

**Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday, October 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 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 meeting was held in the Library near room 182, Plaza Level, Tower Oaks Building, Rockville, Maryland. The September minutes were approved with editorial changes and will be held for two weeks and then posted on the Engineers website. The final meeting of the year is December 1, 2005, at 3:00 PM. All EPAC and 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:

- Congratulations to the newly appointed Chief Engineer, CAPT Rick Barror. Thanks to the EPAC and Office of the Chief Engineer Staff—CAPT Sven Rodenbeck, Chief of Staff, Ms. Lisa Hayes, Assistant to the Chief Engineer, and Ms. Penny Lampe, Office Assistant—for all their support and outstanding service.
- Engineer Category has reached over 70% basic readiness. Congratulations to all and especially to Emergency Preparedness Subcommittee for their assistance.
- The annual COA conference will be held on May 1-4 in Denver. Hope to see everyone there.

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

- Congratulations to CAPT Rick Barror who was named the new Chief Engineer. CAPT Barror has served in many locations with the IHS, was the Chief of Staff to the Surgeon General, and is currently with the FDA in the Office of Orphan Products. He served two terms as EPAC chair and has remained very active in category activities. CAPT Barror is also nationally recognized for his service to AMSUS.
- Thank you to RADM Williams for his 6.5 years of unsurpassed leadership from June 1999 through October 2005. Some of his many accomplishments include: the first two USPHS Engineer and Architect Leadership Development Seminars; the Women's Engineer Leadership Seminar held in conjunction with the 2002 SAME conference; established

associate recruiter program for the category; Junior Engineer Officers calls and other communication tools with the category; successful integration of USPHS engineers into SAME and established three SAME awards specifically for USPHS engineers and architects; leading the engineers to consistently be in the top tier of basic readiness; and the development of the John C. Villforth Leadership Award now co-sponsored by COA.

- The October meeting was originally scheduled to be held in Phoenix, AZ. Unfortunately, it had to be postponed due to on-going engineer deployments and agency travel budget restrictions. It is the intention of the EPAC to honor its commitment and hold a meeting in the Phoenix area. Possible dates for rescheduling will be presented at the December 1 EPAC meeting.
- Notes from the SGPAC/CPO Board/PAC Chairs meeting:
 - The current waiver for influenza vaccination will be extended to December 31, 2005. Basic readiness requires that officers must receive and submit proof of vaccination. Officers up for promotion in the PY06 cycle who fail to comply with the December 31 deadline will not be eligible to receive the 5 readiness points.
 - Officers who responded to Hurricanes Katrina and Rita are asked to complete an After Action Report. The form is posted on the OFRD website.
 - As of October 1, the Corps reached 71.5% for basic readiness. RADM Knouss stressed the importance of maintaining readiness standards, noting that this element will be a part of future retention standards.
- The PAC Chairs have not met since the last EPAC meeting.

III. OLD BUSINESS :

A. Revised Engineer CV and Guidance Document:

CDR Sue Neurath presented the updated CV guidance package for approval by the EPAC. The EPAC approved the documents and the package will be combined with the previously developed CV Coversheet information and ultimately placed on the Engineer Website.

IV. NEW BUSINESS

A. USPHS Engineer Responder of the Year Proposal

CDR Dave Ausdemore presented the newly developed criteria for the USPHS Engineer Responder of the Year award. After discussion the criteria was approved by the EPAC and will be forwarded to the Awards Subcommittee for implementation.

B. USPHS Engineer Post Deployment Lessons Shared symposium

CDR Dave Ausdemore presented the outline for an engineer post-deployment feedback session organized by the EPAC Emergency Preparedness Subcommittee. The session is scheduled for Friday, November 18. Presentations will be by USPHS engineers who have participated in various roles during this hurricane season. During this session, speakers will provide short synopses to include the description, strengths, weaknesses, opportunities, and threats of the missions in which they participated. The information provided will then be used by the subcommittee to develop a talking paper to provide lessons learned from the deployments that may be addressed in the future.

After discussion on logistical concerns and content organization it was decided that the Subcommittee will revise the originally proposed schedule to provide more time for speakers and organize the talks by response role. The session was approved by EPAC pending concurrence by the Chief Engineer and EPAC Chair.

C. EPAC member nominations and Chair-Elect

CAPT James Ludington presented the Rules Subcommittee recommendations for EPAC member nominations for 2006. EPAC Openings:

- 2 CDC 1st term expirations
- 1 NPS 1st term expirations
- 2 NIH 1st term expirations
- 1 FDA
- 2 IHS
- 1 At Large
- Renewing Existing Terms:
 - CDR Neurath (ASTDR/CDC) –Recommend for vote pending verification of Agency Recommendation. (LCDR Mosser will follow-up)
 - CDR Harris (NPS)–Recommend for vote
 - Crystal Green (NIH) -Not interested in second term
 - CDR Earnest (CDC) -Not interested in second term
- OS
 - Recommend for vote assigning LCDR Mosser from CDC seat to OS seat (note no OS Nominees)
- NIH
 - Follow-up with Anthony Clifford for 2nd term and nominations (LCDR Mosser will follow-up)
 - Ask for nominations
- FDA Nominees
 - LT Savalia (FDA)–Recommend for vote. Need to secure CV (LCDR Mosser will follow-up)
- CDC Nominees
 - CDR Kardous (CDC)–Recommend for vote
- IHS Nominees
 - CDR Constant (IHS)–Recommend for vote
 - LCDR Iskander (IHS)–Recommend for vote
- At Large
 - CDR Scully (FDA)–Recommend for vote
- All candidates were approved by the EPAC.
- CAPT Ludington also opened the floor for EPAC Chair-Elect nominations. No names were submitted during the call. The nomination period will remain open until the December 1 meeting.

V. SUBCOMMITTEE REPORTS

A. Awards: CDR Bradley Harris reported:

- USPHS Engineer Of Year (EOY): EOY deadline was October 18. No nominations have been received. With EPAC concurrence, the deadline will be extended to November 15.
- NSPE Federal Engineer Year Award (FEYA) deadline was October 18 to the DHHS Awards Coordinator (for HHS agencies). Deadline for agency awards coordinators to submit to NSPE is November 28. Unknown how many nominees the DHHS Awards Coordinator received.
- ELIT, Burgess, Lynch, Villforth, SAME: Call for nominations have been prepared and draft is pending concurrence by OCE. Dates are as follows:
 ELIT - Nominations due December 15, 2005
 Burgess/Lynch/Villforth/SAME - Nominations due January 15, 2006
- Membership is steady with 1 new member. Current force is 17 members. Anyone wishing to participate in this year's awards cycle should join now.

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

- Subcommittee did not have a meeting this month because most of the members had scheduling conflicts. The next meeting is November 8, 2:00-3:00PM.

C. Career Development: CDR Sue Neurath reported:

- Regularly schedule phone call was cancelled due to deployment activities.
- Subcommittee did not receive any additional comments on the CV template and is re-submitting it to the EPAC for review and potential posting on the EPAC website and dissemination using the Engineer List Serve.
- Next meeting will be held on November 10, 2005 at 3:00 - 4:00 PM, Toll-Free Numbers: 866-614-6551, PASSCODE: 8768444.

D. Emergency Preparedness: CDR Dave Ausdemore reported:

- Subcommittee met on October 12, 2005. The next Subcommittee meeting is November 2, 2005 at 2:00 PM.
- The Engineering Category surpassed the October 1 goal to have 70% of the engineers readiness qualified with a whopping 77%. Congratulations to all.
- Criteria and nomination procedures prepared for the Engineer Responder of the Year Award. The proposal will be presented to the EPAC on October 27.
- Proposal has been drafted to conduct an engineer deployment debrief with a lessons learned and recommendation point paper. Potential representatives from various missions have been identified to make short presentations highlighting mission objectives, accomplishments, obstacles, and recommendations. This information will be incorporated into a point paper identifying deployment lessons learned and recommendations that will be forwarded to the EPAC for distribution and action.
- Continue to work on a point paper to identify and foster relationships with other organizations that respond to public health emergencies.

E. Information: CDR Michael Coene was absent.

- No report.

F. Leadership Development Seminar : CDR John Longstaff reported:

- Subcommittee will be regularly meeting at noon on second and fourth Thursday of each month. The group met on Oct 13. The next meeting is October 27.
- Point Loma Naval Station Anti-Submarine Warfare School was recommended as a good possible location for a stand-alone conference.
- No new topics or speakers were brought forward.
- No co-sponsors were brought forward.
- Secured tentative funding agreements from both IHS and FDA.
- Secured \$1,000 in funding from National Parks Service, and anticipating being able to secure roughly \$1,000 more from smaller parks and regions of the NPS.
- Assess the possible venues. Due to cost, considering the possibility of reverting to a stand-alone conference.
- Suggested that the venues thus far be tabulated and distributed to the members for review, then get together next meeting to better plan what the group wants to pursue.

G. Mentoring: CDR Tom Heintzman reported:

- Subcommittee did not meet in October.
- Mentoring Brochure is available for distribution at meetings and conferences.
- Next meeting will be November 1, 2005, 11:00 AM MST.

G. Recruiting & Retention: CAPT James Ludington reported:

- Subcommittee met October 4. Next meeting will on November 1.
- There is one general engineer/project manager (GS13/0-5 billet) vacancy in the IHS Phoenix area. Closes October 21, www.dsfc.ihs.gov/jobs.cfm.
- Effort to construct a “library” of presentation files on the website. Subcommittee to find out what type of files can be uploaded, if there any file size concerns and how much space was available for use. Suggested hosting an online web meeting to discuss the various web pages and layout <http://dehs.webex.com> .
- Retention investigation update - Reported there was not an apparent problem of engineers departing the EPAC ‘early’. The group will continue to discuss.
- Reviewing the current Recruitment and Retention website and preparing to offer new ideas/suggestions for enhancement. This will also include a section for locating an inventory of materials and supplies.
- Chair to provide update on awards/letters for past recognition of the associate recruiters program.

H. Rules: CAPT James Ludington reported:

- Report presented during New Business.

V. ANNOUNCEMENTS

A. OCCO/DCCR Liaison: LCDR Rhondalyn Cox reported:

- General duty application: 7
- SR/JR COSTEP: 0

- Total Engineer Application Open: 7
- CAD Month of September: 3
- Current Status of Category: 400
- Current Status of CORPS: 5979
- Number of Application since January 23, 2005: 14
- Largest Agency with Engineering Officers: IHS 243
- Second Largest Agency with Engineering Officers: FDA 45

B. TISP Liaison: CDR Dan Beck reported:

- Nothing to report.

C. COA Liaison: CDR Nate Tatum was absent.

- No report

D. SAME Liaison: CDR Randall Gardner was absent.

- No report.

E. Junior Engineer Report: LCDR Geoffrey Wachs reported:

- JOAG meeting was held on October 14, 2005. Next meeting will be held on November 10.
- JOAG Chair encouraged Junior Officers to participate in JOAG.
- Jerry Farrell, COA Executive Director to be present at next meeting.
- The 2005 COER's are being submitted/reviewed/processed.
- John O. Agwunobi, M.D., M.B.A. (Nominated to be Assistant Secretary of Health and Human Services (Health)) met with JOAG Chair and Mr. Agwunobi is supportive of the USPHS Commissioned Corps.
- CAPT Chen recognized LT Michelle Colledge as the previous JOAG Chair, keep the momentum going; the visibility, and junior officers challenges are become greater.
- The 2005 COA JOAG Merchandise (t-shirts, etc.) has been mailed out.
- JOAG Newsletter being developed.
- BOTC Training to be provided in October/November/December/February, reference CDR Jim Schaeffer for dates and locations.
<http://dcp.psc.gov/COTA/default.asp>
- Junior Officer suggestions for improvement on deployments can be e-mail to LT Colledge.
- Possible enhanced role of USPHS in DOD (logistics/planning) for potential preparedness response issues (Hurricanes, Influenza Pandemic, etc.) www.pbs.org/wgbh/amex/influenza/index.html
- For Official JOAG meeting minutes and other JOAG information, reference the JOAG website at www.joag.org/minutes.html

VI. VACANCIES

- None

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 4:40 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