



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Meeting #196 Minutes, March 8, 2016

**I. Call to Order 1300 EST**

EHOPAC Chair, CDR Carrie Oyster, called the meeting to order. Roll call was held for members in attendance.

**EHOPAC Members Present**

|                                       |                       |
|---------------------------------------|-----------------------|
| CAPT Alan Parham, CPO                 | CDR Derek Newcomer    |
| CDR Carrie Oyster, Chair              | CDR Chris van Twuyver |
| CDR Jill Shugart, Vice Chair          | LCDR Daveta Bailey    |
| CAPT David Cramer, Ex-Officio         | LCDR Travis Bowser    |
| CDR Jamie Mutter, Secretary/Treasurer | LCDR Matthew Deptola  |
| CAPT John McKernan                    | LCDR William Fournier |
| CDR Matt Albright                     | LCDR Carla Tuite      |
| CDR Darren Buchanan                   | LCDR Elena Vaouli     |
| CDR Monica Leonard                    | LT Daniel Malashock   |

## **EHOPAC Members Absent**

|                                   |                              |
|-----------------------------------|------------------------------|
| CDR Stephen Piontkowski (Excused) | LCDR Katie Hubbard (Excused) |
|-----------------------------------|------------------------------|

## **EHOPAC Alternates Present**

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| LT Kimberly Smith (for CDR Hubbard) | CDR Eva McLanahan (for LCDR Vaouli) |
|-------------------------------------|-------------------------------------|

## **EHOPAC Liaisons Present**

|   |                                    |
|---|------------------------------------|
| CAPT Postelle Birch-Smith, Topics in Pub Health | CAPT Donald Williams, EHAC Liaison |
| CAPT Lauralynn McKernan, CCWIAB Liaison         | LCDR Daveta Bailey, JOAG Liaison   |
| CAPT Gary Noonan (Ret), AAS Liaison             |                                    |

## **II. Chief Professional Officer Update – CAPT Alan Parham**

### *Report*

- RADM Joan Hunter named new DCCPR Director
  - Previously assigned to the Pentagon, in Washington, D.C. where she served as principal staff and advisor to the Chief of the National Guard Bureau. RADM Hunter worked to “build” the National Guard’s psychological health program; placing a Director of Psychological Health in every State, Wing and Territory; based on the DoD Mental Health Task Force Report recommendations.
- CC HQ Recruitment Branch Reorganization
  - New Student and Training Program section (JRCOSTEP and SRCOSTEP), the Indian Health Service Pharmacy Residency, the Centers for Disease Control and Prevention Epidemic Intelligence Service, and the USUHS medical school program.
  - New CAD Section (processing of all new appointments to the Commissioned Corps)
  - Delineation of duties between the Student and Training Program section and the Call to Active Duty (CAD) section.
  - CDR Joy Lee, Pharm D. is the **Chief, Student and Training Program**
  - CDR Antoine Smith, B.S., M.P.H will serve as **Chief, Call to Active Duty (CAD)**
- CC HQ Vacancies
  - (O6) Director, Division of Systems Integration
  - (O6) Chief, Officer Support, Assignments and Career Management Branch (ACMB)
  - (O6) Supervisory Medical Officer
  - (O5) Adverse Actions Officer
  - (O5) Response Management Officer
- New CPO’s and JOAG Advisor
  - Health Services Professional Officer **CAPT Jeanean Willis-Marsh**
  - Therapist Chief Professional Officer **CAPT Mercedes Benitez-McCrary**
  - Veterinary Chief Professional Officer **CAPT John Gibbins**
  - Junior Officer Advisory Group Senior Advisor **CAPT Sara Newman**
- Readiness check – April 1, 2016

- If you are up for promotion, the Jan 1<sup>st</sup> and Apr 1<sup>st</sup> readiness checks are very important
- eOPF Licensure/Certifications
  - CAPT Parham is working with CC HQ to get clarification on where EHO's should be sending their certifications (REHS, etc.). Should we be sending it to our eOPF or the licensure fax line? More to come.
- Awards
  - There is still a backlog on all awards. CC HQ is trying to resolve the issue.
- Strategic Planning
  - The CC is looking at where we are and what changes need to be made.
  - A strategic Planning Group consisting of CPO's and other Corps leadership is meeting weekly to discuss these changes.
  - For example, CPO's are pushing to update some of the processes such as the eOPF fax line
- FMRB
  - There is concern with officers being deployed through their agencies and those deployments not being counted toward the FMRB (Ex, CDC, FDA)
  - CAPT Parham will continue to discuss this with CC HQ
- General Duty Applications
  - Expect the EHO window for applications to open up again in late summer/early fall
- Other
  - CAPT Parham will be in DC the week of March 14<sup>th</sup>. He will attend OBC graduation while there. There are 2 EHOs graduating.
  - CAPT Parham mentioned that he would like to get in the field and make connections with officers. If there are any meetings/conferences that he could attend to justify travel, please let him know so he can tap into those resources to get into the field and meet EHOs.

### III. EHOPAC Chair Report – CDR Carrie Oyster

#### *Report*

- Welcome
  - Thank you to CAPT Parham for his continued service as our CPO
  - Thank you to CAPT Cramer for his work as our 2015 PAC Chair
- EHOPAC stats for 2016
  - From our new EHOPAC website <https://dcp.psc.gov/osg/eho/>:

## EHOPAC Membership

The membership of the EHOPAC is composed of environmental health officers (EHOs) from multiple agencies. Based on the number of EHOs serving in an individual agency, seats on the PAC are determined. The agencies with larger numbers of EHOs receive more seats on the PAC. 2016 service statistics allow for the number of voting members show in the adjacent table.

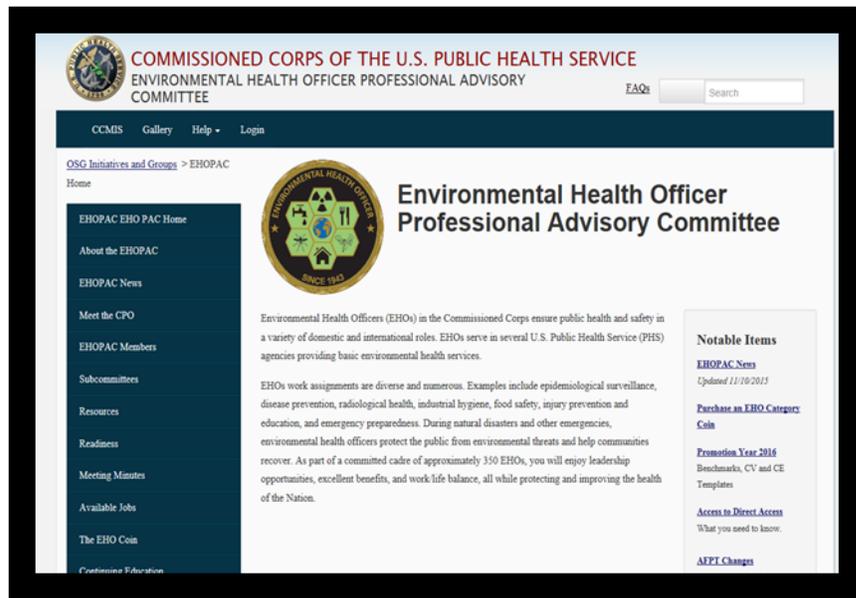
*Note:* Starting in 2017 the EHOPAC will open an additional seat, termed "Open" seat for any EHO serving in an agency with 1 or fewer seats.

| Agency       | # of Voting Members |
|--------------|---------------------|
| FDA          | 4                   |
| IHS          | 4                   |
| CDC          | 3                   |
| At Large     | 2                   |
| ATSDR        | 1                   |
| EPA          | 1                   |
| NIH          | 1                   |
| NPS          | 1                   |
| USCG         | 1                   |
| <b>Total</b> | <b>18</b>           |

- At the time of print, we have 350 EHOs on Active Duty
- Based on percentages of officers in various agencies, we have 18 Voting Member seats on the PAC with 10 Subcommittees
- PAC leadership for 2016:
  - CPO – CAPT Parham
  - Ex-officio Chair – CAPT Cramer
  - Chair – CDR Oyster (USCG)
  - Vice-Chair – CDR Shugart (CDC)
  - Secretary/Treasurer – CDR Mutter (CDC)
- EHOPAC Subcommittee Chairs (which you can always find on the back our EHOPAC meeting agenda, as well as contact information) for 2016:
  - Awards – CDR Hubbard (IHS)
  - Career Development – CAPT McKernan (EPA) & CDR Piontkowski (IHS)
  - Communication (WG) – LCDR Vaouli (ATSDR) & LT Malashock (At large)
  - History – LCDR Deptola (NIH) & LCDR Bailey (FDA)
  - IT – CDR Buchanan (IHS)
  - M&R – CDR Leonard (CDC) & CDR Albright (FDA)
  - M&O- LCDR Fournier (NPS)
  - P&S – CDR Newcomer (At large)
  - Readiness – CDR VanTwuywer (FDA)
  - Training – LCDR Bowser (IHS) & LCDR Tuite (FDA)
- New EHOPAC Voting members for 2016
  - CDR Leonard
  - LCDR Bowser
  - LT Malashock
- EHOPAC membership for 2016 and 2017:
  - Met with each Subcommittee in December and January to discuss strategic planning for 2016 and 2017
    - EHOPAC bylaws state EHOs may only serve a 3 year terms on any PAC Subcommittee
    - Bylaws also state EHOs shall only serve on one Subcommittee at a time
    - In an effort to allow maximum EHOPAC participation and to have transparency regarding subcommittee membership, we will be implementing both requirements

- This will become a yearly occurrence, every January.
  - Mark your calendars.
  - If you want to serve on the PAC, the best way is to become a Subcommittee member, and then move into senior leadership positions
  - Please look at this modernization of our Subcommittee application process as they way to maximize participation, explore individual creativity within a subcommittee and train EHOs on the true inner-workings of our category
- Serving on the PAC gives you the opportunity to learn the many facets of our category and demonstrate service
  - For 2016, we have 90 (of 350) EHOs serving on the PAC
  - This represents ~25% of our category
  - Every EHO who applied for a spot on a Subcommittee was given a seat and an opportunity to serve
  - We would love more than 25% of the category serving on the PAC.
    - We have work enough to bring on more officers.
    - The projects have massive impact on the current status of our category as well as the future direction for EHOs and PHS as large.
    - CHALLENGE: join the PAC and be the change you want to see happen.
- In the summer we will send out a call for nominations for the 4 voting members seat vacancies will we have on the PAC (there may be more depending on what PAC members choose)
  - One FDA seat (currently have 4 seats on PAC)
  - One EPA seat (currently has 1 seat on PAC)
  - One At Large seat (DHS – not NPS, DoD, BOP, CMS, HRSA, OS, USDA, PSC, USMS, etc)
  - One **New OPEN** seat (all agencies that meet At Large requirements OR have 1 seat on the PAC – ATSDR, EPA, NIH, NPS, CG)
- Strategic Planning for the category
  - Initiatives for 2016
    - Updating our appointment standards & process we use to bring members onboard as EHOs
    - Developing a protocol to review EHO applicants (very challenging and we are now providing services that CCHQ used to perform and is no longer able)
    - Creating a new EHOPAC website & migrating our materials from the legacy site (we are also dealing with 508 compliance and making sure none of our materials, photos, documents contain PII without permission)
    - Interacting with our CADs & updating our mentoring program to include a training document for our senior officer mentors
    - Standardizing our career counseling program and modernizing our benchmarks
    - There are many more. Encourage you to call in to our 4 OPEN meetings to learn about all we are doing. (COA, September and December)

- Please know, we are working on a website migration from our legacy EHOPAC.org site to PHS-platform
- <https://dcp.psc.gov/osg/eho>



- This site will be slowly coming online
- BIG goal with the re-organization of materials is to make our EHOPAC website more user friendly and address HHS 508 compliance requirements
- This is a large scale operation for several PAC subcommittees. What you will see should be a fantastic end product (goal August 2016), but please know your VMs are working hard to produce this product for you. Some materials may take longer than others to appear on the website. Please have patience and revisit the site at a future date to check on updates/additions.
- Plans for year
  - Subcommittees' reports will keep you current on what your Voting Members are working on.
  - We will also post meeting minutes of our 7 closed EHOPAC meetings. Please review for information that is applicable to you and our category.
- COA 16-18 May, Oklahoma City
  - Consider attending, even if not funded, we can room-share
  - PAC call Monday 16 May, 1500-1700 Central Time
  - If you cannot attend, we will have a conference call line
  - Roll out our new EHOPAC coin at the conference
- Reminder:
  - If you have an issue that relates to all EHOs, regardless of agency, our PAC is here to help address that concern. Please let us know
  - For agency EHO issues, please use your EHOPAC representative(s).
  - You can find contact information on the website (or on the EHOPAC meeting agenda) at: <https://dcp.psc.gov/osg/eho/pacmembership.aspx>

#### IV. EHOPAC Vice Chair Report – CDR Jill Shugart

*Current initiatives (and projected completion date if applicable):*

- Thank you to everyone who attended and participated in 2016 COSTEP selections! Mentoring a COSTEP is a great leadership opportunity and sponsoring COSTEPs is a very important recruitment tool!
- March 8 2016 is the deadline for submitting the names of the COSTEPs you are submitted 1662s for to DCCPR so they can begin the security clearance process and ensure orders are cut on time. Remember, 1662s should be submitted to DCCPR 90 days before the student's start date (or as close as possible).
- The EHO category has once again been invited to speak at the annual AEHAP meeting the weekend before NEHA this year. This role has transferred between EHOPAC and M&R leadership in the past; working on framework to permanently implement this annual request to best fit within the category.
- Working to create a smooth transition throughout the entire EHO application process; from deciding who we want as an EHO to helping them find a position; P&S and M&R leadership will play a major role in this determination; assisting both subcommittees with dividing up workloads and responsibilities for most effective way forward.
- The Training Subcommittee has new leadership this year under LCDRs Bowser and Tuite; they are working hard to create new training opportunities for the category; contact them directly for any ideas you have for training.

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- Ordered 100 EHO coins; arriving in approximately 30 days
- Legacy coins are still available for sale; see CDR Mutter for coins
- New and Legacy coins will be sold at COA on category day in OKC, OK

*Long Term Goals:*

- See updated RAIL

## **V. EHOPAC Ex-Officio Report – CAPT Dave Cramer**

*Report*

- Pathways for students and Recent Graduates to Federal Careers
  - 2012 Executive Order designed to Introduce Recent Graduates to Federal service
  - Dynamic developmental assignment
  - At least one year appointment but can be longer.
  - At the end of the appointment, applicant can be converted to permanent/full time
  - OPDIV can assign them where needed
- Dynamic Assignment
  - User agreement
  - Training requirements
  - Mentorship
- What is a new Graduate?
  - Recent Grad
    - Within 2 years of graduation

- Veterans have up to six years
  - “Qualifying Degree”
    - “Qualifying Degree” not defined
    - PAIHS uses EHAC standards as a reference document
  - Excepted Authority
    - Similar to Indian or Veterans’ Status rather than Merit Promotion or Delegated Authority
- Conversion to Merit Promotion or Commissioned Corps
  - Conversion to Permanent
    - At the end of the term, Pathways participant can be directly converted to Merit Promotion
  - Commissioned Corps
    - Hire someone off the Boarded Applicants List
    - More work if you have to let them go
- What is the advantage?
  - Time limited appointment – if it doesn’t work out, you don’t have to convert
  - Clear framework of expectation and training
  - Reach an applicant pool of new grads
- More information: <https://www.opm.gov/policy-data-oversight/hiring-authorities/students-recent-graduates/#url=Program-Fact-Sheets>

## VI. EHOPAC Treasurer Report – CDR Jamie Mutter

*Report:*

- Budget
  - Current funds \$1,843.05
- Coins
  - Currently have 81 legacy coins
    - Price has been reduced to \$5/per legacy coin
    - Coin contact is CDR Jamie Mutter. If you would like to purchase a coin, please contact her. Note: coins that need shipment to a field site may require a surcharge.

CDR Jamie Mutter  
 CDC  
 404-498-6664  
[zwy4@cdc.gov](mailto:zwy4@cdc.gov)

## VII. EHOPAC Secretary Report – CDR Jamie Mutter

- No updates at this time

## VIII. Liaison Reports

### A. EHAC Liaison Report – CAPT Don Williams

- The National Environmental Health Science and Protection Accreditation Council (EHAC) is busy working with six programs up for reaccreditation:
  - Mississippi Valley State University (UG&G)

- Baylor University (UG)
- Benedict College (UG)
- Colorado State University (UG)
- Dickinson State University (UG)
- Ohio University (UG)
- While there are no programs prepared to go up for initial accreditation the Association of Environmental Health Academic Programs (AEHAP) (the administrative support arm of EHAC) is working with ten programs that could be in a position to apply in 2016-2017. This process is intensive and involves ongoing communication on what is needed to ensure new potential programs meet EHAC guidelines. AEHAP is the new program recruitment arm of EHAC. Until a program has been invited to apply for accreditation AEHAP does not share their information such as name of the school or details on what they need to do to be invited to apply for accreditation.
- All self-studies have been submitted and reviewed and all site visits have been completed. The self-study reviewers look for how the programs under consideration align with EHAC accreditation standards for undergraduate and graduate programs.
- The site visit team is comprised of one environmental health practitioner and one academic member from an EHAC accredited program. The team prepares a site visit report and the Program Director of the EHAC accredited program has two weeks to respond to the site visit report.
- The annual EHAC meeting will be held June 11-12, 2016 in San Antonio Texas in conjunction with the annual National Environmental Health Association (NEHA) conference. At this meeting the council will make accreditation decisions.
- In addition to administering the accreditation process council elections are currently taking place. A ballot has gone out to the council to vote on a slate of candidates by March 18<sup>th</sup>, 2016.

**B. American Academy of Sanitarians Report - CAPT Gary Noonan (USPHS, Ret)**

*Current Year Initiatives*

- Coordinate with the EHOPAC to plan the AAS/ EHOPAC Awards Ceremony at the NEHA AEC

**C. Commissioned Corps Women's Issues Advisory Board (CCWIAB) Liaison Report – CDR Lauralynn McKernan**

- Members of CCWIAB represent the various operating and staff divisions within HHS, non-HHS entities in which Corps officers serve, and the eleven professional categories.

*Current Year Initiatives*

- Violence Prevention Committee
- Outreach Committee
- Pregnancy Committee
- Membership Committee
- Leadership Development

*Notable News, Activities & Accomplishments since Last Meeting*

- The Commissioned Corps Women's Issues Advisory Board is receiving inquiries/requests from officers about whether DoD's recent announcement about extending maternity leave is something that the PHS can also do.
- <https://www.washingtonpost.com/news/checkpoint/wp/2016/01/28/pentagon-extends-maternity-and-paternity-leave-for-military-families/>
- <http://www.navytimes.com/story/military/2016/01/28/maternity-leave-dod-ash-carter-12-weeks-announcement-force-of-the-future/79465178/>
- The Commissioned Corps Policy folks are aware (and have been aware since last year's announcement by the Navy to extend maternity leave to 18 weeks) and are evaluating the feasibility of changes. It is an evolving situation.

*New Efforts:*

- Support for extended maternity leave
- Establish opportunities for junior female officers to be mentored by senior female officers, regardless of category
- Collaboration with JOAG and development of a PHS "Marriage Guide" is progressing nicely
- Next leadership development webinar will be April 2016 featuring female PAC chairs.

**D. Junior Officers Advisory Group (JOAG) – LCDR Daveta Bailey**

- JOAG - Call for Nominations for Voting Members
  - DEADLINE EXTENDED TO March 18, 2016
  - If you know a motivated and dedicated junior officer, please encourage them to self-nominate for the following open slots: Environmental Health Officer Liaison, At-Large Member (6 openings)
  - Requirements: You must be an active duty junior officer (T-O4 and below) and you must not be eligible to pin-on T-O5 (Commander) prior to July 1, 2018. For questions or to submit nominations for Voting Membership, the Voting Membership Subcommittee Co-Chairs, LCDR Simleen Kaur, at [Simleen.Kaur@fda.hhs.gov](mailto:Simleen.Kaur@fda.hhs.gov) or LT Chris Sheehan, at [Christopher.sheehan@fda.hhs.gov](mailto:Christopher.sheehan@fda.hhs.gov). Nominations are due no later than close of business, Friday, March 18, 2016.
- JOAG Journeyman Series
  - Please join us for the next Journeyman Speaker Series (JSS) presentation on the Medical Reserve Corps (MRC) Program on Friday, 11 March from 1300-1400 EST. This presentation will be delivered by CAPT Rob Tosatto, the Director of the MRC Program. The Presentation slides are attached to this email and may be viewed from the link below.  
<https://www.medicalreservecorps.gov/pageViewFldr/About/CAPTRobertTosatto>
  - Call-in Number: 1-302-202-1106; Conference code: 825385
- General Member Meeting: Friday, April 8, 2016; 1300-1500 EST

**E. Topics in Public Health Series Committee – CAPT Birch-Smith (Guest)**

- Topics in Public Health (TPH) Series
  - The TPH series was designed to educate public health professionals about topics that are pertinent to their roles within the various agencies within the Department of Health and Human Services (DHHS) and other PHS agencies

by presenting topics that directly relate to the HHS Strategic Plan, the Secretary's Strategic Initiatives, current topics for DHHS OPDIVs who utilize PHS health professionals, and/or other topics directly related to the advancement of public health. All offerings are done by webinar.

- TPH Learning Series Objectives
  - Describe scientific evidence supporting the HHS Initiatives
  - Explain the multi-disciplinary approach in addressing public health issues.
  - Identify public health concerns
  - Identify ways Public Health Professionals can impact public health issues.
- TPH Committee
  - The TPH Committee is a multidisciplinary group made primarily of pharmacists and also includes a physician and a nurse.
  - Volunteers come from all categories of USPHS
  - The committee resides under the Career Development Committee of the PharmPAC
  - Currently, the committee has 4 standing subcommittees: Administration, awards, communications and logistics/webinar
- To be a speaker:
  - Topics should be directly related to one of the following:
    - HHS Strategic Plan
    - Secretary's Strategic Initiatives
    - HHS Agencies who hire PHS health professionals
  - Write a brief description and 2-3 objectives highlighting the gap in knowledge addressed by your presentation. Submit information to [TopicsinPH@gmail.com](mailto:TopicsinPH@gmail.com)
- Listserv
  - <https://list.nih.gov>
  - Search- TOPICSINPUBLICHEALTH
- Contact information
  - [TopicsinPH@gmail.com](mailto:TopicsinPH@gmail.com)
  - [postelle.birch-smith@fda.hhs.gov](mailto:postelle.birch-smith@fda.hhs.gov)

## IX. Subcommittee/Workgroup Reports

### A. Awards and Recognition

*Current Subcommittee Members:*

Chair(s): CDR Katie Hubbard

Members: CDR Michael Box

*Current initiatives (and projected completion date if applicable):*

- Manage the 2016 EHOPAC Awards Process
- Manage the 2017 EHO Responder of the Year Award Process
- Provide resources to officers for writing successful award nominations (by December 2016)

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- CAPT Calvin Edwards named the 2016 EHO Responder of the Year. Award will be presented during Category Day at the 2016 COF Symposium.

- The nomination period for 2016 EHOPAC Awards is now closed. Voting members currently reviewing and scoring nominations. Awardees will be selected by end of March.
- CDR Michael Box will be filling in for CDR Hubbard for subcommittee duties while she is on maternity leave until early June.

*Long Term Goals:*

- Provide improved samples of successful award write-ups for both EHOPAC awards and Commissioned Corps awards, with representation from all agencies. These write-ups will be solicited from the Voting Members during July/August 2016, vetted by EHOPAC leadership, stripped of identifiers and made 508 compliant, and posted on the EHOPAC website by December 2016.

**B. Career Development**

*Current Subcommittee Members*

Chair(s): CDR Stephen R. Piontkowski  
 CAPT John McKernan  
 Members: CDR Aimee Treffiletti, CDC  
 CDR Hien Albright, FDA  
 LT Beth Wittry, CDC  
 LT Katie Bante, IHS

*Current initiatives (and projected completion date if applicable):*

- PY17 Benchmarks review/revision (Spring 2016)
- PY17 CV cover sheet design (Spring 2016)

*Notable news/activities/accomplishments since last EHOPAC meeting*

- Thank you CDR Laco for service as Subcommittee Chair
- Roster updated
- 2016 work plan written
- 2016 subcommittee SOP written
- New website content approved

*Long Term Goals*

- End of year counseling (Spring-Fall 2016)
- Assist with EHO mentoring sessions at COF (Summer 2016)
- End of year mentoring (Fall-Winter 2016)

**C. Communications Working Group**

*Current Subcommittee Members:*

Chair(s): LCDR Elena Vaouli (Voting Member)  
 LT Daniel Malashock (Communication Liaison)  
 CDR Luis Rodriguez  
 Members: CDR Gary Carter  
 CDR Jennifer Freed  
 CDR Diane Kelsch

LCDR Daniel Adams  
LCDR Christine O’Leary  
LCDR Jessica Otto  
LCDR Martin Stephens  
LCDR Raquel Williams  
LT Catherine Beaucham  
LT James Gooch  
LT Dana Robison  
LT Kristen Szenderski  
LT Tyler White

*Current initiatives (based on Subcommittee Work plan):*

- Organizational improvement
  - Define COMMS WG purpose
  - Clarify new Liaison role
  - Transition to subcommittee in 2017
- Social Media
  - Finalize and implement new policies
  - Ensure consistent activity and monitoring of Facebook accounts
  - Explore new social media opportunities
- Publications
  - Maintain presence in Combined Category Newsletter
  - Explore new Publications opportunities
- Planning
  - Complete needs assessment by Fall 2016.
  - Report findings and recommendations by December 2016.
- Special Projects
  - Complete tasks as assigned.

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- Acquired 9 new members
- Assigned leadership roles to 2 Subgroup Leads
- Completed 2016 SOP and Workplan
- Transitioned social media account administrative rights to new members

*Long Term Goals:*

- Develop EHOPAC Communications Plan/Strategy
- Become established as EHOPAC Subcommittee (draft new SOP and workplan)
- Define Liaison Role and transition out of Communications Subcommittee.

*Actions previously directed by EHOPAC (Status and projected completion):*

- Completed 2016 SOP and Workplan
- Vet and assign new members to working group.

## **D. History**

*Current Subcommittee Members:*

Chair(s): LCDR Daveta Bailey & LCDR Matthew Deptola

Members:  
 CDR Kenneth Crombie  
 LCDR Susan Schaffer  
 LCDR Victoria Murray  
 LCDR Emily Lee  
 LT Melanie Moore  
 LCDR Jeremy Mason  
 LCDR Nicola Areshenko

- Current EHO Officer Strength and per agency (as of 3-4-16)

| AGENCY                 | Number of EHOs | Top five Agencies ranked by Number of EHOs |
|------------------------|----------------|--|
| ACF                    | 1              |  |
| AHRQ                   | 0              |  |
| <b>ATSDR</b>           | <b>22</b>      | <b>4th</b>                                 |
| BOP                    | 2              |  |
| <b>CDC</b>             | <b>74</b>      | <b>3rd</b>                                 |
| CMS                    | 1              |  |
| <b>DHS-COAST GUARD</b> | <b>15</b>      | <b>5th</b>                                 |
| DHS-NON COAST GUARD    | 3              |  |
| DOC                    | 0              |  |
| DOD                    | 0              |  |
| DOD TMA                | 3              |  |
| EPA                    | 10             |  |
| <b>FDA</b>             | <b>89</b>      | <b>1st</b>                                 |
| HRSA                   | 4              |  |
| <b>IHS</b>             | <b>87</b>      | <b>2nd</b>                                 |
| INTERIOR               | 11             |  |
| JUSTICE                | 0              |  |
| NIH                    | 12             |  |
| OS                     | 7              |  |
| PSC                    | 6              |  |
| SAMHSA                 | 0              |  |
| USDA                   | 3              |  |
| <b>Grand Total</b>     | <b>350</b>     |  |

*Current initiatives (and projected completion date if applicable):*

- Completion of a Comprehensive SOP/COOP Document for the Committee with Due Date 5/1/16.
- Organization of current Historical documents both on the website and on a thumb drive
- Creation of a 508 compliance and staging protocol
  - Goal is to have a process from the creation of a document, to staging, to 508 compliance to posting
  - Use this process to complete 508 compliance with all new and existing history documents

*Notable news/activities/accomplishments:*

- New Initiative: Yearly EHO Locations and Category Strength Per Agency
  - Map Showing where all EHO's Are Stationed
  - Accompanying category Strength per agency table
  - To occur yearly for historical purposes and trending

*Long Term Goals:*

- Research and document information regarding the category name "sanitarians" and the change to environmental health officer (date, reason why, etc.)  
Team Members: Victoria Murray (lead), Melanie Moore  
Task status: content complete, 508 compliance required
- Continue to research and document the oral history of ADMs and CPOs and record their biographies on the HISTORY section of the EHOPAC website.  
Task status: TBD – information needed for this task will be sent by the previous Chair to us via thumb drives  
Team Members: Emily Lee (lead), Nicola Areshenko  
Task Status: Looking at current publications
- Document and provide updates on significant events where EHOs provide significant contribution and value in a non-traditional role.  
Team Members: Jeremy Mason (lead), Susan Schaffer  
Task Status: Collecting information on possible EHO's
- Develop a deployment timeline that dates back at least to 2000 which encompasses deployments over the years and captures the background of these events, who or how many personnel responded (EHO's), dates, other important information. Additionally, a synopsis of the EVD response and the Unaccompanied Minor response will be documented and posted to show EHO level of involvement.  
Team Members: Ken Crombie (lead), Melanie Moore  
Task Status: On-going

*Actions previously directed by EHOPAC (Status and projected completion):*

- Items on the RAIL list are incorporated into our current initiatives.

## **E. Information Technology**

*Current Subcommittee Members:*

Chair: CDR Darren Buchanan

Members: CAPT Gary Perlman, CDR Travis Chapman, LCDR Justin Erickson

*Current initiatives:*

- Training for EHOPAC Members
  - How to build 508 compliant Word documents
  - Using the APAN (All Partners Access Network) SharePoint site
- Assisting in website planning with various Subcommittees
  - Evaluation of current documents
  - Purpose and audience
  - Sustainability of documents

- Establishing APAN as the working document repository for EHOPAC Subcommittees
  - Document versioning and
  - Single point of access

*Notable news/activities/accomplishments:*

- First round of trainings nearly complete
- LT Mistin Ray (IHS) named as alternate
- ICAC Representative (IT Chartered Advisory Committee)
  - Working with ICAC to recommend consistent documentation for the various IT based tools that officers are required to use

*Long Term Goals:*

- Primarily being determined based on the current needs of the subcommittees
- Use of APAN as single point of all internal documentation and working files
- Completion of RAIL items that are directly or adjacently assigned to the IT Subcommittee.

## **F. Marketing and Recruitment**

*Current Subcommittee Members:*

**Chair(s):** CDRs Monica Leonard & Timothy (Matt) Albright

**Secretary:** LT Kathleen Ferguson

**Applicant Assistance and Placement (AAP):** CDR Gino Begluitti, (Co-Lead), LCDR Michelle Dittrich (Co-Lead), LCDR Patrick Wallace, LT Christopher Caler, LT Scott Daly, LTJG Bradley Benasutti

**JRCOSTEP:** LCDR Angela Hodge (Co-lead), LCDR Charles Craig (Co-lead), LCDR Kelsey Hustedt, LCDR Corey Butler, LCDR Jason Hymer, LCDR Christine Williams, and LCDR James Speckhart

**Marketing and Materials:** LCDR Christopher Fletcher (Chair), LT Adrienne Eastlake, LCDR Erin Evans, LCDR Brek Steele

**Recruit an EHO (RAE):** CDR Craig Ungerecht (co-lead), CDR Jamison Honeycutt (co-lead), LCDR Matthew Ellis, LCDR Don Hoeschele, LCDR David Erez, LCDR Sam Rudnitsky and LT Matthew Dahm

*Current Year Initiatives:*

- General Active Duty Open Application Window –M & R will distribute by April 1<sup>st</sup> the EHO application process plan or SOP to leadership. Waiting to learn of the open window for the General Call to Active Duty for EHOs. The PHS Call Center phone number is 800-279-1605 and details are on the USPHS website at: <http://www.usphs.gov/apply/apply.aspx>. All applicants must meet the degree requirements for the category that they are applying for in order to be eligible. The AAP workgroup will continue direct outreach monthly to the hiring officials and continuous outreach to the boarded applicants.

- JRCOSTEP- By August 1<sup>st</sup>, update pertinent documents for 2017 open application period, Recruitment Timeline, Preceptor Guide, and JRCOSTEP Tips document. By October 1<sup>st</sup>, create an Adobe connect Conference Call with Accredited Universities.
- M & R Relevant Documents are 508 Compliant- By August 1<sup>st</sup>, work with the IT Subcommittee to ensure the relevant outreach materials for M & R are 508 compliant. Specific documents include: EHO Recruitment power point, Best Kept Secrets document, and all pertinent JRCOSTRP materials.
- Continue to Track Event Recruitments- Ongoing tracking of EHOs at various events. For example, the Recruit an EHO Workgroup will provide a sign-up sheet at the 2016 COA for officers participating in events at accredited universities. The workgroup will track Officers who sign up for these opportunities and will provide them with a thank you letter after presenting and/or participating in one of these events.
- New EHOPAC Coin Roll Out at COA- M&R's Marketing and Materials Workgroup will work to place the advertisement by April 1<sup>st</sup> as a message on the EHOPAC Listserve. It will include the \$10 cost of new coin and a slogan.

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- Marketing and Recruitment:
  - During the December open solicitation period, M & R received 11 new members
  - Invitation to participate in FDA Commissioned Officers Network (FCO) 8<sup>th</sup> Annual USPHS CC Awareness Day event. This event will be held on **Tuesday, April 26, 2016, from 11:00 am to 1:30 pm at the FDA White Oak Campus (Bdg 31) in Silver Spring, MD.** LCDR Aaron Niman & LT Kazu Okumura will volunteer for this event.
- Applicant Assistance and Placement Workgroup:
  - 11 available for hire
  - 33 have secured positions (66 total boarded)
- 2015 JRCOSTEP Open Application Closed on December 18, 2015 :
  - 2016 JRCOSTEP Selections Completed: Jan 21, 22, 27, 29 in D.C.
  - 41 Total EHO applications received; 32 selected
  - Agencies: IHS (26); NPS (2); FDA (2); CDC (2)
  - Former JRCOSTEPs can apply for general active duty at any time
- Recruit an EHO (RAE) Workgroup–29 officers assigned to schools
- Marketing and Materials Workgroup:
  - New EHO Coin Ordered
  - Updated Best Kept Secrets

Category Statistics as of March 3, 2016 (Total EHOs = 350)

|            |          |
|------------|----------|
| By Agency: | By Rank: |
| ACF: 1     | O-2: 6   |
| ATSDR: 22  | O-3: 61  |
| BOP: 2     | O-4: 101 |
| CDC: 74    | O-5: 84  |
| CMS: 1     | O-6: 96  |
| DHS: 18    | O-7: 1   |
| DOD: 3     | O-8: 1   |
| EPA: 10    |          |

FDA: 89  
HRSA: 4  
IHS: 87  
DOI: 11  
NIH: 12  
OS: 7  
PSC: 6  
USDA: 3

## **G. Mentoring and Orientation**

*Current Subcommittee Members:*

Chair(s): LCDR Bill Fournier

Members: LCDR Monique-Rachelle Lester, LCDR Aaron Otis, LCDR Matthew McNew, LCDR Derek Sakris, CDR Mike Quinn, LCDR Charity Webb

*Current initiatives (and projected completion date if applicable):*

- Mentoring guidance document, June 2016

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- Sent representative to meet with February 2016 OBC grad

*Long Term Goals:*

- Mentoring guidance document completed by June 2016
- Hotwash with former mentors to lay the groundwork for a mid-career mentoring program

## **H. Policies and Standards**

*Current Subcommittee Members:*

Chair: CDR Derek Newcomer

Co-Chair: CAPT Robert McCleery

*Members:*

CDR Jason Barr

LCDR Andrew Kupper

*Current initiatives (and projected completion date if applicable):*

- Finalized PHS Survival Guide
- Reviewing curriculum of programs accredited under the new CEPH and ABET criteria

*Long Term Goals:*

- Conduct review of EHO appointment standards and provide recommended changes, if deemed appropriate.

*Actions previously directed by EHOPAC (Status and projected completion):*

- Develop subcommittee SOP and work plan templates

*Items for EHOPAC Input/Discussion:*

- CEPH and ABET whitepaper

## **I. Readiness**

*Current Subcommittee Members:*

Chair: CDR Chris van Twuyver

Members: LCDR Jon Blonk, LCDR Bryan Christensen, LT Kazu Okumura, LT Jona Ogden, LCDR Jessica Hensley, LT William Burrows, LT Kimberly Garner, LT April Hill, LCDR Brian Putz, CDR Joel Hustedt, LT Jeffrey Conner, LT Mark Chen, and LT Krista Ferry

*Current initiatives (and projected completion date if applicable):*

- Develop SOP for the Readiness Subcommittee operations
- Assist EHOs who are having difficulty maintaining basic readiness
- Solicit and share EHO deployment narratives
- Review and update the EHO Marketing Pamphlet, EHO Utilization Guide, the EHO Go Kits, and the EHO Deployment Resource Guide

*Notable news/activities/accomplishments since last EHOPAC meeting:*

- Welcomed 12 new volunteers to the Readiness Subcommittees workgroups
- Completed a draft of the new EHOPAC Readiness Subcommittee Operations SOP
- Recently posted two deployment narratives from CAPT Edwards and CDR Jiggins to the EHOPAC Website
- EHOPAC Readiness statistics from the January 2016 readiness check
  - All categories achieved above 90% readiness for second quarter in a row.
  - All agencies achieved above 90% readiness for the first time
  - The EHOPAC ranked seventh in overall readiness at 95.69%
  - Eight missing immunizations, seven missing APFT, five missing BLS
- **PACE program updates**
  - RedDOG announcement forthcoming which will detail changes in the PACE program
  - No POM will be issued, PACE program changes will be detailed in an SOP attached to the announcement from RedDOG
  - The changes entail shifting the program from PAC level management to centralized management under RedDOG
  - Officers will email PACE program submissions to [PACEprogram@fda.hhs.gov](mailto:PACEprogram@fda.hhs.gov)
  - Three types of certificates:
    - Level increase
    - Outstanding/maximum level
    - Three consecutive year's outstanding/maximum level
  - The Director, RedDOG will sign level increases and outstanding/maximum certificates. The Surgeon General will sign three consecutive year's outstanding/maximum level certificates

*Long Term Goals:*

- Complete migration of EHOPAC Readiness Subcommittee documents to APAN and the EHOPAC Website
- Complete review of all EHOPAC Readiness Subcommittee documents to ensure that they are compliant with 508 requirements

## **J. Training**

### *Current Subcommittee Members:*

Chairs: LCDR Carla Tuite and LCDR Travis Bowser

Members: CAPT Edward Pfister, CDR Julia Chervoni, CDR Jessica Hensley, CDR Jasen Kunz, CDR Eva McLanahan, LCDR Robert Horsch, LCDR Kimberly Hull, LCDR Candis Hunter, LT Laura Annetta, LT Steven Galvez, LT Chyla Hunter, LT Ronan King, LT Aaron Niman

### *Current initiatives (based on Subcommittee Workplan):*

- Category Day Planning continues to be ongoing leading up to May, COA.
- EHO Social information will be forthcoming. Social still planned for Wednesday evening of Category Day, but early enough that people can still attend Joint Social later that night.

### *Notable news/activities/accomplishments since last EHOPAC meeting:*

- Keynote and luncheon Speakers gifts have been finalized. Letter of Appreciation will be provided to all speakers as well.
- There will be an additional speaker providing information on Zika at the end of Category Day for those wanting to listen in.

### *Long Term Goals:*

- Category Day Planning Process Changes and Recommendations
- Revamping of the training resources to specifics regarding continuing education and credentialing, as well as pertinent Environmental Health information.
  - Training Resources publications will be on hold for a while.