

Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday August 28, 2003

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. Please contact the Executive Secretary at 301-443-1367 for the place and conference access number.

I. CALL TO ORDER

- A. CAPT Cuzme, EPAC Chairperson, called the meeting to order at 1:03 p.m. EST in Rockville, MD. He opened the meeting congratulating our Chief Engineer RADM Williams for his recent designation as PHS Chief of Staff to the Surgeon General. The May and July minutes were approved as amended. The next meeting scheduled for September 25th at 1:00 p.m. in Rockville, MD. The agenda will be sent by email.

II. ANNOUNCEMENTS

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

- i. Commissioned Corps Readiness Force (CCRF) Deployment to the Forest Service: CDR Mary Weber was deployed by the CCRF to assist the US Forest Service. CDR Weber, along with an Environmental Health Officer, conducted sanitation facilities inspections of US Forest Service drinking water supplies in Oregon. She is preparing a closeout report that will also include recommendations to improve future cooperative agreements and other similar temporary assignments and deployments. The US Forest Service has complimented both officers on their professionalism and technical skills. They did an outstanding job. Because of this very positive experience between the US Forest Service and PHS CCRF Officers, there may be opportunities for future PHS assignments with the US Forest Service.
- ii. Appointments: I have been appointed the Chief of Staff Designee and am making plans to relocate to Washington. I will also continue to act as the Chief Engineer until the position is filled.
- iii. CPO & PAC Chair meeting: One important issue discussed by the CPOs was how the different PACs are determining who and how often an officer should be recommended for the Special Assignment Award (SAA). Some PACs are nominating officers to receive the SAA every time they complete a 30-day detail. While other PACs are only nominating officers once per term on the PAC. The OSG is reviewing them.
- iv. CPOs: Briefing was given on the Transformation of the Corps. Comments are being reviewed and incorporated. Officers can receive the most current information by signing up on the DCP listserv.
- v. CCRF: Again, I can't stress enough to all the commissioned officers the importance of CCRF in your future. The Secretary has stated that by 2005, 100% of the CC will be CCRF deployable. In 2004, promotions will begin to depend on deployability, including awards and service on various related committees and boards. Statistics on deployment and CCRF enrollment will be reported by our committees. Starting in September any officer can log onto the CCRF online training modules. Be on the lookout this coming week, PHS nurses who

participated in the 911 deployment will be featured on national TV, Good Morning America.

- vi. DCP policies and manual updates are ready for review and finalizing; please provide comments for consideration.

B. EPAC Chair: CAPT José Cuzme reported the following.

- i. Transformation of the Corps: Communication between management and field CC continues to be a perceived or real problem. The OSG is appealing to the Agency Directors to give this matter immediate attention and action to correct. At a NIH meeting of the OSG and staff the definition of deployability was brought up. We are informed that Dr. Carmona cleared this up by stating that the 100% deployment goal is not relaxed; rather the Agency is challenged to define deployment standards within Agency missions. Frequently Asked Questions (FAQs) are being developed and will be available on the DCP website.
- ii. CCRF: Reports indicate that 37% of the CC is now CCRF deployable. IHS is developing/coordinating four training classes in FY2004 for use by CC members to facilitate enrollment of field staff into CCRF. Please pass the word to many engineers and other officers that they can show CCRF activity by registering into the CCRF and take any of the Internet class modules.
- iii. Benchmarks and Promotion Precepts: DCP deadline to send Comments via the Internet was the week of August 12th. Comments from EPAC members were submitted to DCP on August 12th. An email from DCP calling for comments directly to DCP was passed on July 29th. Many agencies do have deployable missions that can be accounted into the promotion precepts. Commission Officers should show all these activities in their CVs for Promotion Board Consideration.

III. NEW BUSINESS

A. San Antonio/SAME Conference update-May 17, 2004: Unfortunately there is a conflict with the COA Alaska meeting. Key people including committee chairs will have conflicts. CAPT Cuzme is talking to a potential candidate to chair this sub-committee. He will update the EPAC during the September teleconference.

B. Educational/Informational Emergency Preparedness Materials to be Posted on PHS Engineers Web Site: Recently, the Subcommittee completed work on the General Awareness Information: Opportunities for Civil Servant Engineers in Emergency Preparedness booklet. The Subcommittee proposes that this information be posted on the PHS Engineers web site along with the previously EPAC approved informational material that is currently posted on the web site. The EPAC approved the posting of the booklet on the PHS Engineers web site.

IV. SUBCOMMITTEE REPORTS

A. Awards: CDR Meredith Bond reported the following:

- i. Notice for Agency Engineer of the Year Due at the Department soon so that the Selection can be made for the NSPE Federal Engineer of the Year Award Competition.

B. Building Design and Construction: Mr. Brian Kong Reported the following:

- i. Our next meeting is scheduled for Tuesday 2003-09-09 Subcommittee's monthly meetings were held on 2003-08-12.
- ii. Thanks to Capt. S. Rodenbeck and NIOSH for leading and hosting the 2003-08-19 meeting for the SG workshop on the HBI. It was well attended and productive. All attendees agreed that this is an initiative to pursue. A critical path

for a spring 2004 SG workshop is to obtain funding (travel costs for participants, workshop materials, contractor to assist in preparing the program and manning the workshop stations, and contractor to generate workshop report for OSG submittal). Location is tentatively planned for the NIH Natcher conference center. The current draft SG workshop agenda will be updated to address issues beyond IAQ such as light, sound, and vibration. Therefore, there may be a series of workshops.

- iii. FFC is sponsoring a forum on building commissioning 2003-10-09.
- iv. NIH's JCAHO survey for the Clinical Center has been postponed to 2003-12-02 to 04.
- v. CII's 2003 annual conference 2003-07-29 to 31 was impressive. It was the largest attended in the last 10 years.
<http://enr.construction.com/news/bizLabor/archives/030811.asp>. The presentation slides can be downloaded from <http://www.construction-institute.org/slides2003.cfm>, but is not complete. A copy of the book of conference proceedings was forwarded to Capt. J. Cuzme. Some highlights were noted. CII provides training that can be tailored to HHS.

C. Emergency Preparedness: CAPT Rodenbeck reported the following:

- i. The EP Subcommittee met August 14; members have contacted 95% of the non CCRF Engineers and 50% of them have agreed to enroll in the CCRF.
- ii. An e-mail message was also drafted by the subcommittee for the OCE distribution urging all CC Engineers to participate in the CCRF. The OCE sent out the e-mail on July 28.
- iii. The sub-committee information sheet for CS detailing how to get involved in the CCRF, permission was granted by EPAC to place it on the EPAC website.
- iv. The subcommittee has volunteered to coordinate a PHS tract session at the 2004 SAME conference.

D. Information: CDR Michael Coene reported the following:

- i. Subcommittee has been on vacation.
- ii. Continued to update the website.
- iii. Will add Meeting Minutes up to July 2003 onto the website.
- iv. Goal for August/September is to have a draft redesign of the site
- v. Next Meeting is Tuesday, August 12th 1-2pm.

E. Recruiting and Retention-Report by Scot Helgerson

- i. Next meeting scheduled for Sept 2, 2003
- ii. Calendar now posted on the website w/ EPAC and other activities.
- iii. Upcoming recruitment effort Oct. 12 at Montana State Univ. in Billings, MT.
- iv. New recruiters include Steve MCGovern and Ramsey Hawasly of IHS.
- v. CAPT Cuzme mentioned that Dr. Gary Larsen, a former CC officer, from the ASEE is embarking on a 7-10 University tour and will focus on the PHS experience and career opportunities. Recruitment materials need to be provided to Dr. Larsen for dissemination.

V. ANNOUNCEMENTS

A. DCP Liaison: LCDR Karlson absent from call, Engineer Category information furnished.

- i. Gen Duty Applications received Jan-July 38, SrCOSTEP-7, Jr COSTEP-49
- ii. CAD for Fy 2003-22
- iii. Status on May 27, 2003-415 Active Duty Engr. Officers

iv. New Applications-July 2003, 5 General Duty; Aug 2003, 2 general duty; no new COSTEP applications.

B. TISP Liaison: CDR Beck reported the following:

- i. ISB conference is coming up in September. This is second annual one held in concert with association of general contractors 16 – 18 Infrastructure security for the built environment.
- ii. We have 35% of the total CC Engineers enrolled in CCRF
- iii. There are now three levels identified for CCRF Enrollees; candidate Qualified, Roster Qualified and Fully Qualified.
- iv. The field deployment uniform effort is now on hold as it is tied in with the Precept and Transformation criteria.

C. COA Liaison: LCDR Tatum was absent

D. SAME Liaison: LCDR Scharen absent.

E. Junior Engineer Report: LCDR Martinson absent.

VI. VACANCIES: Send Vacancy Announcements to LCDR Tatum.

A. OEHE/IHS is in process of filling Dir. DFO and another job in DFO has been advertised for a General Engineer and will close Sept. 30.

VII. ADJOURNMENT: The meeting adjourned at 3:20 p.m. EST.

EPAC MEETING PARTICIPATION:

Participants: (Members in bold, with alternates attending matched by number to the members absent)
LCDR David Ausdemore (CDC), CDR Meredith Bond (At Large), CDR Michael Coene (FDA), CAPT José Cuzme (IHS), Mr. Brian Kong (NIH), LCDR Jamie Natour (HRSA), LCDR Susan Neurath (ATSDR), CDR Kathy Poneleit (At Large), CAPT Sven Rodenbeck (At Large), CAPT Gene Sullenger (FDA), RADM Robert Williams (ATSDR, Ex-officio), CDR Maurice West (NPS, Ex-officio), CDR Dan Beck (TISP Liaison), CAPT Jon Casamento (COA Liaison),

Members Absent:

Ms. Crystal Allen (NIH), Mr. Michael Adjodha (FDA), CDR Scott Earnest (CDC), CDR Bradley Harris (NPS), LCDR Scott Helgeson (IHS), Mr. Kyung Kim (NIH), LCDR Jennifer Martin (CDC), LCDR Denman Ondelancy (IHS), CDR Todd Scofield (IHS), CAPT Rao Surampalli (EPA), Ms. Lisa Hayes (ATSDR, Ex-officio), LCDR Nate Tatum (ATSDR, Ex-officio), CAPT (Ret) Bedick (NIH, Ex-officio), LT Sean Boyd (FDA, Ex-officio), CAPT Kevin Chadwick (IHS, Ex-officio), LCDR Nicole Wolanski (FDA, Ex-officio), CAPT Claire Karlson (DCP Liaison), LCDR Mat Martinson (JOAG Liaison)

GUESTS:

CDR James Luddington (IHS)

AUTHORIZATION:

I have recorded the above EPAC meeting minutes:

LTJG Allen F Bollinger /J. Corliss, Alternate
Executive Secretary, EPAC

Date

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

CAPT José F. Cuzme, P.E.
Chairperson, EPAC

Date

I authorize distribution of these minutes:

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

Date