

**Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday April 29, 2004**

The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all Public Health Service Engineers and Architects. Those who are not able to attend in person may attend via conference call. Please contact the EPAC Recorder, LCDR Hilda Scharen, at 301-827-6795 for the place and conference access number.

I. CALL TO ORDER

CDR Kathy Poneleit, EPAC Chair called the meeting to order at approximately 1:00 PM ET in Rockville, MD. The March minutes were approved with editorial changes and will be held for two weeks. There will be no May EPAC meeting because of the COA and SAME Conferences. The next meeting will be held at 1:00 PM on June 24, 2004. All EPAC and EPAC Subcommittee meetings are held Eastern Time (ET) unless otherwise specified.

II. ANNOUNCEMENTS

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

- On Category Day (Tuesday, May 19: Public Health Challenges, Public Health Engineers working for the Future) at the Commissioned Officers Association (COA) annual conference the following awards will be presented: Ian K. Burgess Outstanding Young Engineer award - LT Jacobitz (FDA), Roger H. Lynch Outstanding Young Engineer Award - Mr. Hammond (CDC), 2004 Engineering Literary Awards. In addition, CAPT Rick Barror will be awarded the John C. Villforth Leadership Award.
- Simultaneously, the first Public Health Service Track will be held at the Society of American Military Engineers (SAME) annual conference.
 - RADM John Babb will be serving as the honorary engineer at SAME while RADM Williams attends COA
 - The following awards will be presented at SAME: **Hollis Medal** - CAPT Greg Stevens (Office of Commissioned Corps Operations - OCCO), **Green Medal** - LCDR Allen Bollinger (IHS), and the **Cumming Plaque** – which will be given to the Office of Public Health, for their outstanding contributions to protecting the health of visitors to our National Parks
 - On Tuesday, May 19, CAPT Sven Rodenbeck is planning a Public Health Service (PHS) All Hands from 9:00-11:00 AM at SAME; additional details are forthcoming
 - The Chief Engineer is seeking an officer in the Washington, DC area to serve as the SAME Service Liaison, if interested please contact CAPT Rodenbeck at 404-498-0439

- Since last week, DCP is no longer an entity and has transitioned to the Office of Commissioned Corps Operations (OCCO) and the Office of Commissioned Corps Force Management (OCCFM). CDR Poneleit was recognized for her efforts ensuring a seamless transition. Contact CAPT Greg Stevens or CAPT Denise Canton if your are experiencing any problems with this transition.
- The Promotion Boards are being held. Temporary Promotion and Exceptional Capability Promotion results can be expected around June 30, while the Permanent Promotion results will be released later in the summer.
- RADM Williams awarded CDR Michael Coene a Citation Medal for his contributions to the EPAC

B. EPAC Chair: CDR Poneleit reported the following:

- CPO/PAC meeting held April 27. The average for meeting the Basic requirements for all categories is 24.9%, engineers are at 30% (EHO's are at 34.8%); engineers were reminded to look into what they need to do to meet and continue to meet these requirements. CDR Poneleit emphasized that OMB requires the Corps to be at 50% by October 1
- Concerning the transformation, RADM Knouss mentioned two key elements: retention standards, readiness standards
- Leadership positions in OCCO and OCCFM are closed, other staff positions will be announced shortly
- CAPT Canton reported Officers need to update their Apples at: <http://dcp.psc.gov/>, Select "Officer and Liaison Activities." Go to the 2nd to the bottom category "Update Language Skills and Training Information."
- Dental coverage for all officers being negotiated under Concordia
- Official Personnel Folders for officers will be expanded to include the history and physical portion of your Health Record. This information is protected under HIPPA
- National Disaster Medical System (NDMS) has transitioned to FEMA and the 1-800-NDMS is no longer a working number
- CCRF is transitioning to Force Readiness and Response and moving to the Tower Oaks Building in Rockville, MD later this year

III. NEW BUSINESS

LCDR Mosser reported on the PAC Leadership Draft Strategic Plan that she and Lisa Hayes took part in:

- The Workgroup was formed at the request of the Chief Professional Officers in February 2004 and representative of ranks and category. The Workgroup was charged with a Leadership Strategic Plan which could be implemented for all officers. The three goals were the following:
 - Fact finding – locating existing mentoring and leadership programs
 - Establish training under COTA
 - Change the leadership skills of Commissioned Corps officers to better the health of the nation
- Engineers are the only category with Leadership Development Program

- Comments may be sent to LCDR Mosser, Lisa Hayes and CDR Poneleit by the middle of next week
- The Leadership Strategic Plan will be introduced at the COA meeting in May

IV. SUBCOMMITTEE REPORTS

A. Awards: CDR Meredith Bond reported the following:

- Engineering Literary Awards results are being finalized
- Special assignment ribbons status will be reported at the next EPAC meeting

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

- The Healthy Indoor Environment Initiative (HIEI) is moving forward and the Committee is meeting next week. There is a need for additional funds
- Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Environment of Care (EC) information sharing among HHS health care facilities
- NIH is currently undergoing changes within the Office of Research Facilities. Real Property Management's incorporation of the Most Efficient Organization is part of this change. The general organizational structure will be forwarded to the Chair
- Meeting was held on April 13; the next subcommittee meeting is on May 11 from 2:00-3:00 PM

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

- The 2004 COA Engineer Category Day agenda has been finalized. The day has been split between the morning session composed of invited speakers and the afternoon session of paper presentations by PHS engineers
- Additional engineering papers will be presented on Monday morning from 9:30AM-12:30 PM
- The agenda and flyer for Category day have been on the Engineers website
- Next, the subcommittee will be focusing on designing a career development page for the Engineer's website
- COA presentations will be made available to officers unable to attend COA
- The subcommittee met on April 8 at 3:00 PM; the next meeting is May 13 at 3:00 PM
- Please contact LCDR Mosser if you interested in joining this subcommittee

D. Rules: LCDR Mosser reported the following:

- The call for nominations for EPAC membership has been sent for posting in the next Commissioned Corps Bulletin and posted in the May and June issues. Calls for EPAC nominations will also be made in the Announcements from the Office of the Chief Engineer. The nomination form can be found on the Engineers website. Please send nominations to Ms. Lisa Hayes by June 30, 2004

- The subcommittee will meet in May to review the proposed changes to the model PAC charter and prepare to move this initiative forward
- **Emergency Preparedness:** Lisa Hayes reported CAPT Rodenbeck the following:
 - The subcommittee met on April 14
 - Continuing to expand CCRF engineering response roles to include:
 - General
Environmental Health, Hazardous Waste, and Occupational Hygiene and Engineering
 - Continuing to develop new CCRF roles: Health-Care Facilities Engineering, Medical Device Engineering, and Disaster Engineering. At the next EPAC Meeting in June, these roles will be submitted to the full EPAC for official transmission to the CCRF
 - Assisting in coordination with the Building & Design subcommittee with the drafting of the National Fire Protection Association Health Care Facilities Code 99
 - Power Point presentation with music being developed with the Recruitment & Retention and the Career Development subcommittees to demonstrate PHS Engineers' involvement with in response activities
 - Meetings held on the second Wednesday of every month at 3:00 PM; next call is May 12 from 3:00-4:30 PM

F. Information: CDR Michael Coene reported the following:

- Subcommittee did not meet this month
- EPAC alternate information forms still missing need to be filled-out
- COA Category Day information posted on the EPAC website
- On May 1 there will be a new "look" to the Engineers homepage
- COA presentations will be posted on the website
- Meetings held on the first Tuesday of every month at 4:00 PM, next meeting is May 11, 2004 at 4:00 PM

G. Mentoring: CDR Scofield reported the following:

- There are seventeen active Mentor-Protégé teams and as a result of this there is a greater need for Agency Advisors for the Mentoring Program to oversee Protégé/Mentor teams. Contact CDR Scofield if you are interested
- Updated Mentor Handbook will be available at the next EPAC Meeting
- Two subcommittee members of the Mentoring subcommittee will present a five minute overview of the Mentoring Program at COA
- Last meeting was on April 13, 2004 at 11:00 AM
- Meetings held on the first Tuesday of every month at 11:00 AM; next call is May 4, 2004 11:00 AM

H. Recruiting & Retention: CDR Ludington reported the following:

- Last meeting was on March 2, 2004
- Penny Coppola briefed the subcommittee on recruiting issues and CDR Koski updated on the ERP
- Last Meeting was on April 6, 2004 1:00 PM
- Next call is May 4, 2004 at 1:00 PM

V. ANNOUNCEMENTS

A. **DCP Liaison:** LCDR Claire Karlson:

- Not present

B. **TISP Liaison:** CDR Dan Beck:

- Not present

C. **COA Liaison:** CDR Bond reported for CDR Nate Tatum:

- A travel blanket travel waiver approved for up to 25% of the Corps to attend the COA annual meeting in AK; ASH memo dated March 3, 2004.
- Senator Mary Landrew's budget resolution amendment to phase out the Survivor Benefit Plan reduction at age 62 (also known as the Widow Tax) has been unanimously adopted by the Senate and included in their draft budget resolution
- Voting is now ongoing for six positions on the COA Board of directors. They include: Pharmacist, Therapist, Veterinarian, Retiree, Field Rep and inactive Reserve representatives. Engineers serve on the Board as field reps. Please begin thinking of who could be nominated next year for field representative
- The early bird and advance discounts registration deadlines for COA are now past, but a standard rate is still available. If you have not yet registered but plan to attend, do so before 10 May to avoid the higher walk-in rates
- Finally, the COA Board has been dealing with many very sensitive issues dealing with transformation of the Corps. Please submit any input to LCDR Tatum; he can be reached at 202-282-8045 or Nathan.tatum@dhs.gov

D. **SAME Liaison:** CDR Kathy Poneleit reported the following:

- The Public Health track and Agenda for May 19-21, 2004 have been finalized for the SAME National Conference to be held in San Antonio, TX
- Presenters for the PHS Track are from both the public and private sector, Public Health Service, and the military; the topic areas include: Public Health Engineers, Emergency Response, Security & Threat Assessment, and Infectious Agents in the engineering environment
- On Tuesday, May 18, 2004 of the SAME meeting a junior officers' day will be held

E. **Junior Engineer Report:** LCDR Matthew Martinson reported the following:

- LCDR John Longstaff (alternate) will participating in a panel discussion entitled "Corps Career and Assignment" sponsored by The Lewin Group for the Transformation Project. Please send any comments concerning Force Management & billet issues to LCDR Martinson or LCDR Longstaff

VI. VACANCIES

Announcements will be made through the Office of the Chief Engineer.

VII. ADJOURNMENT

CDR Poneleit adjourned the meeting at 1:55 PM.

VIII. AUTHORIZATION

I have recorded the above EPAC meeting minutes:

LCDR Hilda Scharen
Recorder, EPAC

Date

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

CDR Kathy Poneleit
Chair, EPAC

Date

I authorize distribution of these minutes:

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

Date