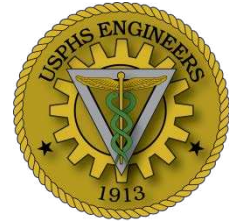




**Meeting Minutes of the
Engineer Professional Advisory Committee
Wednesday, September 16, 2015**



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 will be held on Wednesday, October 21, 2015 from 1400-1530 EST at IHS headquarters.

Conference Line Information:

Local: 1-301-796-7777

Toll-free: 1-855-828-1770

Follow the instructions that you hear on the phone.

Meeting ID: 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 July meeting minutes.

III. ANNOUNCEMENTS

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

- The Surgeon General issued a Call to Action for Walking and Walkable Communities. RADM Gardner encouraged us to support this call to action.
- RADM Gardner emphasized the need to market the Engineer awards and to nominate eligible officers for awards.

- The Chief Professional Officers are currently reviewing the benchmarks. Striving to meet the benchmarks is important, in addition to being public health professionals and leaders within our OPDIVs and Agencies.
- RADM Gardner is concerned about our category's readiness, especially as we transition to the new APFT and with the elimination of the President's Challenge. RADM Gardner would like us to be leaders in this effort.
- Officers who do not meet readiness requirements during their promotion year will be referred to a board that reviews readiness. The personnel files will also be reviewed to see if other requirements in the PHS are being met and if there are any disciplinary actions in place. Readiness is a condition of service.
- Officer billets should be of their current rank or one level below their rank. If an officer's billet is two levels below his/her rank, officers may not be considered for promotion. There are officers who may be high-performers, but are referred to counseling because they are not promoted.
 - ***ACTION ITEM:*** *RADM Gardner would like EPAC to brainstorm on the issue of capping out at an O-4 level and allowing officers to opt-out of promotion. Officers who may opt-out of promotion may still be considered a benefit to the PHS and to their duty station.*
- RADM Gardner/IHS is moving from the Twinbrook building to the Parklawn Building at 5600 Fishers Lane in Rockville.
- RADM Gardner proposed a future on-site EPAC meeting as well as an Engineer's Regalement in October.

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

- CDR Hammond thanked everyone for attending the social event last month in Silver Spring.
- CDR Hammond reiterated the Surgeon General's Call to Action to promote walking.
- A draft SOP regarding social media developed by the EHO category was sent to the EPAC Information Subcommittee for review.
- The Leadership Meeting held on September 15th addressed the Direct Access shut-downs, which will take place from **December 18th – January 4th**. Reminder: Please verify your information and enter any updates now.
- Reminder from CAPT Beck – promotion documents are due annually by Dec. 31st, and should be submitted to your eOPF before the end of the year.
- JRCOSTEP applications are currently being accepted and the deadline for submissions is Dec. 18th.

IV. SUBCOMMITTEE REPORTS

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

- Award subcommittee collected information from the EPAC members who are eligible for the Special Assignment Award this year. The Subcommittee prepared the nomination package and sent it to RADM Gardner via the EPAC chair, CDR Jill Hammond.
- The Award Subcommittee is calling for nominations to be sent to epacawards@gmail.com for the following awards:
 - [PHS Engineer of Year](#) - (PDF) deadline *October 28 (Should come via NSPE)*
 - http://www.usphsengineers.org/attachments/awards/PHS_EOY_v2.pdf
 - [PHS Engineer Responder of Year](#) - (PDF) deadline *October 28*
 - http://www.usphsengineers.org/attachments/awards/PHS_ERoy.pdf
 - [RADM Jerrold M. Michael Engineer](#) - (PDF) deadline *October 28*
 - http://www.usphsengineers.org/attachments/awards/RADM_Jerrold_M_Michael_Award.pdf

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

- The new Template and Guidance Document for the Engineer CV is currently being reviewed. The plan is to have this released for use ASAP, hopefully by October. Plan to schedule a webinar about the new template after it is fully approved.
- The CV Review webinar and all the Category Day presentations are recorded. These are currently being edited before they can be posted on the EPAC website.
- A new initiative was just formed around creating an Agency Panel Round Table. The concept is for senior engineers in the agencies with a significant number of engineer officers (e.g. IHS, EPA, CDC, FDA, NPS) to provide information about the engineering career opportunities within their agencies. Which disciplines of engineering are represented, what geographic locations, what skill sets are desired, etc.?
- Meetings are held the 3rd Monday of every month at 1530 EST.

C. Deployment Preparedness: LT Shane Deckert (shane.deckert@ihs.gov)

- Initiatives Report:
 - Develop strategies to address engineer-wide readiness issues
 - Currently contacting 122 engineers on “projected not qualified” list for the 1 October 15 readiness query.
 - Promote Physical Fitness
 - Currently working on obtaining a list of engineers who used the President’s Challenge.
 - Request motion to add an APFT section to the website under the DPS resources page.
 - Create list of Engineering Core Competencies (from RedDOG) and Training
 - List has been created and reviewed by the DPS. Request EPAC to review.

- Meetings are held the 1st Wednesday of every month at 1400 EST.

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

- The last EPAC Events meeting was on June 16th and meetings will commence again in October to start planning for SAME and the USPHS Scientific and Training Symposium.
- ***ACTION ITEM:*** *If you are interested in helping plan the breakfast for E-week during 2016, please contact CDR Kesteloot. (NEED A VOLUNTEER FROM IHS HQ)*
- AMSUS is scheduled for December in Texas. No additional details at this time.
- USPHS Scientific and Training Symposium, Oklahoma City, May 16-19, 2016
- <http://symposium.phscof.org/>
- Thank you to LCDR (sel) Diana Wong and LT Monica Murie for stepping up to lead in 2016.
 - Overall Symposium Theme “Gimme Five: Building a Better Tomorrow through Prevention Today”
 - ***ACTION ITEMS:*** *Please answer the following questions*
 - What Continuing Education is critical for our category this year?
 - What are any critical needs that should be addressed during category day?
 - Are there any gaps of knowledge or skills that need to be addressed?
 - Are there any needed refreshers that could be addressed?
- SAME JETC 2016, Phoenix Convention Center; Phoenix, AZ, May 24-26, 2016
- <http://www.same.org/index.php/events/calendar-of-events/2015-events/730-2016-jetc#sthash.3aMr3CzC.dpuf>
- Thank you to CDR Kathol for stepping up again to help lead JETC efforts in 2016 for SAME.

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

- Commissioned Corps Engineering Roster almost ready for website posting.
- Content management:
 - The Website is up-to-date.
 - ***ACTION ITEM:*** *Please send photos and any new requests for other postings or revisions to postings@usphsengineers.org.*
- Newsletter:
 - Deadline to submit draft articles for Fall issue was September 15th.
 - Still waiting on a couple drafts, but do have most that were anticipated.
- Combined Category Communication:
 - ***ACTION ITEM:*** *If you have any material that would be interesting to a broader audience, please contact LCDR Chris Vaught (Christopher.Vaught@ihs.gov).*

- Meetings are held the second Monday of every month at 1100 EST. Please send LCDR Kohler an email (kohler.james@epa.gov) if you would like to attend.

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

- The mentoring subcommittee did not meet in August since EPAC did not meet but have the following items that are ongoing:
 - We are currently in the process of putting together a mentoring webinar featuring the Chief Engineer RADM Gardner. The proposed webinar topic will be: “Questions you should ask your mentor to maximize the potential for promotion,” with an aim to encourage more engineering officers to get advice from a mentor/advisor.
 - The format is changing slightly due to Cisco phone connectivity issues when synced with the webinar, so we are now planning a pre-recorded webinar that could be viewed at a later date by members of the engineering category.
 - ***ACTION ITEM: Mentoring subcommittee meet for a planning meeting the week of September 21 and then record the webinar on Sept 30, so that it can be available in October during the COER season.***
- The Mentoring Subcommittee would like to post a draft example IDP on the website and have coordinated through the EPAC chair for an EPAC peer-review distribution.
 - ***ACTION ITEM: Mentoring subcommittee members will gather peer-review comments and modify example IDP document as appropriate.***
- Meetings are held the third Friday of every month that EPAC meets and at 1500 EST.

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

- Engineering Standards survey has received 34 responses to date.
- Publishing Workgroup has received good feedback and example publications from several engineers across multiple agencies; the workgroup continues to work on the USPHS Engineer Publication Guidelines document.
- ***ACTION ITEM: The Healthy and Safe Community Environments workgroup is looking for volunteers.***
- PHEP Meetings are held on the Thursday before the monthly EPAC meeting at 1400 EST.

H. Recruitment and Retention: CDR Robert Hemberger

(robert_hemberger@partner.nps.gov)

- We have not held a Recruitment and Retention meeting since the last EPAC Meeting. Our next meeting is Thursday, September 17th at 1400 EST. However, the group headed by CAPT Harvey has been very busy working with DCCPR on the Civil Service conversion process and the July Engineer Candidate Pool.

- Here is a summary for September 2015 CS Conversion Process:

	30-Jul-15	12-Sep-15
Passed DCCPR Pre-Screen	28	28
Received LMS Link	28	28
Completed LMS Training	24	24
Application Materials Provided by DCCPR	24	24
Submitted Application Materials	15	15
Medical Forms Submitted	14	14
Passed Appointment Board	4	4
Withdrawn From Appointment Process	6	6
Applicant Not Communicating	2	3

- July 2015 Engineer Candidate Pool

	12-Sept-15
Candidates Provided by DCCPR	58
Candidates Prioritized to Proceed with Application Process	35
Candidate Pending Prioritization	17
Re-reviewed by DCCPR against screening requirements	6

- Meetings are held the 3rd Thursday every month at 1400 EST.

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

- EPAC Social Event
 - Thank you to all those officers who were able to attend the EPAC Social Event held on Wednesday, August 5th at [Denizens Brewing Co.](#)
- Review of EPAC Charter and By Laws
 - We will begin the review of the EPAC Charter and By Laws and make suggestions, as appropriate, to the EPAC in the next coming months.
- Meetings are held on an as needed basis.

V. Liaison Reports:

Reports were received from the following liaisons:

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

- The new voting membership has been selected. The new members will begin serving on October 1st. The next Chair is LCDR Elizabeth Garza. The next Chair-Elect is LCDR Samantha Spindel.

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

- There is an article in the Military Engineer magazine entitled “[Ensuring Biosecurity: Combating Ebola at Home and Abroad](#)” that LT Diana Wong wrote, and contributors of the article include: LTJG Michael Simpson, LT Shane Deckert, and LT Abraham Marrero.

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

- No Report.

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

- No Report.

VI. OLD BUSINESS

A. Engineer Appointment Process

- An update to the Civil Service and July Open window for PHS applications was provided by CDR Hemberger
- (See Recruitment and Retention Subcommittee report section above).

B. Readiness Improvement

- LT Deckert provided an update on this topic. The projected readiness for the next check on October 1st is 79.69%.

VII. NEW BUSINESS

A. New EPAC Member Nominations

- There were 12 applicant nominations and the EPAC selected 6 officers. An email was sent out to the current EPAC Voting Members. EPAC received 11 concurrences, which is a majority of the current voting members.
- The following officers have been selected to become EPAC members in 2016 pending concurrences from their respective agencies.
 - LCDR Bradley Cunningham (FDA)
 - LCDR Francis Chua (IHS)
 - LCDR Deborah Hirst (CDC)
 - LCDR Samuel Russell (NPS)
 - LT Peter Littlehat (IHS)
 - LT Praveen K.C. (IHS)
- Next Steps: Submit nomination packet to Surgeon General once all agency concurrences are received.

B. 2017 Chair-Candidate’s Brief

- CAPT David Harvey

- Biography: I have been an Engineer for the last 16 years with assignments in EPA and IHS. I deployed to Pakistan and with the US Navy to South America. I am part of the Applied Public Health Team. I helped develop deployment trainings. I participate on the EPAC with the R&R Subcommittee to streamline recruitment efforts.
 - IHS employs over 50% of engineers. Therefore, I am able to represent the engineers well by serving this agency.
 - EPAC participates in many activities such as coordinating award nominations and hosting the award ceremony that CDR Kesteloot has handled very well the past few years. We do professional development and keep our website up-to-date.
 - There are many opportunities for EPAC to streamline its work. EPAC takes a lot of time away from our duty assignments and personal life. EPAC needs to maximize our efforts. If selected, I will undertake a process to streamline our efforts and focus the impact of EPAC's work.
- CDR Kurt Kesteloot
 - It is a privilege to have worked with the EPAC for over 9 years and serve as a voting member for over 5 years. I have been involved in the Annual USPHS Scientific & Training Symposium, E-week and SAME events. This experience provides me with good context and background to serve EPAC.
 - 2017 is my last year as an EPAC voting member and I see this as an opportunity to develop leadership skills.
 - I have been involved in category activities as well as COA & SAME activities.
 - Some items for EPAC to focus on include developing R&R and supporting Engineer events. I will participate in Engineer events even if self-funding is required.
 - I would like to encourage civil servants to participate in EPAC.
 - I would like to continue to have senior leadership counsel the EPAC chair to make sure we get advice on sensitive members and to avoid past mistakes.
 - I want to help everyone grow in their careers and help the category grow.
 - USPHS is one of the best services in the nation.
 - CDR Hammond will send out a voting link to voting members and will make the announcement for Chair-Elect by Monday, September 21st.

C. Vote Items

- Active Duty CC Engineer Roster
 - LCDR Kohler: Individual edits can be made even after this roster is updated. This will be updated using Direct Access information, so please keep that information up-to-date. The roster will be updated annually.

- Individual Development Plan (IDP)
 - CDR Duane Hammond: Submit IDPs to CAPT Simpson in order to get a letter from RADM Gardner for participating in the mentoring program. Completion of the IDP also helps the Engineer category get an idea of how many engineers participate in mentoring. There was no previous example IDP available, so one was developed for an O-2 IHS engineer. If officers find this helpful, an IDP could be developed for other agencies.
- The motion to post these two items to the website was accepted.

D. Mid-Year Meeting Highlights: CDR Jill Hammond

- A meeting was held in July with the EPAC Voting Members.
- We talked about strategic planning and aligning our goals with the Surgeon General's priorities.
- We discussed extending the EPAC Chair term to two years. Some comments regarding this topic included that the calendar year goes by quickly, so in order to see projects through to completion, having a two-year term would be helpful. Another comment was that a two year term may be too long, although it would align better with the CPO term.
- One proposal was to require EPAC members in their second year to be subcommittee chairs.
- We talked about streamlining subcommittees and potentially combining certain subcommittees, such as the Career Development and Mentoring Subcommittees as well as the Deployment Preparedness and Public Health Engineering Practice Subcommittees. The majority of the voting members were against this idea in order to ensure that all activities could continue and would not be diminished.
- Membership engagement was discussed as well as an emphasis for members to continue to be active in our work.
- We talked about policy issues such as the 2.8 Minimum GPA requirement and 5-year limit of civil service experience for potential applicants. RADM Gardner has addressed these issues in the July EPAC Meeting. There will need to continue to be follow-up discussion with DCCPR on these items now through the next year.

E. EPAC Member Introductions

- LCDR Jim Kohler
 - Works with the EPA in the Office of the Inspector General as a technical consultant and Project Manager. Evaluates the integrity of the science behind EPA policy issues.
 - Interesting fact: both parents were in the Army in the medical corps and worked with PHS officers.

- Recently finished reading a book by Jack London entitled [Sea Wolf](#), which is thought-provoking book and highly recommended.
- CDR Robert Hemberger
 - Currently works for the IHS headquarters in Rockville, MD as an Asset Management Program Manager for building structures and equipment.
 - Worked for the transportation branch of the NPS. Worked at HQ and did a stint at Gateway National Park in NYC.
 - Worked for HRSA distributing construction grants for hospitals and clinics throughout the U.S.
 - Worked for a Program Support Center at IHS.
 - Been in PHS for ~9 years.
 - Was in the Coast Guard for 14 years, 6 Active duty, and 8 Reserves. While in the Reserves, worked for private consulting firm in Philadelphia, PA.
 - Worked in Sonoma County Public Works as a Civil Engineer for 10 years.
 - Interesting fact: Through PHS, found out about the SAME camps and had two boys in high school at the time. Both ended up going to SAME camps and ended up going into the military. One graduates from the Air Force Academy this year. The other is a sophomore on a Navy ROTC scholarship at the University of Southern California. Participation in the SAME camp opened up doors for both children. Any questions about SAME camps, please reach out to him. Feels very strongly about SAME camps and plans to volunteer to be a counselor.

VI. DISCUSSION ITEMS

- The mentoring webinar on September 30th will be a recording rather than a live webinar.
- CDR Jill Hammond: we will retire this phone number and will find a new phone number for next month to attempt to improve the call quality.
- RADM Gardner: The new Deputy Surgeon General will be coming on board on October 1st.

VII. ADJOURNMENT

CDR Hammond adjourned the meeting at 1514 EST.

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						
2013-15	CDR	Nathan	Epling	NPS	Past Chair	LT Kelly Hoeksema	X		X	X		A	A	X							
2013-15	CDR	Robert	Hemberger	NPS	Recruitment & Retention Chair	LCDR Samuel Russell	X		X	X		X	X	X							
2013-15	CDR	Janis	McCarroll	DHS		LT Diana Wong	X		X	X		X	X	A							
2013-15	CDR	Nazmul	Hassan	FDA		LT Theresa Grant	N		X	X		X	N	X							
2013-15	LCDR	Deborah	Hirst	CDC		CAPT Chuck Kardous	A		X	X		X	X	X							
2013-15	LCDR	Kimberly	Piermatteo	FDA	Rules Chair	LCDR George Ngatha	N		N	X		X	X	X							
2014-16	CDR	Tanya	Davis	IHS	Public Health Eng Pract Chair	LCDR Darron Clark	X		X	X		X	X	X							
2014-16	CDR	Jill	Hammond	FDA	EPAC Chair	LCDR Samantha Spindel	X		X	X		X	X	X							
2014-16	CDR	Kevin	Bingley	IHS		LCDR Michael O'Shea	X		X	X		X	A	X							
2014-16	LCDR	James	Kohler	EPA	Information Chair	CDR Christopher Vaught	X		X	X		X	X	X							
2014-16	LT	Shane	Deckert	NIH	Deployment Readiness Chair	LCDR Corey Cosgrove	X		X	N		X	X	X							
2014-16	LT	Matthew	Hunt	NIH		LCDR Leo Gumapas	X		X	N		X	N	N							
2014-16	LT	Praveen	K.C.	IHS		LCDR Benjamin Chadwick	X		X	X		A	X	X							
2015-17	CAPT	David	Harvey	IHS		LTJG Melissa de Vera	X		X	X		X	X	A							
2015-17	CDR	Mark	Jackson	CDC		LCDR Matt Hause	X		X	X		X	X	A							
2015-17	CDR	Jonathan	Rash	IHS	Career Development Chair	LCDR Wes Kenney	X		X	X		X	N	X							
2015-17	CDR	Joshua	Simms	FDA		CDR Sadaf Toor	A		X	A		X	X	X							
2015-17	CDR	Kurt	Kesteloot	NPS	Events Chair	LCDR Bret Nickels	X		X	X		X	X	N							
2015-17	LCDR	Jennifer	Stevenson	FDA		LT Abbas Bandukwala	X		A	X		X	X	X							
2015-17	Dr.	Jim	Harris	CDC		Charles Wolfe	X		X	N		A	X	X							
Ex-Officio	CAPT	Dan	Beck	OS	RedDOG Liaison		N		N	N		N	N	X							
	CAPT	Eric	Shih	OS	DSI Liaison		N		N	N		N	N	N							
	CAPT	James	Simpson	FDA	COA Liaison		X		X	X		X	N	X							
					DCCPR Liaison		N		N	N		N	N	N							
	CDR	Tara	Bizjak	FDA	CCWIAB Liaison		X		N	X		X	N	N							
	LCDR	Leo	Gumapas	NIH	SAME Liaison		A		N	A		N	N	X							
	LCDR	QuynhNhu	Nguyen	FDA	JOAG Liaison		X		X	N		N	N	N							
	LCDR	Samantha	Spindel	FDA	Executive Secretary		X		X	N		X	X	X							

IX. ATTACHMENTS

- PHS IAP- IDP Sample IHS



PHS IAP-IDP
Sample-IHS-17Jul201

- Active Duty USPHS CC Engineer Roster

[..\..\INFORMATION\06152015 - Active Duty USPHS CC Engineer Roster.xls](#)

Password: 06152015

AUTHORIZATION

I have recorded the above EPAC meeting minutes:

Samantha Spindel -S
2015.10.28 10:27:29 -04'00'

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:

Digitally signed by Jill Hammond -S
DN: c=US, o=U.S. Government, ou=HHS, ou=FDA, ou=People, cn=Jill Hammond -S,
0.9.2342.19200300.100.1.1=2000363938
Date: 2015.10.27 14:12:27 -04'00'

CDR Jill Hammond
EPAC, Chair

Date

I authorize distribution of these minutes:

randall.gardner@ihs.gov Digitally signed by randall.gardner@ihs.gov
DN: cn=randall.gardner@ihs.gov
Date: 2015.10.28 11:38:43 -04'00'

RADM Randall Gardner
Chief Engineer, USPHS

Date