

**Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday, September 22, 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 place and conference access number.

I. CALL TO ORDER

LCDR Jennifer E. Mosser and LT Varsha Savalia have been deployed. CDR Kathy Poneleit chaired the meeting, on behalf of the EPAC Chair. CDR Poneleit called the meeting to order at approximately 3:00 PM ET in Rockville, MD. LCDR Hilda Scharen-Guivel served as alternate recorder. A quorum of EPAC members was present. The July minutes were approved without editorial changes and will be held for two weeks and then posted on the Engineers website. NOTE: The next meeting will be held a week earlier than the regularly scheduled monthly meetings and will be held in Phoenix, Arizona is October 20, 2005, at 11:00-12:30 PM (Phoenix time).

II. ANNOUNCEMENTS

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

- Basic readiness for engineers stands at 73% and 68% for the Corps overall. The goal is for 70% by October 1.
- Several engineers have expressed their interest in the position of Deputy Health Attaché at the US Embassy in Baghdad. RADM Williams emphasized the importance engineers in the Public Health Service being recognized, as this is a specific request for an engineer officer to serve in the Deputy Attaché.
- Secretary Leavitt expressed how proud he is with the Corps and understands their importance, by taking time to visit with Officers deployed in the field.
- 65-70 Engineers have been deployed, serving in many different roles and functions, such as: structural damage, waste water assessments, command leadership, HHS Secretary's Operation Center, supporting the officers in the field, as well as, those who have stayed behind and are picking-up the extra work of deployed officers.
- 167 person team have been pre-deployed to College Station, TX in anticipation of Hurricane Rita.

B. EPAC Chair: CDR Poneleit reported for LCDR Mosser the following:

- The next meeting will be held in Phoenix, Arizona is October 20, 2005, at 11:00-12:30 PM (Phoenix time). Please contact CDR Poneleit while LCDR Mosser is deployed if you are planning to attend the meeting on-

site. The final list of names is needed ASAP to provide to CAPT Chadwick who is arranging for hotels and possible transportation for travelers. All EPAC and EPAC Subcommittee meetings are held Eastern Time (ET) unless otherwise specified.

III. OLD BUSINESS

- No old business to report.

IV. NEW BUSINESS

- CDR Sue Neurath reported that the career development subcommittee developed three sample Curriculum Vitae. Please send any comments or suggestions by October 14. The subcommittee would like to have approval of the proposed format at the October EPAC meeting. The CV format will not be mandatory for engineer officers, but can be used as an example to help them prepare for promotion. The goal is to have the final sample posted on the engineer website.
- EPAC members discussed the requirement for physical exams for Temporary and Permanent promotions. CDR Poneleit indicated the instruction can be found at PHS CC 43.4 and the link is http://dcp.psc.gov/ccbulletin/PDF_docs/Feb05ccb.pdf

V. SUBCOMMITTEE REPORTS

A. Awards: CDR Meredith Bond reported for CDR Harris the following:

- One action item CDR Bond will be sending out shortly.

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

- Subcommittee's monthly meeting was held on August 16, 2005. The next meeting is schedule for October 11 2005, from 2:00-3:00 PM (Conference call 877.791.8054 passcode 676060).
- Presentation on rural water issues was presented to the subcommittee at the previous meeting.
- Brian Kong reported that the Healthy Building initiative document is going through its review cycle.

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

- Subcommittee's monthly meeting was held on September 8, 2005. The next meeting is scheduled for October 13, 2005 from 3:00-4:05 PM.
- The subcommittee is seeking volunteers to serve as a liaison between the EPAC Career Development subcommittee and the OCCO Career Development Committee. Please contact CDR Sue Neurath, if you are interested.
- The FAQ billet draft is being finalized and will be resubmitted, as part of the welcome package.
- The subcommittee plans to discuss the engineer survey. This information will provide the CPO with a better understanding of where we are as a Corps, and the general capabilities and opportunities to help engineers in the future.

- Next meeting will be held October 13, 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 September 7, 2005, at 3:00 PM.
- The subcommittee is continuing their effort to increase the number of basic ready officers in the engineering category. The basic ready level for engineers is 73%. Officers who do not meet this level of readiness seem to be missing either a physical fitness test or may be waiting to complete their immunization series. RADM Williams sent out personal notices to engineers not meeting the basic readiness requirements.
- The subcommittee is completing their work on the Engineer Emergency Responder of the year award.
- Initial discussion of a possible web teleconference is being discussed to share information concerning the Katrina deployment. The purpose of this teleconference is to informally debrief on lessons learned and further discuss the role of engineers in deployments. The next Subcommittee meeting will be held on October 5, 2005, at 2:00 PM.

E. Information: CDR Michael Coene reported the following:

- The Subcommittee did not meet in September, because CDR Coene was deployed. The next meeting will be held October 5, 2005, at 4:00 PM.
- CDR Coene briefly discussed his deployment role as the Administrative Officer in Fort McAllen, MS.
- The subcommittee will continue to work on updating the website.

F. Mentoring: CDR Tom Heintzman reported the following:

- Subcommittee met on September 6, 2005.
- Currently have 7 mentoring teams less than 1 year old
- A draft brochure on the program has been forwarded to the subcommittee for review. It should be completed in the next month. The Subcommittee is looking for mentoring type engineer photos to include in the brochure. Photos can be submitted to CDR Tom Heintzman.
- Next subcommittee meeting will be October 4, at 11:00 AM Pacific Time.

G. Recruiting & Retention: LCDR Ramsey Hawasly reported for CDR James Ludington the following:

- Last meeting was on September 6, 2005, 1:00 PM. The next call is scheduled for October 4 at 1:00 PM. USA Toll Free Number: 888-396-1281 PASSCODE: 84029.
- The subcommittee discussed the numbers for vacancies and the engineers associate recruiter program and will report in more detail at the next EPAC meeting.

H. Rules: LCDR Ramsey Hawasly reported for CDR James Ludington the following:

- Self nomination for Exhibit F. is pending.

V. ANNOUNCEMENTS

A. **OCCO/DCCA Liaison:** LCDR Rhondalyn Cox reported the following:

- No calls to Active duty this month.
- 11 Engineer applicants are close to being boarded.
- August 2005 Monthly Report:
 - Applications General Duty 10
 - SR COSTEP 0
 - JR COSTEP 1
 - Total Engineering applications open 11
 - CAD Month of AUG 2
 - Current Status of Category 399
 - Current Status of CORPS 5996

B. **TISP Liaison:** CDR Dan Beck was not able to report due to the on-going deployment.

C. **COA Liaison:** LCDR Nate Tatum was not on the call.

D. **SAME Liaison:** CDR Randall Gardner was not able to report due to deployment.

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

- The JOAG meeting was cancelled in September due to the Katrina deployment.
- JOAG added new information to the website concerning code of conduct and pictures from the COA Conference.
- For more information concerning JOAG, all officers are encouraged to join the ListServe at: <http://www.joag.org/>
- Friday, October 14, 2005, will be the next JOAG meeting. The Call-in info is: USA Toll Free Number: 888-807-8641, Passcode: 11247.

VI. VACANCIES

- No new vacancies to announce.

VII. ADJOURNMENT

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

CDR Poneleit adjourned the meeting at 3:52 pm.

VIII. AUTHORIZATION

I have recorded the above EPAC meeting minutes:

LCDR Hilda Scharen-Guivel for
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:

CDR Kathy Poneleit for
LCDR Jennifer E. Mosser
Chair, EPAC

Date

I authorize distribution of these minutes:

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

Date