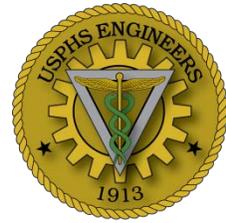




**Meeting Minutes of the
Engineer Professional Advisory Committee
Wednesday, December 16, 2015**



The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all Public Health Service Engineers and Architects, both Commissioned Officers and Civilians.

Next Meeting Date:

The next EPAC meeting is TBD by LCDR Kimberly Piermatteo, 2016 EPAC Chair.

Conference Line Information:

Toll-free: 1-855-828-1770

Passcode: 25005215

Webinar: <https://collaboration.fda.gov/usphs-engineers/>

I. CALL TO ORDER

CDR Hammond called the meeting to order at 1400 EST. Attendance was taken and a quorum of EPAC members was present. Section VIII below shows the EPAC meeting attendance this year to date.

II. APPROVAL OF MINUTES

Two members supported the approval of the November meeting minutes.

III. ANNOUNCEMENTS

A. EPAC Chair: CDR Jill Hammond (Jill.Hammond@fda.hhs.gov)

- New Fax Coversheet for eOPF. Please follow the instructions on the CCMIS website regarding faxing documents
(http://dcp.psc.gov/ccmis/eOPF_fax_announcement_m.aspx).
- Direct Access
 - Shutdown from December 18, 2015 – January 4, 2016
 - Review/update information, i.e. leave, readiness
 - No change in deadlines for administrative items
 - Promotion documents due annually by December 31st
- JRCOSTEP application deadline – December 18, 2015
- EPAC Subcommittee Volunteer Opportunities

- Career Development – contact CDR Jonathan Rash (Jonathan.Rash@ihs.gov)
- Information – contact LCDR Jim Kohler (Kohler.James@epa.gov)

IV. SUBCOMMITTEE REPORTS/ACCOMPLISHMENTS

A. Awards: LCDR Jitendra Virani (Jitendra.Virani@fda.hhs.gov)

- The Award Subcommittee is calling for nominations for the following awards to be sent to epacawards@gmail.com:

Chief Engineer's Awards – deadline *February 10*

- [Ian K. Burgess Outstanding Young Engineer](#)
- [Roger H. Lynch Outstanding Young PHS Engineer](#)
- [Robert C. Williams Engineering Literary Awards](#)
- [John C. Villforth Leadership](#)

S.A.M.E. PHS Engineering Achievement Awards – deadline *February 10*

- [Hollis Medal](#)
- [Green Medal](#)
- [Cumming Plaque](#)
- We have been attempting to collect more nominations for the PHS Engineer of the Year and PHS Engineer Responder of the Year awards nominations packages. The subcommittee will soon start reviewing the awards nomination packages.
- The Subcommittee has started updating the award specific webpages. Most of them have been updated already. This task should be done before the end of the year 2015.
- The Subcommittee has sent out an email requesting membership interested in joining the Subcommittee. Interested officers should send an email to epacawards@gmail.com before December 31, 2015.
- Thank-you letters have been emailed out to the Subcommittee members for their work during the year.

C. Career Development: CDR Jonathan Rash (Jonathan.Rash@ihs.gov)

- **2015 Subcommittee Accomplishments:**
- Added nine new members to the Subcommittee, bringing the member total to 25.
- Completed a series of CV Review webinars and posted them on the USPHS Engineers website.
- Completed review of CVs for five promotion-eligible PHS engineers on short notice.
- Continue to represent the category at every OBC with engineer CADs.
- Prepared a new Template and Guidance Document for the Engineer Promotion CV (documents still under review – to be implemented next year).

D. Deployment Preparedness: LCDR(sel) Shane Deckert (shane.deckert@ihs.gov)

- **2015 Subcommittee Accomplishments:**
- Helped increase readiness percentage from 91.6% to 96% by reaching out to Engineers who were “projected not qualified” and assisted in meeting readiness standards. Typically, 140-160 engineers per cycle were contacted.
- Assisted with cross-category working group, representing the Engineer category. Provided lists of engineering capabilities for future deployments.
- Created list of Core Engineering Competencies/Capabilities to be sent to REDDOG for future training to help prepare engineers for deployments.
- Identified strategies to implement the transition from the Presidents Challenge to the new APFT standards. Forty-five engineers are affected by this new readiness requirement.

E. Events: LCDR Kurt Kesteloot (kurt_kesteloot@nps.gov)

- CDR Frank Chua will be leading the EPAC Events Subcommittee and CDR Kesteloot will be serving as the EPAC Chair-Elect and leading the Rules Subcommittee in 2016.
- The E-week Awards ceremony will be hosted by IHS in 2016.
 - Thank you to CDR Alex Dailey for leading the on-site planning.
 - **There will be several volunteer opportunities for this event on-site.**
- USPHS Scientific and Training Symposium in Oklahoma City, OK, May 16-19, 2016 more details at: <http://symposium.phscof.org/>
 - Thank you to LCDR (sel) Diana Wong and LT Monica Murie for stepping up to lead in 2016.
 - **There will be several volunteer opportunities for this event on and off-site.**
 - **ACTION ITEM: Find a keynote speaker.**
- SAME JETC 2016 in Phoenix, AZ, May 24-26, 2016 - See more at: <http://www.same.org/index.php/events/calendar-of-events/2015-events/730-2016-jetc#sthash.3aMr3CzC.dpuf>.
 - Thank you to CDR Kathol and CDR Sauer to help lead JETC efforts in 2016 for SAME.
 - **There will be several volunteer opportunities for this event on and off-site.**
- The 2016 AMSUS meeting will be in the Washington D.C. area. (<http://www.amsus.org/>).
 - Thank you to LCDR Schoppert and CDR Bush for attending planning calls.
 - **ACTION ITEM: Select a volunteer for the 2016 liaison to AMSUS.**
- **2015 Subcommittee Accomplishments:**
 - Recruited two more volunteers to help with EPAC Events.

- Planned and executed an Engineer Awards ceremony at the NIH in Bethesda, MD for approximately 30 officers. Thank you to LT Matt Hunt, LT Diana Wong, etc.
- Planned and executed the USPHS Scientific and Training Symposium in Atlanta, GA for over 30 officers. Thank you to CDR John Kathol, LT Diana Wong, etc.
 - Worked with EPAC mentoring Subcommittee to host a mentoring session at the Symposium.
 - Held an Order of the Engineer ceremony.
 - Toured CDC.
- Planned activities and increased our presence at SAME JETC conference in Houston, TX. Thank you to CDR Steve Sauer and others for assistance.
- Provided AMSUS Liaison for Engineers and offered assistance as requested for the meetings.

E. Information: LCDR Jim Kohler (Kohler.James@epa.gov)

- **2015 Subcommittee Accomplishments:**
- Developed and published the Spring and Fall Editions of the EPAC Newsletter.
- Updated new Engineers-in-Action photo section of website. Currently, over 70 photos are posted.
- Developed a roster of all PHS Engineers and posted to EPAC website for networking, recruitment, and retention purposes.
- Maintained the EPAC Website (www.usphsengineers.org).
- Advised and updated the category on the use of social media, especially as a public health tool.

F. Mentoring: CDR Duane Hammond (ahz0@cdc.gov)

- **2015 Subcommittee Accomplishments:**
- The Mentoring Subcommittee held a successful mentoring/promotion webinar in October.
- The Mentoring Subcommittee held a mentoring event at the 2015 USPHS Scientific and Training Symposium. Thanks to CDR Frank Chua for coordinating the event.
- All recently call-to-active duty engineers were contacted in 2015 and our Subcommittee continues to match new engineers with mentors.
- The Mentoring Subcommittee developed an IDP template that will be useful for junior PHS engineers developing an initial IDP.
- The Mentoring Subcommittee will submit certificates signed by the Chief Engineer to the files of officers who faxed in their IDPs for 2015. This effort was led again this year by CAPT Simpson.

G. Public Health Engineering Practices: CDR Tanya Davis (Tanya.Davis@ihs.gov)

- **2015 Subcommittee Accomplishments:**
- Active member participation has doubled over the last year.
- The Pipe Materials Workgroup has completed their work and has submitted an abstract for Category Day 2016.
- The Subcommittee completed an Engineering Standards survey and results will likely be published in the Engineer Category Newsletter.
- A new workgroup was formed to address the Surgeon General's Active Living and National Prevention Strategy priorities from an engineering perspective.

H. Recruitment and Retention: CDR Robert Hemberger

(robert_hemberger@partner.nps.gov)

- **2015 Subcommittee Accomplishments:**
- Established EPAC Connectors: Assisting, tracking and reporting progress of Engineer candidates, as they matriculate through the Commissioned Corps Appointment process.
- Appointment Board Volunteers: Identified and coordinated Engineer Officers' assistance with Engineer Commissioned Corps Appointment Boards.
- Updated Best Keep Secrets Document posted on USPHS.gov website.
- Assisted DCCPR in piloting revised approaches to Commissioned Corps Officer appointment.
- Liaised with Pharmacy PAC to understand their approach to recruitment.

I. Rules: LCDR Kimberly Piermatteo (Kimberly.Piermatteo@fda.hhs.gov)

- Report 1: Proposed Changes to the EPAC Charter and Bylaws
 - Background: The EPAC Charter was last approved on February 25, 2013 and the Bylaws were last approved on December 19, 2012. Any changes to the Charter must receive final approval from the Surgeon General, whereas the Bylaws may be amended during an EPAC General Meeting by unanimous vote.
 - The Rules Subcommittee proposed changes to the Charter and Bylaws (November 2015). Voting members were given the opportunity to comment on the proposed changes (November 2015). All comments were considered and compiled into the final proposals, as applicable.
 - Overall Reminders:
 - i. The EPAC Charter is adapted from the model Charter for all PACs. The Charter and Bylaws do not have to be the same. The Bylaws are our implementation of the minimum requirements set forth in the Charter.
 - Summary of Major Changes to Charter:
 - i. (Page 8) Added EPAC Chair must be a voting member.

- ii. (Page 8) Added caveats to a Chair’s term if it coincides with the expiration of the officer’s voting membership. A Chair’s term may be extended for one additional year so that he/she may serve as the Chair. This is an extension of the Chair’s voting membership for one year; this is not a reappointment for another 3-year term. We are trying to differentiate between an extension versus a term reappointment.
 - iii. (Page 8) Added “Terms for Chair-Elect Appointment” such that to be considered for Chair-Elect, an officer must have served at least one year as a voting EPAC member.
 - iv. (Page 9) EPAC Subcommittee Chairs should be voting members. In rare situations, the EPAC Chair may appoint a non-voting member.
- Summary of Major Changes to the Bylaws:
 - i. (Page 3) EPAC Voting Member Participation. During the first year of an EPAC member’s first 3-year term, he/she must serve as a member of at least two Subcommittees, and if not, must serve as a Subcommittee Chair or Vice-Chair. During the second and third year of an EPAC member’s first 3-year term, he/she must serve as a Subcommittee Chair or Vice-Chair. If an EPAC member is reappointed for a second 3-year term, the member must serve as a Subcommittee Chair or Vice-Chair during each year of their second 3-year term.
 - ii. (Page 6) Similar to Charter changes. EPAC Subcommittee Chairs should be voting members. In rare situations, the EPAC Chair may appoint a non-voting member.
 - iii. (Page 14) Self-Nomination Announcement updated to reflect changes to EPAC Voting Member Participation as described above.
- Voting members will be voted on these proposed changes during the meeting (*please see Section A. EPAC Charter and Bylaws –Votes on Proposed Changes of “New Business” below*).
- Report 2: **2015 Subcommittee Accomplishments:**
 - Organized EPAC Social (August 2015).
 - Facilitated the 2016 EPAC New Member Nomination and Selection Process.
 - Six new EPAC members were selected for 2016 membership.
 - Facilitated updates to the EPAC Charter and Bylaws.

V. Liaison Reports:

Reports were received from the following Liaisons:

A. **JOAG Liaison: LCDR QuynhNhu Nguyen** (quynhnhu.nguyen@fda.hhs.gov)

- In an effort to streamline JOAG's processes and modernize JOAG's operations this operational year, JOAG will start using max.gov as an online internal collaboration space. Max.gov will allow Co-Chairs to store all of their committee documents and stay engaged and connected with fellow committee members.
- JOAG advocacy is a priority for this operational year. Over the past years, JOAG leadership has been attempting to refocus the organization on its founding principles, as an advisory group, as well as the Junior Officer's voice to the OSG.
- JOAG's involvement in the Surgeon General's Call to Action: Thus far, 20 walking activities have been completed this calendar year. There was a nationwide event for Veterans Day, and a heart walk event is pending.
- Current Engineer readiness numbers are excellent with ~96% qualifying. An article was submitted by the EPAC Deployment and Readiness Subcommittee Chair to the JOAG Journal regarding the EPAC's method to increase readiness compliance.

B. **SAME Liaison: LCDR Leo Gumapas** (leoangelo.gumapas@nih.gov)

- Events: The following is a list of National SAME events pertinent to the USPHS Engineers.
 - DOD and Federal Agency FY2017 Program Briefings on March 8-9, 2016 (<http://s3.goeshow.com/same/dod/2016/dod.cfm>)
 - Golden Eagle Dinner on March 10, 2016 (<http://s3.goeshow.com/same/dod/2016/goldeneagle.cfm>)
 - Continuing Education Courses on March 22 (<http://www.same.org/index.php/events/continuing-education>)
 - Joint Engineering Training Conference on May 24 – 26, 2016 (<http://s3.goeshow.com/same/jetc/2016/index.cfm>)
- The Military Engineer (TME) Submittals.
 - The main theme is Energy and Sustainability. Highlight the importance of energy and sustainability on federal government's ability to fulfill its strategic interests.
 - Article Proposal: January 29, 2016 and Final Manuscript: February 22, 2016
 - Please contact LCDR Leo Angelo Gumapas if you need assistance on writing an article.
 - Submitted an article for the March – April issue entitled "Proactive Water Management: Mitigating Legionellosis Risk at the National Institutes of Health (NIH)." The NIH serves a patient population highly susceptible to legionellosis. NIH has implemented the recently-published ANSI/ASHRAE

188 Standard to proactively mitigate the risk of infection from its cooling tower operations.

- SAME Liaison Officer Meeting
 - Held a teleconference on December 16th.
 - Discussed updated calendar to showcase national and local events for the next six months on the SAME website (<http://www.same.org/>).
 - SAME is developing an industry-government engagement plan, which will serve as a framework about how to identify issues with respect to how government deals with industry. An example is additional costs regarding changing contractors related to providing water treatment chemicals for industrial boilers and chillers.

C. COA Liaison: CAPT James Simpson (James.Simpson@fda.hhs.gov)

- Awards Committee
 - Reviewing the Health Leader of the Year. This award will be given at the Symposium in May.
 - Reviewing nominations for the Congressional Health Leader of the Year.
 - Looking at criteria and recommendations for new awards.
- Constitution and Resolutions Committee
 - Looking at requests for two new branches.
 - Developing criteria for dissolving branches, potentially by 50%.
 - Currently, over 100 branches in COA, but only 30% of them have activity.
- Webinar Committee
 - Webinar for APFT led by LT Scott Gonzalez.
 - Recording OBC pinning and graduation ceremonies.
 - Planning pre-conference activities at the Symposium.
- Membership Committee
 - All OBC graduates get a *gratis* membership that lasts one year.
 - Retention is 60% for continued membership.
- Local Branch Committee
 - Working on uniform for APFT and obtaining a manufacturer within the U.S. Both the material and the actual uniform need to be made within the U.S. to comply with military specs.

D. Commissioned Corps Women's Issues Advisory Board (CCWIAB): CDR Tara Bizjak (Tara.Gooen@fda.hhs.gov)

- Please visit the CCWIAB website for the Expectant Parents' Guide and for our Leadership Panel recording. <http://dcp.psc.gov/osg/ccwiab/>
- We have an upcoming CPO Leadership Panel on January 12th from 2-3:30 EST: "Positioning Yourself for Success: Chief Professional Officer Leadership Panel." It

will feature perspectives from female Chief Professional Officers in the U.S. Public Health Service Commissioned Corps.

- Webcast Link: <http://services.choruscall.com/links/hrsa160112.html>. No registration is required. Officers are encouraged to send discussion questions to AskCorps@hrsa.gov. A recording of the webinar will be posted on our website after the event.
- In July 2015, Secretary Mabus (Navy) directed that Naval maternity policy would change effective immediately, and that female officers would be afforded 18 weeks of maternity leave (to be taken within the first year after delivery). This effectively triples the maternity leave allowance for officers in the Navy and Marine Corps. It is rumored that other armed forces will be following suit. COA will be advocating for the same maternity benefits for PHS officers. If you are a COA member and would like to share your maternity story or support for this expanded maternity benefit, please e-mail Judy Rensberger at jrensberger@coausphs.org.

VI. OLD BUSINESS

- Readiness Improvement
 - January 1st – Projected Readiness is 52.65%
 - Engineers are ranked 4th of all categories
 - Majority are missing or have expired flu shots
 - New APFT is effective January 1, 2016
- Please be sure to use the Medical Affairs fax sheet, when faxing in flu shot information or any related medical documents.
- Please use the new eOPF fax sheet, when faxing items into your eOPF: available at http://dcp.psc.gov/ccmis/eOPF_fax_announcement_m.aspx.

VII. NEW BUSINESS

A. EPAC Charter and Bylaws-Vote on Proposed Changes

- The EPAC Charter, once finalized, will be submitted to the OSG for final approval.
 - The EPAC Charter was adapted from the model Charter developed for use by all PACs.
- The Bylaws go into effect in January 2016, after EPAC approves/disapproves changes.
 - Bylaws are our implementation of the minimum requirements set forth in the Charter.
 - EPAC consistently voted to have 20 Voting Members, whereas the Charter states that the voting membership may not exceed 30 members. It is acceptable to have certain differences between the Charter and the Bylaws such as the one described above.

- For additional details, *please see LCDR Piermatteo's report from the Rules Subcommittee in Section I above.*
- Changes to the Charter were approved (no 'nays' were heard).
- LT K.C. served as an EPAC member to complete the term of a previous Voting Member. LT K.C.'s time spent on EPAC to complete another officer's membership does not count toward LT K.C.'s time as a voting member.
- Changes to the Bylaws were approved (no 'nays' were heard).

B. Engineer Award Events Support-CDR Kurt Kesteloot

- There are two options for supporting the Engineer Awards Ceremony in February. As of July 2015, we have \$9000 in EPAC account.
- Request for EPAC COF Account Funds Vote
 - Spending approximately \$117 dollars results in ~\$5/person for an individual to attend the event.
 - Spending approximately \$317 dollars results in \$0/person for an individual to attend the event.
- The EPAC approved use of \$317 (no 'nays' were heard).

C. EPAC Member Introductions

- **CDR Tanya Davis**
 - Worked for Malcolm Pirnie before joining PHS.
 - Went with husband to South Africa as a United Nations volunteers working for a local municipality.
 - After volunteering, was looking for a job and stumbled upon IHS.
 - Has been with IHS for 8 years.
 - Currently works in NY as a Utility Consultant.
- **CDR Kurt Kesteloot**
 - Found out about PHS at an Engineering Job Fair and would have ended up staying with the Army if hadn't found out about PHS.
 - Worked with Navajo Nation for several years.
 - Currently stationed in Omaha, Nebraska working on water/waste water/food safety for the past five years.
 - Had an opportunity to work on an MPH.
 - Looking forward to serving as the EPAC Chair in 2017.
- **LCDR Kimberly Piermatteo**
 - Went to Penn State for an undergraduate degree and University of Maryland for an MPH.

- Worked as a Biomedical Engineer with FDA as a Civilian and then joined the PHS.
- The most rewarding aspects of PHS are getting involved in deployments.
- Works in Silver Spring, MD at FDA within the Office of Communication and Education.
 - Speaks to stakeholders about technical aspects regarding engineering for medical devices.
- My husband and I want to have a working farm at some point in the future.
- Looking forward to serving as EPAC Chair in 2016.

D. EPAC 2015 Report

- CDH Hammond discussed the EPAC 2015 Report, which she compiled that highlights major accomplishments from the year, including webinars, deployments, conferences, officer briefs, member involvement, and new initiatives, etc.
- Please review this document and comment so that it may be finalized.
- CDR Epling stated that this report is well done and serves a need requested by OSG recently to track activities of PACs. CDR Kesteloot and CDR Harvey agreed that the report is well done.
- LCDR Gumapas met with Deputy Surgeon General about PACE Program. CDR Hammond requested information about this program for inclusion within the report.

VI. ACKNOWLEDGEMENTS

- CDR Hammond sincerely thanked the Engineer Category, the Chief Engineer, EPAC members, Subcommittee Chairs, EPAC members, LCDR Spindel, and CAPT Simpson for all of their work this past year.
- CDR Harvey and LCDR Piermatteo agreed that CDR Hammond set the bar high for serving as an EPAC Chair.

VII. ADJOURNMENT

CDR Hammond adjourned the meeting at 1523 EST. If you missed the meeting and want to listen to the recording, please access the website below:

<https://collaboration.fda.gov/p71sy2ov44j/>

VIII. 2015 EPAC VOTING MEMBER ATTENDANCE

2015 EPAC Roll Call							X = Member Present, A = Alternate Present, N = None													
Term	Rank	First Name	Last Name	Agency	Role	Alternate	JAN	FEB	MAR	APR	MAY	JUN	7-Jul	22-Jul	AUG	SEP	OCT	NOV	DEC	
	CPO	RADM	Randall	Gardner	IHS	Chief Engineer		X		X	X		N	N	X		X	X	X	N
2013-15	CDR	Nathan	Epling	NPS	Past Chair	LT Kelly Hoeksema	X	X	X			A	A	X		X	X	X	A	
2013-15	CDR	Robert	Hemberger	NPS	Recruitment & Retention Chair	LCDR Samuel Russell	X		X	X		X	X	X		X	A	N	X	
2013-15	CDR	Janis	McCarrroll	DHS		LT Diana Wong	X		X	X		X	X	A		A	A	X	X	
2013-15	CDR	Nazmul	Hassan	FDA		LT Theresa Grant	N		X	X		X	N	X		X	X	N	A	
2013-15	LCDR	Deborah	Hirst	CDC		CAPT Chuck Kardous	A		X	X		X	X	X		X	N	X	X	
2013-15	LCDR	Kimberly	Piermatteo	FDA	Rules Chair	LCDR George Ngatha	N		N	X		X	X	X		X	X	X	X	
2014-16	CDR	Tanya	Davis	IHS	Public Health Eng Pract Chair	LCDR Darron Clark	X		X	X		X	X	X		X	X	N	X	
2014-16	CDR	Jill	Hammond	FDA	EPAC Chair	LCDR Samantha Spindel	X		X	X		X	X	X		X	X	X	X	
2014-16	LCDR	Kevin	Bingley	IHS		LCDR Michael O'Shea	X		X	X		X	A	X		X	X	X	X	
2014-16	LCDR	James	Kohler	EPA	Information Chair	CDR Christopher Vaught	X		X	X		X	X	X		X	X	X	A	
2014-16	LCDR(sel)	Shane	Deckert	NIH	Deployment Readiness Chair	LCDR Corey Cosgrove	X		X	N		X	X	X		X	X	N	X	
2014-16	LT	Matthew	Hunt	NIH		LCDR Leo Gumapas	X		X	N		X	N	N		X	X	X	X	
2014-16	LT	Praveen	K.C.	IHS		LCDR Benjamin Chadwick	X		X	X		A	X	X		X	X	A	X	
2015-17	CAPT	David	Harvey	IHS		LTJG Melissa de Vera	X		X	X		X	X	A		X	X	X	X	
2015-17	CDR	Mark	Jackson	CDC		LCDR Matt Hause	X		X	X		X	X	A		X	X	X	X	
2015-17	CDR	Jonathan	Rash	IHS	Career Development Chair	LCDR Wes Kenney	X		X	X		X	N	X		X	X	N	N	
2015-17	CDR	Joshua	Simms	FDA		CDR Sadaf Toor	A		X	A		X	X	X		X	X	X	X	
2015-17	CDR	Kurt	Kesteloot	NPS	Events Chair	LCDR Bret Nickels	X		X	X		X	X	N		X	X	X	X	
2015-17	LCDR	Jennifer	Stevenson	FDA		LCDR Abbas Bandukwala	X		A	X		X	X	X		A	X	X	N	
2015-17	Dr.	Jim	Harris	CDC		Charles Wolfe	X		X	N		A	X	X		X	X	N	X	
Ex-Officio	CAPT	Dan	Beck	OS	RedDOG Liaison		N		N	N		N	N	X		N	N	N	X	
	CAPT	Eric	Shih	OS	DSI Liaison		N		N	N		N	N	N		N	N	N	N	
	CAPT	James	Simpson	FDA	COA Liaison		X		X	X		X	N	X		X	X	X	X	
	CDR	Angela	Mtungwa	OS	DCCPR Liaison		N		N	N		N	N	N		N	X	N	N	
	CDR	Tara	Bizjak	FDA	CCWIAB Liaison		X		N	X		X	N	N		N	N	N	X	
	LCDR	Leo	Gumapas	NIH	SAME Liaison		A		N	A		N	N	X		X	A	X	X	
	LCDR	QuynhNhu	Nguyen	FDA	JOAG Liaison		X		X	N		N	N	N		X	N	N	N	
	LCDR	Samantha	Spindel	FDA	Executive Secretary		X		X	A		X	X	X		X	X	A	X	

IX. ATTACHMENTS

None.

AUTHORIZATION

I have recorded the above EPAC meeting minutes:

LCDR Samantha Spindel
EPAC, Executive Secretary

Date

I have read the above minutes, which accurately describe this meeting, and on behalf of the EPAC approve their distribution:

CDR Jill Hammond
EPAC, Chair

Date

I authorize distribution of these minutes:

RADM Randall Gardner, P.E.
Chief Engineer, USPHS

Date