June 9<sup>th</sup> (working meeting/social)
  - **Please let us know if your project team is facing any challenges**

## **Professional Credentials and Advanced Degrees Project (Project Lead: LCDR Tom Peter – [Thomas.Peter@fda.hhs.gov](mailto:Thomas.Peter@fda.hhs.gov))**

- Status Update
  - Added information for 16 credentials to the repository (63 more to go)
- Challenges
  - **Request for additional volunteers (preferably non-FDA)**
- Next milestone
  - Complete draft credentials repository and present during July CDS meeting

## **Promotion Data Analytics (Project Lead LCDR David Sullivan – [David.Sullivan@hhs.gov](mailto:David.Sullivan@hhs.gov))**

- Status Update
  - PY22 report is completed and pending EPAC Chair final review/release
- Challenges
  - None at this time
- Next milestone
  - Awaiting PY23 promotion results so next survey to ENGs can be released and data collected.

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

- Status Update
  - Dry run for Senior Officer Panel 7 was held on 05/19/2023. Next run will be live!
- Challenges/problems/request for feedback
  - **Any questions on Change Management and Officer Resiliency you would like answered during the panel send to [mary.millner@fda.hhs.gov](mailto:mary.millner@fda.hhs.gov)**
- Next scheduled milestone with date
  - Senior Officer Panel 7: Thursday 05/25/2023 @ 1500 ET



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

- Status Update
  - 5-17-23 Draft document sent to CDR Fehrman and LCDR Simpson for review regarding the integration of a Career Pathways section in the document
  - All sections complete (major comments for FDA section need to be addressed – **need FDA officers in ORA, CTP, CDER, and OS**)
    - Contact LCDR Buikema by June 9<sup>th</sup> if interested.
- Challenges
  - Will need feedback from CDS group on the document; comments will then be addressed before the next milestone date
- Next Milestone
  - 01 JUL 2023 – Final document sent to CDS leadership for final upload to EPAC website (after 1 month OSG review)
  - May need to be pushed out depending on FDA volunteers' availability to work on that section of the document

### OBC Open House Representation (**Work Group Lead: LCDR Michael Simpson** – [Michael.Simpson@fda.hhs.gov](mailto:Michael.Simpson@fda.hhs.gov))

- Status Update
  - Next OBC on Wednesday, May 24<sup>th</sup> from 6:00pm – 7:30pm ET
  - At least one officer in the class – roster still not provided in advance
  - Team is growing but always interested in taking more!

### Leadership Training Repository (**Project Lead LCDR Jake Dyer** – [Jacob.Dyer@fda.hhs.gov](mailto: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; deadline is June 1st
- Next Milestone: TBD

### Update EPAC Welcome Package (**Project Co-Leads LT Kayla DeVault & LT Bijay Tamang** – [Kayla\\_DeVaultWendt@nps.gov](mailto:Kayla_DeVaultWendt@nps.gov) & [Bijay.Tamang@ihs.gov](mailto:Bijay.Tamang@ihs.gov))

- Status Update
  - Majority of the final revision comments have been addressed.
- Challenges
  - None
- Next milestone
  - Welcome package final revision completed by 05/22
    - May need to be pushed back



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### Engineering Officer Career Development Model (**Project Lead LT Andrew Colvin – [Andrew.Colvin@ihs.gov](mailto:Andrew.Colvin@ihs.gov)**)

- Project is complete, and **document is posted** on the CDS website:
  - [https://dcp.psc.gov/OSG/engineer/documents/20230302\\_USPHS\\_EPAC\\_Engineer\\_Officer\\_Career\\_Development\\_Model.pdf](https://dcp.psc.gov/OSG/engineer/documents/20230302_USPHS_EPAC_Engineer_Officer_Career_Development_Model.pdf)
- Will no longer be reported out on future meeting minutes.
- Great job, LT Colvin!

### Subcommittee Liaisons

- Awards – CDR Josh Sims ([joshua.sims@ihs.gov](mailto:joshua.sims@ihs.gov))
  - The Awards Subcommittee meeting on 5/17/23:
    - **Looking for volunteers** for:
      - Updating SOP/subcommittee docs
      - Help update the annual award pdf docs
      - Update the award writers guide to help with write-up assistance/writing examples to assist applicants/writers
      - Coordinate with CC Liaisons regarding upcoming award cycle to get word out for nominations
      - EPAC honor award liaison role – Help assist with who to write up, who to send it to, etc. study the process and provide information to applicants
- Events – LT Yvesna Blaise ([yvesna.blaise@fda.hhs.gov](mailto:yvesna.blaise@fda.hhs.gov))
  - Category Day 2023 occurred on May 10th
  - **EPAC Senior Officer Panel #7**: Change Management and Officer Resiliency, Thursday, May 25<sup>th</sup>, 1500-1630 EST
    - Join: [ZoomGov](#), Meeting ID: 160 350 3586
    - Call-in: 833-568-8864 US Toll-free, Meeting ID: 160 0650 8751
    - Passcode: #pZX2B
  - **EPAC Social at the Dogfish Head**, 800 W Diamond Ave, Gaithersburg, MD 20878 (Happy Hour/Networking event – Dome reserved), Friday, June 9<sup>th</sup>, 1730-1930 EST
  - Town Hall, Thursday, August 10<sup>th</sup>, 1500-1630 EST
- Information – LCDR Adam Cooke ([adam.cooke@fda.hhs.gov](mailto:adam.cooke@fda.hhs.gov)) nothing to report
  - All meeting minutes should be added to EPAC website:
    - [https://dcp.psc.gov/OSG/engineer/cd\\_admin.aspx](https://dcp.psc.gov/OSG/engineer/cd_admin.aspx)
  - Project Team Charters on the website
  - New documents being uploaded
- Mentoring – LCDR Juliane Junes-Harvey ([Juliane.Junes-Harvey@ihs.gov](mailto:Juliane.Junes-Harvey@ihs.gov))
  - **Open Recruitment** - If you're interested in the program, go the EPAC Mentoring website and fill out the intake questionnaire. If you have a mentor/mentee in mind, fill out the contract. Submit to 'epac.mentoring@gmail.com'. Link to EPAC Mentoring: [https://dcp.psc.gov/OSG/engineer/cd\\_mentoring.aspx](https://dcp.psc.gov/OSG/engineer/cd_mentoring.aspx). Don't miss out on the early year setup of being a mentor/mentee.
  - **Mid-Year Check-In's** – Required mid-year check in's with mentors/mentees is fast approaching. Don't forget to check in with each other.



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- **Mentors Needed** – If interested, visit the EPAC Mentoring website OR contact Email CDR Thakur (Nikhil.Thakur@fda.hhs.gov) and LCDR Junes-Harvey (juliane.junes-harvey@ihs.gov) directly.
- **Volunteers Needed** – Looking for a couple of backup programmers for Microsoft Access and general volunteers to tackle tasks for the subcommittee. Email CDR Thakur (Nikhil.Thakur@fda.hhs.gov) and LCDR Junes-Harvey (juliane.junes-harvey@ihs.gov) directly if interested.
- PHEP – LCDR Jake Dyer ([jacob.dyer@fda.hhs.gov](mailto:jacob.dyer@fda.hhs.gov))
  - No report received; much work is ongoing
- Readiness – CDR Travis Spaeth ([travis.spaeth@becq.gov.mp](mailto:travis.spaeth@becq.gov.mp))
  - No report received
- Recruitment and Retention – LCDR Michael Gu ([michael.gu@fda.hhs.gov](mailto:michael.gu@fda.hhs.gov))
  - Please **share with LCDR Gu any vacancies that lower billet officers could fill**. Pyramid structure is effective 9/30/2023 and lower ranking officers needed.
  - Fall networking event will focus on Reserve Corp. LTJG Kleskovic (new reserve engineer officer) will present
- Rules – LCDR Mary Millner ([mary.millner@fda.hhs.gov](mailto:mary.millner@fda.hhs.gov))
  - Open period for Voting Member applications is now until June 30<sup>th</sup>
    - Find the “EPAC Member Application (2023)” under the forms section of the Rules Subcommittee EPA website:  
<https://dcp.psc.gov/OSG/engineer/rules-subcommittee.aspx>
  - Feel free to reach out LCDR Simpson or CDR Fehrman with questions about roles and responsibilities of a Voting Member.

### General Discussion & Questions

- Skills database presentation by CDR Gumapas went a different route, and was presented to EPAC Leadership and CPO, who have submitted it to RDB for buy-in subsequent to completing any further work. Need to identify who would maintain and update the database long term.

### New Business and Closing Remarks

- EPAC Networking Event Friday June 9<sup>th</sup> at 530pm ET at Dogfish Head (Dome area) in Gaithersburg, MD
- Consider becoming an EPAC voting member – apply by June 30<sup>th</sup> at link above
- Meeting minutes will be uploaded to the following website:  
[https://dcp.psc.gov/OSG/engineer/cd\\_admin.aspx](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
- June CDS meeting will be written update only
- Next call will be Monday, July 24<sup>th</sup> 3:00pm-4:00pm ET
- Forward to anyone you may think is interested



## EPAC Career Development Subcommittee May 22, 2023 Meeting Minutes



### [Join Zoom Meeting](#)

One tap US: [+16692545252](tel:+16692545252) or [+1605089551](tel:+1605089551) or  
mobile: [+16468287666](tel:+16468287666) or [+1605089551](tel:+1605089551)

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

URL: [Y0Qm1mdz09](https://fda.zoomgov.com/j/1605089551?pwd=Z240ZklSM2tiWG5ZTmFZMW)

Meeting160 508 9551

ID:

PasscodBB@b?7

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### **Join by Telephone**

For higher quality, dial a number based on your current location.

Dial:

US: +1 669 254 5252 or +1 646 828 7666 or +1 669 216 1590 or +1 551 285  
1373 or 833 568 8864 (Toll Free)

Meeting160 508 9551

ID:

Passcod754961

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### [International numbers](#)

### **Join from an H.323/SIP room system**

H.323: 161.199.138.10 (US West)

161.199.136.10 (US East)

Meeting160 508 9551

ID:

Passcod754961

e:

SIP: 1605089551@sip.zoomgov.com

Passcod754961

e:



## EPAC Career Development Subcommittee May 22, 2023 Meeting Minutes



### **Participants**

LCDR Michael Simpson  
CDR Chris Fehrman  
CDR Andrew Yang  
CDR Josh Sims  
CDR Kurt Kesteloot  
CDR Mark Hench  
CDR Matt Mergenthaler  
LCDR Abbas Bandukwala  
LCDR Adam Cooke  
LCDR David Sullivan  
LCDR Jaison Eapen  
LCDR Juliane Junes-Harvey  
LCDR Mary Millner  
LCDR Monica Murie  
LCDR Noah Buikema  
LCDR Thomas Peter  
LT Aakash Jain  
LT Andrew Colvin  
LT Colin Tack  
LT Corbyn Navas  
LT Geng (Michael) Tian  
LT Kayla DeVault Wendt  
LT Morgan Lee  
LT Schuyler Price  
LT Tim Beck  
LT Yvesna Blaise  
1 phone number