



Meeting Minutes of the Engineer Professional Advisory Committee Wednesday February 13th, 2013



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

Next Meeting Date:

The next EPAC meeting will be held on Wednesday, March 20th, 2013 from 1400-1530 EST.

Conference Line Information:

Toll-free: 1-877-866-7123

Passcode: 3638464

I. CALL TO ORDER

CDR Hawasly called the meeting to order at 1402 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

January 2013 Minutes were approved and signed on 2/15/2013.

III. ANNOUNCEMENTS

A. Office of the Chief Engineer (RADM Rodenbeck):

- RADM Lushniak will be the keynote speaker during the E-Week awards breakfast on February 21 followed by a small celebration for the PHS Engineer Centennial. Due to an oversight, it was not mentioned that the NPS Engineer of the Year is LCDR Mark Baker.
- VADM Benjamin will be the keynote speaker at the NSPE Awards Luncheon on February 28. It is expected that VADM Benjamin will mention the PHS Engineer Centennial.
- Engineer Centennial video is in a final draft format and is awaiting the SG clearance. RADM Robenbeck will be sharing the video at the combined meeting next week.
- RADM Rodenbeck has requested that the ASH and SG release an announcement regarding the PHS Engineer Centennial, pending clearance, it is hoped that the announcement will be released next week.
- The high level PHS team that has been deployed to Saipan is continuing their evaluation of the hospital and public health system critical deficiencies. During the deployment, it was clear that an engineering component was required to assess the condition of the hospital facilities. Two PHS engineer officers stationed on

Saipan provided the initial condition assessment of the hospital and indicated that the deployment team will need to add a facilities engineer. CAPT Mark Fleetwood was deployed last week to further conduct a more detailed condition assessment.

- Currently, there is discussion of stationing PHS officers in Saipan either with the DOI or via one of the HHS agencies to support the Saipanese hospital and public health system until it is fully functional. One of the positions maybe for a facilities engineer. RADM Rodenbeck will track the progress of the discussion and will inform the EPAC of the engineering needs for Saipan.
- No new information regarding furloughs of COs. At this time, there's no change on HHS policy in the furlough of COs.
- 2013 Promotion Board is convening soon. Should there be any officers with outstanding in their eOPFs and have fax confirmation for faxed documents, please inform RADM Rodenbeck for further assistance.
- On January 29th, RADM Rodenbeck convened a conference call for O6 engineers that are eligible to be potentially nominated to be the next CPO. It was a very productive call and should there be any eligible O6 engineer nominees interested in further information, RADM Rodenbeck will be available to discuss one on one. Please email him to schedule a time.
- Earlier this week, RADM Rodenbeck had a conference call with FDA colleagues regarding the ongoing EPAC discussion of whether or not the FE exams should be part of the PHS commissioning process. He informed the conference call participants that no decision has been made at this time and that the EPAC is evaluating and will be providing recommendations to RADM Rodenbeck. The reason RADM Rodenbeck had asked EPAC to evaluate requiring the FE as part of the commissioning requirement was related to some performance issues that was noticed across the engineer category and also how can the engineer category differentiate itself. The USPHS is often identified as an elite corps of public health professionals, so how does the engineering category show that it is meeting this standard? Does the FE requirement fit into this minimum requirement?
- RADM Rodenbeck talked with the President of the Biomedical Engineering Society and was informed that there is approximately 2,500 biomedical engineers that graduate from ABET accredited schools each year. About 40 – 50 graduates from ABET biomedical engineering schools take the PE exams (electrical or mechanical) each year and the number of biomedical engineers taking the PE is increasing annually. There is currently a working group, consisting of 5 different professional societies, researching the development of a biomedical PE. However, it is anticipated that the working group will recommend that the biomedical PE should not be developed due to the expense of developing the exam for a limited numbers of applicants. There is a good chance that the biomedical PE will be developed in the future.
- For those engineers interested in the FE exam, the NCEES (<http://ncees.org/exams/fe/fe-exam/>) website has information on the FE success rate for all engineering students including statistics for biomedical engineers.

B. EPAC Chair (CDR Hawasly):

- For the E-Week Awards Breakfast, CDR Hawasly highly encourages all DC metro area engineers attend the event.

Old Business:

- CPO Selection Criteria Recommendation
 - Currently being worked on by CAPT Dieser, CDR Hawasly, and CDR Epling. The group has considered all the received comments and considerations and is creating a memo that will be presented to the SG.
- FE Requirements
 - It was decided that this topic will be handled by the Rules Subcommittee. The Rules Subcommittee will be developing a white paper or position paper recommendation on the matter. At this time there is no specific time frame for the submittal of the paper pending further discussion by the Rules Subcommittee.
- 2014 benchmarks development
 - Reviewed all comments received. Some comments have been forwarded to DCCPR for implementation. Comments outside of the engineering precepts will be discussed and presented to the PAC Chair in the coming months.
- Bylaws and charter reviewed and approved by EPAC and have been posted to website. Charter in draft awaiting approval by SG.
- For EPAC members that have not completed and submitted the EPAC alternate forms, please complete and submit the forms to CDR Hawasly ASAP.
- EPAC is to vote on and approve the liaison list (DCCPR, DSI, Readiness and Response: CAPT Beck, TISP: LT Gruenfelder, COA: CAPT Simpson, SAME: LCDR Kohler, and JOAG: LT Spindel). Motion made by CDR Hawasly to approve the liaison list was voted on and approved.

New Business:

- CV/CEU email requesting review and comment was sent out to EPAC members by CDR Hawasly is due on February 27th. The Career Development Subcommittee has drafted up a CV/CEU documents that will modify and update the current documents. After the review and comment period, the implementation of the modifications and updates will be voted on the next EPAC call.

IV. Subcommittee Reports:

Reports were received from the following subcommittees:

- **Awards: LT Nguyen**
 - The Awards subcommittee has received nominations for the remaining Chief Engineer Awards and SAME PHS Engineer Achievement Awards. The subcommittee will begin our review and forward our recommendations to RADM Rodenbeck and CDR Hawasly by early March.
 - Once we completed our review, the subcommittee will hold a meeting to discuss submitter's experience, reviewer's experience, and ideas for process improvement. Everyone is welcomed.

- **Career Development: CDR Jill Hammond**
 - CAPT Simpson and CDR Hammond attended the OBC this month and met with 3 new engineer officers, two with FDA and one with IHS. Still in need of volunteers in the DC metro area to support the OBC open house events and graduation ceremony.
 - Will plan on postponing CV webinar until the CV template has been approved by EPAC.
 - Next webinar will be for new engineers and planned for April.
 - Next call planned on February 25th at 3:30 PM EST.

- **Deployment Preparedness: CAPT Kenneth Sun**
 - A conference call was held on February 4th. Working on engineer survey with all data submitted (86% response rate) to CDR Frasier and currently awaiting results.

- **Events: LCDR Kurt Kesteloot**
 - No report.

- **Information: LCDR Matt Vojik**
 - A conference call was held on February 11th. The following items were discussed:
 - Website: The content management working group continues to maintain the website and respond to requests made to postings@usphsengineers.org. Guidelines will be developed to standardize the website maintenance process.
 - Newsletter: February 15th is the deadline for draft submissions for the March 2013 issue of the EPAC Newsletter. Please contact LCDR Matt Vojik if you have any updates for inclusion in the next newsletter. Highlights for the next issue are expected to include:
 - CPO Message, Update from the EPAC Chair, Subcommittee Briefs
 - PHS Engineering Activities in Saipan, CNMI
 - Engineer Week
 - Engineers Without Borders
 - EPAC New Member Profiles, Welcome New PHS Engineer Calls to Active Duty
 - Social Media: The social media working group continues to research the use of social media across different government agencies.
 - Meetings will continue to be held on the second Monday of the month at 11:00am eastern time. The date of next meeting is March 11, 2013.

- **Mentoring: LCDR Hassan**
 - No report

- **Public Health Engineering Practices – CAPT Steve Raynor**
 - Water pipe paper is almost complete and will be reviewed on the next meeting on March 11th. Call in number will be posted.
 - Two new initiatives, bariatric provisions in health care facilities and sustainable design requirements and patient care will also be discussed on the next meeting on March 11th.

- **Recruitment and Retention: LCDR Kimberly Piermatteo**
 - Received time period to submit revisions for the engineering category BKS documents is due to the contractor by February 22nd and will be posted online for review and use.
 - PHS Commissioned Corps awareness day at the FDA White Oak Campus on May 14th. An engineer table will be available and manned by LCDR Jennifer Stevenson.
 - Continue to field general inquiries about when new applications are being accepted and what it is like to be an engineer in the CC.
 - EPAP program is moving forward with looking for a new 2 year term liaison. That information will be forthcoming.
 - Next meeting with DCCPR CAD group is next Thursday and next subcommittee meeting is March 21st.

- **Rules: CDR Epling**
 - Will be putting together work groups to provide recommendations for the EIT/FE requirements to be reported to EPAC members.

V. Liaison Reports:

Reports were received from the following liaisons.

- **DCCPR: (CDR Mtungwa)**
 - For officers that are up for promotion this year, please check eOPF that all fax documents are in and legible. Recommend that officers check eOPF especially the CV and after receiving the automated eOPF message.
 - Officers should not have any issues faxing documents as the backlog has been cleared 2 weeks ago and is not aware of any issues. Should any issues be encountered, please email CDR Mtungwa at phspromotions@hhs.gov.
 - Issues with basic readiness, please send inquiries to the readiness assistance form on the OFRD website. Should there be no response, keep document all communication correspondence, fax confirmation sheet and/or emails for recourse.
 - Messages from CCHQ will start to reach officers in the field directly via email instead through liaisons or CPO.
 - New promotion coordinator will be coming on duty mid March, CDR Mary McCormick.
 - CCMIS website will be revamped in the near future to reflect the changes to the organization beginning with a revised org chart shown the new functional areas and new contact information.

- 2014 benchmarks have been received from the various categories and will be posted to the CCMIS website sometime next week.
- Question from CDR Hawasly: How should additional comments not associated with the precept be submitted? Should it be submitted to CDR Mtungwa or submitted through the PAC Chair group? CDR Mtungwa's Response: The comments came from the PAC and RADM Rodenbeck. Additional comments for consideration should be discussed with RADM Rodenbeck before submitting.
- RADM Rodenbeck requested clarification for precepts 1 and 4 that are Corps wide that comments should be funneled through the PAC chair group? CDR Mtungwa's response: not certain, but the comments can come through the PAC chair group, but is happy to receive comments directly from the CPO as well.

- **DSI: (CAPT Shih reported by CDR Hawasly)**
 - DSI is currently very busy working at converting the legacy system to Direct Access.

- **Readiness & Response: (CAPT Beck)**
 - No report.

- **TISP Liaison: (LT Grunenfelder)**
 - No report.

- **COA/COF: (CAPT Simpson)**
 - **3 issues to be made aware of:**
 - COF Symposium: COF symposium is approaching quickly, funding should not be anticipated and officer should consider self funding for attendance, COA will communicate the benefits for attending: low cost, excellent for networking, and helps with finding future jobs, and emails will be distributed highlighting the benefits.
 - Vetting the concept of a branch award program. Currently the awards program awards individuals and organizations. Currently only one branch award, the branch of the year. Will try to use the SAME awards program as a model where streamers are awarded for each initiative. Currently, there are 5 initiatives awaiting comments: educational program (4 programs per year), community program (4 events per year), mentoring (face to face mentoring), readiness (promote APFT instead of president's challenge), and membership. If branch gets all 5 streamers, then the branch get awarded the distinguished streamer and will go in effect in concept in 2014 for activities in 2013. Emails will go out to all CPOs for feedback. Already received feedbacks from national committees.

- Notified yesterday about an article by the Gov't Executive about protection for PHS CO pay and encourage all officers to read that article.
- COA will begin requesting information from the branches, CPO, and DCCPR for anything COA can act on. Should there be any issues, contact CAPT Simpson.
- **SAME (LCDR Kohler)**
 - March 27, 2013: Golden Eagle Awards Dinner in Bethesda, MD. SAME will be recognizing Col. James Lammie, USA (Ret.) and Lt. Gen. Daniel Christman, USA (Ret.) for contributions to the engineering profession. (CAPT Nelson Mix will also be recognized as a SAME Fellow at the Investiture Ceremony Luncheon the day of the event.) For more info: <http://s3.goeshow.com/same/dod/2013/goldeneagle.cfm>
 - May 21 – 24, 2013: Joint Engineer Training & Conference Expo (JETC) in San Diego, CA. PHS Symposium is also scheduled for this time period in Phoenix, AZ. Great opportunity to interact with other uniformed service engineers if you can't make it out to Phoenix. The registration fee will be waived for ALL Junior Officers. Please let LCDR Kohler know if you plan on attending or know of any PHS officers who plan to attend.
 - Standing call for stories for the SAME publication "The Military Engineer": Any engineers who might have a story they would like to submit for publication can contact LCDR Jim Kohler (kohler.james@epa.gov) for further details and assistance.
- **JOAG (LT Spindel)**
 - JOAG's Recruitment & Retention Committee is working on how to implement a retention survey. As opposed to distributing the survey to all junior officers, we will aim to distribute this survey via the PACs to gain data about retention with respect to all officers. Our representative will be coordinating with the EPAC Recruitment and Retention Subcommittee regarding this survey and other issues that each R&R entities within the USPHS can collaborate on.
 - JOAG is announcing Special Pricing for a Limited Time! Yes, we are offering special prices on our PHS pride merchandise, which includes: coins, coin racks, water bottles, towels, and JOAG T-shirts in a limited number of sizes. These prices are only available through April 30, 2013 – so act fast! We have a limited availability of coin racks so act quickly before they sell out. And now, if you purchase a coin rack, you'll receive a free coin to get your collection started! Pictures of all merchandise can be found on the Merchandise section of the JOAG Website: <http://www.usphs.gov/corpslinks/JOAG/merchandise.aspx>.

VI. DISCUSSION ITEMS

- None

VII. ADJOURNMENT

CDR Hawasly adjourned the meeting at 14:46 EST.

VIII. 2013 EPAC Member and Guest Attendance

X = Member Present
A = Alternate Present
N = None

EPAC 2013 Attendance						Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
Term	Rank	First Name	Last Name	Agency	Activity	Alternate											
CPO	RADM	Sven	Rodenbeck	ATSDR	Chief Engineer		X	X									
2012-14	CAPT	Edward	Dieser	CDC	Past Chair		X	N									
2013-15	CDR	Nathan	Epling	NPS	Chair Elect - Rules	LCDR Christian Guess	X	X									
2012-14	CAPT	Paul	Gagliano	EPA		LCDR David Gwisdalla	X	A									
2011-13	CDR	Jill	Hammond	FDA	Career Development Chair	LT Shad Shoppert	X	X									
2012-14	LCDR	Duane	Hammond	CDC		LCDR Ed Zechmann	X	X									
2013-15	LCDR	Nazmul	Hassan	FDA	Mentoring Chair	LTJG Atiq Chowdhury	X	N									
2011-13	CDR	Ramsey	Hawasly	IHS	Chair		X	X									
2013-15	CDR	Robert	Hemberger	NPS			X	N									
2013-15	LCDR	Deborah	Hirst	CDC			X	X									
2012-14	LCDR	Weston	Kenney	IHS			X	X									
2012-14	LCDR	Kurt	Kesteloot	NPS	Special Events Chair	LCDR Jeremy Nickels	X	N									
2013-15	CDR	Janis	McCarroll	DHS/FEMA			X	X									
2012-14	LT	QuynhNhu	Nguyen	FDA	Awards Chair	LT Jitendra Virani	X	X									
2013-15	LCDR	Kimberly	Piermatteo	FDA	Recruitment & Retention Chair	LT Samantha Spindel	X	X									
2011-13	CAPT	Steven	Raynor	IHS	Public Health Engineer Practice Chair	CDR Gordon Delchamps	X	X									
2012-14	CS	Steven	Schelske	IHS		LTJG Tyrrell Lang	N	X									
2011-13	CAPT	James	Simpson	FDA		LCDR Tara Gooen	X	N									
2013-15	CAPT	Kenneth	Sun	CMS	Deployment Readiness Chair	LCDR Martin Casey	X	X									
2011-13	LCDR	Matthew	Vojik	EPA	Information Chair	LCDR James Kohler	X	A									

AUTHORIZATION

I have recorded the above EPAC meeting minutes:



Digitally signed by Francis Chua
DN: cn=US, ou=U.S. Government, ou=IHS, ou=IHS, ou=People,
cn=Francis Chua, 0.9.2342.19200300.100.1.1=2000249921
Date: 2013.03.20 15:42:53 -05'00'

03/20/2013

LCDR Frank Chua, P.E.
EPAC, Executive Secretary

Date

IX.

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

Ramsey D. Hawasly

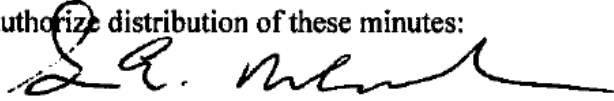
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cn=Ramsey D. Hawasly, 0.9.2342.19200300.100.1.1=2000249921
Date: 2013.04.12 07:54:04 -04'00'

4/12/2013

CDR Ramsey Hawasly, P.E.
EPAC, Chair

Date

I authorize distribution of these minutes:



RADM Sven Rodenbeck, Sc.D., P.E., BCEE
Chief Engineer, USPHS

4/17/2013

Date