

Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday December 11, 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 1:00 p.m. EST in Rockville, MD. The October minutes were approved with editorial changes. The next meeting will be held on January 22 at 1:00 p.m. in Rockville, MD. There will be no February meeting due to Engineer's luncheon. The agenda will be sent by email from CDR Poneleit, EPAC Chair for 2004.

II. ANNOUNCEMENTS

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

- i. Appreciation given to CAPT Cuzme and subcommittees for their work in 2003.
- ii. EPAC members rotating off are Mr. Michael Adjodha, CAPT Gene Sullenger, LCDR Scott Helgeson, LCDR Denman Ondelancy, and Mr. Kyung Kim.
- iii. Members returning for second term: LCDR Jennifer Martin, Mr. Brian Kong, and CDR Meredith Bond
- iv. Officers up for promotion are advised to update their OPF by January 31.
- v. Five PHS engineers have been nominated for The Federal Engineer of the Year Award. Awards will be given during a luncheon at the National Press Club January 15.
- vi. Reminder that Engineers' week in February is just around the corner. The Engineers' Luncheon will be held Friday Feb 27th at USUHS.
- vii. Chief Engineer's tour extended though February 04.
- viii. Promotion instruction comments were due on Monday. Lewin Group is under contract to provide assistance to DCP. Officers may be asked to serve on these focus groups but they not be recorded. Possibility of a program to have agencies fund PE degrees. Corps of Engineers is currently working on a similar program.
- ix. Deadline for award submissions are coming due.

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

- i. Afghanistan: November experience shared. A region of conflict. DOD has expressed a need for more PHS officers in the future.
- ii. CPO&PAC chairs: 6-8 major issues to be resolved. Secretary Thompson will make final decision for releasing CCPM policy on promotion precepts.
- iii. Value added by Corps: DOD could use an extra 100 officers to help dental care needs for personnel going and returning from Iraq and Afghanistan.

- iv. He expressed his gratitude to all EPAC members for their support and 2003 accomplishments. It has been an honor to Chair this committee for the past year.

III. NEW BUSINESS

CAPT Cuzme opened discussion on new business:

- A. 2004 Chair Elect Nomination: LCDR Jennifer Martin was nominated by Rules Subcommittee. No other nominations from the floor were received. Motion was made by CAPT Rodenbeck & seconded to elect LCDR Martin; unanimously approved by roll call.
- B. SAME conference update: SAME actively working with us on our Public Health Track. Agenda has been submitted.
- C. COA meeting in Anchorage: A revised agenda has been developed. A major revision has reduced the number of speakers and replaced them with professional paper presentations. There was a large number of papers submitted this year.

IV. SUBCOMMITTEE REPORTS

A. Awards: CDR Meredith Bond reported the following:

- i. Engineering Literary Awards are due Monday December 15th. There are seven submissions to date and six are from NIOSH.
- ii. Villforth, Burgess, Lynch, and other SAME Awards are all due end of 1st week in January. See web page.
- iii. 2004 Engineer of the year recommendations have been sent to the Chief Engineer; winner to be announced shortly.
- iv. EPAC members with 30 days activity can self-nominate for special assignment award. Send copy of appointment letter, also send chronology of participation.
- v. Requested input from subcommittee chairs as far as nominations for special recognitions of individuals for participation on subcommittees.
- vi. 2003 Accomplishments:
 - Established Roger Lynch Award
 - Elevated Villforth award to COA level award.

B. Building Design and Construction: Mr. Brian Kong was absent.

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

- i. 2003 Accomplishments:
 - Completed Engineers Career Planning Handbook – Posted on the web
 - Planned the COA Career Day
 - Continued the “Welcome” program
 - 2004 goals were listed.

D. Emergency Preparedness: CAPT Rodenbeck reported the following:

- i. Subcommittee met on November 13 and discussed obstacles and challenges to engineers in order to become deployable.
- ii. Developing criteria for two new engineering deployment rolls, Disaster Engineering and Facility Engineering.
- iii. Next Call is January 8.

- iv. 2003 Accomplishments:
 - Helped increase CCRF Enrollment 160%
 - Drafted documents to be placed on website
 - Drafted questionnaire for CCRF Qualifications

E. Information: CDR Michael Coene reported the following:

- i. 2003 Accomplishments:
 - Web Page kept up to date
 - Architects and Engineer's Handbook
 - Booth at Parklawn
 - Promote Regalement.
- ii. Goal for 2004 Fresh new website look.

F. Mentoring: CDR Todd Scofield reported the following:

- i. Next meeting Jan 6 @ 11AM; 2004 goals to be established
- ii. 2003 Accomplishments:
 - Further developed the Mentoring Program. Started with five completed mentoring team relationships and added 10 new relationships.

G. Recruiting and Retention: nothing to report. (Is this that LCDR Scott Helgeson reported that there was nothing new [although something is listed below] or that he didn't talk?)

- i. 2003 Accomplishments:
 - Published recruitment website.
 - Complete update of Engineering Career Opportunities Book.
 - Stabilized the declining numbers of engineers in corps.

H. Rules: CDR Kathy Poneleit reported the following:

- i. 2003 Accomplishments:
 - Developed timeline for Subcommittee activities.
 - Reviewed EPAC charter; goal for next year is to finalize it and the bylaws.
 - Nominations process has been finalized and sent forward to VADM Carmona for signature.

V. ANNOUNCEMENTS

A. COA Liaison: LCDR Tatum reported the following:

- i. October 28 was the last meeting.
- ii. Major issues such as pay parity have been discussed. Pay parity hard fought victory.
- iii. COA office is moving, see website.
- iv. The next meeting is Jan 27.

B. Junior Engineer Report: LCDR Martinson reported the following:

- i. Martinson needs an alternate.
- ii. BOTC no longer sponsored for travel and per diem.

C. DCP Liaison: LCDR Karlson reported the following:

- i. General Duty Applications received in Jan- Nov: 60, SrCostep applications: 9, JrCostep applications: 50.
- ii. Calls to Active Duty (CAD) from Jan. to present: 19; Fiscal year 2003: 24 (10/1/2002 – 09/30/2003); Fiscal year 2004: 3.
- iii. Current status of category as of October 23, 2003: 0 Retirements since Nov. 1 2003; 414 current active duty engineer officers in all agencies.
- iv. New Engineering Applications received for Dec as of Dec 10, 2003: General Duty applications: 1; Senior COSTEP: 0; Junior COSTEP: 6.
- v. Total Engineering applications received in November 2003: General Duty: 7; Senior COSTEP: 0; Junior COSTEP: 0.
- vi. Remember to remind all Associate Recruiters that they should put their name at the top of the application of the individual they recruit along with their PHS # so they can get credit for it.

VI. **VACANCIES**: Send Vacancy Announcements to LCDR Tatum.

VII. **ADJOURNMENT**: The meeting adjourned at 2:54 p.m. EST transferring the Chair to CDR Kathy Poneleit for the upcoming year 2004..

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)**, Mary Minor for **CDR Bradley Harris (NPS), LCDR Scott Helgeson (IHS), LCDR Jennifer Martin (CDC), CDR Jamie Natour (HRSA), CDR Susan Neurath (ATSDR), LCDR Denman Ondelancy (IHS), CDR Kathy Poneleit (At Large), CAPT Sven Rodenbeck (At Large), CDR Todd Scofield (IHS), CAPT Rao Surampalli (EPA)**, Ms. Lisa Hayes (ATSDR, Ex-officio), LCDR Nate Tatum (COA Liaison), RADM Robert Williams (ATSDR, Ex-officio)

Members Absent: **Mr. Michael Adjodha (FDA), Ms. Crystal Allen (NIH), CDR Scott Earnest (CDC), Mr. Kyung Kim (NIH), Mr. Brian Kong (NIH), CAPT Gene Sullenger (FDA)**, CDR Dan Beck (TISP Liaison), LCDR Claire Karlson (DCP Liaison), LCDR Hilda Scharen (SAME Liaison), LCDR Nicole Wolanski (FDA, Ex-officio)

GUESTS: CDR James Luddington (IHS), LCDR John Longstaff (IHS), Gerald Inglett, LCDR Ramsey Hawasly, LCDR Peter Nachod, CDR Ken Sun

AUTHORIZATION:

I have recorded the above EPAC meeting minutes:

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

Date

I authorize distribution of these minutes:

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

Date