

**Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday, March 28, 2002**

The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all PHS Engineers and Architects. Those who are not able to attend in person may attend via conference call.

I. CALL TO ORDER

CDR Michael Coene, EPAC Chairperson, called the meeting to order at 1:06 p.m. EST at FDA, 9200 Corporate Boulevard, Conference Room 330V, Rockville, Maryland. The February 28, 2002, meeting minutes were approved. The scheduled April meeting was canceled due to the COA annual meeting in Atlanta. The next meeting will be held on Thursday, May 30, 2002, at 1:00 p.m. EST at the FDA Building, Room 330V and the IHS Twinbrook Building, both in Rockville, Maryland.

II. ANNOUNCEMENTS

Office of the Chief Engineer (OCE): RADM Robert Williams reported the following announcements.

A. CPO PAC Chair meeting

1. The nominee for Surgeon General is Dr. Richard Carmona. Although some information has been published in news media, it may be misleading.
2. The use of the Environmental Scan to update the acting surgeon general has been in place for one month. Because of the value added, it will continue to be used for another 60 days, although it will now be done every other week, instead of every week. RADM Williams will forward copies on to EPAC so everyone can see what is currently going on in other categories. Also, if EPAC members have items they feel should be included, pass on to RADM Williams.
3. New guidelines issued regarding the format for nominations to PACs. EPAC should review and comment on the new letter format and model charter.
4. Please pass on to CDR Coene what you would like RADM Kenneth Moritsugu to discuss when he comes by for his brief visit during the category day luncheon.

B. DCP updates

1. DCP is in the process of developing a video documentary on PHS, primarily focusing on emergency response (e.g., 9/11) as well as what it means to be a PHS officer. This video will probably be used for a PBS segment and events where we want to present what PHS officers do. According to RADM Michael Davidson the video will motivate others to want to be a part of the PHS. No release date yet, should be sometime this year.
2. FDA is doing a great job of filling their many vacancies with officers, new as well as transfers from other areas.
3. Nurses routinely get together to review the pool of nurse applicants. Engineers might want to consider doing this as well.
4. DCP is working now to develop an annual report. This report would be like a prospectus, very positive, pro Public Health Service, intended to tell others how PHS works, and it can be used as a marketing tool.

C. White House website

If you'd like to read the comments made by President Bush regarding PHS and healthy living, go to the White House website:

<http://www.whitehouse.gov/news/releases/2002/03/20020326-3.html>

- D. Assistant Secretary for Health, Dr. Eve Slater - She is still progressing in her path to become a 4 star flag officer. She discussed issues important to her, namely the commissioned corps, she is very interested in getting information out to the public in articles, perhaps in the Assistant Secretary for Health column in JAMA that would talk about what she does; what we do in PHS. She is working on issuing a report similar to what the SG issues, out of her office, and she welcomes our input, from time to time on issues that are important to us.
- E. US Freedom Corps - OSG has been tasked to look at the US Freedom Corps, a system of volunteers who respond to various incidents, emergency and otherwise. OSG will be developing criteria for how this will move from the health perspective. More information to come later.

F. EPAC Announcements

1. Strategic Visioning Session - Follow-up will continue on April 3rd to look at focus areas of resource sharing and recognition and developing action items to meet the goals. All who participated in the original session have been notified and once the discussions are completed the results will be presented to EPAC.
2. OCE - Requesting mission and function statements from each agency. If any are specific to engineers, even better.

3. COA Annual Meeting - In Atlanta. CDR Kathy Poneleit will provide information later in meeting. This is a great opportunity to get together with other engineers. The engineers are planning to attend an Atlanta Braves baseball game as a group that Wednesday night.
4. Next Leadership Development Opportunity - At the SAME annual meeting in Kansas City on May 21st. Space for 75-100, and we're trying to get as many PHS engineers as possible. This is the last chance to get financial assistance for the registration fee, please let Ms. Lisa Hayes know.

We will get to sing the engineers song at this meeting, however, the song is still in the production phase!

5. Award Nominations for SAME Awards - Due tomorrow, March 29th! Please send to CDR West.
6. Field Meeting - The sooner we have a location and a date, the better everyone will be able to make travel plans to attend.
7. Promotion Board Feedback - If you have participated on a promotion board this year or last year and have any comments or suggestions; please pass them on to RADM Williams who will pass them on to DCP.
8. Field test of new field uniform for commissioned corps - These new uniforms will be kakhi fatigue, BDU type, not camouflage and will be tested most likely in IHS, possibly Alaska locations. Still in conceptual phase, but it is getting closer to a reality since it is very high on the Secretary's list of priorities.
9. New Engineer logo items for purchase - New engineer's coin, very sharp! Will cost approximately \$10-12 each. Orders will be taken, probably through EPAC, maybe through COA. Also, T-shirts for the run at the COA meeting, with the logo on the back since everyone will be behind the engineers! Let CAPT Sven Rodenbeck know; he has a limited supply - 5 medium, 5 large and 5 extra large.

Lastly, RADM Williams complimented EPAC members by noting that the engineers have long been well received, highly respected and regarded by the other PACs, DCP, etc., primarily due to the efforts and good work of the EPAC.

EPAC Chair: CDR Coene reported the following.

CDR Coene began by acknowledging that RADM Williams was awarded a certificate at the CPO PAC chair meeting for being the first flag officer to become an associate recruiter and was even deemed "associate recruiter extraordinaire". CDR Coene echoed RADM Williams' comments that EPAC and the work of its members is very highly regarded.

- A. Specialty Pay Matrix - Some categories are trying to put together a matrix of all the special pays available to all the different categories. PAC chairs are working on this matrix which will hopefully aid in recruitment and retention efforts.

III. OLD BUSINESS

No old business.

IV. NEW BUSINESS

CDR Coene opened discussions on new business:

- A. Off-site/Field meeting - A few potential locations for an off-site meeting were named, including: Denver, CO; Phoenix, AZ; Reno, NV; NC; and NY. After much discussion, it was decided that brief proposals with dates, location of host facility, etc. would be submitted by email and discussed at the next meeting. The possibility of having 2 off-site meetings was raised. This will also be considered and discussed at the next meeting.
- B. Promotion Board Process - any O-6 who has served on a promotion board recently please send comments about the process to RADM Williams.
- C. Environmental Scan - Please pass on any items to RADM Williams.
- D. Agency Mission and Function Statements - Please send to LDCR Tatum and Ms. Lisa Hayes.

V. SUBCOMMITTEE REPORTS

- A. Awards: CDR Maurice West reported the following:

Processed and sent recommendations for the Vilforth, Burgess, and the Literary Awards. Currently working on the SAME Awards; will be evaluating them immediately and getting back to the Chief Engineer and SAME in mid April.

- B. Building Design & Construction: Mr. Brian Kong reported the following:

Mr. Kong is scheduling to meet w/ EPAC chair concerning role in the Building Design and Construction Subcommittee.

Subcommittee did not have a March meeting due technical difficulties, but is scheduled to meet April.

FCC plan for a healthy buildings symposium/workshop is moving forward. Subcommittee is working on a revised proposal for a SG workshop which should concentrate on interactions between the medical and the A/E industries.

The final report of the National Science and Technology Council's review of the literature on Healthy Buildings is complete. It will be published in the form of 5 or 6 articles in the ASHRAE journal. Each article will be a summary of the very best research papers in the field based upon a consensus review by leading researchers from about 900 articles.

CAPT (Ret.) Bill Brodt & CAPT Paul Fardig (IHS) started in 1993 w/ the FFC electronic O&M documentation project. The XML data model was tested, and will be incorporated into the National CAD Standard and the International Alliance for Interoperability's Industry (IAI) Foundations Classes model. Engineering News Record ran three letters from leading A/E building industry firms supporting adoption of the IAI model—an open architecture for the building industry.

The Smithsonian Institutions have joined NASA, State Department, NIH, and other federal agencies in committing to reliability centered maintenance as a fundamental preventive maintenance strategy.

C. Rules: CAPT Jose Cuzme reported the following.

General comment that people in the field are having problems with the website; 1) only old minutes available and 2) they would like to participate in our monthly meetings but don't know how (i.e., don't have phone number or passcode).

Rules Subcommittee - would like to respond to the request for changes made to the charter and nomination form which RADM Williams discussed earlier.

CDR Coene stated that he would update the minutes on the website today. He also explained that the conference call is limited by the number of lines available. CDR Poneleit suggested that the teleconference be recorded so that the field officers are able to listen at a later date. CAPT Kevin Chadwick suggested that if anyone asks an EPAC member about participating in the meeting, that we provide them with the number for the next month and ask that the guests identify themselves so we can have an idea of how many guests are joining in. Then we can place the agenda on the web with the instruction to contact agency EPAC representative or any EPAC member to get the telecon info. LCDR Nathan Tatum interjected that the meetings have not been recorded (with audio only available on the web) because handicap accessibility would necessitate posting a transcription of the meeting as well.

D. Career Development: Ms. Hayes reported the following.

Last meeting held on Thursday, March 14

Don't forget COA category day. The agenda promises a very informative and interesting day. If any other subcommittee chair would like to include information on their subcommittee in the handouts for category day, please send them to Lisa by April 12, 2002.

The subcommittee is currently discussing revisions in the welcome program. We have had some difficulty in the past getting lists of new engineers which makes sustaining the welcome program difficult. Lisa will provide updates as discussions progress.

The next subcommittee call will be April 11 at 3:00 EDT.

- E. Leadership Development Seminar Ad hoc Subcommittee: LT Jennifer Martin reported the following.

Last meeting held on Thursday, March 21

The committee is working on funding issues for the 2003 seminar. Currently, we are looking at the projected cost and deciding how much money to request from each agency. Committee members are also researching who in each agency we need to approach for money. Our next step is to have the best person (whether that is the OCE, our committee, or another individual) approach the money source. Interagency agreements can then be set up and we can work on a task order to get a conference planner.

Our next meeting is Thursday, April 18 at 1:00 pm EDT. We will continue to develop the seminar agenda and work on these funding issues. Please contact LT Martin if interested in joining the call.

- F. Emergency Preparedness: CAPT Rodenbeck reported the following.

The Emergency Preparedness Subcommittee met on March 14. The subcommittee members agreed that the information/training material we have been developing is ready to go to an editor. After editing, the material will be submitted to the full EPAC for approval to be posted on the PHS Engineer web page. The Emergency Preparedness Subcommittee will coordinate and work with the Information Subcommittee to get the material posted on the web page.

On April 9, the Chairperson of the Emergency Preparedness Subcommittee will attend a meeting concerning the Commissioned Corps Readiness Force. The Office of Emergency Preparedness asks all the categories to attend. The purpose of the meeting is to discuss what each of the categories is doing regarding training.

Next meeting scheduled for April 11 at 3-5 p.m. EST

Roster attached:



EPS_Attend02.doc

- G. Information: CAPT Gene Sullenger reported the following.

No meeting in March. The next meeting will be within the next 2 months. Please review the draft of the electronic newsletter and send comments to CAPT Sullenger or CDR Coene (<http://www.usphsengineers.org/OnlineNewsletter/default.htm>).

Meetings held on second Tuesday of the month.

H. Recruiting and Retention: LCDR Helgeson reported the following:

March R/R call was cancelled.

1. Engineer Associate Recruiter (EAR) Program Update

1 IHS EAR approved in March. IHS EAR's total 9, all EAR's total 12. ARP conference call with DCP was held on Wednesday March 13. Engineer, Therapy, and Pharmacist categories have been the most active participants in the ARP. Engineer category was the only one with a formal structure to approve ARP's through a letter and welcome package from our CPO. The Engineers welcome letter template was submitted to the group as a model approval letter.

2. Update on specific R/R Initiatives

- a. New Career Opportunities Booklet has been posted on the recruitment section of the www.usphsengineers.org website in color pdf format. Need Acrobat Reader v. 4.0 to view.
- b. Updated Engineer Recruitment Calendar will be posted soon on the web.

Upcoming Recruitment Events. April schools or events to be visited by Engineer recruiters: University of Cincinnati, University of Louisiana - Lafayette.

Any other schools or events to be posted? Please send email to Helgeson for posting on the calendar.

c. New R/R Initiatives for 2002

- i. Continued improvement in the R/R website.
- ii. Continued focus on motivating PHS engineers to recruit for the category. What can you do to RECRUIT TWO IN ZERO TWO!!!
- iii. Develop or update an internal marketing document (how to hire and place CO's)

3. Next Conference Call: Tuesday, April 9

I. Mentoring: Mr. Mitchell Williams reported the following.

The Mentoring Subcommittee met on March 12, 2002.

The proposed "On-call" mentoring service was identified in one of the recent weekly Announcements from the Office of the Chief Engineer, requesting

feedback from PHS engineers and architects as to whether a service to provide category members with a referral to a knowledgeable PHS engineer on issues or questions would be used. Though there has been little response on the topic, what response has been received has been positive.

Based upon the positive comments, the Subcommittee agreed to proceed with the program and CAPT Leroy Mickelsen volunteered to coordinate putting this new service in place. A draft of the process for the On-call service to receive and respond to questions from engineers and architects was prepared by CAPT Mickelsen and is currently being reviewed by others on the subcommittee. Any suggestions or comments on the proposed service are certainly welcome. Anticipated future action issues include developing a directory of knowledgeable people to respond to the questions received, and advertising the new service.

The next meeting of the Mentoring Subcommittee is scheduled for Tuesday, April 9, 2002 at 11:00am ET. Contact Mr. Williams for additional information.

VI. ANNOUNCEMENTS

A. Division of Commissioned Personnel (DCP) Liaison: LCDR Claire Karlson reported the following:

LCDR Karlson has been working with LCDR Scott Helgeson by sending him monthly reports on the applicants that we have. For example, this month there were 25 applicants (6 General Duty, 3 Sr. COSTEP, 16 JR COSTEP). New applicant locator list can include those applicants who have filled out prescreen qualification or just active applicants, just by selecting the prescreen block. LCDR Helgeson will be given authority to enter this site and pull list of applicants. A list of CAD is being sent to Sean Boyd on a quarterly basis so he can send out Welcoming letter to all new Engineers.

Group of recruitment officers from DCP visited several Puerto Rico schools in February, including: Polytechnique University in San Juan, and University of Puerto Rico- Mayaguez Campus. Officers plan to visit PR again in October.

On April 1st a proposal for advertising and equipment for DCP was submitted to Admiral Davidson. A budget of \$1,851,384 which includes travel/per diem, trips, exhibits, promotional memorabilia. Presently the division is talking with IEEE Spectrum about advertising in their magazine.

B. Commissioned Officers Association (COA) Liaison: CDR Kathy Poneleit reported the following.

1. The last Board meeting held on March 26th.
 - a. Pharmacy category recently got a special pay that COA lobbied for, so the CPO sent a letter out to solicit new COA members
 - b. Public relation specialist hired for annual meeting to increase visibility and attendance.
 - c. Next meeting will be accepting nominations for treasurer and chair-elect and field position.
 - d. Membership Committee - compiled a list ideas/activities throughout the year, and in particular for Public Health week. Should go up on COA website.
2. Legislative News:
 - a. 2003 pay raise 5%-9.5%
 - b. State tax exemptions - PHS not recognized as military for exemption in PA, now there is a bill in the state house to reinstate that exemption; MD is looking into doing something similar.
3. Annual meeting in Atlanta:
 - a. Last minute changes to the program - stem cell research portion removed, more bioterrorism sessions added.
 - b. Part of the SG run you can do CCRF fitness evaluation
 - c. Meeting of the assembly, basic business meeting for overall membership 8am on first day of meeting, breakfast will be provided.
 - d. Eve Slater, assistant secretary for health has agreed to come, still working to determine whether or not Secretary Tommy Thompson will be able to attend
 - e. COA lobbied Disney to allow PHS officers to get the special discount offered to military personnel for the month of April. Shades of Green Military Resort is the name of the place to stay.

C. Society of American Military Engineers (SAME) Liaison: LCDR Hilda Scharen reported the following:

1. Tour of the Pentagon construction site scheduled for young members. While this tour is full, others will be scheduled for next few months.
2. April 13 Golden Eagle Fellows Award at the Mayflower. One award is going to Stephen Ambrose, a famous author
3. Annual meeting in Kansas City. CCRF will have a tent, looking for volunteers to help out with recruitment for corps and National Disaster Medical System (NDMS) the civilian side of the disaster response team.

CDR Helgeson asked if any agency/entity is considering obtaining a public agency sustaining membership to SAME. OCE has purchased one and therefore there is a reduced rate for other locations in the PHS who want to become sustaining members.

D. Junior Engineer Report: LT Sean Boyd reported the following:

1. OSG is seeking/interviewing 8 candidates for JOAG advisor. May be an opportunity for the JOAG to meet with the candidates. If anyone has any issues or questions they'd like to raise, please contact LT Boyd.
 2. OSG is look for junior officers in the Rockville area to fill details (6-10 hours a week) Derrick Dunn is the contact.
14. Job Vacancies: Known vacancies are now posted or linked on the PHS Engineers website (www.usphsengineers.org). The weekly OCE statements from LCDR Tatum via e-mail are another resource.

LCDR Nelson Mix - EPA is currently hiring 75 people (interdisciplinary) to be Emergency Response Personnel in the superfund program and also starting an office in Las Vegas. An email was sent to LCDR Tatum.

CAPT Chadwick - COSTEP IHS still has 15-20 vacancies

VII. ADJOURNMENT: The meeting was adjourned at 2:45 p.m. EDT.

EPAC MEETING PARTICIPATION:

Participants: (Members in bold, with alternates attending matched by number to the members absent):

LCDR Meredith Bond (EPA), LT Sean Boyd (FDA, ex-officio), CAPT Kevin Chadwick (IHS, ex-officio), **CDR Michael Coene (FDA)**, **CAPT Jose Cuzme (IHS)**, **Ms. Lisa Hayes (ATSDR)**, **LCDR Scott Helgeson (IHS)**, LCDR Claire Karlson (DCP, ex-officio), **Mr. Kyung Kim (NIH)**, **Mr. Brian Kong (NIH)**, **LT Jennifer Martin (CDC)**, **CAPT Ronald L. Mickelsen (CDC)**, **CDR Kathy Poneleit (FDA)**, LCDR Hilda Scharen (OEP, ex-officio), **CAPT Gene Sullenger (FDA)**, **CAPT Sven Rodenbeck (ATSDR)**, LCDR Nathan Tatum (ATSDR, ex-officio), **CDR Maurice West (NPS)**, **Mr. F. Mitchell Williams (NIH)**, RADM Robert Williams (ATSDR, ex-officio), LCDR Nicole Wolanski (FDA).

Members Absent:

Mr. Michael Adjodha (FDA), **LCDR David Ausdermore (CDC)**, CDR Jo Ann Griffith (EPA, ex-officio), **LCDR Denman Ondelacy (IHS)**, **CDR Todd Scofield (IHS)**, **CAPT Rao Surampalli (EPA)**

GUESTS:

LCDR Nelson Mix (EPA)

AUTHORIZATION:

I have recorded the above EPAC meeting minutes:

LCDR Nicole Wolanski
Executive Secretary, EPAC

Date

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

CDR Michael Coene
Chairperson, EPAC

Date

I authorize distribution of these minutes:

RADM Robert C. Williams, P.E.
Chief Engineer, USPHS

Date