



**Meeting Minutes of the
Engineer Professional Advisory Committee
Wednesday October 16th, 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, December 18th, 2013 from 1400-1530 EST.

Conference Line Information:

Toll-free: 1-866-861-7123

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

None

III. ANNOUNCEMENTS

A. Office of the Chief Engineer: RADM Rodenbeck

- Regarding the government shutdown, there maybe some light at the end of the tunnel. It was announced at the Senate floor today that there is a deal between the two parties. There will be voting on the agreement at both the house and senate within the next 24 hours.
- This is RADM Rodenbeck's last EPAC meeting as the Chief Engineer. The last day of official duty day is October 31st, 2013 and retirement orders for November 1st, 2013.
- RADM Rodenbeck thanked all EPAC members current and past for all the work and support provided to the engineer category. RADM Rodenbeck thanked and acknowledged the outstanding contributions of the current and past EPAC chairs: CDR Hawasly, CAPT Dieser, CAPT Nachod, CAPT Scharen, and CAPT Longstaff. RADM Rodenbeck also thanked and acknowledged the outstanding contributions of the current and past subcommittee chairs: LCDR Kesteloot, CDR Hammond, and CAPT Simpson.
- The Acting Surgeon General, RADM Lushniak has made a selection for the Chief Engineer and the Chief Engineer selectee has been forwarded to the ASH for approval then onward to the HHS Secretary. The Chief Engineer is a statutory flag

- position and requires approval from both the ASH and Secretary. It is anticipated that the new Chief Engineer will be announced before the end of October.
- After the announcement of the new Chief Engineer, RADM Rodenbeck will be working with the new Chief Engineer with turnover and support efforts.
 - There will be a final message from RADM Rodenbeck towards the end of the month.
 - Assuming that the partial government shutdown continues; commissioned officers will get paid only when a continuing resolution has been made law. According to CC HQ, the deadline to start the processing of paychecks for officers to get paid on November 1st is October 20th, 2013. However, there maybe some minor delays with payroll due to the shut down of the computers used to process pay. Assuming that there are not issues with the start up of the payroll computers and a continuing resolution passed by this week, officers should get their paychecks on November 1st. RADM Rodenbeck urges all officers to plan accordingly should there be a delay in pay.
 - Medical benefits should be intact and officers should be performing duties as assigned by the supervisor chain during the partial government shut down to include other duties not normally performed.

B. EPAC Chair : CDR Hawasly

- No new announcements.
- CDR Hawasly thanked RADM Rodenbeck for his leadership and service.
- No meeting in November.

Old Business:

- During the September meeting, a motion made and motion approved to table the FE consensus statement for discussion to the October meeting. CDR Hawasly opened the floor for discussion.
 - Summary of concerns identified with the FE consensus statement:
 - The proposed FE requirement applying to new applicants will exclude qualified applicants without an engineering undergraduate degree but with advanced engineering degrees from ABET accredited Universities/Colleges.
 - There is a potential to loose good applicants should the FE requirement be implemented because there is a chance that new applicants in a situation where, they have earned an advanced engineering degree but do have an engineering undergraduate degree, they may not know about the FE and will be burdened with having to take the FE will not consider a career in the Commissioned Corps.
 - There maybe ABET accredited Universities and Colleges that may not actively encourage their engineering students to take the FE.
 - The FE exam will be a burden for students with advanced degrees but without an engineering undergraduate degree. It is anticipated that 80 – 100 hours will be required to study for the exam and the longer you are out of school, the longer the study burden.
 - The proposed policy will also trigger all the EPAC subcommittee to come up with additional tools and resource materials to implement the proposed policy. i.e.: Engineer handbook, engineer benchmarks, etc.

- Summary of responses
 - The above concerns have been addressed in past discussions. Engineering students in school will have the opportunity to take the FE examination. The FE examination is an exam designed for students who are close to finishing an undergraduate engineering degree. The FE exams are administered to engineering disciplines such as chemical, civil, electrical, environmental, industrial, mechanical, and other disciplines.
 - Typically, students that have non-engineering degrees who apply for advanced engineering degrees will be required to demonstrate that they are able to master the basic core engineering undergraduate courses so an FE requirement is not an unreasonable requirement.
 - The intent of the FE consensus statement is to raise the minimum standards for commissioning engineers and may exclude certain engineers that have advanced engineering degrees. The requirement also addresses the issue of an engineering officer without an FE being trapped in a lower billet and unable to advance without a PE. It also ensures that the applicants are committed to serving as an engineer commissioned officer.
 - Ways to mitigate the concerns is for the engineers in the Commissioned Corps to get the word out/promote to the ABET accredited Universities and Colleges about the FE requirement for commissioning and during recruiting events.
 - With the revised appointment standards, it highly likely that the Commissioned Corps will attract engineers with no more than 4 – 5 years of experience out of undergraduate school due to the T&E cap.
- Summary of motions:
 - CAPT Simpson made a motion to approve the “Consensus Statement on Requiring New Officers to Successfully Complete the Fundamentals of Engineering (FE) Exam” and forward to the Chief Engineer on behalf of the EPAC. The motion was seconded by CDR Vojik.
 - CDR Epling made a motion to amend the motion to include: (1) EPAC work on a strategy for awareness on the FE requirement and (2) EPAC allow the JOAG to solicit additional comments/feedback from junior officers and forward to the Chief Engineer within 30 days and the motion was seconded by LCDR Kesteloot. In addition, LT Wong (alternate for CDR McCarroll) made a motion to allow individuals to also be allowed to provide additional comments regarding the FE. These comments would be sent directly to CDR Epling for compilation and then will be forwarded to the Chief Engineer. Comments would be accepted for a 2 week period. The motion was seconded by LCDR Kesteloot.
 - A voice vote was taken however the Chair requested a roll-call vote. The motions with amendments were approved 9 Yea, 6 Nay and recorded by the Secretary.
- Summary of action items
 - EPAC will work on a strategy for awareness on the FE requirement.
 - EPAC will recommend the FE statement along with any comments received by individuals within 2 weeks to the Chief Engineer.

- JOAG and/or JOAG liaison will solicit comments from junior officers and forward to the Chief Engineer within 30 days.

New Business:

- Postpone announcements for next meeting in December.

IV. Subcommittee Reports:

Reports were received from the following subcommittees:

- **Awards: LCDR Nguyen**
 - On September 26, 2013, the subcommittee held a teleconference event with a special guest speaker, CAPT John Cardarelli, from EPA. CAPT Cardarelli serves as a member of the NSPE review board, and presented his insights and perspectives on the NSPE review process. The presentation can be made available upon request.
 - In addition, we are calling for nominations for the following Chief Engineer's Awards. We have many well-deserved engineers that can be recognized for these prestigious awards.
 - PHS Engineer of Year - deadline October 28
 - PHS Engineer Responder of Year - deadline October 28
 - RADM Jerrold M. Michael Engineer - deadline October 28
 - Please review <http://www.usphsengineers.org/index.php/awards> website for more instructions. Please send any inquiries to epacawards@gmail.com.
- **Career Development: CDR Jill Hammond**
 - No engineers in the September OBC class. October OBC was canceled due to the government shut down.
 - Webinar series on Mentoring scheduled on October 9th has been postponed. Updates on the webinar series will be provided in the Chief Engineer Announcements in November.
 - This past March, the CV and Continuing Engineering Summary were approved including a document listing professional development activities. The existing documents on the EPAC website will be removed and replaced in a couple of weeks with the latest formatted documents.
 - Next subcommittee meeting will be on October 21st at 17:30 EST. If interested in joining the subcommittee please send CDR Hammond an email at Jill.Hammond@fda.hhs.gov.
 - Subcommittee met on September 16th. Survey questions were discussed to determine interest in revising the career development handbook. Also discuss CV templates, and will update the EPAC website with the standard template.
 - The next webinar topics will be on mentoring tentatively scheduled for October 9th and CVs tentatively scheduled for November. For more information please contact CAPT Lee Hanley.
 - One engineer officer graduated in the August OBC LT Phuong Vo with NIH; no engineer officers were in the September OBC.

- Next meeting will be on October 16th at 1530 EST. Any engineers interested in joining the subcommittee, please email CDR Hammond at jill.hammond@fda.hhs.gov.
- **Deployment Preparedness: CDR Copeland**
 - Subcommittee met on October 3rd at 1430 EST and discussed CAPT Tierney ODU Uniform Basics slideshow. The subcommittee recommended possibly including a link to CAPT Tierney's ODU Uniform Basics slideshow on the EPAC website.
 - Discussed the effects of the shutdown of various agencies.
- **Events: LCDR Kurt Kesteloot**
 - LCDR Sandy Redsteer is assisting in the AMSUS planning. AMSUS is scheduled from November 3rd – 8th in Seattle, WA. For more information please see: <http://amsusmeeting.org/annual-meeting-2013/>.
 - LCDR Leo Gumapas is assisting with the Engineer's Awards Breakfast. It will be held at NIH during Engineer's Week from February 16th – 22nd. More information forthcoming in the next Chief Engineer announcements.
 - LCDR Chris Guess is the lead for the 2014 Symposium and LCDR John Kathol is assisting as the liaison. The 2014 Symposium is scheduled from June 10th – 12th in Raleigh, NC. Category Day will be held on June 12th. For those interested in presenting, please email LCDR Guess at Christian.guess@ihs.gov or LCDR Kathol at john.kathol@ihs.gov.
 - Next meeting is scheduled on October 22nd at 1300 EST. Call in #: 1-877-951-8306; passcode: 4191958.
 - Any engineers interested in the events subcommittee, please email LCDR Kesteloot at kurt_kesteloot@nps.gov or epacspecial@gmail.com.
- **Information: CDR Matt Vojik**
 - Commemorative Centennial Webpage: The COF has set aside funding for a contractor to develop a web page to commemorate the centennial of PHS engineers. The web page would be posted to www.usphs.gov and consist of images and information contained in the centennial PowerPoint presentation on EPAC website. As part of this project, the Information Subcommittee is soliciting digital photographs of PHS engineers at work to help illustrate the roles we play in protecting and advancing the health of the nation. Please email any photographs or comments on the centennial PowerPoint presentation to epacinformation@gmail.com.
 - Meetings are typically held on the second Monday of the month at 11:00am eastern time. The date of next meeting is October 21, 2013.
- **Mentoring: LCDR Nazmul Hassan**
 - November 15th is the deadline to your participation in the Engineer Category mentoring program. Please submit your completed IAP to CAPT Simpson at james.simpson@fda.hhs.gov.
 - Please visit the Mentoring Website for more information at: <https://sites.google.com/site/phsmentoringforengineers/>.

- Any suggestions on the website are welcomed. Please email LCDR Hassan at: nazmul.hassan@fda.hhs.gov or CDR Duane Hammond at: ahz0@cdc.gov.
- **Public Health Engineering Practices – CAPT Steve Raynor**
 - No Report.
- **Recruitment and Retention: LCDR Tamara Rosbury**
 - Updates from DCCPR CAD call on 9/19/2013:
 - Still waiting for scrubbed list from CDR Pryor.
 - Those applicants that still show interest in the Corps from the scrubbed list now have until April 1st, 2014 to find a position.
 - 1st was supposed to be the launch of the new application process. Applications that will be accepted include medical, dental and behavioral health. No new engineer applications will be accepted at this time.
 - Next DCCPR CAD call is tomorrow at 1300.
 - Updates from R&R Meeting held on 9/19/2013:
 - R&R Subcommittee continues to assess FY2013 initiatives in relation to the changes/actions/activities of DCCPR initiatives/efforts.
 - Next R&R meeting is tomorrow at 1400.
- **Rules: CDR Epling**
 - Voted to approve the nominations for new members in 2014

New Members	Agency
CDR Jill Hammond	FDA
LCDR William Fraser	IHS
LCDR Kevin Bingley	IHS
CDR Tanya Davis	IHS
LT Matthew Hunt	NIH
LT Shane Deckert	NIH
LCDR James Kohler	EPA
 - Three nominations from IHS pending approval the liaisons. RADM Rodenbeck has not received any updates regarding the approval status of the three IHS nominees from either CAPT Lincoln or CAPT Murray yet.
- **Biomedical: CAPT Jim Simpson**
 - The Biomedical subcommittee is not a permanent subcommittee of EPAC. It is still a pilot and hoping that the fledgling subcommittee will gain interest in the coming months and beyond.
 - Currently at FDA there are 77 commissioned corps engineers and approximately 370 civil service engineers. The goal is to add all these engineers to an email distribution list and send out an email looking for volunteers to participate. There is a pilot website created for biomedical engineering focused on assisting engineers on their individual action plan and would like to see feedback on the

website from the FDA engineers. Anticipate sending out the email before the end of the year.

- CAPT Simpson will be rotating off the EPAC this December and will not be able to serve as the Chair.

V. Liaison Reports:

Reports were received from the following liaisons.

- **DCCPR: CDR Mtungwa**
 - No report
- **DSI: CAPT Shih**
 - No report
- **Readiness & Response: CAPT Beck**
 - No report.
- **TISP Liaison: LT Grunenfelder**
 - No report.
- **COA/COF: CAPT Simpson**
 - Today is the 62nd birthday of COA.
 - October's OBC has been cancelled and COA typically gets 100% of the officers at OBC to sign up. COA will continue to sign up officers in the November and December OBC class.
 - COA is a member the military coalition and was present at an event at the WW2 memorial in Washington D.C. COA had two individuals present, CAPT Farrell (ret) and his deputy director.
 - There is an issue that COA has recently identified with the change in the pay system going from DCCPR to the Coast Guard. This is a concern as to how smoothly the transition will go, how timely the retirees will receive their pay, and the effectiveness of the communications with the retirees. COA is helping out with the communications with the retirees.
 - RADM Rodenbeck: The transition from DCCPR to the Coast Guard handling retired officers is on a tight timeline. Commissioned Corps leadership conference call indicated that the transition has been going well. They are in the test phase of the transition matching up the legacy and new system.
 - There are multiple committees at national COA. One of the important committees is assisting in the process of selecting a new executive director. CAPT Farrell (ret) will be retiring.
 - CAPT Simpson would like to encourage all officers to please log on to the COA website to update their information to include their local COA branch affiliation.

- **SAME: LCDR Kohler**
 - SAME sponsors Continuing Education Programs and Engineering Training Symposiums throughout the year (in addition to the national conference). There are programs in Alabama later this month, Baltimore and Kansas City next month. Many of the tracks have relevant topic areas for PHS engineers like project management, risk management, and stormwater treatment. These programs are an easy way to obtain CPEs for little or no cost and see what engineers in the other services are doing. See: <http://same.org/index.php/events/calendar-of-events>.
 - The 2014 editorial calendar of The Military Engineer that has all the themes and special report topic areas along with submission deadlines is now available: http://themilitaryengineer.com/pdfs/2014_TME-EditorialCalendar.pdf. The March-April issue is about Civil Infrastructure. Article Proposals for this issue are due Nov 22, and Manuscripts are due Dec 13, 2013.
 - If you want to highlight an achievement or event (that has occurred in the past 3 months) in a less formal way, SAME's blog "Bricks and Clicks" is another avenue to consider. There are fewer restrictions in terms of format, length, and number of photos that can be shared through the blog than through the print publication.
 - Please contact LCDR Jim Kohler (kohler.james@epa.gov) for further details and assistance on any of these items.

- **JOAG: LT Spindel**
 - JOAG is accepting applications for a new Senior Advisor (currently held by CAPT Beck). Response date has been extended until further notice. Contact past Chair, LT Tracy Tilghman at tracy.tilghman@fda.hhs.gov with any questions.
 - Working on revising 5 year Strategic Plan
 - Recruitment and Retention Committee is developing a White Paper regarding Agency Return Status. This can occur when officers on a MOA/MOU is cancelled or expires. Officers have a short time period to find a new position.

- **Commissioned Corps Women Advisory Board: LCDR Piermatteo**
 - No report.

VI. DISCUSSION ITEMS

- None

VII. ADJOURNMENT

- CDR Hawasly adjourned the meeting at 15:35 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	
Term	Rank	First Name	Last Name	Agency	Role(s)	Alternate												
CPO	RADM	Sven	Rodenbeck	ATSDR	Chief Engineer		X	X	X	X				X			X	X
2012-14	CAPI	Edward	Dieser	CDC	Past Chair		X	N	N	N				X			A	N
2013-15	CDR	Nathan	Epling	NPS	Chair Elect - Rules	LTIG Kelly Hoeksema	X	X	X	X				A			X	X
2012-14	CAPT	Paul	Gagliano	EPA	Recruitment & Retention, Vice Chair	LCDR David Gwisdalla	X	A	N	X				X			X	X
2011-13	CDR	Bill	Hammond	FDA	Career Development Chair	LT Shad Shoppert	X	X	X	X				X			X	X
2012-14	LCDR	Duane	Hammond	CDC	Mentoring Vice Chair & Awards	LCDR Ed Zechmann	X	X	X	X				N			N	X
2013-15	LCDR	Nazmul	Hassan	FDA	Mentoring Chair	LTIG Atiq Chowdhury	X	N	X	X		N		X		N	X	X
2011-13	CDR	Ramsey	Hawasly	IHS	EPAC Chair		X	X	X	X		N		X		N	X	X
2013-15	CDR	Robert	Hemberger	NPS	Recruitment & Retention and Rules	Tom Canick	X	N	X	N				X			N	X
2013-15	LCDR	Deborah	Hirst	CDC	Public Health Engineering Practices & Recruitment and Retention	CA/PT Chuck Kardous	X	X	X	A				X			A	X
2012-14	LCDR	Weston	Kenney	IHS	Recruitment and Retention	LCDR John Kathol	X	X	A	X				X			X	X
2012-14	LCDR	Kurt	Kesteloot	NPS	Special Events Chair	LCDR Jeremy Nickels	X	N	X	X				N			X	X
2013-15	CDR	Janis	McCarroll	DHS/FEMA	Career Development, Awards	LT Diana Wong	X	X	X	X				N			A	A
2012-14	LCDR	QuynhNhu	Nguyen	FDA	Awards Chair	LT Itendra Virani	X	X	X	N				X			X	X
2013-15	LCDR	Kimberly	Piematteo	FDA	Recruitment & Retention Chair	LCDR Rosbury	X	X	X	X				X			X	A
2011-13	CAPI	Steven	Raynor	IHS	Public Health Engineer Practice Chair	CDR Gordon Delchamps	X	X	X	N				N			X	X
2012-14	Alternate to carry out remainder of 2013				Recruitment & Retention and Awards	LTIG Tyrrell Lang	N	X	A	A				N			N	N
2011-13	CAPI	James	Simpson	FDA	Ad-Hoc Biomedical subcommittee, Chair	LCDR Tara Gooen	X	N	X	N				X			X	X
2013-15	CDR	Michael	Copeland	EPA	Deployment Readiness Chair	LCDR Martin Casey	X	X	A	X				N			A	X
2011-13	CDR	Matthew	Vojk	EPA	Information Chair	LCDR James Kohler	X	A	A	X				X			X	X

IX. ATTACHMENTS

None

X. AUTHORIZATION

I have recorded the above EPAC meeting minutes:



Digitally signed by Francis Chua
DN: c=US, o=U.S. Government, ou=HHS, ou=IHS, ou=People, cn=Francis Chua, 0.9.2342.19200300.100.1.1=2000942190
Date: 2013.11.08 15:31:31 -06'00'

11/8/2013

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

Date

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

ramsey.hawasly@ihs.gov
hs.gov

Digitally signed by
ramsey.hawasly@ihs.gov
DN: cn=ramsey.hawasly@ihs.gov
Date: 2014.05.20 10:24:38 -04'00'

5-20-2014

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

Date