

**Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday, January 27, 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 520-397-2094 for the place and conference access number.

I. CALL TO ORDER

LCDR Jennifer E. Mosser, EPAC Chair called the meeting to order at approximately 1:00 PM ET in Rockville, MD. Attendance was taken and a quorum of EPAC members was present. LCDR Mosser welcomed all the new and returning members to the EPAC. The December minutes were approved with editorial changes and will be held for two weeks and then posted on the Engineers website. The next meeting date is March 24, 2005, at 1:00 PM. There will not be a February meeting due to National Engineers Week, which is February 20-26. All EPAC and EPAC Subcommittee meetings are held Eastern Time (ET) unless otherwise specified.

II. ANNOUNCEMENTS

A. Office of the Chief Engineer (OCE): LCDR Jen Mosser, on behalf of RADM Williams, reported the following:

- CPO nomination boards are underway. Candidates are being reviewed and ranked for medical, nurse, dietician, scientist, and engineer.
- Nominations can still be sent in for Hollis, Green, Cumming, and Villforth awards. See the engineers website or contact CDR Brad Harris for more information.
- National Engineers Week is February 20-26. The NSPE Federal Engineer of the Year Award luncheon will take place at the National Press Club in Washington, DC on February 24, 2005, and the PHS Engineer luncheon will be held on February 25 at USUHS. The flyer for the luncheon will be out next week. Please send your reservation to LCDR Mosser by February 18.
- Basic readiness for engineers stands at 56%. Our goal is for 70%.
- Penny Lampe, one of the assistants to the Chief Engineer for almost 6 years, retires today in Atlanta. She is known through letters, award plaques, folders and programs for the leadership seminars and category day. Penny has touched just about everything done by the OCE. She is wished all the best.

B. EPAC Chair: LCDR Mosser reported the following:

- LCDR Mosser acknowledged the subcommittee chairs for this year:

Awards
Building Design and Construction
Career Development
Emergency Preparedness
Information
Mentoring
Recruiting & Retention
Rules

CDR Brad Harris
Mr. Brian Kong
CDR Sue Neurath
CDR Dave Ausdemore
CDR Mike Coene
CDR Tom Heintzman
CDR James Ludington
CDR James Ludington

- There are four new subcommittee chairs this year. LCDR Mosser thanked those who have stepped up and accepted the responsibility of leading these subcommittees. Also, she thanked those who have returned to serve again.
- LCDR Mosser thanked the subcommittee chairs for supplying information on the status of the subcommittee. It was requested that those who have not done so, please submit the requested information. Upon receiving all subcommittee information, a report detailing the accomplishments of last year and goals for this year will be sent out. The subcommittee chairs were reminded to submit an updated member roster.
- The agenda indicates the recurring meeting schedule for each subcommittee. Please let LCDR Mosser know of any changes.
- New members were reminded to send in an official designation of alternate form. Returning members are to fill out a new form if their alternate has changed. The form can be found on the engineers website and can be filled out electronically and printed.
- All EPAC members are asked to serve on two subcommittees. Contact the chairs of the subcommittees that you are interested in. Please inform LCDR Mosser if you are unable to participate on two subcommittees.
- An attendance tracking table for this year was sent to everyone. This spreadsheet will tally the number of meetings attended to help the Awards subcommittee with keeping track of the attendance for the Special Assignment Ribbon. Additional participants and guests will be added to the list of non-EPAC attendees. This will be updated monthly and attached to the meeting minutes.
- There was no independent PAC Chairs meeting in January. Monthly meetings will resume in February and LCDR Mosser will provide updates as they occur.
- The following is an update from the SG PAC/CPO/PAC Chairs meeting held this morning:
 - Michael Leavitt was sworn in as the new Secretary for HHS on January 26, 2005. Prior to this new position, Leavitt was the Administrator of the U.S. Environmental Protection Agency and the Governor of Utah.
 - CPO boards are meeting now for the medical, nurse, dietician, scientist and engineer categories.
 - Nominations are currently being sought for the Senior Advisor to the Junior Officer Advisory Group. A written recommendation from the agency and current CV are requested by CAPT Gilbert Rose by February 25, 2005.
 - The Surgeon General has identified his theme for 2005: “The Year of the Healthy Child.” The agenda will include a workshop on child maltreatment, programs on alcoholism and the child, and others. VADM

Carmona will use this theme to build upon his “50 Schools in 50 States Initiative” which he has done for the past couple years.

- RADM Babb gave an update on 2 OFRD responses. 1) 200 officers were deployed for the Inauguration on January 20, 2005. Teams were positioned in high visibility areas along the parade route, at 2 of the inaugural balls, and 2 strike teams were on standby at other facilities. VADM Carmona and RADM Williams were also present. 2) Tsunami response: USNS Mercy is currently under way to Singapore to pick up 15 PHS officers and then to the west coast of Ache. PHS officers will serve on-board to provide medical assistance, and may go ashore to help with medical strike teams if needed.
- Basic readiness of the Corps stands at 53.7%.
- CAPT Stevens reported that OCCO has a vacancy rate of 22% but is working hard to process all requests your patience is appreciated. Also, OCCO is close to completing the indexing of all electronic documents to eOPFs. Documents faxed by the December 31, 2004, deadline should be posted by the end of January. If they are not, please re-fax the documents and email CAPT Stevens. Any delay in posting documents faxed by the deadline will not be held against the officer.
- CAPT Coppola, OCCFM, presented preliminary information regarding the idea of the new promotion precept related to Isolated Hardship, Hazardous Duty and Hard-to-Fill Positions. OCCFM has received feedback from the SG PAC, CPOs, and JOAG regarding this issue. Discussion is underway, no decisions have been made.
- LCDR Mosser reminded the EPAC that there will be no February meeting due to the Engineers Luncheon which will be held on Friday, February 25, 2005, from 11:30-2:00 PM at USUHS. The luncheon flyer will be distributed next week and provides all necessary details. Everyone was encouraged to attend the luncheon and help recognize the various agency’s Engineer of the Year award winners. Sign up for the luncheon by filling out the flyer and returning it to LCDR Mosser by February 18.

III. OLD BUSINESS

- A Curriculum Vitae (CV) workgroup was created to update the recommended CV and coversheet format for the Engineer Category. The group has met several times and has developed draft coversheets and Continuing Education documents. The workgroup will join with the Career Development Subcommittee to complete this project. If you are interested in helping out with this, please contact CDR Sue Neurath.

IV. NEW BUSINESS

- The proposed calendar of EPAC meetings for this year was approved as amended to include the NSPE Federal Engineer of the Year Award Luncheon on Thursday, February 24, 2005, from 1:00-3:00 PM at the Press Club in Washington, DC.

V. SUBCOMMITTEE REPORTS

A. Awards: CDR Bradley Harris reported the following:

- The Subcommittee met on January 4, 2005 from 2:00-3:00 PM.

- Engineering Literary Awards have been scored by the subcommittee and forwarded to outside reviewers for scoring. Results will be forwarded to OCE in early February.
- The deadline for the Villforth, Hollis, Green, and Cumming nominations has been extended until February 4, 2005, due to lack of an adequate pool of nominees.
- Call for self-nominations for Special Assignment Award will be issued in February.

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

- Subcommittee's monthly meeting was held on January 10, 2005. The next meeting is scheduled for February 8, 2005, from 2:00-3:00 PM (Conference call 877.791.8054 passcode 676060).
- Design-build asset delivery method is being further developed. As such at the NIH, a group has been developed to draft a sample RFP.
- HHS has determined some metrics such as for construction, and is developing teams among the agencies.
- Indoor air quality is an important issue for construction of occupied facilities. A resource on this issue is SMACNA's IAQ guidelines.
- January 12-13, 2005, Surgeon General's Workshop on the Healthy Indoor Environment was a success. There were over 300 attendees. Summary report is being prepared.
- The subcommittee plans for 2005: assembling Joint Commission on Accreditation of Healthcare Organizations (JCAHO)'s Environment of Care (EC) plans, providing more information from National Academies and SAME, and continuing to share industry news.

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

- Subcommittee's monthly meeting was held on January 13, 2005, 3:00-4:05 PM.
- COA Category Day Agenda is finalized and submitted to the COA conference planning committee, and all of the speakers have been confirmed.
- Due to cost and flexibility, the committee is leaning towards a 'happy hour' style event. Folks will be able to arrive and depart as their schedule allows and spend as much as they desire. The floor is still open on what potential spots are in the area and should be considered. Suggestions will be welcomed at the next meeting.
- Several members of the EPAC Emergency Preparedness Subcommittee put together three slideshows of PHS Engineers set to music; they are currently being forwarded to the entire EPAC for review. We discussed playing the slideshows during the morning and afternoon breaks. CDR Neurath will investigate getting a CD of the EPAC approved slideshows. A volunteer is needed to load the shows onto the conference room computer and turn the presentation on/off for the breaks. Please contact CDR Neurath if you can help with those activities.
- The subcommittee discussed starting each break by giving the audience a challenging PHS Engineer question (historical, factual, etc). The audience would be encouraged to return from the break promptly as we would

display the answer on the screen for only a couple of minutes before the next session was scheduled to begin. CDR Neurath will contact Mr. Walter Lyon to see if he has any questions/answers that could be considered. The subcommittee members were requested to bring additional potential questions to the February meeting.

- The PHS Track for this year's SAME conference is being coordinated by CAPT Larry Reed and CDR Scott Earnest. The Subcommittee Chair will contact them by the February meeting to get an update and find out if there's anything the subcommittee can do to help.
- Volunteers are being sought to help organize the information for updating the Career Development page the web-page.
- Discussed the efforts of an EPAC ad hoc committee to develop CV and cover sheet advice for officers who would be up for promotion next spring. The goal is to provide advice that was consistent with the promotion precepts (benchmarks). The committee made great progress especially on the cover sheet. Additional opportunities exist to develop advice on CV preparation. The group discussed inviting the ad hoc committee to join the subcommittee as it attempts to develop CV preparation advice.
- At the February meeting, the subcommittee will discuss if it wants to work this topic as the Career Development committee or if it would like to form a new ad hoc committee. It will discuss the time-line for the advice development. In preparation for this topic, please review the current related information (available at: <http://www.stataid.net/epac/CV%20and%20CV%20Coversheet.htm>). CDR Neurath will contact the members of the ad hoc committee to invite them to the February meeting. This particular topic was identified as one that may also be relevant to civil service engineers. It was decided to first approach civil service engineers who are on the EPAC for their opinion. Subcommittee Chair will contact those engineers and provide feedback to the February meeting.
- Billet descriptions: it was suggested that it may be helpful to provide an overview of billets and their role in the Commissioned Corps promotion process. The goal would be to address the most important issues of billets that officers need to be aware of. When completed this information could be added to the appropriate section of our web-page. A rough draft for the February meeting will be prepared.
- Next meeting will be held February 10, 2005, 3:00-4:00 PM. Toll-free: 1-888-921-7101; Passcode: 691256.

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

- The Subcommittee held its monthly meeting on January 12, 2005, at 3:00 PM.
- Three PowerPoint presentations of "PHS Engineers In-Action" have been developed by Subcommittee members. Due to the graphics and music, these files are extremely large and range from 40 to 100 MB. Two of the presentations are inspirational and the third (Slideshow G) has a humorous robotic music twist. EPAC members are invited to download these files from the website, <http://phs-engineers.net/page2.html>. CDR Ausdemore

requested this as a discussion item for possible future action during the March EPAC meeting.

- The Subcommittee is continuing in its effort to identify the opportunity for joint emergency response field training with Air Force biomedical engineers and healthcare facilities engineers.
- The Subcommittee is also continuing to pursue the marketing of PHS Engineer's disaster response capabilities. A meeting has been coordinated for the end of this month between RADM Williams, RADM Babb, and the EPA Emergency Response Manager to discuss other opportunities and we are looking forward to hearing the outcome of that meeting.
- A Yahoo! Group has been established for the Subcommittee and is titled "PHS Engineer Responders". The subcommittee is looking forward to using this e-group to track email threads, centralize working files and reference documents, and as a central depository of other Subcommittee membership records.
- The next Subcommittee meeting will be held on February 9, 2005, at 3:00 PM. The telephone bridge number will be announced at a later time.

E. Information: CDR Michael Coene reported the following:

- The Subcommittee met on January 4, 2005. The next meeting will be held February 2, 2005, at 4:00 PM.
- It was requested that all Subcommittees discuss what assistance is needed from the Information Subcommittee on updating the presence of the website. Please email CDR Coene with the Subcommittee plans for the year.
- The Alternate form was updated to Adobe document.
- The minutes from last year are posted on the web. December minutes will be held for two weeks and then posted.
- Preparing for the Engineers Week, we are looking for assistance on assembling and dismantling of the EPAC booth at the Parklawn building. Please see CDR Coene if you would like to help.

F. Mentoring: CDR Tom Heintzman reported the following:

- Subcommittee met on January 4, 2005, with 8 members attending.
- Updated Mentoring handbook will be posted on the web site soon.
- Discussed mentoring for COSTEPS during their tour of duty and after it for recruiting purposes. Follow up discussion with CDR Ludington of Recruitment & Retention. This is mostly an IHS issue as it hires most of the COSTEPS. Consensus is to have the assigned preceptors maintain contact with the COSTEP after their tour of duty. Preceptor will act in a mentoring and recruiting role while the students are still in school.
- Discussed the reporting to advisors by the mentoring teams and how much that is happening. Not much in the files received from advisors. Recognized that many teams work well without the input from an advisor. Chair will be following up with advisors, confirming current activities and identifying new advisors.
- Two teams have formed in the last month, 1 FDA and 1 IHS, bringing the total count of active teams to 14. The FDA assigned mentor this past month is LCDR Wang of EPAC. LCDR Wang was thanked for responding to the call for an FDA biomedical engineer.

- There is a sufficient number of Mentors at this time. Next meeting is February 1, 2005, at 1:00 PM.

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

- Last meeting was on January 4, 2005, 1:00 PM. The next call is scheduled for February 1 at 1:00 PM. USA Toll Free Number: 888-396-1281 PASSCODE: 84029.
- The subcommittee went over the accomplishments from last year and set goal objectives for this year.
- Update from ARP CAPT Dave Koski, 78 COSTEP applications for engineers and 66 engineer recruiters.
- CDR Blackwell from OCCO informed that he would follow up on the “new” recruitment brochure.
- Compiling list of past school visits.
- Will follow up with CDR Chris Bradley on the PowerPoint presentations.
- Will form a mini workgroup to streamline the career day process. Will work on sending CDR Ludington a short summary of the activities.
- Keep in contact with suitable COSTEP’s.
- Will set recruitment goals for career day.
- Will follow up with the awards previously submitted.

H. Rules: CDR James Ludington stated that there is nothing to report.

V. ANNOUNCEMENTS

A. OCCO/DCCR Liaison: LCDR Claire Karlson reported the following:

- Application status report as of December 3, 2004, for fiscal year 2005 (Oct – Dec) with 27 Engineer applicants combination of COSTEP and General Duty.
- Month of December total applications for all categories is 149. Engineer: General Duty is 3, Retirements is 3, CAD is 1, Closeout is 1, JR COSTEP is 6, and SR COSTEP is 1. Total Force of Corps Engineer Category as of January 11, 2005, is 410. These numbers will change because not all the applications in December have been entered.
- OCCO Changes: Nakia Logan left DCCR and CDR Steven Blackwell is the ARP coordinator/recruiter. He will be handling the mailing of items for conferences and his number is 240-453-6057.
- New employee’s in DCCA: CDR Theresa Minter from NIH has joined us as a Staffing Officer II. Her categories are HSO & Veterinarians along with doing all the NACI clearances (240-453-6009).
LCDR Jackie Thomas will be handling EHO, Pharmacy and Dietitian categories as well as the prescreen applications (240-453-6028).
- LCDR Peter Martineau is handling the Inter-service transfers and the Dental and Therapy categories (240-453-6010).
- OCCO/DCCA: all 1662 personnel orders are being checked in by CDR Minter and distributed to HR specialist. This effort is to equalize the workload of the HR Specialists. Reminder: HR Specialists (5) will be handling all the PHS officers’ orders and all applicant orders. One of the five HR specialists JoAnn Webster is only working part-time due to an on the job injury and Melanie Ross is out on Maternity Leave. If you have any

problems that concern Mrs. Webster or Mrs. Ross, please contact her immediate Supervisor CDR Brunader 240-453-6012, or janet.Brunader@hhs.gov.

- The engineer files have been purged and the Oracle database has been cleaned up, so what is in there should be pretty accurate. If you see a problem, please notify: Claire.Karlson@hhs.gov or 240-453-6008.
- If you have any positions that you are having difficulty filling, please notify LCDR Karlson via email at Claire.Karlson@hhs.gov. If it is posted via email, it can be easily cut and pasted. Please include region (state) where position is; description to be placed on the CC Vacancy list contact: send them to LCDR Karlson and it will get posted.

B. TISP Liaison: CDR Dan Beck

- TISP convened a public-private workshop at the National Academy of Engineering (NAE) on Thursday, January 27, 2005. The purpose of the workshop was to share information regarding relief, recovery, and reconstruction in the aftermath of the Indian Ocean tsunami. The focus was to help clearly define the role of the engineering, design, and construction community, and to secure the active engagement of the US and international design and construction community to assess impacts and assist in recovery planning for the needed physical infrastructure (i.e., roads, bridges, schools, water, and power facilities, etc.) in the affected counties. CDR Beck represented USPHS and will have more information on outcomes next month.
- TISP will host its Breakfast Speaker Series event on Thursday, February 10, 2005, from 8:00-9:30 am at the Army Navy Club, Washington, DC. Asa Hutchinson, DHS Under Secretary for Border & Transportation Security, and Susan Ginsburg, Senior Counsel and Team Leader for the 9/11 Commission, will be the featured speakers for what promises to be an informative event. Be sure to register soon, as space is limited and the event is sure to sell out. You may register at <http://www.tisp.org/events/eventdetails.cfm?&eventID=575> or contact CDR Dan Beck (dbeck@osophs.dhhs.gov).
- The Society of American Military Engineers (SAME) has again agreed to host the 4th Annual TISP Congress, ISBE 2005, scheduled for October 18-20, 2005, in Jacksonville, FL. ISBE 2005 will celebrate the continuing partnership between the public and private sectors through the engineering, design, and construction fields.

C. COA Liaison: LCDR Nate Tatum

- The Board of Directors met on the evening of January 24, 2005. Of special interest is that CAPT Rubendall (Field Representative to the Board) is relocating to the DC area. This will preclude him from running for the board again as a Field Representative when his term ends this summer. CAPT Rubendall is the only other engineering officer on the board and has been a great help in keeping the minority non-clinical position strongly defended. LCDR Tatum requests the Committee's help in finding another engineer to run for the Field Representative's office. Please see the latest issue of Frontline or call LCDR Tatum for details.
- Budget - The budget is well in the black with only a few overruns. These overruns were addressed separately and appropriate action taken.

Additional types of budget analysis are being developed to increase the financial stewardship. New guidelines to the financial portfolio managers are being developed to insure protection of basic human rights in all the Association's investment holdings.

- COF - The Foundation is active in several fund raising activities and projects to raise the public and legislative awareness of the Corps. The Foundation has launched a new website at www.phs.cof. One of the projects underway with the COF is the branding slogan selection. It is anticipated that the slogan will be announced at the upcoming COA annual conference.
- New Secretary - The secretary of HHS shall be sworn in on January 26, 2005.
- Annual conference – Concern was expressed by several representatives that many officers will not be able to attend because of the cutting of training budgets. There was extensive discussion on how COA might be able to assist. Additional information will be made available on cost saving measures that can help conference attendees. COF will also be able to sponsor additional officers O-3 and below this year. Despite the financial crunch the conference reservations continue to arrive at a promising rate and attendance is expected to be very high again this year.
- Insurance Committee – The contract with the Association's insurance carrier (AGIA) will be extended for another 2 years on February 1, 2005.
- New Pay System – A brief will be presented at the next COA meeting on the new payroll system. Any items of concern will be passed to the EPAC.
- The COA is seeking a retired officer in the DC area for a paid position on the COA staff. The job would be as a liaison to the hill and also working with communication to the membership.
- Recruiting – The numbers of physicians in the Corps continues to decline. The Broad discussed at length the issues with the Associate Recruiting program and what the Board could do about it. More to follow.
- Please contact LCDR Tatum for any questions or concerns on COA related issues at 202-282-8045.

D. SAME Liaison: CDR Randall Gardner

- The keynote speaker for the May, 2005 SAME conference is the Surgeon General, VADM Carmona.
- April 5-7, 2005, SAME will be sponsor the 2005 Middle-Atlantic Regional Education & Training Conference in Falls Church, VA. On April 6, RADM Williams will be on a panel speaking to young members talking about his career and what is important for moving up in your career.
- March 3-4, 2005, there will be a SAME/ IFMA Certified Facility Manager Review Course in Denver, CO.
- These events are posted on the SAME website as well as published in the *Military Engineer* magazine.
- *Military Engineer* is seeking article contributions of works highlighting PHS Engineers.

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

- JOAG Discussion/ Matrix Response completed for the 6th Precept and was sent to OCCFM.
- Office of Commissioned Corps Force Management (OCCFM) to run a model on the 6th Precept for Promotion Year PY-2006
- CY-2004: 1,273 deployments, 160 DC Officers planned for January 20, 2005 Inauguration.
- Need 100% Readiness by January 1, 2006. Readiness dropped 7% to 43% due to new standards; Junior Officers should review/meet the readiness standards.
- Pending DHHS Secretary selection for the seven (7) options on PHS Transformation
- MOU with VA will allow clinical hours to be counted
- JOAG Bylaws changes include: adding a JOAG Treasurer, adding basic readiness standards for members, and adding process for resignation/removal of JOAG members.
- OCCO has posted Permanent grades on website <http://dcp.psc.gov/Promotions.asp>
- SG being depicted on TV series-West Wing
- JOAG meeting minutes posted at <http://www.joag.org/minutes.html> for reference.
- Friday, February 11, 2005, will be the next JOAG meeting. The Call-in info is: USA Toll Free Number: 888-807-8641, Passcode: 11247.

VI. VACANCIES

- CAPT Jose Cuzme reported the following:
 - There are two engineer positions at the Health Care Facilities Construction Program at the IHS Headquarters. The position will be open until filled. If you have any questions, please contact CAPT Cuzme. The announcement will be sent to Office of Chief Engineer to be distributed nationwide. The position is for GS 11-13, Billet 04/05.
- CDR Dave Ausdemore reported the following:
 - There is position for a mechanical engineer at CDC in the Office of Health and Safety. The mechanical engineer will be overseeing and monitoring the ventilation system for CDC maximum containment laboratories. If interested, please forward your information to the POC on the monthly announcement email sent to all the engineers.
- CDR Mark Thomas reported the following:
 - There is a chief biomedical engineering position vacancy announcement at the Phoenix Indian Medical Center. It is a GS 13/O-5. This and CAPT Cuzme's positions are located on the IHS website and may be found under jobs at www.ihs.gov.

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 2:04 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