

Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday March 17, 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 1:05 p.m. EST in Rockville, MD. The January 27, 2003 minutes were approved. The next meeting will be held on Thursday April 17 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. Leadership Development seminar is scheduled April 21st to 24th in Tucson. The hotel room block has been expanded. Need to promote the seminar for the engineers and architects.
- ii. The Surgeon General was pleased with suggestions from the promotion taskforce on improving the promotion process within the Corps. He will follow up on which recommendations should be carried forward and how to implement them. Benchmark discussions are to be returned by the beginning of June.
- iii. The first chapters of the Engineer Career Planning Handbook available on the website for review. Please provide comments as appropriate.
- iv. COA is considering endorsing the John Villforth leadership award. The awards subcommittee will present criteria to the COA awards coordinator.
- v. Chief engineer selection – EPAC should develop criteria for the Surgeon General to use when selecting the next CPO.
- vi. Voluntary Small Pox vaccinations are lagging behind estimates for Commissioned Officers.
- vii. There are efforts to increase CCRF enrolment and you are reminded that deployment with CCRF needs your supervisor's approval.
- viii. Steve Isenburg, new director of compensation branch, comes from NOAA with 19 years of experience as a payroll expert.

- ix. April 7th, Michael Jordan former Air Force Colonel will be the new director of operations at DCP.
- x. RADM Davidson last day is Monday March 31. History of the Commissioned Corps display is outside of his office.
- xi. April 9th – Two organizations within the PHS will be receiving the American Academy of Environmental Engineering, Environmental Engineering Excellence Award. ATSDR/Georgia Tech exposure dose reconstruction in Dover Township. IHS/Alaska Native Tribal Health Consortium (ANTHC) Savoonga water and waste water treatment systems. Awards are to be presented at the National Press Club and there will be a short movie about the projects receiving awards. RADM (Retired 2 star) CC Johnson Jr. will be receiving the Gordon Maskew Fair Award at this ceremony as well.

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

- i. Comments on Iraq war. There is a potential for CCRF members to join in as a uniformed service to help rebuilding the infrastructure. HHS was asked by State Department to develop a rebuilding plan for Afghanistan infrastructure. Medical Services personnel were sent, but we are on standby for water and sewer and environment management advice.
- ii. On March 11 The Surgeon General received the Small Pox Vaccine. CAPT José Cuzme and CDR Ed Cayous also received the vaccination.
- iii. There are currently 1682 CCRF members. Nurses comprise 37%.
- iv. Attended a meeting with the PAC chairs of the other 10 categories. They are developing by-laws and charters for the group. Main reason for the group is to act as a liaison for better communication between the PACs and CPOs. Next step for the PAC chairs is to discuss promotion benchmarks, related to the transformation of the corps.
- v. Junior Officer Advisory Group passed a code of conduct to DCP and requests it be sent to all PACs for review and comment.

III. OLD BUSINESS

- A. Precept Comments from EPAC members were consolidated and sent forward. One major concern was the lack of O6 billets.
- B. Surgeon General signed the letter of proclamation for engineer's week.
- C. SR COSTEP enhancement is going to be presented to the other PAC chairs. IHS is going ahead as a pilot project. Entry-level engineers can receive varied

assignments for the first five years.

IV. NEW BUSINESS

CAPT Cuzme opened discussion on new business:

- A. EPAC schedule approved unanimously.
 - i. April 17 follow up meeting on the promotion precepts benchmarks
 - ii. May 27 meeting at SAME conference 1pm PDT, 4pm EDT
 - iii. June 26 meeting canceled
 - iv. July 24
 - v. August 21
 - vi. September 25
 - vii. October 23
 - viii. November 27 – Canceled
 - ix. December 18

- B. Precepts Benchmarks. Pay close attention to what the CPO taskforce developed. CAPT Cuzme sent it to all of the IHS chiefs. What is expected of an officer for each of the precepts? Up to the category to give suggestions. Will look across categories to see if there are any common benchmarks.

- C. CAPT Cuzme asked each chair of the EPAC committees to have a dialog on the precepts for discussion at the April meeting, due in by Wednesday April 16. If we see a problem with the benchmarks we have to propose a solution as well.

- D. RADM Williams commented that each agency might have different billets with Civil Servants occupying Commissioned Officer billets. PHS needs a centralized billet management system.

- E. COA conference in June. CAPT Cuzme highly recommends engineers attend for record participation.

V. SUBCOMMITTEE REPORTS

- A. Awards: LCDR Meredith Bond reported the following:
 - i. Proposal to separate the Burgess “Young Engineer of the Year” award. Over the past couple of years both a commission corps and a civil service award were being given. Awards subcommittee is proposing to separate the civil service award as the Roger Lynch award. The motion to formalize the civil service award as the Roger Lynch award was approved unanimously.

 - ii. New Members: LCDR Bradley Harris, LT Eddie Hall, CDR Todd Scofield. Total membership is 12.

 - iii. Have been working on scoring the awards packages and will have recommendations to the office of chief engineer next week. Engineer

literary award are out for second peer review. Final recommendations to OCE next week as well.

- iv. The Villforth award is proposed for elevation to a COA level award. The subcommittee is putting together the package that COA committee chair needs to move forward.

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

- i. Membership review, removed anyone that have not participating in the past year. Also 2 new members added.
- ii. Healthy Building Initiative has been renamed to the Healthy Indoor Environment Initiative.
- iii. Sub-committee reviewed the Chief engineer's proposal and agenda for Surgeon General workshop, and provided comments back to CAPT Rodenbeck. Action items will be further discussed at the next months meeting.
- iv. Federal Facilities Council plans to hold a similar workshop "Framework for Implementing Health Protective Features and Practices in Building" scheduled for later part of May. Based on a white paper to be prepared by Jim Woods, Executive Director for Building Diagnostic Research Institute who is also on the Surgeon General's workshop list.
- v. Working on proposed initiatives
 - 1. Building Commission with proper operation and maintenance documentation.
 - 2. Determining review process for healthy building features. How to implement the concept of healthy building certification.
 - 3. Improving hospital utility systems maintenance
 - 4. Consolidate HHS JCHO environment of care for the utility systems and life safety management plans for HHS health care facilities.
- vi. Mr. Kong requested to participate in Construction Industry Institute with regards to owner's role in project success.
- vii. Next meeting is May 8th.

C. Career Development: Lt Jennifer Martin reported the following:

- i. The Career Development subcommittee is working on the agenda for COA Category Day. Ten abstracts were submitted and the committee has reviewed all but two. Committee members have volunteered to work with the individual speakers to help them emphasize aspects of their work that fits into the themes of: leadership, personal professional development,

technology, and organizational impact of engineering. Category Day is the same day as the COA paper presentations.

- ii. I'd like to thank and acknowledge CAPT Casamento who has volunteered to take over for Tom Bedick as the liaison to the COA Conference Planning Committee.
- iii. The Engineers Career Planning Handbook is available online (<http://www.usphsengineers.org/handbook/>) for review (chapters are being posted one at a time).
- iv. Next meeting is Thursday, April 10 at 3 pm EDT.

D. Leadership Development Seminar ad-hoc subcommittee: Lt Jennifer Martin reported the following:

- i. The 2003 PHS Engineer and Architect Leadership Development Seminar in Tucson, Arizona is less than a month away! The agenda is filled with interesting topics and we have high-caliber speakers such as the US Surgeon General, RADM John Villforth (former Chief Engineer, USPHS), BGen Annette Sobel (Assistant for WMD and Civil Support to the Chief, National Guard Bureau), Jerry Farrell (Executive Director of the COA), and Frank Lombardi (Chief Engineer, The Port Authority of New York and New Jersey), just to name a few. The seminar is being held at the Hilton El Conquistador hotel on April 21-24. Monday, April 21 is just check-in and a welcome gathering. The PHS Color Guard will open the seminar on Tuesday, April 22 with the sessions being held Tuesday-Thursday. The final agenda will be posted today on the engineers website (<http://www.usphsengineers.org/leadership/>).
- ii. I'd like to thank all of the EPAC members who took the time to call engineers/architects to advertise the seminar.
- iii. Also available on the website is hotel information and the registration form. Registration can only be done by mail, unfortunately, we are not able to accept registration via phone or fax. The registration fee is \$170 if received by April 7th. At this point, we are not sure if on-site registration will be offered. Additionally, if you know someone interested in attending the seminar, please remind them to reserve a hotel room by the end of this week. The rate of \$58/night is only guaranteed through this Friday, March 28. The last head count of registrants was around 30 and we need at least 50 for the seminar to take place. The room block is full, so hopefully this is a sign that we will meet the minimum requirement of attendees. Please continue to encourage your engineer and architect colleagues to attend. The committee specifically chose the Tucson location as a way to encourage participation by local IHS engineers. Research during the initial planning stage showed Arizona home of many PHS engineers. So

please make sure all field engineers in the Tucson/Phoenix area are aware of this seminar. You can refer anyone interested to the engineers website, or have them contact either Lisa Hayes or myself with questions.

E. Emergency Preparedness: CAPT Rodenbeck reported the following:

- i. Feb 13 was last meeting.
- ii. Discussed reinforced concrete structure survey methodology and CPO screening methodology for officers that would be part of the CCRF. Also continued discussions how to provide information to civil servants.
- iii. USAID has approached the CPOs regarding a potential need for Engineer and environmental health officers and perhaps some health service officers with specific knowledge in water and waste water not only for the refugee setting, but big cities as well. OCE is negotiating to develop a short seminar for a select few officers from the Engineer, Environmental Health, and Health Service categories to be ready should the emergency need arise. More information to follow.
- iv. Next meeting April 10.
- v. CDR Beck added that CCRF is creating a CD that has all training modules on it. It will be mailed out to all active duty officers within the next month.

F. Information: CDR Michael Coene reported the following:

- i. Have not had a meeting this year.
- ii. Having pictures archived with a historian.
- iii. Updates made to the website for Recruiting and Retention and Leadership Development Seminar. The career handbook is available though this link: <http://www.usphsengineers.org/handbook>
- iv. Website redesign still in progress.
- v. Next meeting April 1 @ 1pm

G. Mentoring: CDR Todd Scofield reported the following:

- i. March 11 was last meeting.
- ii. New member CDR Robert Bill.
- iii. Utilized PHS welcome program and sent out a letter to the new Commissioned Officers, some have expressed interest in the program.

iv. Developed six new mentoring teams and expect to advertise it better in 2003.

v. April 15 at 11am is next meeting.

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

i. Last meeting Feb 4.

ii. New website contains three main sections; outside individuals, engineer associate recruiters, and subcommittee information.

iii. Updated documents also available from the website. Engineers Choose a Challenging Career in the Commissioned Corps, updated with 2003 information. Engineer Associate Recruiter Program Overview Document has new contact information.

iv. Next meeting April 8

I. Rules: LCDR Kathy Poneleit reported the following:

i. Sending out self-nomination form for EPAC with announcement in CC bulletin in May issue.

ii. The EPAC charter is currently undergoing revision.

VI. ANNOUNCEMENTS

A. DCP Liaison: LCDR Karlson reported the following:

i. Statistics for January – February 2003

1. Applications received in Jan. & Feb:

a. General Duty: 10

b. SrCostep applications: 3

c. JrCostep applications: 27

2. Calls to Active Duty (CAD) during Jan. to Mid March: 3

3. Current status of category as of March 20, 2003

411 current active duty engineer officers in all agencies

4. New Applications received for March as of March 20, 2003.

a. General Duty applications – 0

b. Senior COSTEP – 3

c. Junior COSTEP – 12

5. Total of applicants for year 2002 through Dec. 31st, 2002 is 171 applicants

a. General Duty – 74

b. Senior COSTEP – 12

- c. Junior COSTEP – 81
 - d. Rejected applicants –4
- ii. Still advertising on HOTJOBS.com for engineering vacancies three times a week during March.
 - iii. Still generating an instruction letter on how to download the application for those who are approved, and a rejection letter to those who do not qualify.
- B. TISP Liaison: CDR Beck reported the following:
- i. Created a matrix of subject matter experts across all fields. Have a database created and are working to populate it. Will be coming back to look points of contact.
 - ii. Website has good information www.tisp.org
 - 1. Subscribe to the TISP listserv.
 - 2. Security Vulnerability analysis guidelines.
 - 3. Water information and sharing center
 - iii. April 3. Water and Waste water seminar \$199 fee.
 - iv. May 6-8 in Los Vegas. Army Corps of Engineers putting on 2003 infrastructure systems conference.
 - v. September 16 – 18 TISP conference.
- C. COA Liaison: CAPT Casamento was not available.
- D. SAME Liaison: LCDR Scharen reported the following:
- i. Feb 20 – SAME post had Dr. Harvey Pro from Hopkins Applied Physics Lab presented Engineering Immune building.
 - ii. April 12 – Sellers Golden eagle awards dinner at the May Flower
 - iii. SAME is currently working on redesigning the website.
- E. Junior Engineer Report: LT Martinson reported the following:
- i. The committee has been charged with preparing a position paper assessing the Basic Officer Training Course (BOTC), and making recommendations for its improvement. Primarily, it will rely on statistics provided by the Officer Training Academy, but feedback will also be solicited from Junior Officers. The effort is in its early stages, but LT Martinson is looking for suggestions regarding the report's approach and ultimate value.

VII. **VACANCIES**: Send Vacancy Announcements to LCDR Tatum. IHS has two upcoming vacancies in Facilities Operations; one for a general Engineer position and the other for the Director of Facilities Operations, which is a GS-15 position.

VIII. **ADJOURNMENT**: The meeting adjourned at 3:05 p.m. EST.

EPAC MEETING PARTICIPATION:

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

Ms. Crystal Allen (NIH), LCDR David Ausdemore (CDC), LCDR Meredith Bond (EPA), CDR Michael Coene (FDA), CAPT José Cuzme (IHS), CDR Scott Earnest (CDC), CDR Bradley Harris (NPS), LCDR Scott Helgeson (IHS), Mr. Kyung Kim (NIH), Mr. Brian Kong (NIH), LT Jennifer Martin (CDC), LCDR Jamie Natour (HRSA), LCDR Susan Neurath (ATSDR), LCDR Denman Ondelancy (IHS), CDR Kathy Poneleit (At Large), CAPT Sven Rodenbeck (At Large), CAPT Rao Surampalli (At Large), CDR Todd Scofield (IHS), CAPT Gene Sullenger (FDA), CDR Dan Beck (TISP Liaison), LCDR Hilda Scharen (SAME Liaison), Ms. Lisa Hayes (ATSDR, Ex-officio), RADM Robert Williams (ATSDR, Ex-officio), LCDR Nicole Wolanski (FDA, Ex-officio)

Members Absent:

Mr. Michael Adjodha (FDA), CAPT Jon Casamento (COA Liaison), LCDR Claire Karlson (DCP Liaison), Lt Mathew Martinson (Jr. Eng Liaison), CAPT (Ret) Bedick (NIH, Ex-officio), LT Sean Boyd (FDA, Ex-officio), CAPT Kevin Chadwick (IHS, Ex-officio), LCDR Nate Tatum (ATSDR, Ex-officio), CDR Maurice West (NPS, Ex-officio)

GUESTS:

CDR Ed Cayous, CDR James Luddington, CDR Mark Thomas

AUTHORIZATION:

I have recorded the above EPAC meeting minutes:

LTJG Allen Bollinger
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 Cuzme, P.E.
Chairperson, EPAC

Date

I authorize distribution of these minutes:

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

Date