

**Minutes of the Meeting  
Engineer Professional Advisory Committee  
Thursday, April 27, 2006**

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 Roger N. Dahozy at (602) 364-5081 or roger.dahozy@ihs.gov, for the phone and conference access numbers.

**I. CALL TO ORDER**

CAPT James Ludington, EPAC Chair, called the meeting to order at approximately 1:30 PM EST. Attendance was taken and a quorum of EPAC members was present. 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 will be held on June 22, 2006, at 1:30 PM EST. All EPAC and subcommittee meetings are stated for Eastern Standard Time (EST) unless otherwise specified.

**II. ANNOUNCEMENTS**

**A. Office of the Chief Engineer (OCE):** RADM Rick Barror reported the following:

- There was no Surgeon General PAC meeting this month (April).
- The Surgeon General, VADM Richard Carmona, made a recommendation to the Assistant Secretary of Health (ASH) to suspend the “three and freeze” policy. Presently, the ASH has not acted on the Surgeon General’s recommendation. RADM Barror does not know when the ASH will act on this action. However, the Chief Professional Officers (CPOs) are scheduled to meet with the ASH on Monday morning. Perhaps then a more definite answer will be obtained.
- The Service Dress Blue uniform is the authorized uniform for this years COA conference. “Salt and Peppers” are not presently authorized.
- OFRD update - The recommendations that were developed by the readiness work groups are being implemented now in preparation for the upcoming hurricane season.
- Tier One teams - OFRD is presently in the process of creating 5 rapid deployment teams. These teams will be able to report for deployment within 12 hours and will be on call every 5 months. Each rapid deployment team will consist of 105 officers. 2 teams will be based out of the Washington D.C. area, 1 team will be based out of Georgia, 1 team from Arizona, and 1 team from Texas. These teams will draw officers from neighboring states and locations. In addition, OFRD is in the process of creating 10 SERTs that will also be able to report for deployment within 12 hours. There will be one SERT from each HHS regional office.
- Tier Two teams – these teams will be required to report for deployment within 36 hours and will consist of 5 applied public health teams and 5 mental health

teams. The public health teams will consist of 47 officers and the mental health teams will consist of 26 officers.

- Tier Three teams – will consist of the remaining active duty commissioned officers and will basically augment the other teams with no “real” team structure.
- Tier Four teams – Inactive Reserve Corps.
- Currently, OFRD is in the process of filling the team leader roles and there are several engineers that are participating as team leaders. CDR Sue Neurath is one such team leader. As these leadership roles are being filled, selected leaders are going to attend trainings in June.
- All commissioned officers will be required to fill-out a survey to sign up for these teams. The survey will be sent out very soon and will be available on-line. The survey will be asking for information such as name, rank, PHS number, and where we live. There will be several questions regarding each officer's specific roles and experience as PHS officers. These surveys will be used by team leaders to pick members of their teams and will be the officer's opportunity to designate themselves for teams they are interested in.
- RADM Barror will be describing more details regarding these teams at Engineer's Category Day at this year's COA conference.
- CAPT Ludington asked; “when officers are signing up for the teams, will they need approvals from the agencies?” RADM Barror responded; agency approval is not needed, because this is not an actual deployment. When the first exercise was done when preparing for this, all the agencies were given the opportunity to remove officers from the list based on the fact that an individual officer is agency mission critical and therefore the officer can't deploy.
- CAPT Cuzme asked; “have these teams/roles been cleared through the agency directors?” RADM Barror responded, his understanding is that the report compiled from all the transformation committees, was given to the agencies to comment on and comments are presently returning. The agencies were allowed to determine who was agency mission critical and who wasn't able to be deployed. Questions like these may be asked during the COA conference and hopefully will be answered by RADM Babb.

**B. EPAC Chair Announcement:** CAPT Ludington reported the following:

- Thank you to CAPT Cuzme for arranging the utilization of flags at the COA conference.
- Thank you to those who have submitted corrections for the meeting minutes and for those subcommittees that have submitted their action plans and goals. For those subcommittees that have recently submitted their action plans and goals, please briefly go over those during today's subcommittee reports.
- We have a new Chief Dental Officer, RADM Chris Holliday. Congratulations to RADM Holliday!

**III. OLD BUSINESS:**

**A. Frequently Asked Questions for Billets Paper:** CDR Neurath reported the following:

- The Frequently Asked Questions Billets Paper has been circulated to the EPAC and is presently posted on the Engineer's website. This is a "living document" so please review the document and feel free to contact CDR Neurath if you need clarification or would like to add anything new.
- Thank you to CDR Constant with his aid in getting this paper on the website in such a very fast manner. To see this document, you can go to the Engineer's website ([www.usphsengineers.org](http://www.usphsengineers.org)) and click on the "Career Development" or the "New Business" link.

**B. Engineer Lessons Learned Talking Paper:** LT Caparoso (for CDR Ausdemore) reported the following:

- Last month CDR Ausdemore sent out the draft of the Lessons Learned paper and the Emergency Preparedness subcommittee received several comments back, which were incorporated into the final draft. The final draft was sent out this morning to the EPAC. Hence, the subcommittee is wishing that the document be approved by the EPAC and that it be posted on the Engineer's website. The due date for comments was on April 7, 2006.
- CAPT Ludington asked for a motion to approve the paper as is stands. CDR Neurath moved to approve and LT Iskander seconded the motion. The paper was approved and will be forwarded to CDR Constant for placement on the website.

**C. American Legion Resolution Update:** CDR Milne reported the following:

- Thus far, CDR Milne can confirm that two resolutions are still being reviewed at the post level. Two other resolutions, Missouri and West Virginia, have gone past the district level and will be reviewed at their respective state conventions. 14 officers representing 9 states, including the Washington D.C. area, have agreed to bring this resolution to their local posts. A copy of the resolution is on the Engineer's website.

**IV. NEW BUSINESS**

**A. Unification of all PAC websites:** CDR Constant reported the following:

- RADM Barror mentioned during last month's EPAC meeting that there is a move to unify all the PAC websites. The Information subcommittee has reviewed those websites and noticed that there are characteristics that they would like to incorporate in the Engineer's website. The Information subcommittee is anxious to rehab the Engineer's website but wanted to wait to understand the overall unification measures that will be implemented for the PAC websites and also wanted to find out from the EPAC if they have any additional information. RADM Barror recommended to contact CAPT Knight, who recently gave a presentation to the PAC, for further information regarding this issue.

- CAPT Ludington thanked CDR Constant and his subcommittee for their work with the website.
- B. COA Engineer Exhibition Booth Volunteers:** CAPT Ludington reported the following:
- CDR Pearson has sufficient volunteers for the booth, however if anyone is attending the COA conference and would like to volunteer, please contact CDR Delray Pearson.

## V. SUBCOMMITTEE REPORTS

### A. **Awards:** CDR Bradley Harris was absent:

- No report

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

- Our last meeting was held on April 11, 2006. Our next meeting is scheduled for May 9, 2006, from 2:00pm - 3:00pm.
- As discussed in our previous meeting, the subcommittee will plan an in-person meeting on May 9, 2006. Details are forthcoming.
- We had introductions from our new members. One of the new members is working on sustainability issues and we are planning to have him present
- We discussed LEED – Leadership in Energy and Environmental Design, a national standard for developing high-performance, sustainable buildings. This is an initiative in some of our members' offices.
- The group highlighted the requirements of the Project Management Institute's requirements for certification.

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

- The subcommittee meeting/conference call was held on April 13<sup>th</sup>.
- The chief topic of this meeting was for the COA conference planning.
- Thus far, there are 58 engineers registered for the Engineer's Category Day. However, CDR Neurath is expecting more engineers to register. A large portion of the attendees have been very helpful with the planning and support of the agenda and surrounding activities such as working the booth and helping setting things up.
- Thank you to those who aren't able to attend the conference, but who gave their support and aid with the planning and completion of the agenda.
- On behalf of the subcommittee, CDR Neurath thanked CAPT Cuzme and IHS for a lot of the funding that was obtained. Thank you!
- The reading list has been updated and is presently on the Engineer's website. It was mentioned during the last EPAC meeting that people were having a tough time viewing the reading list via the Yahoo website. Therefore, CDR Nelson Mix has been working with CDR Mitch Constant who is getting the reading list on the Engineer's website.
- CDR Constant confirmed that the reading list is presently on the Engineer's website.

- The subcommittee discussed the development of an engineer's survey. The survey will give the subcommittee a view of the engineer's constituency base, providing background information and identifying needs.
- Normally all meetings are held on the second Thursday of each month, however CDR Neurath will not be available during this time, so the next meeting will be on May 18<sup>th</sup>.
- RADM Barror and CAPT Ludington thanked the subcommittee and all those that "stepped-up" to help make the COA Engineer Category Day a success. Thank you again to CAPT Cuzme and IHS with your help with the funding. It was a tremendous amount of work for everyone. Thank you to CDR Jim Simpson for creating the new poster for the engineer's booth.

**D. Emergency Preparedness:** LT Caparoso reported the following for CDR

Ausdemore:

- The subcommittee met on Wednesday, April 12, 2006.
- The subcommittee discussed the recommendations that were proposed in the engineer deployment talking paper. Basically, these recommendations will be the goals of the subcommittee for this year. Therefore, leads and members were assigned to each recommendation/goal. There are still a few leaders needed.
- The next meeting will be on Wednesday, May 10<sup>th</sup> at 2:00PM EST.

**E. Information:** CDR Mitch Constant reported the following:

- An Information Subcommittee (IS) conference call was held at 1:00 p.m., EST on Tuesday, April 18, 2006.
- The meeting briefed attendees on how the IS is progressing with our 2006 goals and objectives. Conference call discussion items were as follows:
- CDRs Hawasly and Constant made progress in removing outdated references and posting new information to the site. There are still some outdated links and references that they will continue to rectify.
- The list of 2006 Subcommittee Chairs will need to be updated on the website.
- LCDR Mosser said she has heard that the Office of Public Affairs is developing a process that will require the IS to submit all documentation to them for review before posting to the website. She will find out more and provide a briefing at the next conference call.

Newsletter:

- LCDR Mosser summarized a conference call among herself, CDR Wachs, and CDR Constant held on Tuesday, 11 April to discuss the newsletter content and implementation plan. Content will include the chief engineer's update, EPAC Chair update, junior and senior engineer spotlight, subcommittee activities and initiatives, award announcements, state of the category, book reviews, training, conferences, announcements, Corps updates, and trends in engineering. LCDR Mosser has drafted an

Engineer Newsletter Proposal that will be reviewed by CDR Constant, CAPT Ludington, and RADM Barror.

- A suggestion was made to add a COSTEP column in the newsletter.

New Look to the Website:

- LCDR Mosser heard that part of the transformation is getting a single IT system online that will provide one database for the Corps. Part of this process will standardize the websites for the PACS.
- CDR Hawasly proposed that we move forward with restructuring the website to make it more user-friendly and easier to update.
- LT Iskander has submitted new website layout recommendations to CDR Constant for review. CDR Constant will send these recommendations to CDR Hawasly for review.
- CDR Wachs mentioned that there is an IT PAG Interest Group that the IS may consider sending a representative to join their meetings. CDR Mosser will find out more from Kellie Clelland and report back to the group.
- CDR Constant will email Roger Dahozy to request adding the PAC website unification to the next EPAC conference call agenda.

EPAC Listserve:

- CDRs Coene and Beck met on Tuesday, 14 March at 1300 hours to develop an action plan to integrate two separate listserves into one. They were not present for the conference call. CDR Constant will email them to find out the status of the integration.

Engineer/Architect Reading List:

- CDR LaRoche indicated that the Career Development Subcommittee has posted the subject reading list to the website. Therefore this goal has been accomplished.

**ACTION ITEMS:**

- CDR Mosser will find out more from Kellie Clelland about the IT PAG Interest Group
- CDR Mosser will find out more about the Office of Public Affairs agenda to require review of materials before they are posted to the website.
- CDR Constant will send a request to Roger Dahozy to add standardization and unification of the PAC websites.
- CDR Constant will send an email to CDR Beck and CDR Coene requesting an update on the unified EPAC listserve.
- CDR Constant will review the Engineer Newsletter Proposal.
- CDR Constant will forward proposed website layout recommendations to CDR Hawasly.
- The next meeting will be on Tuesday, May 16, 2006 at 1:00PM EST.
- CAPT Ludington thanked CDR Constant and the Information subcommittee for their work with the website. Thank you!

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

- The Engineer Architect Leadership Seminar is coming together. Currently CDR Longstaff is in the process of securing the Department's approval.
- The meeting is still planned for August 8, 9, and 10<sup>th</sup>, 2006 at North Island Naval Air Station in San Diego, California.
- CDR Jim Simpson's newly created poster for the COA should include a comment about the Leadership Seminar. So keep an eye out for that at the COA conference. There should be a website specified on the poster regarding the Leadership Seminar. The website will have all the registration information.
- All registrations will go through Albuquerque via the website and then all room reservations will be routed through CDR Longstaff.
- Registration should begin very soon, once the website is finalized.

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

- Subcommittee last met on April 4<sup>th</sup>, 2006.
- 2006 Goals and Action Plan were further discussed and progress is being made in addressing the plan items.
- One new protégé applicant was received in the month of April. There are currently 13 Mentoring teams less than 1 year old. Total teams since March 2003 is 39.
- There are only 4 unassigned Mentor applications on file and the subcommittee is requesting additional Mentor applicants. Mid-level and senior engineers are encouraged to participate and applications are available on the web page. Previous Mentors will be contacted if needed for new teams.
- Brochures on the Mentoring Program will be available at the COA conference next week.
- Next meeting will be May 9, 2006, 11 AM PST.

**H. Recruiting & Retention:** CDR Churci Kardous reported the following:

- The subcommittee met on April 4, 2006. There will be no meeting next month due to the COA conference. Therefore, the next meeting will be on June 6, 2006.
- Current Status of Category: 397
- "Call to Active Duty" for month of March: 2
- General Duty Applications: 12
- Senior COSTEP Applications: 3
- Junior COSTEP Applications: 63
- Engineer Associate Recruiters (IHS): 60
- Engineer Associate Recruiters (Non-IHS): 25
- The subcommittee's strategic actions plan has been finalized. If anyone has any questions or comments, please forward them to CDR Kardous.

**I. Rules:** CDR Ausdemore was absent:

- No report.
- CAPT Ludington stated that the call for EPAC self nominations is in the new Commissioned Corps E-Bulletin and in the last Chief Engineer's announcement.

## VI. **ANNOUNCEMENTS**

- A. **OCCO/DCCA liaison:** LCDR Rhondalyn Cox was absent:
- No report.
- B. **TISP Liaison:** CDR Dan Beck was absent.
- No report.
- C. **COA Liaison:** CDR Nate Tatum was absent.
- No report.
- D. **SAME Liaison:** CDR Randall Gardner reported the following:
- The SAME Joint Engineer Education and Training Conference will be held May 30<sup>th</sup> through June 2<sup>nd</sup>, 2006.
  - For USPHS Engineers, a tour of the EPA incident command center on Tuesday afternoon is scheduled with an "engineering round table" session scheduled as well.
  - Updates regarding the Commissioned Corps transformation were discussed.
  - There will be an opportunity to hear some of the highlights of these discussions at the COA conference in Denver.
  - The SAME is an excellent opportunity to communicate with other engineers from other services as well as a great place for USPHS engineers to collaborate as well.
  - The White House report regarding hurricane Katrina and the transformation has made specific recommendations regarding training. CDR Gardner is anxious to hear the feedback.
  - CDR Kathy Poneleit will be the USPHS representative on the planning SAME committee for the national conference next year.
  - Congratulations to RADM Barror for being elected as the new SAME vice president. Congratulations to RADM Barror!
  - For more information regarding the SAME conference, you may logon to the SAME website at [www.same.org](http://www.same.org).
- E. **Junior Engineer Report:** LCDR Geoffrey Wachs reported the following: The JOAG meeting was held on 14 April 2006; here are issues discussed in the meeting that are of interest to EPAC in general and more specifically to Junior Engineer Officers:
- JOAG Chair report
    - Congratulation on new flag promotions
    - <http://dcp.psc.gov/cbulletin/articles/FlagPromotions.htm>

- RADM Vincent Berkley – Chief Medical Officer, Phoenix Area Office, Indian Health Service
- RADM Mitchell Cohen – Director, Coordinating Center for Infectious Diseases, Centers for Disease Control and Prevention
- RADM Richie Grinnell – Director, Nashville Area Office, Indian Health Service
- RADM Van Hubbard – Associate Director for Nutritional Sciences, National Institute of Diabetes and Digestive and Kidney Diseases, National Institutes of Health
- RADM Newton Kendig – Medical Director, Federal Bureau of Prisons
- RADM Boris Lushniak – Chief Medical Officer, Office of Counter Terrorism, Office of the Commissioner, Food and Drug Administration
- RADM John Babb – Senior Advisor, Emergency Readiness, Response and Recovery, Office of Force Readiness and Deployment, Office of the Surgeon General, Office of Public Health and Science, Office of the Secretary
- RADM Dushanka Kleinman – Deputy Director, National Institute of Dental and Craniofacial Research, National Institutes of Health
- Response Teams being revised/updated/developed, survey to be distributed to officers. Get ready for hurricane season.
  - <http://oep.osophs.dhhs.gov/ccrf/>
- “Three and Freeze” and “Failure to be recommended for Promotion” policies were discussed.
  - [http://dcp.psc.gov/PDF\\_docs/4371.pdf](http://dcp.psc.gov/PDF_docs/4371.pdf)
- OCCO will allow PAC websites; consolidate to one location with similarity.
- PHS Assimilation list was approved – on 13 March by voice vote; the Senate approved the 2004 list of PHS commissioned officers selected for assimilation into the Regular Corps. There are 262 names on the list, which was submitted to the Senate in September 2004. Congratulations to all officers on this list assimilated into the Regular Corps.
- COA Convention: reference COA website
  - JOAG events – meeting and get-together
  - Professional Development presentations
  - CPO forum
  - Oath of Office
  - Leadership Institute
- Vice Chair comments:
  - Encouraged Volunteers for COA activities
  - JOAG Newsletter – positive comments received

- Membership Subcommittee
  - Last day for JOAG voting membership nominations (04/14/06)
- Awards:
  - Awardees selected
- Website updates continue
  - Newsletter posted
- Policy and Procedures
  - Updating rules, etc. NLT July 2006
- OCCO report
  - BOTC, Career Development, check COA website
  - 1,075 Associate Recruiters, new requirements for maintaining in the ARP.
  - [http://dcp.psc.gov/PDF\\_docs/2316ARP.pdf](http://dcp.psc.gov/PDF_docs/2316ARP.pdf)
- RADM William Craig Vanderwagen - Director, Office of Clinical and Preventive Services (OCPS)
  - <http://usphs-ppac.org/FormerCPO.htm>
  - “Stand Up Presentation – Recovering Health Systems after a Disaster”
  - Helping people get back to their lives after a disaster
  - Presentation covered several topics:
  - Types of Disasters (Natural, Manmade, Complex) And the Impact of these on health systems
  - Implementing a public health and clinical delivery system in Iraq, RADM Vanderwagen was deployed to Iraq in October 2003 to assist the Iraqi Ministry of Health with rebuilding their health infrastructure.
  - Facilities and human resources of the Ministry of Health (MOH) -
  - 2003 Actions
    - Survey all hospitals for mechanical, electrical, water, sewage, and structural needs; Install generators in all locations with unreliable power supply; Increase pay of all employees; Start supply chain moving again; Begin rehabilitation of facilities; Open all hospitals and clinics with functionality at pre-war levels; Survey public health labs and begin rehabilitation; Re-initiate mass vaccination programs (targeting children); Management of infectious disease outbreaks; Implement nutrition support programs; Initiate strategic planning process; Articulate mission of MOH; Articulate objective of MOH; Coordinate programs and investments to address mission and objective with annual performance goals. Purchase and installation of life saving equipment.
  - Indonesia - Immediate Challenges
  - Katrina and Rita
  - National Response Plan

- ESF-8 Functions
  - COL Holahan (Retired), Naval Services Director at the Reserve Officers Association
  - <http://www.roa.org/>
  - JOAG meeting will be held on Friday, 9 June 2006 @ 1300 - 1500 Eastern
  - ADM Agwunobi/VADM Carmona to be present.
  - <http://www.surgeongeneral.gov/>
  - <http://www.hhs.gov/ash/>
  - Friday, 12 May 2006 will be the next scheduled JOAG meeting.
    - For Official JOAG meeting minutes and other JOAG information, reference the JOAG website at <http://www.joag.org/minutes.html>

#### VII. VACANCIES

- CDR Sue Neurath reported that she has information for those that may need a summer intern/extern. At least one student who qualifies as a JRCOSTEP has submitted his information and is available to work. This student was late in submitting his paperwork and therefore is a bit late in finding a place to work. So, if anyone has a need for a summer intern (JRCOSTEP), this student is available. This student has a background in mechanical engineering and has a high interest in math. For more information, please contact CDR Neurath.

#### VIII. ADJOURNMENT

Any officer that missed the roll call, please submit your contact information to LT Roger Dahozy at [roger.dahozy@ihs.gov](mailto:roger.dahozy@ihs.gov).  
CAPT Ludington adjourned the meeting at 2:20 PM EST.

#### IX. EPAC MEETING PARTICIPATION

**Participants:** (Members in bold)

**CDR Meredith Bond (At Large), CDR Mitch Constant (IHS), CDR Tom Heintzman (IHS), LT Vivian Iskander (IHS), CDR Allen Jarrell (EPA), CDR Churci Kardous (CDC), CDR John Longstaff (IHS), CAPT James Ludington (IHS), CDR Jamie Natour (HRSA), CDR Sue Neurath (CDC), LT Varsha Savalia (FDA), LCDR Hilda Scharen-Guivel (At Large), CDR Adam Scully (FDA), RADM Richard Barror (CPO, ex-officio), CAPT Jose Cuzme (IHS, ex-officio), CDR Randall Gardner (SAME, ex-officio), LCDR Geoffrey Wachs (JOAG, ex-officio), LT Roger Dahozy (EPAC Recorder, ex-officio).**

**Members Absent:**

CDR David Ausdemore, LTJG Bradley Cunningham (FDA), CDR Bradley Harris (NPS), LCDR Jennifer Mosser (OS), LCDR Emil Wang (FDA)

**Official Alternates Present:**

LTJG Nazmul Hassan

**Guests:**

CDR Kevin Milne, LT Jennifer Caparoso, CDR George Stevens, CDR Peter Nachod,  
Ms. Danielle Langman, Ms. Melissa Burns (FDA)

X. **AUTHORIZATION**

I have recorded the above EPAC meeting minutes:

\_\_\_\_\_  
LT Roger N. Dahozy  
Recorder, EPAC

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
CAPT James Ludington, P.E.  
Chair, EPAC

\_\_\_\_\_  
Date

I authorize distribution of these minutes:

\_\_\_\_\_  
RADM Rick Barror, P.E.  
Chief Engineer, USPHS

\_\_\_\_\_  
Date