

**Minutes of the Meeting  
Engineer Professional Advisory Committee  
Thursday, July 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 June 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 September 28, 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:**

- RADM Barror was late from attending the OSG Awards ceremony and most of his topics are covered in the EPAC Chair Announcement by CAPT Ludington.
- RADM Barror covered the issue of missing COERS. Many officers who weren't promoted this year were not promoted because they were missing one or more COERS going back to 2001. RADM Barror thinks this didn't affect any engineers. That caught many officers by surprise unknowing that the promotions board was going to look back as far as 2001. RADM Barror cited this issue to the SG office and to OCCFAM as to why weren't officers given adequate notice. Various answers were given to RADM Barror and consequently RADM Barror has asked for a clarification as to exactly what happen. This affected about 12 PHS officers.
- CAPT Ludington asked how officers could rapidly get a past COER submitted. RADM Barror wasn't sure, but he stated that if an officer can't get a COER completed by his supervisor (e.g. officer works for a different agency, supervisor retired) then some type of letter from the agency needs to be submitted basically stating that the officer was in good standing. More information will be forthcoming.
- There is a lot of concern among the CPO's about what's going to happen with the implementation of the transformation workgroup recommendations. There are about 166 recommendations. They are in the process of hiring officers for 12 positions within OCCO and OCCFAM to start working on these recommendations. There are expectations that the CPO's and PACs will

have significant involvement in the development of the billets, officer profiles, functional groups, and recruitment.

- The workgroup reports were sent to the agencies for comment and most of the agencies responded immediately. There were no real big surprises because the members of these workgroups were appointed by the agencies and those members are reporting back to their respective agencies. One area that was of most significance was the topic of the dedicated positions. The agencies didn't like this idea and therefore pushed this back. A meeting is being scheduled between the agency heads and the secretary to basically ratify the workgroup recommendations. This will be the last opportunity for the agencies to comment. RADM Barror said that there will not be an opportunity for the PACs to comment. However, the PACs will have a major involvement with the implementation.

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

- Congratulations to everyone that was promoted! Current EPAC members that were promoted are CAPT Mitch Constant, CAPT Tom Heintzman, CAPT Kathy Poneleit, and CDR Hilda Scharen-Guivel.
- RADM Craig Vanderwagon has been appointed as the Assistant Secretary for Public Health and Emergency Preparedness. RADM Vanderwagon will be leaving the IHS and will now work with the department.
- Denis Canton will no longer be the director of OCCO. She will now be the director of OCCFAM. CAPT Furman will no longer be the director of OCCFAM is now the director of OCCO.
- This past month, the Surgeon General VADM Richard Carmona released the report "Health Consequences of Involuntary Exposure to Tobacco Smoke". The report has received a lot of exposure in the media. It's basically a report stating that second hand smoke is not good.
- Transformation news: Congress is in the appropriation process right now and the house approved the 10 million dollars for the transformation that was in the Presidents budget. The Senate is asking for 15 million for the transformation. This is very good news.
- In a couple of weeks, the Engineers Leadership Seminar in San Diego will take place. We certainly hope that everyone signed up. From last count, CDR Longstaff said about 46 engineers will be attending. There are rooms still available.
- The engineer's first news letter will be coming out very soon. LCDR Jen Mosser will have more information later in the meeting.

**III. OLD BUSINESS:**

**A. Standardization of PAC websites:** CAPT Constant reported the following:

- CAPT Constant recently attended a conference call with CAPT Bill Knight and other officers representing the other PACs. All PACs will be utilizing a new website standard which will have a common template throughout all the PACs. We will still have control of our own website as long as we adhere to the prototype and the Assistant Secretary of Public Affairs clearance

requirements. CAPT Knight hopes to have a prototype website up and running in about two weeks. The final website should be available in about two and a half months. Training will be provided on how to use the new protocol, which is named "dot-net-uke". More information can be found at [www.dotnetuke.com](http://www.dotnetuke.com).

- With this new protocol development, documents such as the EPAC minutes will have to be cleared before it can be posted on the new engineers website.

**B. Manual Circular 377:** RADM Barror reported the following:

- The CPO's have provided their comments. However there were questions regarding the point system and recommended deadlines for the President's challenge. For the most part, the CPO's agreed with the manual.

**C. Engineering Recruitment:** RADM Barror reported the following:

- Recruitment is a major issue. We hope that we can get a good involvement of associate recruiters to help in this. Hopefully, they can act as mentors as well.
- Please see the Recruitment and Retention subcommittee report.

IV. **NEW BUSINESS**

**A. News Letter Update:** CDR Jen Mosser reported the following:

- From a list of many articles, the committee selected articles that they thought would be informative and interesting to post on the first issue. Presently, the selected articles are being reviewed and edited for final posting.
- Descriptive statistics regarding the engineering category will be presented in the first issue. However, due to technical issues regarding CDR Mosser's computer, these statistics may not be posted.
- The first publication was hoping to be posted this July 2006, possibly August. However, this may be postponed.
- This will be a quarterly news letter.

V. **SUBCOMMITTEE REPORTS**

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

- The subcommittee has been put issues on hold for a while with the short summers in Alaska. The subcommittee will address concerns beginning in August.

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

- The subcommittee did not have a July meeting. Therefore there is not report this month.

**C. Career Development:** CDR Sue Neurath was absent:

- The subcommittee has received a paper from the joint career development subcommittee on their review concerning advanced training requirements

for commissioned officers. This document contains comments regarding the lack of training, opportunities, and support. The subcommittee is planning on reviewing this document and submitting comments, including a cover letter, to the EPAC by the September EPAC meeting.

- Included in this document is a list of training opportunities currently available on the PHS Asia Pacific American Officer Committee (APAOC) website. The career development subcommittee will ask CAPT Constant if a link can be inserting on the engineer's career development website.
- The subcommittee is about two-thirds done with completing interviews with recently retired PHS engineers. These interviews will be posted on the engineer's website and will be the first of three parts at investigating career tracks. This will give officers an opportunity to read about recent retired PHS engineers and their career tracks. It will include advice from them to junior and mid-level engineering officers.
- The subcommittee is continuing to develop other guidance materials such as a CV guidance document and a journal to help officers track their training.
- Also the subcommittee is working on sponsoring a teleconference dedicated to addressing issues associated with the promotion process. CDR Mosser has been very helpful with this such that she has been able to designate an OCCO representative. This conference is planned for the end of August.
- Soon to follow, the subcommittee is planning to conduct another teleconference specifically for CV guidance.
- The next meeting date has been change to August 17th, so that it doesn't conflict with the leadership seminar.

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

- The subcommittee did not have a July meeting.
- The subcommittee is divided into teams that are addressing the various emergency support functions that will be incorporated into the PHS engineer deployment playbook.
- The next meeting will be on August 9<sup>th</sup> at 2:00PM EST.

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

- Please see old business section for CDR Constants report.

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

- Please come to the conference! There will be lots of very good speakers at a great location. The conference will be from August 8 – 10, 2006.
- A cookout is planned on Monday afternoon, August 7<sup>th</sup>, for those that will show up early.
- It is planned to hold the engineering leadership conference on an annual basis. CDR Longstaff has contacts that can help with planning so that the next conference will be sooner than 3 years.

- CAPT Ludington asked if an informational packet could be made regarding the planning, organizing, and setting-up a conference such as the leadership conference. CDR Longstaff said he would put something put together.

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

- Subcommittee did not meet in July and is gathering feedback from mentoring teams. Teams will be contacted regularly to assess progress, provide assistance if needed, and make any changes to the program. Feedback will also be used to recognize mentors and their contributions to the program.
- Several new Mentor applications have been received but more are needed. Mid-level and senior engineers who want to participate are requested to complete a Mentor application. Applications are available on the web page.
- Mentoring program brochures will be distributed at the upcoming leadership conference in San Diego, August 8-10. CDR Mike Stover will be attending the seminar.
- There are currently 13 engineer Mentoring teams less than 1 year old.
- Next meeting will be September 11, 2006, 11 AM PST.

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

- The last meeting was on July 11, 2006.
- The next meeting will be on Tuesday, August 1<sup>st</sup>.
- The subcommittee discussed topics regarding a conference call that was done with RADM Barror and CDR Jen Mosser with the associate recruiter leads. With this call, the subcommittee will become more active to follow-up with the engineering recruiters and help with communications and organization. The subcommittee plans to provide a monthly report to the EPAC regarding information on the recruiting efforts.
- The subcommittee is becoming more active with OCCO.
- There are presently 42 general duty applications in the system. 2 have been called to active duty, 1 has a 1652 form pending, 6 have been cleared by the medical boards.
- The subcommittee is still discussing the “civil service to commission corps initiative”. A monthly update from the recruiters is planned, which will be forwarded to the EPAC. So far, a few have converted.

I. **Rules:** CDR Ausdemore reported the following:

- The last meeting was on July 18, 2006.
- The nominations for next years EPAC openings have been excepted and forwarded to various agencies and operating divisions for their endorsements. Once this process is complete, the subcommittee will make the selections.
- The Rules subcommittee is also busy reviewing EPAC charter bylaws.

## VI. ANNOUNCEMENTS

- A. **OCCO/DCCR liaison:** LCDR Rhondalyn Cox was absent:
- No report.
- B. **TISP Liaison:** CDR Dan Beck was absent.
- No report.
- C. **COA Liaison:** CDR Nate Tatum reported the following:
- CDR Tatum's term on the COA board of directors is coming to an end. CDR Tatum's term has been extended to help with the ongoing transitions.
  - A new piece of draft legislation has been written entitled "The United States Public Health Service Commissioned Corps Improvement Act of 2006". There is no apparent relationship regarding for force management transformation. However, it is primary concerning the ability of the secretary to deploy officers. COA headquarters staff is monitoring and analyzing this legislation carefully. If issues develop, CDR Tatum will contact the EPAC for discussion.
- D. **SAME Liaison:** CDR Randall Gardner reported the following:
- RADM Barror organized a group to investigate SAME issues. Two conference calls have been done so far in order to get a good handle on all PHS activities within SAME.
  - CDR Gardner received a request from SAME requesting an article, and possible cover page, focused on PHS facilities management for proposal in the September and/or October 2006 issues of the Military Engineer magazine. This would be a great opportunity to for the USPHS. If anyone has any suggestions, you may forward them to LCDR Mosser.
  - A luncheon is schedule for liaison officers to meet new SAME members at the SAME headquarters.
  - An increase in dues is proposed for public sector members. The proposed increase will be about \$5.00. This will start in January 2007.
  - SAME is transferring to a new association management system. This will start in January 2007.
  - During the board of directors meeting in New Orleans the revised strategic plan for SAME was approved.
  - There is more information on the SAME website. Please feel free to visit the website at [www.same.org](http://www.same.org).
  - For 2006 and 2007 focus areas were approved which include the following:
    - Develop and implement the national and regional post programs that support public sector participation.
    - Revitalize and realign the SAME readiness program to support the national response plan.
    - Facilitate industry support to the uniform services in the development and realignment of military installations.

- Assess the role of SAME with K-12 outreach programs to address the nation's shortage of US engineering graduates.
- RADM Barror has been discussing with the SAME leadership to try and encourage USPHS engineers to attend the SAME construction camp. More information will be forthcoming regarding the camp.
- August 23<sup>rd</sup> is the SAME executive committee meeting.
- There are approximately 115 PHS engineers who are members of SAME. However, this count is probably higher due to the fact that some PHS members get counted as non-DOD members.
- CAPT Cuzme said that he has several pictures of PHS engineers who were deployed to Hurricane Katrina. The deadline is in one week. Please forward pictures to CDR Gardner.
- CAPT Poneleit is currently working on the agenda for the next national training conference.

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

- The JOAG meeting was held on 14 July 2006.
- RADM Robert C. Williams, OSG Chief of Staff
- "Ethics for Field Leaders" presentation
- Ethics is what our parents taught us, it's the way we are in private as well as public.
- Ethics is the science concerning the right and wrong of human action.
- Who is Ethical? An ethical person is one who:
  - has any set of values and lives by them; and/or,
  - has any set of values that are also shared by a group; and/or,
  - lives by a set of values that are universally valid.
- Professional Codes of Conduct, reference your category Code of Conduct
  - <http://www.nspe.org/ethics/eh1-code.asp>
- Commissioned Corps Standards of Conduct, reference JOAG Code of Conduct
  - <http://www.joag.org/PDF/JOAGCodeofConduct.pdf>
- Professional Ethics
  - Moral trust that society bestows on professionals to act for the common welfare
  - Conforming to accepted professional standards of conduct
    - Obedience to rules
    - Standards of Excellence
    - Achievement of goods
- Public Health Ethics
  - Principles and values that help guide actions designed to promote health and prevent injury and disease in the population
- Living in Alignment
  - Moral Compass: Principles – Values - Beliefs
  - Goals: Purpose – Goals - Wants
  - Behavior: Thoughts – Emotions - Actions

- Developing Moral Skills: Integrity – Responsibility – Compassion - Forgiveness
- Ethical Leaders
  - Articulate the values of the organization or team
  - Continue to reflect on the values and desired effects
  - Embody the values in action and activity
  - Encourage others to use the values in decision making
  - Seek out pockets of resistance to their values
- What is Public Health Law?
  - The discipline by which the state or other actors use law to change the health of a population, including
  - The study of the powers and duties of the state or other actors to assure the health of a population,
  - The limitations on the power of the state to constrain the autonomy, privacy, liberty, proprietary, or other legally protected interests of individuals in order to assure the health of a population, and
  - The limitations on the duties of the state to assure the health of a population
- Washington Post Question/Test - “If what I just said or neglected to say, did or neglected to do, saw and failed to report, or heard and failed to mention, were published in the *Washington Post*, would it embarrass me, my organization, or my family?”
- Remember - YOU determine what kind of leader you will be.
- RADM Williams believes strongly in ethics and carries the JOAG Code of Conduct – Thanks
- JOAG meeting issues
  - Nominees for 2007 Exec group introduced (Vice Chair)
    - LT Aimee Treffeletti
    - LCDR Ernie Sullivent
  - Nominees for 2007 Exec group introduced (Secretary)
    - LT Heather Dimeris
    - LT Jennifer Freed
- Professional Development Committee – Standard Operating Procedures (SOP) discussed. Get involved don’t just listen in on the conference calls for non-voting members.
- CAPT Chen, JOAG Advisor – will be transferring duties to a new JOAG Advisor to be determined. Deadline for nominations will be 31 July 2006 thru the OSG.
- Friday, 11 August 2006 JOAG meeting.
- RADM Kenneth Moritsugu, Deputy Surgeon General, to be present
- More information to be provided at a later date.
- Friday, 11 August 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**

- No reported vacancies.

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 3:23 PM EST.

IX. **EPAC MEETING PARTICIPATION**

**Participants:** (Members in bold)

**CDR Mitch Constant (IHS), CDR Bradley Harris (NPS), CDR Allen Jarrell (EPA), CDR Churci Kardous (CDC), CDR John Longstaff (IHS), CAPT James Ludington (IHS), LCDR Jennifer Mosser (OS), CDR Sue Neurath (CDC), LT Varsha Savalia (FDA), , CDR Adam Scully (FDA),** RADM Richard Barror (CPO, ex-officio), CAPT Jose Cuzme (FDA, ex-officio), LT Roger Dahozy (Recorder, ex-officio).

**Members Absent:**

**CDR David Ausdemore (CDC), CDR Meredith Bond (At Large), LTJG Bradley Cunningham (FDA), CDR Tom Heintzman (IHS), LT Vivian Iskander (IHS), LCDR Hilda Scharen-Guivel (At Large), CDR Jamie Natour (HRSA), LCDR Emil Wang (FDA).**

**Official Alternates Present:**

Mr. Bill Banerjee (for CDR Natour), LTJG Nazmul Hassan (for LT Savalia), LCDR Jennifer Proctor (for LCDR Scharen-Guivel).

**Guests:**

CDR Ramsey Hawasly (IHS), CAPT Kevin Milne

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