



**Meeting Minutes of the
Engineer Professional Advisory Committee
Wednesday, January 27, 2016**



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 will be held on Wednesday, March 23, 2016 from 1400-1530 EST.

Conference Line Information:

Toll-free: 1-641-715-3580

Passcode: 341469#

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

I. CALL TO ORDER

LCDR Piermatteo 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

LCDR Piermatteo called for a motion to approve the December EPAC General Meeting minutes. CDR Jill Hammond put forth the motion. CDR Frank Chua seconded the motion. There was no discussion. The motion carried and the meeting minutes were approved.

III. ANNOUNCEMENTS

A. Office of the Chief Engineer: RADM Randall Gardner (Randall.Gardner@ihs.gov)

- RADM Gardner welcomed the new EPAC voting members and thanked CDR Hammond for a job well done in 2015. The 2015 EPAC Report was exceptional!
- Congratulations to the NSPE agency award winners.
- The awards ceremony will be held on 2/25 and will recognize the OPDIV winners. EPAC member are encouraged to get involved in the event.
- LCDR Spindel was recently presented the SAME award for outstanding scientific technical achievement by RADM Gardner.
- RADM Trent-Adams (Deputy Surgeon General) is providing direction to DCCPR.

- Training for new flag officers this week.
- Strategic planning workgroup is working on several long term strategies and documents for the Office of the Surgeon General (OSG). Not a reinvention but trying to document previous efforts. The workgroup is moving fast with a timeframe of completing work in the next few months.
 - OSG met with RADM Joan Hunter. The latter reviewed operations of DCCPR and will make recommendations.
- Check out the PHS Ensemble Calendar.
 - It is a fundraiser for the ensemble.
 - PHS Ensemble has played at the SAME Golden Eagle Awards Dinner to great praise.

B. EPAC Chair: LCDR Kimberly Piermatteo (kimberly.piermatteo@fda.hhs.gov)

- Introductions by LCDR Kimberly Piermatteo, CDR Kurt Kesteloot and LCDR Chris Fehrman.
- Additional Announcements from the Combined Corps Leadership Meeting (20-JAN-2016)
 - USPHS recently celebrated its 127th Anniversary!
 - USPHS received the Humanitarian Award at the January 2016 AMSUS Conference.
 - Reminder that we are now using Direct Access (DA) for more functions:
 - Check that your DA email is correct.
 - Process your Leave through DA now.
- EPAC Chair Priorities for 2016
 - Communication Plan – relevant and timely. Hope to have this in place by summer 2016.
 - Documentation – Developing processes and standards for distribution and record-keeping.

IV. SUBCOMMITTEE REPORTS

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

- The Award Subcommittee is calling for nominations for the following awards at this time:

Chief Engineer's Awards

- Ian K. Burgess Outstanding Young Engineer - (PDF) deadline **February 10**
- Roger H. Lynch Outstanding Young PHS Engineer - (PDF) deadline **February 10**

- Robert C. Williams Engineering Literary Awards - (PDF) deadline *February 10*
- John C. Villforth Leadership - (PDF) deadline *February 10*

S.A.M.E. PHS Engineering Achievement Awards

- Hollis Medal - (PDF) deadline *February 10*
- Green Medal- (PDF) deadline *February 10*
- Cumming Plaque - (PDF) deadline *February 10*

We continue to collect the nominations received and work on organizing the received nominations to review them after the deadline. The nominations should be sent via email to epacawards@gmail.com.

- The award subcommittee has finished review of nominations received for the PHS Engineer of the Year and PHS Engineer Responder of the Year awards. The subcommittee has put forward their recommendation on the winner based on the review.
- The subcommittee has completed updating the award specific webpages.
- Thank you letters have been emailed out to the subcommittee members for their work during the year 2014-15.
- An email soliciting award nominations has been drafted with information about upcoming awards. The email will be sent out to appropriate groups and individuals who can propagate the information further to interested individuals. This is a part of subcommittee's efforts to increase number of nominations for the EPAC awards.

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

- The workgroup to re-write the Engineer Handbook has re-formed under the leadership of co-chairs CDR Rebecca Pollis and CDR Jason Hrdlicka. The first workgroup meeting was held on January 22nd. Those interested in assisting with this effort should contact CDR Rash.
- Senior engineer from five agencies / OPDIVs that employ PHS engineers have been identified and provided a template for the Agency Panel Round Table presentation. The hope is that these sessions will be recorded in the next few months and made available on the EPAC website as a resource to help PHS engineers understand career opportunities in other agencies.
- Final revisions to the new CV Template and Guidance Document for Engineer Promotions are still under review – expected to be routed for EPAC approval before mid-year.
- The subcommittee continues to represent the category at OBC and facilitate webinars for all EPAC. If your subcommittee has information it would like to present in a webinar format, please contact CDR Rash to arrange recording and/or broadcasting.

- Meetings are held the 3rd Monday of every month at 1600 EST. The first meeting of the year was held on January 21st, and the next meeting is scheduled for February 15th, 2016.

C. Events: CDR Frank Chua (francis.chua@ihs.gov)

- Subcommittee last met on Jan 14th.
- 2016 E-Week Events (Led by CDR Alex Dailey):
 - February 24: Informal Reception/After Hours Activity (family & friends welcome), 6:30pm – 9:30pm (Gaithersburg, MD). Save the date announcement sent out in the recent Chief Engineer’s announcement.
 - February 25: Chief Engineer’s Awards Ceremony, 1pm – 3:30pm (5600 Fishers Lane Building, Rockville MD)
 - February 26: NSPE Luncheon, 12:30pm – 2:30pm (National Press Club, D.C.)
 - ***ACTION ITEM: None***
- 2016 COF Symposium – Engineer Category Day (Led by LCDR Diana Wong):
 - Oklahoma City from May 16-19 with Category Day on May 18.
 - Registration is now open but hotel room block at the Renaissance Hotel t are filled. Information on overflow hotels will be posted soon or reserve a room at a nearby hotel.
 - Keynote speaker will be CAPT Jason Woo and is planning a session on leadership doctrine.
 - Planning for the Order of Engineers ceremony and field trip on going.
- Mentoring session details will be determined at later date. (Planning the mentoring session with the mentoring subcommittee.)
 - ***ACTION ITEM: None***
- 2016 SAME JETC (led by CDR John Kathol):
 - Phoenix, AZ at the Phoenix Convention Center from May 24 – 26.
 - Event Registration will be available soon.
 - Soliciting speakers/presenters. Should there be any interest in presenting, please forward an abstract to CDR Kathol at john.kathol@ihs.gov.
- 2016 AMSUS (led by LCDR Shad Schoppert)
 - National Harbor, MD from Nov 29 – Dec 2.
 - ***ACTION ITEM: Looking for a volunteer to serve as an alternate to LCDR Schoppert. Anyone interested in volunteering, please email CDR Chua at francis.chua@ihs.gov.***
- Meetings are held the 2nd and 4th Tuesday at 1400 ET. The next meeting is scheduled for February 9, 2016.

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

- The Information Subcommittee views itself as a support subcommittee; they communicate extensively with the other sub-committees.
- 2016 Initiatives:
 - Develop, publish, and distribute the EPAC Newsletter. Ensure the newsletter is meeting the needs of the EPAC.
 - Facilitate the exchange of articles and information across categories and in coordination with the PAC Chairs Group.
 - Maintain the EPAC Website (www.usphsengineers.org) to ensure content is accurate, current, and relevant.
 - Advise and update the category on the use of social media, especially as a public health tool.
 - Develop EPAC web presence on HHS website.
- Content management: Website is up to date.
 - ***ACTION ITEM:*** *Please send any new requests for postings or revisions to postings@usphsengineers.org.*
- EPAC Newsletter: Spring Issue in development
 - ***ACTION ITEM:*** *Please send article ideas for Spring Issue to postings@usphsengineers.org. Deadline February 15, 2016.*
- Combined Category Newsletter: Winter Newsletter is published! Available at: <http://www.usphsengineers.org/index.php/newsletter>
 - ***ACTION ITEM:*** *Please send articles for next issue to postings@usphsengineers.org. Deadline March 15, 2016.*
- Social Media:
 - GAO recently ruled that EPA violated federal law when it urged support for a regulation via Twitter, Facebook, YouTube, and other outlets. GAO said EPA violated a law that prohibits agencies from engaging in lobbying/propaganda.
- Meetings are held the second Monday of every month at 1400 EST. Please send LCDR Kohler an email (kohler.james@epa.gov) if you would like to attend.

E. Mentoring: LCDR Jennifer Stevenson (jennifer.stevenson@fda.hhs.gov)

Report provided by LCDR Samuel Russell

- The Mentoring Subcommittee is working to migrate and update their website to the dcp.psc.gov server by March 2016. Only EPAC mentoring specific items will be transferred to the new site.
- The EPAC Mentoring Subcommittee is working on an initiative to contact every new or recent call-to-active-duty (CAD) PHS engineer to offer assistance in being paired with a mentor. This initiative will continue in 2016 with the anticipation of a larger number of engineers that may need assistance. If you know of a new officer in need of a mentor, please encourage them to contact a subcommittee member.

- The next Mentoring Subcommittee meeting is scheduled for Friday, January 29th at 1500 EST.
- Meetings are held the 3rd Friday of every month that EPAC meets at 15:00 EST.

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

- Subcommittee has new Vice-Chair, LCDR Julia Kane
- Sustainable Pipe Selection Workgroup submitted an abstract for Engineering Category Day 2016
- Engineering Standards survey article has been accepted for publication in the EPAC Newsletter
- PHEP Meetings are typically held the Tuesday before the monthly EPAC meeting at 2pm EST. The next meeting is scheduled for Tuesday, February 23rd at 2pm EST.

G. Readiness: LCDR(sel) Shane Deckert (Shane.Deckert@ihs.gov)

Report provided by LCDR Kevin Bingley

- Initiatives Report:
 - Engineer Assessment Guide
 - RDS members have reviewed and provided comments to CDR Bingley
 - The 2016 first draft will be ready for review by mid-February
 - Engineer Category Survey
 - No update, currently working on the survey.
 - Develop Strategies to address engineer-wide readiness issues
 - Contacted ALL Presidents Challenge engineers
 - Goal this year: maintain and increase readiness percentage
 - Update EPAC DPS Website
 - Constantly updating, but taking a “fresh look” at website in February
 - Creating a list of Engineering Core Competencies (from RedDOG) and Training
 - Requesting review by EPAC in the near future
 - Meetings are typically held the 1st Wednesday of every month at 1400 EST. The next meeting is scheduled for February 10th, 2016.

H. Recruitment and Retention: CAPT David Harvey (David.Harvey@ihs.gov)

- New Vice Chair = LCDR Samuel Russell
- EPAC Connectors (**Team Lead:** LTJG Melissa de Vera)
 - Individual Connectors serve as the primary category contact for engineer Candidates applying to the Commissioned Corps:
 - Offer advice, guidance, and moral support to Candidates in an unofficial capacity
 - Collect and report information to the Coordinator in monthly updates
 - Coordinator will use Connector updates to compile monthly reports to the Subcommittee on tracking Candidates’ progress and experiences through

- the Candidate appointment process to identify potential areas of improvements
 - The Team will provide feasible recommendations on improvements to the Candidate appointment process for consideration by the Chief Engineer at the end of each cycle
 - Coordinator will collect, consider, and act on recommendations to improve the Connector program process for the following cycle
- Communications (**Team Leads:** LCDR Armitage, LCDR Russell & LT Adeuya)
 - Solicit input from EPAC on materials needed to:
 - Promote opportunities and benefits for engineers in the Commissioned Corps
 - Promote the benefits of hiring Commissioned Corps officers in public health programs
 - Review current and other historic engineer category recruitment materials
 - Examine communication products and approaches used by other Categories (e.g. Environmental Health)
 - Develop a summary report describing the need(s) for revised/additional communication materials and recommended ways to improve the accessibility and accuracy of current and proposed materials (e.g. incorporation on web, active duty station map usphs.gov)
 - Implement actions described in summary report as supported by the Chief Engineer.
- Recruitment Training & Tracking (**Team Leads:** LCDR Corey Sawatzky & LT Shilhanek)
 - Develop a training tool for use by officers when attending recruiting events that focus and describe the following recruitment situations:
 - Private Sector to Commissioned Corps
 - Civil Service to Commissioned Corps
 - Student to Civil Service to Commissioned Corps
 - Internship (e.g. COSTEP)
 - Investigate, summarize and communicate to Engineer category recruiting event opportunities
 - Identify and communicate agency recruiting contacts.
 - Collects information and develops an annual report of recruiting activities by USPHS Engineers in CY 2016 with summary metrics (e.g. number of event attended, number of candidates contacted, etc.)
- Appointment Support Coordination (**Team Leads:** CDR Burns & LCDR Hirst)
 - Keeps current a list of engineer officers ready to support DCCPR in appointment activities (full time and COSTEP appointment boards, temporary call center, application review, etc.)
 - Confirms availability for specific appointment activities as requested by DCCPR
 - Collects information on appointment support activity assistance provided by the Engineer category and summarizes them in an annual report (e.g. number of assignments, number of engineers involved, etc.)
- Vacancy List (**Team Leads:** CAPT Paul Gagliano and LT Praveen KC)

- Describe/discuss approach used to collect vacancy information
- Solicit feedback on need/ways to improve collection approach
- Collect, summarize and communicate vacancy information
- Organization:

Membership	Open to any Commissioned Corps or Civil Service
Full Committee Meetings	
Time	2:00 to 3:00 PM Eastern Time
Dates	January 14, 2016 February 11, 2016 March 10, 2016 April 14, 2016 May 12, 2016 June 9, 2016 July 14, 2016 August 11, 2016 September 15, 2016 October 13, 2016 November 10, 2016 December 8, 2016
Call Information	Call In Number: 866-805-4376 Passcode: 7325713
Duration	45 to 60 Min Max
Format	i. Roll Call ii. Chair/Vice Chair Reports iii. Priority Area Team Lead Reports iv. Group Discussion/Clarifying Questions v. Action Item Summary
Priority Area Team Meetings (As needed and coordinated by priority area team lead(s))	
Annual Recognition	Based on written self-reported impact(s) as demonstrate through involvement in subcommittee priority area(s). <u>Recognition will not be based only on R&R Subcommittee meeting attendance.</u>

I. Rules: LCDR Kurt Kesteloot (kurt_kesteloot@nps.gov)

Report provided by LCDR Kimberly Piermatteo

- Thank you for those that volunteered to help serve on the Rules Subcommittee:
 - ***ACTION ITEM:*** *Please email kurt_kesteloot@nps.gov if you are interested in serving on the Rules subcommittee and would like to be the Vice-Chair*
- Rules will work with all subcommittees to help maintain communication between all.
- The current EPAC Alternate form is confusing on whether it is for the entire term of the EPAC voting member.
 - ***ACTION ITEM:*** *The alternate form will be modified and sent out for approval*
- Meetings will be held every few months or as needed around 1400 ET. An email will be sent to confirm the best meeting times for each meeting. The first meeting will be in February or March of 2016.

V. Liaison Reports:

Reports were received from the following liaisons:

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

Report provided by LCDR Kimberly Piermatteo.

- JOAG Membership committee has put forward recommendation package for JOAG senior advisor position. The Senior Advisor serves as a liaison between the JOAG and the OSG, speaking and advocating on behalf of the JOAG. The Senior Advisor must be an officer ranked T-O6 or above, meet basic readiness standards, and have supervisory approval. The officer may be from any agency/OPDIV. The JOAG Senior Advisor would start on 1 January, 2016 and serve a 3 year term concluding on 30 September, 2019.
 - **ACTION ITEM: None**
- USPHS Scientific & Training Symposium will be held in Oklahoma City on May 16-19, 2016. LCDR Kristie Purdy, JOAG Outreach Committee Co-Chair, is in the process of coordinating several JOAG-related events for the Symposium.
 - **ACTION ITEM: Please contact LCDR Purdy (kristie.purdy@ihs.gov) if you have any questions about JOAG events at the Symposium.**
- Training & Education Subcommittee (part of Professional Development Committee) is seeking volunteers for the following positions, including Team Lead roles: JOAG Professional Development Liaison, JOAG Professional Development Book Club, and the Officer Spotlight/Officer Impressions Panel.
 - **ACTION ITEM: Please contact committee co-chair LCDR Avi Stein (wya8@cdc.gov) if you are interested in volunteering for those positions.**

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

- Announced the SAME Golden Eagle Dinner. March 10, 2016.
- TME magazine articles submittals due 1/29 (abstracts), Energy and Sustainability topic.
- Abstracts for Project Management articles on Infrastructure for the next TME, due April 18th.
- SAME drafting an Industry Engagement Plan – monthly meetings/roundtables, conferences, professional development, veteran hiring.

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

- Board of Directors meeting tonight
- Symposium – rooms sold out in mere hours. Go to website to find an overflow hotel room. Much work done on the conference sessions. More time this year for mentoring and career development. Scholarship applicants should submit their nomination ASAP.

- Disney has provided in writing that PHS Officers are eligible for benefits (same as military.)
- Awards Program – Health Leader of the Year, Congressional Health Leader of the Year announced within the next few years.

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

- There was a CPO Leadership Panel hosted by CCWIAB on 1/12/2016. The panel was recorded and is available on our website under *Resources*. <https://dcp.psc.gov/osg/ccwiab/>
- The Expectant Parent’s Guide was issued in April 2015 and minor updates were made in late 2015. EPAC Chair (LCDR Piermatteo) was receptive hosting a presentation during a future EPAC meeting.
- Currently drafting a Resource Guide for Married Officers.
- Meetings are held the fourth Tuesday of every month at 1000 EST. The next meeting is scheduled for February 23, 2016. While our meetings are not open CC-wide, our minutes are available upon request. The CCMIS website doesn’t support hosting CC-only viewing.

VI. OLD BUSINESS

- 2015 EPAC Annual Report (posted on website: <http://www.usphsengineers.org/>)

VII. NEW BUSINESS

A. EPAC Member Introductions

- CDR Bradley Cunningham (FDA)

B. Upcoming Agenda Item

- Chief Engineer Q&A (will begin at the March meeting)
- Anyone can submit a question – prior to EPAC meeting to LCDR Piermatteo (kimberly.piermatteo@fda.hhs.gov)
- During the EPAC meeting the questions will be addressed by the CPO
- Desire is to increase dialogue within our category and share challenges. No silly questions. Any kind of issues.

VIII. GOOD OF THE WHOLE

- CAPT Harvey will be sending out a note about the informal event on Feb 24th (6:30-9:30pm) at Growlers.
- Engineering Regalements are great times to fellowship with your colleagues. RADM Gardner encourages others to attend.
- Stay tuned for communications regarding additional events for E-Week.
- No EPAC meeting in February.

- 2016 EPAC calendar has been updated on the calendar.

IX. ADJOURNMENT

LCDR Piermatteo adjourned the meeting at 1509 EST.

X. 2016 EPAC VOTING MEMBER and LIAISON ATTENDANCE

2016 Roll Call				1 = Member Present, A = Alternate Present, N = None																
Term	Name	Rank	Position/Involvement (e.g., Subcommittees, etc.)	Alternate	20-Jan	27-Jan	FEB	23-Mar	27-Apr	MAY	18-Jun	22-Jun	JULY	24-Aug	28-Sep	08-Oct	16-Nov	7-Dec	21-Dec	
2014-17	Gardner, Randall	RAFMR	OPV Chief Engineer	N/A																
2013-16	Piermatteo, Kimberly	LCDR	EPAC Chair	LCDR Michel Janda	1	1														
2014-16	Singley, Kevin	CDR	Vice Chair, Readiness	LCDR Mier O'Shea	1	1														
	Davis, Tanya	CDR	Chair, Public Health Engineering Practices	LCDR Damon Clark	1	1														
	Hammond, Jill	CDR	Ex-Officio, Past Chair	LCDR Samantha Spindel	1	1														
	Kohler, James	LCDR	Chair, Information	CDR Matt Vojak	1	1														
	Decker, Shane	LT	Chair, Readiness		1	N														
2015-17	Hunt, Matthew	LT	(3rd year: Must Serve as Chair or Vice-Chair)	LCDR Len Gumpas	N	1														
	Harvey, David	CAPT	Chair, RBR	LTJG Melissa DeVera	N	1														
	Keslebot, Kurt	CDR	Chair Elec, Rules Chair	CDR Bret Nickels	1	1														
	Jackson, Mark	CDR	Vice Chair, Career Development	LCDR Matthew Hause	1	1														
	Rash, Jonathan	CDR	Chair, Career Development	LCDR Weston Kenney	1	1														
2016-18	Sims, Joshua	CDR	Chair, Information Vice	CDR Sadeq Toor	N	1														
	Stevenson, Jennifer	LCDR	Chair, Mentoring	LCDR Abbas Bandiwala	A	A														
	Harms, Dr. Jim	CS	(2nd year: Must Serve as Chair or Vice-Chair)	Charles Wolfe	N	1														
2016-16	Chua, Francis	CDR	Chair, Events	LCDR Rolands Frank	1	1														
	Cunningham, Bradley	CDR	(4th year: Must Serve as Chair or Vice-Chair)		1	1														
	Hirsi, Deborah	LCDR	(4th year: Must Serve as Chair or Vice-Chair)	CAPT Chuck Kardous	N	1														
	Littell, Peter	LCDR	(1st year: Must Serve as Chair or Vice-Chair: Or as a		1	N														
2016	Russell, Samuel	LCDR	(1st year: Must Serve as Chair or Vice-Chair: Or as a		1	1														
	K.C. Praveen	LT	(1st year: Must Serve as Chair or Vice-Chair: Or as a	LCDR Benjamin Chadwick	A	A														
2016	Beck, Dan	CAPT	RedDOG Liaison			N														
	Shih, Eric	CAPT	DSI Liaison			N														
	Simpson, James	CAPT	COA Liaison			1														
	Mlungwa, Angela	CDR	OCCPR Liaison			N														
	Ruzak, Tara	CDR	OCVAB Liaison			1														
	Gumpas, Len	LCDR	SAME Liaison			1														
	Garrett, Garret	LCDR	SOAD Liaison			N														
Pahmas, Chris	LCDR	Executive Secretary	Garrett Chun			1														
					13	16		0	0		0	0		0	0	0	0	0	0	0

XI. ATTACHMENTS

None

AUTHORIZATION

I have recorded the above EPAC meeting minutes:



LCDR Chris Fehrman
EPAC, Executive Secretary

4/18/2016
Date

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

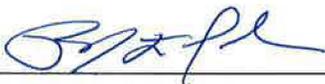
Kimberly L. Piermatteo -
S

LCDR Kimberly Piermatteo
EPAC, Chair

Digitally signed by Kimberly L. Piermatteo -S
DN: cn=US, o=U.S. Government, ou=HHS, ou=FDA, ou=People,
0.9.2342.19200300.100.1.1=1300387274, cn=Kimberly L.
Piermatteo -S
Date: 2016.04.19 12:38:35 -0400

Date

I authorize distribution of these minutes:



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

4/28/16
Date