

**Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday, April 28, 2005**

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, LT Varsha B. Savalia, at 520-281-1100 x 107 for the phone and conference access numbers.

I. CALL TO ORDER

LCDR Jennifer E. Mosser, EPAC Chair, called the meeting to order at approximately 3:00 PM ET in Rockville, MD. Attendance was taken and a quorum of EPAC members was present. LCDR Mosser thanked everyone, including young guests participating in Bring Your Children to Work Day, for joining the meeting. The March minutes were approved with editorial changes and will be held for two weeks and then posted on the Engineers website. The next meeting is May 26, 2005, at 3:00 PM. All EPAC and EPAC Subcommittee meetings are held Eastern Time (ET) unless otherwise specified.

II. ANNOUNCEMENTS

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

- American Society of Civil Engineers recognized LCDR Matt Martinson as the Young Civil Engineer of the Year. This national award will be presented at the national ASCE convention in October.
- Director Fran Mella of the National Park Service was awarded SAME's Cumming Award in behalf of the Environmental Health Officers who work in the Park Service's Public Health office.
- SAME's Education and Training Conference will be held May 17-20 in Louisville, KY. Local officers are encouraged to attend the conference and support the SG as VADM Carmona will be the keynote speaker. There will be a Public Health Track. Also, Hollis and Green awards will be presented.
- COA Conference will be held June 6-10. A full day of engineer activities will be on Category Day, Tuesday, June 7. Villforth, Burgess, and Lynch as well as the Engineering Literary award will be awarded. The Global Health Summit will be held on Sunday. About 2000 attendees are expected.
- Engineers are at 71.7% readiness level. Thanks go to the Emergency Preparedness Subcommittee for its help to achieve this.

B. EPAC Chair: LCDR Jen Mosser reported the following:

- Mr. Brian Kong, former chair of the Building Design & Construction subcommittee, started a new position with the Department of Energy.

LCDR Mosser is working to identify a new chair. During the interim period, the subcommittee will operate under a co-chair system where CDR Jamie Natour and Brian Kong will share the duties. CDR Natour will be representing the subcommittee to the EPAC and Mr. Kong will retain the functional duties that keep the subcommittee going. This will be a short-term solution until a permanent chair is named. Any voting EPAC member who may be interested in chairing this subcommittee, please contact LCDR Mosser.

- The Subcommittee chairs are still reviewing the Engineer Category Strategic Action Plan developed in 2002. The group meets every other week and has thoroughly reviewed about half of the plan. Focus areas reviewed include: recruitment and retention, leadership development, and esprit de corps. A report of the group's recommendations will be presented to the EPAC in June.
- The SAME National Training and Education Conference is May 17-20, 2005 in Louisville, KY. There will be a Public Health track with the general theme of Improving Public Health through Engineering and Environmental Research. The specific presentations fall into three focus areas: Indoor Air Quality and Preventing Disease Transmission; Protecting the Homeland and Effective Emergency Response; and Research to Improve the Public Health.
- The COA professional conference is June 6-10, 2005 in Philadelphia, PA. The theme is Global Health. Please note the Monday agenda from 2:00PM to 4:00PM when a panel of previous US Surgeons General Jocelyn Elders, C. Everett Koop, Antonia Novella, Julius Richmond, David Satcher, and Jesse Leonard Steinfeld will discuss public health lessons learned over the past three decades and the implications of those lessons for current national and global health challenges. Engineer Category Day will be held on Tuesday, June 7 with an engineer night out planned for that evening.
- The annual AMSUS meeting will be held on October 31 to November 2, 2005 in Nashville, TN. Theme is "Joint Interoperability" among the uniformed services. Detailed agenda will be posted at www.AMSUS.org in June. Each year AMSUS gives twenty-one competitive, four essay, and four lecture awards. These awards are presented at the AMSUS Annual Meeting dinner held during the conference. Travel for award winners is paid for by AMSUS and PHS officers are eligible for nearly all of these awards. Please nominate deserving individuals. The deadline for nomination submissions is June 30, 2005. Contact CDR Kathy Poneleit for more information. Additionally, PHS is responsible for planning our own luncheon and plenary session. Topic ideas and speakers are currently being solicited. Please send proposed topics/speakers to CDR Poneleit ASAP for consideration.
- SG PAC/CPO Board/PAC Chairs meeting on April 28, 2005:
 - a) CAPT John Stewart is cycling off as the Senior Advisor to JOAG and will be replaced by CAPT D.W. Chen.
 - b) Secretary Leavitt still has not made any decisions regarding Corps transformation, but he has been meeting with his Chief of Staff and a small group of senior principals, including the ASH and SG. It is understood that decisions are imminent.

- c) Promotion eligible officers must be basic qualified by May 1 or will be dropped from the promotion list. The Engineer category is at 71.7%. Kudos to the Emergency Preparedness subcommittee for all their efforts to contact engineers and work to get our number above the set goal of 70%.
- d) Nine promotion boards have been conducted with three more scheduled for completion by mid-May. OCCO is hopeful that temporary promotion results will be released June 1.
- e) COA Conference Update: There will be a booth manned by OCCO, OCCFM, OCCSS, and OFRD themed "Transformation of the Corps". Stop by to learn about all the recent changes. Also, on Thursday from 7:30AM -9:00AM, OCCFM will present on some of the issues they have been working on. Topics include promotion rates and policies, and retirement trends. If you have questions about the policy development procedure or these specific topics, please plan on attending.
- PAC Chairs meeting with the CPOs on April 28, 2005:
 - a) The flow of information was discussed in great detail in regards to communication from the CPOs down to the PACs. The PAC Chairs are very interested in making sure that all categories receive pertinent draft policies and other material for review and comment. The group is working to identify standard operating procedures to make sure that communication from the Office of the Surgeon General to the CPOs to the PAC occurs in a uniform manner.
 - b) The awards process as it relates to recognizing outstanding work for the PAC or category is being reviewed. The guidelines and criteria for recognizing deserving individuals is being updated by RADM Walling and will be disseminated to the PAC Chairs for review and comment. LCDR Mosser will provide status updates as this review continues.

III. OLD BUSINESS

A. Use of Yahoo! Group: LCDR Jen Mosser

- CDR Mike Coene and the Information Subcommittee have come up with an alternate web group that is from the same parent company as the engineer's website. This tool would provide a controlled environment for the overall EPAC and sub areas that can be assigned to each subcommittee. Access can be limited to each area so the subcommittees can work confidentially on their activities. This multi-layered system would allow work to be shared when appropriate between subcommittees or for full EPAC review and comment. The web group is presently being tested and CDR Brad Harris volunteered to be a guinea pig for the pilot plan. CDR Coene will provide a full update after completion of the initial testing.

B. Leadership Development seminar: LCDR Jen Mosser

- CDR John Longstaff will chair the Leadership Development Seminar Ad-Hoc Subcommittee. LCDR Mosser requests all Subcommittee Chairs to identify at least one participant from each subcommittee to be its liaison to the Leadership Development Seminar Ad-Hoc Subcommittee. All volunteers, please contact CDR Longstaff.

C. Remote Site EPAC Meeting: LCDR Jen Mosser

- The EPAC Chair has decided that one of our EPAC meetings will be held at the EPA Emergency Operation Center in Washington, D.C. CDR Mix and LCDR Mosser will work out the details.
- EPAC voted to hold a remote-site EPAC meeting in Phoenix, AZ at the Indian Health Service's Facilities. More details to come as the plan develops.

D. Articles for "The Military Engineer" (TME): LCDR Jen Mosser

- Editorial Calendar: May 1 is the deadline for the September/ October issue. The cover theme is Facility Management. July 1 is the deadline for the November/ December issue with Design & Construction article.
- CAPT John Riegel is the coordinator between the editor of TME and the Engineer category. If interested in providing an article, please contact CAPT Riegel for the guidelines.

IV. NEW BUSINESS

- None

V. SUBCOMMITTEE REPORTS

A. Awards: CDR Bradley Harris reported the following:

- All Special Assignments Awards have been processed.
- Subcommittee's next priority will be to catch-up on the lower level of recognitions that were implemented a couple years back and that have fallen to the side.
- Certification of Appreciation was created for Outside Reviewers for the Engineer Literary Award. All Subcommittees interested in obtaining a copy of it, please contact CDR Harris.

B. Building Design and Construction: CDR Jamie Natour reported the following:

- Subcommittee met on April 12. The next meeting is May 10, 2:00-3:00PM.
- Subcommittee is seeking a new chair. If interested, please contact LCDR Mosser. The Subcommittee Chair must be a voting EPAC member.
- Following up on the January 2005 Surgeon General's Workshop on Healthy Indoor Environment, the planning committee is reviewing the draft report.
- Sharing HHS Joint Commission on Accreditation of Healthcare Organizations EC information within HHS, contacted ASAM and IHS to determine facility information including points of contacts.

C. Career Development: CDR Sue Neurath reported the following:

- COA Category Day: COA planning is almost complete. Looking forward to an interesting and informative set of presentations, meeting the Engineer Category award winners at the luncheon, and networking with other PHS engineers from around the country. Our social event will likely be held at the Sportsview Bar and Grill/Turf Club. The engineer booth materials are being developed; looking for volunteers to staff the booth on Wednesday and Thursday morning as well as for a short time after lunch.

- Revision to the Career Development Website: Working on the Career Development web-page and hope to have a draft available for review soon.
- CV Workgroup: Beginning to develop a strawman CV. After internal review, hope to gather input from senior officers.
- Billet Description: Work-group submitted proposed question/answers to the 'industry experts' and expect to have a draft available for review shortly.
- Welcome Package: Workgroup has submitted a draft-revision of the welcome letter to the subcommittee for internal review. Currently evaluating potential supporting information that can go along with the letter. Please contact CDR Neurath if you have material you would like to have considered for inclusion in the welcome package.
- Engineer Survey: Subcommittee discussed developing a short survey and database to capture basic information about PHS engineers. A strawman of the survey is being developed.
- Subcommittee's monthly meeting was held on April 14, 2005. Next meeting will be May 12, 2005, 3:00-4:00 PM.

D. Emergency Preparedness: CDR Dave Ausdemore reported the following:

- Subcommittee met on April 6, 2005. The next Subcommittee meeting is May 4, 2005 at 2:00 PM.
- Advocate and support emergency response among fellow engineers:
 - a) Subcommittee members have been initiating contact with fellow engineers assigned within their respective agencies. Optimistic on seeing positive results from the group's efforts.
 - b) An observation/concern from subcommittee regarding a breakdown of officers by rank who are not basic qualified. The junior officers (LTJG/LT) appear to have similar percentages of nonqualified officers as the senior O-6s. A proposed solution to address the junior officer qualification challenges is to incorporate readiness qualification into the BOTC training to help promote emergency response skills for PHS engineers.
- Identify and promote emergency response skills for PHS engineers:
 - a) Develop a Body of Knowledge (BOK) for PHS engineers that guide them in their preparation of acquiring skills needed to respond to a natural or man-made disaster. Draft currently on SAME website.
 - b) Convene a Course Advisory Group (CAG) to recommend the content, scope and delivery method for an "advanced" readiness course for PHS engineers deployed by HHS. Kickoff meeting planned for May 17 at SAME Conference.
 - c) Develop the functional requirements of a voluntary human resource database that would be used as an OFRD tool to identify PHS engineers proficient with skill sets specific to disaster response based on FEMA Incident Command System (ICS) resource typing.
 - d) Develop a listing of existing professional certifications that may distinguish PHS engineer's disaster response skills. Draft currently on SAME website.
 - e) Update the 2000 Handbook for Deploying the Appropriate Public Health Service Engineer (EPAC website).

- f) Write an Article for SAME's Military Engineer or COA's Frontline on capabilities of PHS engineers.
- Identify and foster relationships with other organizations that respond to public health emergencies.
 - a) A work group has been aggressively brainstorming and discussing exactly what type of partnerships would reap and provide benefits to PHS engineer emergency responders. These types of partnerships include individual training, corporate, and networking relationships.

E. Information: CDR Michael Coene was not present.

F. Mentoring: CDR Tom Heintzman reported the following:

- Subcommittee met on April 5, 2005. Next meeting is May 3, 2005 at 11:00 AM, Pacific Time. Please note the time zone.
- Subcommittee members are telephoning recent engineer hires to introduce the Mentoring program.
- Two new Protégé applications have been received in the last week. Mentors will be assigned next week.
- Subcommittee member has been identified to assist with the planning of the next Leadership Development Seminar.
- Subcommittee chair is working with EPAC chair and other subcommittee chairs in review of the Category Strategic Plan.

G. Recruiting & Retention: CDR James Ludington reported the following:

- Subcommittee met on April 5, 2005. The next meeting is May 3, 2005 at 1:00 PM.
- Any agency with vacancies to announce please contact LCDR Carol Rogers to have them posted on the IHS SFC website <http://www.dsfc.ihs.gov/jobs.cfm>. LCDR Rogers will produce a monthly IHS Engineering Vacancy list.
- Will lead an effort to construct a “library” of presentation files on the website. No progress has been made on this to date.
- Follow up on the “new” recruitment brochure. No follow up has been made on this item. Send an email for an update on the “new” recruitment brochure.
- Sent out an email asking members to confirm their membership for 2005. Heard from almost everyone.
- Follow-up with awards previously submitted that are not progressing, propose to resubmit all lost awards.
- EARP Update: IHS-46 approved, 11 awaiting approval, 1 partial approval, and 1 being held. IHS-59 names in the database. Non-IHS- about 20.
- COSTEP Update: 42 were selected, 10 declined; IHS SFC has 33
- BYU-Idaho is not an accredited school and applicants from this school will not be cleared for COSTEP’s. BYU-Idaho is expected to get the accreditation ‘straightened out’ by next year.
- Brought up issues regarding funding for career fairs; limited or no funding at OCCO was the main issue.

H. Rules: CDR James Ludington reported the following:

- Nomination form due date is June 30, 2005 for the three-year term commencing January 2006. The Self-Nomination form may be found on the Engineers website.
- Announcement will go out in the Commissioned Corps May and June Bulletin and will also go out from OCE.

V. ANNOUNCEMENTS

A. OCCO/DCCR Liaison: LCDR Claire Karlson was not present.

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

- The Infrastructure Security Partnership (TISP) will hold its May Breakfast Speaker Series event on Thursday, May 19, 2005 from 8:00-9:30 AM at the Army Navy Club, 901 17th Street, NW, Washington, DC. Thomas Lockwood, Director, Office of National Capital Region Coordination, U.S. Department of Homeland Security, will be the featured speaker.
- The Infrastructure Security Partnership (TISP) will hold its June Breakfast Speaker Series event on Wednesday, June 22, 2005 from 8:00-9:30 AM at the Army Navy Club, 901 17th Street, NW, Washington, DC. Congressman Daniel E. Lungren (R-CA), will be the featured speaker.
- The cost to attend is \$40 per person. Seating is limited and participation is only available to paid TISP Contributing Members and Corporate Sponsors. Pre-registration is required and must be received by Monday, May 16, 2005 for May Breakfast and Friday, June 17, 2005 for the June Breakfast. For further information, contact Catherine Tehan at ctehan@tisp.org <<mailto:ctehan@tisp.org>>.

C. COA Liaison: LCDR Jen Mosser on behalf of LCDR Nate Tatum reported the following:

- The last full meeting of the COA Board of Directors was on March 30, 2005 and the next one will be held on May 18, 2005.
- A travel waiver for HHS attendance at the Annual COA conference has been signed into effect; thereby lifting the limit on the number of officers from any given agency that can attend.
- COA Executive Director Jerry Farrell has appointed Judith (Judy) Rensberger, MPH, as Government Relations Director, effective March 21.
- The COA continues to track new and proposed legislation that may impact the Corps. LCDR Tatum will be in touch with the EPAC as need arises on any of these issues.
- The sixth precept was discussed at some length during the board meeting on March 30, 2005. COA will continue to track this issue but has not weighed in on it at this time. More to follow on this issue as things develop.
- Please send any issues or items you wish explored to LCDR Tatum by May 15, 2005.

D. SAME Liaison: CDR James Ludington on behalf of CDR Randall Gardner reported the following:

- The SAME 2005 Joint Engineer Education and Training Conference and Expo will be held on May 17-20 in Louisville, KY. Encourage everyone to attend. SG Carmona will be the keynote speaker.

E. Junior Engineer Report: LCDR Geoffrey Wachs reported the following:

- JOAG meeting was held on April 8, 2005
- CAPT Frank Behan, Office of Commissioned Corps Operations (ASH/OPHS/OCCO/OS)
 - a) *"The Officer's Journey"*, reference the *"The Hero's Journey"*
 - b) Do you fit the definition of a hero?
 - c) Supervision and leadership are not the same.
 - d) *"Managers do things right, leaders do the right thing."*
 - g) Advice: have a positive self-impression of yourself. Find what is proper for you. You are impacting many people. The pendulum has little effect on your life/career. Always be positive, have passion in what you do and life becomes enjoyable. An element to be a leader – live a good productive life to recognizing others before you in a noble way. Recognize your value. See the big picture – that you are helping others.
- CAPT Behan shared his PHS early career goals with JOAG:
 - a) Become Regular Corps
 - b) Advance to O-5
 - c) Become retirement eligible with a minimum of a 20-year career
- Suggested referencing and reading the handout (2 pages). See EPAC Chair for the handout.
- Reference the JOAG website <http://www.joag.org/minutes.html> for meeting minutes and information.
- Friday, May 13, 2005 will be the next scheduled JOAG meeting. Call-in info is: USA Toll Free Number: 888-807-8641, PASSCODE: 11247.

VI. VACANCIES: LCDR Jen Mosser

- FDA: Interdisciplinary Engineer/ Biomedical Engineer (GS-13) at CDRH. The position is located in the Office of Compliance/ Division of Enforcement in Rockville, Maryland. It is posted on www.USAJOBS.gov. Open period ends soon.
- DHS: Deputy Division Director for Readiness Training (O-5/O-6 Billet). The incumbent would be responsible for: day-to-day management of readiness training branch; directs and manages the Mission Essential Readiness Training Program; delegating tasks to Program Analysts, Managers, and Contractors; developing statements of work for competitive contracts; formulate training plans, policies, and procedures; analyze work products for accuracy and consistency with Office and Department goals/policies; and supporting operational responses by working in command centers, and participating in interagency response teams on behalf of the Department. Please contact LCDR Mosser for more details.

VII. ADJOURNMENT

Any officer that missed the roll call, please submit your contact information to LT Savalia at vsavalia@ora.fda.gov.

LCDR Mosser adjourned the meeting at 4:13 PM.

VIII. AUTHORIZATION

I have recorded the above EPAC meeting minutes:

LT Varsha B. Savalia
Recorder, EPAC

Date

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

LCDR Jennifer E. Mosser
Chair, EPAC

Date

I authorize distribution of these minutes:

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

Date