

**Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday January 23, 2004
*Draft for Approval***

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 Executive Secretary 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 1:00 PM EST in Rockville, MD. The December minutes were approved with editorial changes and will be held for two weeks. The next EPAC meeting will be held at 1:00 PM EST on March 25, 2004. There will be no February meeting due to the February 27 Engineer's luncheon.

II. ANNOUNCEMENTS

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

- Meeting to be held at 3:30 PM today to discuss requirements for promotion.
- Engineer Benchmarks approved by the Assistant Secretary for Health will be used by the promotion boards for this cycle. CDR Coene, Chair of the Information Subcommittee posted the Engineer Benchmarks on the website.
- Congratulations to Engineers recognized at the NSPE Federal Engineer of the Year Luncheon. The top ten recognized were Dr. Jill Dyken, ATSDR and CDR Scott Earnest, CDC. Also recognized were John Baxley, FDA, CDR Don Brafford, IHS and CAPT Joe Winklemeir, NPS.
- The Chief Engineer will make a presentation at the IHS Orientation in San Antonio, TX next week.
- The Engineers Awards deadlines have been extended to January 27, 2004 and nominees are needed for the following awards: Junior Engineer of the Year, John Villforth Leadership, and SAME Awards (Hollis, Green, and Cumming Plaque).
- Extension for the Chief Engineer is probable beyond February 1, 2004.

B. EPAC Chair: CDR Poneleit reported the following:

- Request at this time for all subcommittees' status information. In particular, submit the name of the official alternate required to attend EPAC meetings if the Chair cannot attend for some legitimate reason.
- List of all "CPO and PAC reports", known as crystal reports generated by DCP, were provided to EPAC members.
- Calendar for EPAC meetings was approved and members suggested a meeting be held during the COA Conference, the time and place will be determined.
- On January 14, 2004 a meeting with the Lewin Group (contractor group hired to help support the Corps Transformation) took place on January 14, 2004 instead of the monthly CPO/PAC meeting. Information will be obtained through a series of

meetings/focus groups over the next months and to address: recruitment of officers, force management, and training. The contractor will help address the following questions:

- (1) What is the best way to communicate the mission and value of the corps to potential recruits, agency employers and the public?
- (2) What force management systems will best support the mission of the transformed commissioned corps?
- (3) How should we train new officers and provide ongoing career development?

III. NEW BUSINESS

CDR Poneleit discussed on new business:

- Subcommittee chairs were verified. LCDR Scott Helgeson had nominated CDR James Ludington as the new chair of the Recruitment & Retention subcommittee. No other nominations from the floor were received. Motion was made by CAPT Cuzme and seconded to elect CDR Ludington; unanimously approved by roll call.
- Subcommittees are asked to submit their meeting schedule, point of contact information, and mission for web posting.
- EXCEL Spreadsheet indicating number of meetings PAC members attend will help with the Special Assignment Ribbon.

IV. SUBCOMMITTEE REPORTS:

A. Awards: CDR Meredith Bond reported the following:

- Engineering Literary Awards are being reviewed.
- Working to gather nominations for the EPAC-sponsored Engineer Category awards (COA/Villforth, Burgess, and Lynch, SAME/Hollis, SAME/Green, and SAME/Cumming).
- EPAC service recognition packages will be printed up and forwarded to OCE.
- Next meeting is February 19th to finalize recommendations on the spectrum of award nominations and define goals for 2004.

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

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

- Continue to develop career development information for posting on the Engineers website. The subcommittee is gathering information on position classification, promotions, performance evaluations, pay and allowances, and training.
- 2004 COA Category Day agenda developed has been forwarded to the COA Planning committee with speaker information so COA can send them invitation letters. Abstracts are due within the next couple weeks and will be reviewed for its suitability into the agenda. The subcommittee will provide updates to the EPAC when the agenda is finalized.
- LCDR Martin is looking for a co-chair for the rest of the year, who will take over as chair next year, since she will not be able to retain the position upon becoming EPAC chair in 2005.
- Subcommittee meets the second Thursday of the month at 3:00 pm EST, next meeting is on February 12, 2004.

D. Emergency Preparedness: CAPT Sven Rodenbeck reported the following:

- Last meeting was on January 8, 2004.
- Continue to develop the two new CCRF roles for Engineers: Health care facilities engineer and Disaster Engineer.
- CAPT Rodenbeck is looking for a co-chair for the rest of the year who will take over as chair next year since this is his final year on EPAC.
- Meetings held on the second Wednesday of every month at 3:00 PM EST; next call is February 11 from 3:00-4:30 PM EST.

E. Information: CDR Michael Coene reported the following:

- Website will be updated with information provided by subcommittees, as each subcommittee will have a presence on the site.
- CDR Coene is seeking volunteers to serve on his subcommittee.
- Meetings held on the first Tuesday of every month at 4:00 PM EST, next meeting is February 3, 2004 at 4:00 PM EST.

F. Mentoring: CDR Todd Scofield reported the following:

- Last meeting was on January 6, 2004.
- Finalizing modifications to the Mentoring Handbook to be placed on the web.
- Currently, there are eleven active Mentor-Protégé teams.
- CDR Scofield is seeking volunteers to serve on his subcommittee.
- Meetings held on the first Tuesday of every month at 11:00 AM EST; next call is February 3, 2004 11:00 AM EST.

G. Recruiting & Retention: CDR Ludington will obtain updates from the previous chair LCDR Helgeson, and a report will be given at the next EPAC meeting.

H. Rules: LCDR Martin reported the following:

- Continue from last year to modifying the Model Charter to address voting status of OSG and DCP PAC members.
- Finalize changes to the EPAC Charter and amend/update the EPAC By-Laws.
- Solicit nominations for EPAC membership and review applications.
- If you are interested in joining contact LCDR Martin.
- Meetings are held on an ad-hoc basis.

V. ANNOUNCEMENTS

A. DCP Liaison: LCDR Claire Karlson reported the following:

- Applications received in January-December 2003: 64 General Duty, 14 Senior COSTEP, and 85 Junior COSTEP.
- From January 2004 to present 3 Calls to Active Duty and total in FY 2004 is 8.
- As of January 22, 2004 415 engineer officers on active duty and 3 retirements in December 2003.
- In January the new applications received were: 1 General Duty, 5 Senior COSTEP, and 34 Junior COSTEP. In December 2003 the engineer applications were: 4 General Duty, 5 Senior COSTEP and 35 Junior COSTEP.

B. TISP Liaison: CDR Dan Beck reported the following:

- No activities planned for January, February, or March.
- Decreased amount of activities since switch to private sector leadership.
- E-mail CDR Beck for any further information.

C. COA Liaison: LCDR Nate Tatum reported the following:

- The Board of Directors next meeting is January, 26 2004.
- COA has a new List Serve available at its website.
- New Tri-care info available at COA website.
- Office move of COA now complete.
- The Legislative and Benefits Committee of the Board will be taking the following priority policy issues to the board for consideration: (1) Continued support and monitoring the pay parity issue; (2) Transformation; (3) Support of Military Coalition; (4) Monitor new legislation for "uniformed services rather than just Military services"; (5) Support legislation that deals with Retiree Health Care Costs; (6) Promote adequate support for officers deployed to the Department of Homeland Security; (7) National Defense Medal; (8) COA Awards Board is seeking nominations for the Health Leader of the Year, a high level award for contributions to the health of the American people.

D. SAME Liaison: CAPT Rodenbeck reported the following:

- Nominations for SAME Officers due last week.
- Congratulations to the USPHS SAME Planning Committee, who developed the PHS Track for the National Conference to be held in May in San Antonio, TX.
- Several USPHS officers are in leadership roles on different posts. Other officers are active on SAME National Committees: Emergency Response, International, and Information.
- Engineer Summer Camp applications for high school students due to SAME in March and USPHS officers can serve as counselors. Interested officers, who are 0-3 and below with a Masters degree, need to contact the Office of the Chief Engineer.

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

- The Junior Officer Advisory Group chartered by the Surgeon General (SG) two years ago as a "voice/body of junior officers" to provide direct guidance to him.
- Engineers have two voting members out of twenty; but the quota is not fixed.
- During this time of Transformation of the Corps, the decisions being made need to take into consideration the engineering category.
- Junior officers T-04 or below are strongly encouraged to join; those interested in participating need to contact LCDR Martinson.

VI. VACANCIES

- Send Vacancy Announcements to LCDR Tatum.
- If you are looking for a job and wish to be listed under the "Cabbage Patch Engineer", send your CV to LCDR Tatum.

- NIH has two GS-14 level positions, contact Tony Clifford.

VII. ADJOURNMENT

CDR Poneleit adjourned the meeting at 2:40 PM.

VIII. AUTHORIZATION

I have recorded the above EPAC meeting minutes:

LCDR Hilda Scharen-Guivel
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 Kathy Poneleit
Chair, EPAC

Date

I authorize distribution of these minutes:

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

Date