

**Minutes of the Meeting of the  
Engineer Professional Advisory Committee  
Thursday, May 26, 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. Attendance was taken and a quorum of EPAC members was present. LCDR Mosser thanked everyone for attending. The April minutes were approved with editorial changes and will be held for two weeks and then posted on the Engineers website. There will be no EPAC meeting in June because of the COA Conference June 6-9, 2005, in Philadelphia, PA. The next meeting is July 28, 2005, at 3:00 PM at the EPA Emergency Operations Center in Washington, DC. 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:

- SAME conference's keynote speaker was Surgeon General Carmona. We received great reviews about it. It was disappointing that all of the sessions were not attended well due to numerous activities. However, the sessions were well done.
- Congratulations to Hollis and Green Awards winner, Tony Zimmer and Jennifer Proctor, respectively. Cummings Awards will be presented to RADM Babb on behalf of the Engineers and Environmental Health Officers who have participated in emergency response events since 2001.
- The COA conference will be June 6-9. Category Day will be on Tuesday. Pre-conference events include a Global Health Summit on Sunday that will include the Afghan Army Surgeon General and Chinese People's Army of Liberty.

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

- Next EPAC meeting will be held at the EPA Emergency Operation Center (EOC) in Washington, DC on Thursday, July 28. The group will convene at 2:30 PM. CDR Nelson Mix has arranged a tour of the EOC and the EPAC meeting will follow in the EOC conference room. We will also hear from an engineering supervisor who will talk about EPA projects and opportunities for PHS engineers. The EPAC meeting will begin at the regular time of 3:00 PM ET. For those who are unable to join in person, you will still be able to participate by teleconference. After the EPAC meeting, we will either tour

one of the museums or go out for dinner. Details will be forthcoming via email.

- Last month the EPAC voted to hold a remote site meeting at the Indian Health Center facility in Phoenix, Arizona. That meeting will be held the week of October 17, 2005. Current plans include traveling on Wednesday, October 19 and having the meeting on Thursday, October 20. *Note: The meeting will be a week earlier than usual.* RADM Williams will be present, as well as LCDR Mosser and CDR Ludington, the EPAC Chair-elect. Details are being worked out by CAPT Chadwick, but it has been suggested that the EPAC travel to either the Hopi Villages by charter flight or the San Carlos Apache Reservation, two hours east of Phoenix by car. There, EPAC can tour sanitation projects in all phases of design, construction and operation and observe the impact on the residents. Also, we will tour the local health care facility and discuss the challenges and successes of the engineering staff. After lunch, the EPAC meeting will take place from a conference room at an IHS or Tribal facility, before the group returns to Phoenix. For those that can spend an extra morning in Phoenix, we will tour the 127 bed Phoenix Indian Medical Center before departing for home on Friday. Details will be forthcoming, but please put these dates on your calendar. This promises to be a wonderful opportunity to for all involved.
- The group reviewing the Engineer Category Strategic Plan has finished its review of the five focus areas. We are now discussing other areas that were not included in the original plan but should be. The topic of Emergency Preparedness is currently being discussed.
- The COA professional conference is right around the corner on June 6-10 in Philadelphia, PA. This year is the first Category Night Out for the engineers. We will meet at the Sportsview Bar and Grille for food and drinks. Also on the COA agenda is a JOAG workshop on Sunday, June 5. There will be presentations by OCCO and OFRD, followed by category-specific breakout sessions. RADM Williams and LCDR Mosser will be present to meet with young engineer officers. Please encourage junior engineers to attend.
- A reminder that the deadline for the submission of AMSUS awards is June 30, 2005. CDR Poneleit has volunteered to help with the nomination process, so please contact her with questions. The awards will be presented at the annual AMSUS meeting on October 31 to November 2, 2005 in Nashville, TN. The theme is “Joint Interoperability” among the uniformed services and a detailed agenda will be posted at [www.AMSUS.org](http://www.AMSUS.org) in June.
- There was no SG PAC/CPO Board/PAC Chairs meeting this month.
- The PAC Chairs met on Thursday, May 19 with CAPT Bill Stokes, Veterinary CPO and our liaison to the CPO Board. Discussed was the transparency of the policy development procedure in respect to input from the PAC Chairs. A small workgroup was created to propose standard operating procedures regarding the flow of information through the chain of the OSG to the CPOs and down to the PACs. The PAC Chairs are interested in providing meaningful input during initial policy development but recognize that this input would be supplemental to the work of task forces and other groups convened to make policy recommendations. LCDR Mosser will share with the EPAC any products/decisions that come from these discussions.

### III. OLD BUSINESS : None

### IV. NEW BUSINESS

#### A. **USPHS Engineer Coin Order:** LCDR Jen Mosser reported the following:

- LCDR Stephen Martin and CAPT Sven Rodenbeck from CDC and ATSDR, respectively, are compiling an order for the USPHS Engineer coin. Status of current order is 81 coins. Need to purchase at least 100 coins to place the order. The coins are \$15 each. If interested in ordering, please contact LCDR Martin or CAPT Rodenbeck. The EPAC would like to purchase coins to use as gifts, but there are no current funds to do so. If government money is used to purchase the coins, then they must be used as a recruiting effort. The EPAC is seeking ideas for a system to facilitate ordering/ purchasing the coin in smaller quantity in the future. It was decided that we would look for a local COA branch that is engineer-heavy to take on the responsibility as the host for purchasing and selling the USPHS Engineer coin. CDR Scott Earnest will talk with the Cincinnati COA about this option. A follow-up discussion will occur at the next EPAC meeting.

### V. SUBCOMMITTEE REPORTS

#### A. **Awards:** CDR Bradley Harris reported the following:

- Nothing to report.

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

- Subcommittee met on May 5. The next meeting is June 14, 2:00-3:00 PM.
- 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. Have not heard back from IHS, yet.
- Discussed fire protections means and methods in rural with limited water capacity and reviewing PA standards for it.
- Discussed reviewing HHS facilities manual. Manual has gone under legal review and it ready for release. HHS personal can download it shortly from the internet.

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

- Met on May 12. COA Planning is essentially 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 first-ever social event will be held at the Sportsview Bar and Grill/Turf Club.

- Need some volunteers to help staff the Engineer booth in the Exhibition Hall on Wed and Thurs. The hall will be open for a total of 6 hours, planning on 2-hr shifts with 2 volunteers per shift. Volunteers may contact LT Varsha Savalia.
- Revisions to the Career Development Web-site: working on the Career Development web-page and hope to have a draft available for review soon
- CV Work-Group: three CV templates have been identified, they will be sent to a group of senior PHS engineers for their comments.
- Billet Descriptions: work-group information is being readied for review by the 'industry experts'.
- Welcome Package: submitted a draft cover letter and are expanding the list of web-sites.
- Engineer Survey: presented the idea to the Emergency Preparedness Subcommittee. It looks like the original list of potential questions may be expanded. Submit an updated list of questions for the next meeting.
- Next meeting will be held on July 14, 2005 at 3:00 - 4:00 PM, Toll-Free Numbers: 866-614-6551, PASSCODE: 8768444.

**D. Emergency Preparedness:** LCDR Geoffrey Wachs on behalf of CDR Dave Ausdemore reported the following:

- Subcommittee met on May 4, 2005. The next Subcommittee meeting is June 1, 2005 at 2:00 PM.
- Secretary Leavitt has recently announced his 500 day plan. One of the identified priorities is to Secure the Homeland. More information may be found at [www.hhs.gov/500DayPlan](http://www.hhs.gov/500DayPlan).
- A reminder was provided for the upcoming 2005 SAME Joint Engineer Education and Training Conference and Expo being held May 17-20 in Louisville, KY
- Advocate and support emergency response among fellow engineers: 70% goal of engineers being readiness qualified has been reached, discussion was held regarding possible future goals. A suggestion was made and adopted to have the EPS strive to get 100% of the PHS engineers readiness qualified.
- Identify and promote emergency response skills for PHS engineers: continuing to identify deliverables that we can produce for this focus area. Volunteers to assist with this endeavor may contact CDR Jim Simpson.
- Identify and foster relationships with other organizations that respond to public health emergencies: group is finalizing recommendations for this focus area.
- Next Meeting will be June 1, 2:00 PM.

**E. Information:** CDR Michael Coene reported the following:

- Alternate to the EPAC Yahoo! Listserv: SharePoint site, parent company of EPAC website. The listserv would cost \$300 for a year, \$25 a month, for one hundred user access. Five additional users would cost \$5 per month. At the next subcommittee meeting, June 14 at 4:00 PM, will conduct a demo online with the software. If interested, CDR Coene. Requesting all subcommittee chairs to attending that meeting.

- An option to replace the Outlook email distribution list may be doing it through the NIH listserv like JOAG and OFRD. Seeking other options as well. Agencies volunteering to host the listserv may contact CDR Coene.
- Information Subcommittee is still in need of liaisons from following subcommittees: Mentor, Rules, Emergency Response, and Building Design & Construction.

**F. Leadership Development Seminar :** CDR John Longstaff reported the following:

- Made initial contact with the volunteers and listed their ideas. If interested in joining the subcommittee, contact CDR Longstaff.

**G. Mentoring:** CDR Tom Heintzman reported the following:

- Subcommittee did not meet in May.
- Two new Mentoring teams were formed in the last month.
- LCDR Mike Stover will be making a short Mentoring presentation at COA on category day.
- On April 25, HHS announced the Departmental Mentoring program would be supported for a second year. It is different from our Category Programs in that the HHS program is coordinated along OPDIV lines as opposed to PHS professional categories. Also, under the HHS program, Protégés are responsible to identify and secure their own Mentor. This may work in some instances, but many times access to potential mentors is limited.
- Request has been made to LCDR Mosser to discuss the HHS Mentoring program with other PAC chairs to explore options for collaboration.
- Subcommittee chair continues work with EPAC chair and other subcommittee chairs in review of the Category Strategic Plan.
- The next subcommittee teleconference will be June 6, at 11:00 AM, Pacific Time.

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

- Subcommittee will not meet in June. The next meeting will in on July 5.
- LCDR Peter Nachod will be the subcommittee liaison for the Leadership Seminar Subcommittee.

**I. 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 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 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), Chair of the U.S. House of Representatives Committee on Homeland Security Subcommittee on Economic Security, Infrastructure Protection, and Cybersecurity, 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 Friday, June 17, 2005. For further information, contact Catherine Tehan at [ctehan@tisp.org](mailto:ctehan@tisp.org).

- The Infrastructure Security Partnership (TISP) will hold its September Breakfast Speaker Series event on Thursday, September 22, 2005 from 8:00-9:30 AM at the Army Navy Club, 901 17th Street, NW, Washington, DC. Lieutenant General Carl A. Strock, Commander and Chief of Engineers, U.S. Army Corps of Engineers, 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, September 19, 2005. For further information, contact Catherine Tehan at [ctehan@tisp.org](mailto:ctehan@tisp.org).
- Homeland Defense Training Workshop® : Physical Security for Government Facilities is a two-day workshop for government facilities managers on June 7- 8, 2005 at NRECA Executive Conference Center Arlington, VA
- Homeland Defense Panel Discussion - Continuity of Critical Infrastructure and Government Operations: A Nation Prepared to be Resilient Assessing the Impact of Policy, Planning & Funding on June 23, 2005 at the National Press Club, 529 14th Street NW, Washington, D.C. 20045. More information on these events available at the following website: <http://www.homelanddefensejournal.com>

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

- The last full meeting of the COA Board of Directors was on 16 May. An additional meeting following the Annual COA Conference has been tentatively planned at a date yet to be determined.
- COA continues to track new and proposed legislation that may impact the corps. Will be in touch with the EPAC as need arises on any of these issues.
- COA is preparing an information paper regarding the recently circulated readiness survey and input COA has received from member officers. Input from the emergency preparedness committee would be helpful if it is available.
- Final planning is being wrapped up on the upcoming COA Conference.

**D. SAME Liaison:** CDR Randall Gardner reported the following:

- SAME is proposing to renovate its current conference room at the Century House. It will be a gallery of all the Services. Each Service will have a display case. Need ideas for what the USPHS would like in it. Will need to provide the idea for the display case. Thoughts and ideas on it may be forwarded to CDR Gardner or CAPT Rodenbeck.

- Technical sessions for future conference. Seeking volunteers for the national advisory workgroup on topics. It will meet hold monthly teleconference. Interested party may contact CDR Gardner.

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

- JOAG meeting was held on May 13, 2005.
- JOAG Chair thanked CAPT John Steward for his service. JOAG Chair introduced the new JOAG's Senior Advisor - CAPT D.W. Chen. CAPT Chen provided information about himself. CAPT John Steward thanked JOAG and for being involved with Junior Officers.
- SG/PAC meeting (April 23, 2005):
  - a) AMSUS Awards available to PHS
  - b) National Donate Life Month - April 2005 (organ and tissue donation and transplantation)
  - c) PHS at 69% BASIC Readiness
  - d) USNS Mercy redeployed, 50 officers to TOPOFF, and other deployments
  - e) Passports, Security Clearances were discussed for international deployments
  - f) Promotions should be posted by June 1, 2005.
  - g) PHS Corps continues to grow; more than 15% of officers are beyond 30 years of service, and higher competition for promotion for officers.
  - h) CCPM (Policy) review flowchart to be provided
  - i) CCPM will be reviewed/updated as needed.
  - j) Streamlining Awards process
  - k) OCCFM will be presenting at the COA Convention.
- JOAG Goals and Objectives for 2005/2006: Brainstorming Ideas:
  - a) Create a Leadership Series for Junior Officers with guest speakers
  - b) Branch out to ROA and other Uniform Services
  - c) Awards improvement
  - d) Add a Readiness page linked to JOAG website
  - e) Add Mentorship program
  - f) Include the HHS Secretary 500-Day Plan and Healthy People 2010 with the Year of the Healthy Child Workgroup.
- Next COER starts in October, COER review period revised to Fiscal Year.
- CAPT Behan is retiring, retirement seminar will be May 26, 2005.
- BOTC to be provided at the Tower building, COTA will have many vacancies.
- MOLC requesting ratio information to help recruit more officers. MOLC Booth at COA with guest speaker.
- Sixth Precept workgroup: two JOAG members are on the workgroup.
- Working with OFRD to allow CAD officers to have training accounts to start their Readiness.
- LCDR Ron Keats developed Career Development information, posted on CDC website: <http://www.cdc.gov/od/occp/officership/career/index.htm>
- For Official JOAG meeting minutes and other JOAG information, reference the JOAG website at <http://www.joag.org/minutes.html>.
- Friday, June 10, 2005 will be the next scheduled JOAG meeting. Call-in info is: USA Toll Free Number: 888-807-8641, PASSCODE: 11247.

**VI. VACANCIES**

- SAMHSA: Information Technologist Specialist (GS13/14). The position is located in the IT Team of Management Systems/ Office of Program Services in Rockville, Maryland. It is posted on [www.USAJOBS.gov](http://www.USAJOBS.gov). Open period ends Thursday, June 2. .
- IHS: General Engineer (GS 12/13). The position is located at IHS Headquarter in Rockville, MD. It is posted on [www.USAJOBS.gov](http://www.USAJOBS.gov).

**VII. ADJOURNMENT**

Any officer that missed the roll call, please submit your contact information to LT Savalia at [vsavalia@ora.fda.gov](mailto:vsavalia@ora.fda.gov).

LCDR Mosser adjourned the meeting at 4:40 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