

**Minutes of the Meeting of the
Engineer Professional Advisory Committee**
Thursday, October 24, 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 2:05 p.m. EDT in Rockville, MD. The September 19, 2002, meeting minutes were approved. The next meeting will be held on Thursday, December 19, 2002, at 1:00 p.m. EST at FDA, 9200 Corporate Boulevard, Conference Room 330V, Rockville, Maryland.

II. ANNOUNCEMENTS

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

CPO PAC Meeting Announcements

1. Vaccination Immune Globulin (VIG) Program - In order to increase the supply of VIG, CDC has contracted with Cangene Corporation to administer smallpox vaccine to volunteers who have previously received smallpox vaccine, which will stimulate the production of antibodies needed to prepare potent VIG. Seven to ten days after vaccination, plasma will be obtained from these volunteers through plasmapheresis, and that plasma will then be used to manufacture an adequate supply of VIG. Serologicals Toll-free Information Line: 888-789-3939.
2. Surgeon General Honor Guard - the Surgeon General has sent a request to all agency heads and flag officers for their support of the SG Honor Guard. The intent is to have an honor guard large enough to meet the needs of all events where their attendance would be appropriate. An actual vacancy announcement will be issued and your service will be a part of your official record.
3. Commissioned Corps Readiness Force (CCRF) - RADM John Babb gave a presentation on the CCRF about the type of activities undertaken in 2002 and the number of officers we currently have that are fully deployable (all criteria met). Remember that January 2003 is the cut off date to have all your requirements met, i.e., there will no longer be a conditional category.

Across the Commissioned Corps we are 22% deployable. Is that where we should be? We will be working on ways to get the numbers up.

In addition, RADM Babb made a plea for nominations for Responder of the Year. Nominations are due December 31, 2002. Please pass them through the Office of the Chief Engineer so they can lend their support.

A number of folks (approx 2000) have been given awards for CCRF related activities. RADM Babb's personal requirement on CCRF putting forth awards in the future is that the awards go to those who response do so in uniform, thereby giving credit and visibility to the Commissioned Corps (obviously if they are officers). RADM Williams commented that the engineers have done a fantastic job not only in their efforts in serving on CCRF but of their commitment to doing so in uniform.

4. Commissioned Corp Officers to serve in USDA - Surgeon General, Deputy Surgeon General and Veterinary CPO and Environmental Health CPO were recently at USDA for a meeting where they were looking at getting veterinarians and environmental health officers to serve in USDA in food inspection roles.

EPAC Announcements

1. Health Building Initiative Concept Workshop - to be held tomorrow, in the Natcher Building in NIH campus, conference room G1& G2, from 8:30-3. Mr. Brian Kong will discuss this further, later in the meeting. We are looking forward have an opportunity to get a medical and public health infusion into the Healthy Building Initiative.
2. Welcome Packages - Special thanks to LCDR Sean Boyd for his help with the packages and the welcome program. He has done a great job!
3. Promotion Task Force - RADM Williams is co-chair with RADM Richard Wyatt on a CC task force that will be meeting over the next 2-3 months. They are requesting feedback from EPAC regarding what should be added/removed/remain the same with the current promotion system. They will also be looking at benchmarking, in two phases, a) what are promotion requirements for average officer going from one level to the next, and b) what are career requirements, i.e., how can we tell when an officer is ready for promotion based on where they are in their career progression.

B. EPAC Chair: CDR Michael Coene reported the following

1. Thanks - CDR Coene gave special thanks to Mr. Kong for all of the time and effort he has put in to make sure tomorrow's conference will be a success.

2. Recognition of new members - CDR Coene recognized the following 2 new EPAC members, LT Matt Martinson who is the new Junior Engineer Liaison and CDR Dan Beck who is The Infrastructure Security Partnership (TISP) Liaison. TISP is a partnership of over 100 different organizations, associations, companies all dedicated to pursuing specifically the security of the built environment against terrorism or all potential hazards.

CDR Coene announced that LCDR Boyd needs to leave early, so his report was presented next, although it appears in its rightful place in the minutes below.

III. OLD BUSINESS

CDR Coene opened discussions on old business:

- A. Chair-Elect needed for 2003 - CAPT Cuzme discussed that a chair elect is needed for 2003. Nominee(s) should be confirmed by December 19, 2002 so that they can make their presentations to EPAC during the December meeting. CDR Coene reminded the group that it is not a requirement that you be located in the Washington area to be a PAC chairperson.
- B. Off-Site meeting - An off-site meeting has been proposed for January 2003 at NIH in North Carolina, where Tom Beddick is located. Details will be sent in a follow-up email.

IV. NEW BUSINESS

CDR Coene opened discussions on new business:

- A. Promotion Process Comments - CDR Coene started a discussion to elicit the comments listed below for the Promotion Task Force:
 1. LCDR Helgeson forwarded an email from LT Martinson suggesting that one of the promotion precepts be "Officership" to encompass leadership, physical fitness, etc.
 2. RADM Williams mentioned that the 4 new precepts that have presented themselves are: performance, career potential, career progression, and officership. Others that might be considered are training and education and leadership separated out from officership. Also, should awards be separate? Should mobility be separate? All comments are welcome, there are no wrong answers.
 3. While most felt that mobility is valuable having someone in a specific niche and becomes a master, there is value there as well. Which gets to how do you define mobility, geographically, billet increases in the same location?

Additional comments can be sent to RADM Williams.

- B. Strategic Action Plan - CDR Coene requested that all committee chairs discuss how their subcommittee can help implement the plan.
1. Recruiting and Retention, LCDR Helgeson - Critical to identify the Commissioned Officer engineer career track as compared to Civil Servant engineer career track, should be similar, yet different, i.e., what does it mean to be an officer?
 2. Mentoring, Mr. Mitch Williams - Briefly discussed at last meeting. The plan has been disseminated and will be reviewed and further discussed at November 12 subcommittee meeting.
 3. Career Development, LT Jen Martin for Ms. Hayes - Discussion of the Strategic Plan is on the agenda for the November meeting.

CDR Coene requested that each subcommittee provide CAPT Cuzme with their plan to implement the strategic action plan at the December meeting.

V. SUBCOMMITTEE REPORTS

- A. Awards: LCDR Bond reported the following in CDR Maurice West's absence:

This subcommittee has not met for a while. The nominations for Engineer of the Year award were due a couple of weeks ago. The nominations for the Engineering Literary Awards are due November 1.

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

The Healthy Building Initiative (HBI) Concept Workshop will be held 2002-10-25 all day at the NIH Bethesda, MD. The purpose of the workshop is to discuss how to focus public health efforts that will move forward the purposes of the HBI. Over 20 participants are expected to attend, and we look forward to hearing from the medical community and the two speakers Dr. Robert Goldstein of JDRF and Dr. Gene Cox-Ganser of NIOSH. The subcommittee is encouraged by OCE's and EPAC's guidance and assistance. If anyone has any comments, please contact Mr. Kong.

Following up on a previous issue to utilize technology in conference calls, this subcommittee utilized netconferencing at this month's meeting. The draft HBI Concept Workshop PowerPoint presentation was discussed over the web. Subcommittee members were favorable to the use of this tool since most were in front of their computer and on the same presentation slide thereby increasing the discussion's efficiency. I am not aware of the costs, but it should be entertained for conference calls with handouts. In addition to showing PowerPoint presentations, other desktop applications can be shown, participants can make comments on line, and leader can take private polls.

C. Career Development: LT Martin reported the following in Ms. Lisa Hayes absence:

1. The last Career Development meeting on October 10 focused on helping the Engineer Leadership Development Seminar ad-hoc subcommittee plan the upcoming seminar. The subcommittee gave several suggestions of possible speakers and has volunteered to help make preliminary inquiries into their availability and interest.
2. The subcommittee is evaluating the Engineering Category Strategic Action Plan to determine how the Career Development subcommittee can contribute. We will be discussing this at our November meeting.
3. The subcommittee will also begin planning the agenda for the next category day at the COA conference. If you have any ideas for themes or topics, please let someone on the subcommittee know.
4. Our next meeting will be November 14 at 3:00 pm EST. Please contact Lisa Hayes if you are interested in joining the call.

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

1. The subcommittee has been meeting every two weeks for the last couple months to develop objectives and specific topics for each session of the seminar. We have fully developed the agenda and committee members are now making preliminary inquiries about availability and interest with our first choice of speakers. We will begin making official requests in the next few weeks. The subcommittee was also made aware that there is a color guard in the Tucson area and we are looking into the possibility of having them at our seminar.
2. The Office of the Chief Engineer is sending two people to Phoenix and Tucson next week to visit prospective seminar facilities. By the end of next week, we should know where and when the 2003 seminar will be.
3. Our next meeting is November 20 at 1:00 pm EST. Please contact me if you are interested in joining the call.

E. Emergency Preparedness: CAPT Rodenbeck reported the following.

Last meeting was held on October 10. The subcommittee is proceeding with the activities that were recently approved by the full EPAC, including reaching out to the Army Corps of Engineers and EPA to facilitate discussion to get a better appreciation of each others capabilities that could be used during emergency activities. The group is also having a member of the Emergency Preparedness subcommittee work with the information subcommittee to post the new training

information on the website. The group is also starting to develop a new training information fact sheet on concrete structures that have been damaged and how to approach those. Next meeting is scheduled for November 14 at 3 pm EST.

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

1. On-Call Mentoring

- The additions to the Mentoring page of the PHS Engineers website for the On-call Program have been completed, with special thanks to CDR Mike Coene and the Information Subcommittee. The page now provides the purpose of the On-Call program, as well as the process for using the program.
- The Subcommittee will now undertake publicizing this new service to members of the engineer category.

2. Engineering Leadership Development Seminar (ELDS) Presentation

The Subcommittee has continued pursuing a presenter for the ELDS on the topic of mentoring, and CDR Todd Scofield has received a positive response from inquiries of Jerry Farrel, Executive Director of the Commissioned Officers Association. Mr. Farrel has positive experiences in mentoring relationships, both as a mentor and protégé, and seems an successful example of what mentoring can offer an individual.

3. Office of the Chief Engineer Welcome Program

The Chief Engineer's welcome program seems an ideal source for potential participants in the PHS Mentoring Program, and the Subcommittee would like to use the information on new PHS engineers and architects in making contact with these individuals. Bill Blair has volunteered to serve as the Mentoring Subcommittee's liaison to the Welcome Program, and will be making contact with Delrey Pearson to develop a method for making contact with potential participants.

4. PHS Engineer Category Strategic Action Plan

The members of the Subcommittee have been asked to review the Strategic Action Plan prior to the November subcommittee meeting to identify the role of the Subcommittee and the Mentoring Program in implementing this Plan.

5. Next Meeting

The next meeting of the Mentoring Subcommittee is scheduled for Tuesday, November 12, 2002 at 11:00am ET.

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

Last R/R Subcommittee Meetings: October meeting cancelled

1. Engineer Associate Recruiter (EAR) Program Update.

- Total number of EARs: 28. EAR Contact log attached (to be posted and maintained on the R/R website (soon).



EAR Log.xls

- Monthly ARP Lead/ DCP Conference Call held on October 9. Issues discussed: 1) Award issues and questions. 2) DCP announced they have \$50k to help fund recruitment fair entrance fees and other non-travel or per diem expenses. See attached draft proposal. Goal is to get some funds out for spring recruitment events.



ARPFundrequestproc
edures.doc

2. Update on specific R/R Information or Initiatives

- Newly redesigned R/R website section has been assembled and is currently being tested internally.
- Recruitment Fairs Attended by Engineers Sept & Oct (13): Louisiana State University, University of Louisiana, Colorado School of Mines, Iowa State University, University of Oklahoma, Arizona State University, University of Idaho, Idaho State University, University of Nebraska, University of Utah, University of Nevada (Reno), South Dakota State University, and Federal Job Fair at Xavier University (DCP booth picture in Cincinnati Paper).
http://enquirer.com/editions/2002/10/17/biz_jobfair17.html
- Several recruitment visits have been planned for the fall. See latest recruitment calendar attached. Please send an email to LCDR Helgeson for any recruitment visits you plan to attend this fall or next spring.



Eng Recruit Calendar
03.doc

- R/R Chair (Helgeson) presented a briefing on EPAC R/R and EAR Activities to the IHS Associate Directors Meeting in San Francisco on 10/10. Particular focus on IHS COSTEP recruitment and processing issues. The presentation included a proposal for 60-day applicant processing time windows for COSTEPS. IHS AD's endorsed the concept, will refine it, and will present it through the EHO and Engineer CPO's to DCP.



COSTEP Proposal to
IHS OEHE Associate I

3. Next R/R Conference Call: Tuesday, November 12

New members are always welcome to join the subcommittee!

Any questions or comments from EPAC?

H. Rules: CAPT Jose Cuzme/CDR Cayous reported the following for CAPT Cuzme

We received a nomination for Crystal Ellen (or Christian Ellenes?) from NIH and since this is the only nomination received. EPAC voted and approved her as the NIH representative for EPAC for next year. New chairs for subcommittees are needed.

I. Information: CAPT Gene Sullenger was absent. CDR Coene/LCDR Wolanski reported the following

1. Role of our committee in relationship to getting certain types of information (what officers need early in their career but don't find they needed to know it until it is too late) out to Engineers was discussed, such as financial planning, long term health care, survivor benefits.
2. Photo scan project is complete. The group discussed putting thumb nails of all pictures on the web for anyone to request a picture. Some concerns were the legality and how widely available will this photo dissemination be. OCE will make the determination if a picture can be given to whoever requests it. A secure area is probably the best way to manage this.
3. CDR Coene is working on posting the Admiral William's 2002 talk at COA.
4. The Information subcommittee is in need of a chairperson for next year.

VI. ANNOUNCEMENTS

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

1. General Duty Applications received in September: 5

Senior Costep applications: 0

Junior Costep applications: 1

2. Calls to Active Duty (CAD) during September to present: 7
3. Current status of category as of October 24, 2002:

411 current active duty engineer officers in all agencies

4. New Applications received for October as of October 11, 2002.
 - General Duty applications - 5
 - Senior COSTEP - 1
 - Junior COSTEP - 1

Advertising on HOTJOBS.com for Engineering category 3 times a week during the month of October. An instruction letter is being automatically generated on how to download the application for those who are approved, and a rejection letter to those who do not qualify.

Those resumes that have accredited degrees are being sent to Scott Helgeson and to LCDR Tatum for their review and distribution for follow-up.

Visited with the Engineering students at the Polytechnic University in Puerto Rico on October 2 & 3. Was a great job fair, which should produce quality applicants.

Also attended the Women for Hire conference in New York on October 22 and have potential for good engineering applicants.

- B. TISP Liaison - The Infrastructure Security Partnership that was developed immediately following the tragedies of 9/11. It was designed as a public/private partnership to bring the greatest pool of infrastructure security expertise particularly regarding infrastructure design in construction relative to the built environment. The purpose is to provide a cohesive and integrated approach to advise the Office of Homeland Security to advise the national leadership on engineering issues to infrastructure security. Members include the Army Corps of Engineers, Federal Engineers, and the private sector. They are trying to put a framework on how TISP, given that it is such a broad based gathering of technical expertise and knowledge, how does it get implemented and become a functioning organization. The two greatest ways for TISP to be effective is 1) to make it a vital clearinghouse of information and 2) to make that information available to the Office of Homeland Security. The First Annual Congress for Infrastructure Security is being held on November 5-7 in DC in conjunction with ASCE's national convention. The website is www.TISP.org. PHS wants to participate, although we aren't sure exactly how we can best do this. RADM Williams commented that PHS engineers have been involved in two sessions in next week's congress organized by NIOSH.
- C. Commissioned Officers Association (COA) Liaison: CDR Kathy Poneleit was present, although she is no longer on the COA National Board.

- Reminder that Dining Out sponsored by the DC branch will be on November 23, 2002. Please make your reservations ASAP. They need engineers to serve the roles of officer of the inquisition and toast master.

CDR Poneleit reported the following in an email follow-up to the meeting.

- COA is planning a welcome aboard reception for VADM Carmona on January 15th, 2003. Details to follow in a later communiqué.
- COA is looking at a change in the dues structure. This will affect the inactive reserve corps. They are also considering a standardization of the dues billed for the local chapters. In terms of the dues structure, there may be considerations for O-4 and below (lower dues).
- The COA believes that the SG has some definite ideas about 'transforming' the corps. They do not have the specific details on this 'transformation', but they have voted to support the SG in principle, at least until the details are known. Part of this plan includes giving the SG line authority over corps officers. This means some serious work with the OPDIVS to get them to sign on to the idea, not to mention a budget.....
- The Board has endorsed the theme for the annual conference in AZ, "Weaving the Public Health Infrastructure". The program has been roughed out, Writing Solutions, is well on their way towards planning the conference, so look for things to be happening very quickly.

C. Society of American Military Engineers (SAME) Liaison: LCDR Scharen was absent.

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

LCDR Boyd announced, with RADM Williams endorsement, LT Mathew Martinson agreed to serve as the EPAC Junior Engineer Liaison. LT Katherine Jacobitz, also an Engineer on the Junior Officer Advisory Group (JOAG), agreed to serve as his alternate. All future issued related to Junior Engineers or Junior Officers should be directed to LT Martinson.

The JOAG recently forwarded two documents to the Office of the Surgeon General for review, which has also been shared with the EPAC Chair and Chief Engineer.

- a position statement on *How can the Public Health Service Commissioned Corps build morale and maintain Esprit de Corps among its ranks?*
- a proposed USPHS Commissioned Officer's Code of Conduct

Copies are available upon request

- E. 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. CDR Beck mentioned that the Office of Emergency Response will be advertising for 22 FTEs, including 3 IT positions in ranks ranging from O3-O5. There will be a variety of positions available at a wide range of levels.

VII. ADJOURNMENT: The meeting was adjourned at 2:50 p.m. EST.

EPAC MEETING PARTICIPATION:

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

LCDR David Ausdermore (CDC), LCDR Meredith Bond (EPA), LCDR Sean Boyd (FDA, ex-officio), **CDR Michael Coene (FDA), CAPT Jose Cuzme (IHS), LCDR Scott Helgeson (IHS),** , LCDR Claire Karlson (DCP, ex-officio), **Mr. Kyung Kim (NIH), Mr. Brian Kong (NIH), LT Jennifer Martin (CDC), LCDR Denman Ondelacy (IHS), CDR Kathy Poneleit (OSG), CAPT Sven Rodenbeck (ATSDR),** LCDR Nathan Tatum (ATSDR, ex-officio), **Mr. F. Mitchell Williams (NIH),** RADM Robert Williams (ATSDR, ex-officio), LCDR Nicole Wolanski (FDA)

Members Absent:

Mr. Michael Adjodha (FDA), CAPT Kevin Chadwick (IHS, ex-officio), CDR Jo Ann Griffith (EPA, ex-officio), Ms. Lisa Hayes (ATSDR), CAPT Gene Sullenger (FDA), CAPT Ronald L. Mickelsen (CDC), LCDR Jamie Natour (HRSA), LCDR Hilda Scharen (OEP, ex-officio), **CDR Todd Scofield (IHS), CAPT Rao Surampalli (EPA), CDR Maurice West (NPS)**

GUESTS:

CDR Dan Beck (OEP), CDR Ed Cayous (IHS), LT Michael Copeland (EPA), 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