

**Minutes of the Meeting
Engineer Professional Advisory Committee
Thursday, October 26, 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 September 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 December 7, 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 highlighted and thanked the EPAC subcommittee Chairpersons and subcommittees. He thanked CDR Harris and the awards subcommittee, CDR Nuerath and the career development subcommittee, CDR Ausdemore and his subcommittee who has recently completed the package for the next set of nominations, CDR Constant and the information subcommittee, CDR Longstaff and the leadership development subcommittee, CDR Kardous and the recruitment and retention subcommittee, and the rest of the EPAC chairpersons and subcommittees.
- RADM Barror was very impressed and pleased of the caliber of work that is being done by all the subcommittees. Thank you to all!
- A recruitment conference call was conducted a couple of weeks ago between people from OCCO, the recruitment and retention subcommittee, and the associate recruiter leads. Topics discussed were regarding how to utilize our resources in a better way.
- CDR Keith Foy who works in RADM Barror's office will be looking and talking to people and trying to help to better improve our recruitment efforts.
- The number of Commissioned Officer Engineers continues to go down. Presently there are approximately 392 Commissioned Corps engineer officers. There were only 4 calls to active duty this past year with over 100 Associate Recruiters.
- The latest OCCO Commissioned Corps officer application pool indicates that only 9 applications have been filed. Most of these were submitted in June and July when students were graduating during the spring semester. All these

applications stated that they were immediately available, indicating that they most likely accepted other jobs while waiting for their applications to process.

- Therefore, everyone will be hearing more about recruitment and retention and RADM Barror will be asking for everyone's help with this effort.
- All Associate Recruiters will be held accountable for all their recruitment activities. RADM Barror will eventually find out who and who has not been doing their share of recruiting.

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

- None traditional activities are being highlighted regarding Associate Recruiters such as tracking and mentoring applicants. We are looking in converting civil service engineers to Commissioned Corps. Most of the Associate Recruiter activities involve going to universities and recruiting.
- Congratulations to RADM Williams and his recent promotion!
- Next month it is planned to have another Engineer newsletter released, which will be the second one released this year.

III. OLD BUSINESS:

A. Promotion conference call: CDR Sue Nuerath reported the following:

- CDR Nuerath organized a conference call earlier this month regarding promotions. Based on the quantity and quality of questions, the conference call went very well.
- Over 40 people joined the call.
- Thank you to CDR Marjorie Wallace and RADM Richard Rubendall for providing very insightful information and for answering questions.
- Also thank you to RADM Barror for joining and asking questions. Thank you to CDR Beck who helped with specific engineer issues.
- Based on the success of this call, it is being considered to make this an annual event to possibly address other related issues.

IV. NEW BUSINESS

A. Engineering Deployment Paper: CDR Ausdemore reported the following:

- An information paper entitled "Are you ready?" was forwarded to the EPAC for an official vote. This paper which will be open until the end of the month for comments and will be revised on a periodic basis.
- This paper was put up for vote to the EPAC and consequently was approved.

B. EPAC Chair Elect Nominations: CAPT Ludington reported the following:

- Everyone knows that CDR Ausdemore will be taking over as the EPAC Chair in January 2006. A new chair elect needs to be selected for the 2007 year.
- Typically, a self-nomination is done during a selected EPAC meeting. Then during the next EPAC meeting the self-nominated person will give a

brief description of their vision and goals and consequently voted on by the EPAC.

- There were no self-nominees during this EPAC meeting, but please if you want to self-nominate, please feel free to email or call CAPT Ludington or CDR Ausdemore.

V. SUBCOMMITTEE REPORTS

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

- The subcommittee is in the final hours for submitting nominations for three of the awards this year:
 - NFPE Federal Engineer of the Year – Submittal for write-ups deadline is October 31, 2006.
 - PHS Engineer of the Year – Submittal for write-ups deadline is October 31, 2006.
 - Engineer Responder of the Year.
- All HHS agencies need to go through HHS awards coordinator.
- To date CDR Harris has not received any nominations for the PHS Engineer of the Year award.
- Please make sure so submit award write-ups for any deserving nominee.
- If no write-ups are submitted by October 31st, than the PHS Engineer Award deadline will be extended. However, the NFPE award deadline cannot be extended.
- Only one write-up has been submitted for the Engineer Responder of the Year award. The deadline for this award is November 15, 2006.
- Call for nomination for the Engineering Literary, Burgess Lynch, Villforth and SAME awards will sent out soon.
- Detailed information is on the PHS Engineers website.
- Please put the effort out to nominate a worthy candidate!
- Typically, the announcement of award nominations goes through the Announcements of the Chief Engineer. Also, the PHS Engineer website is another forum for information regarding awards.

B. **Building Design and Construction:** For CDR Natour, CDR Neurath reported the following:

- The subcommittee met on October 10, 2006.
- A presentation was done entitled “Working together towards common goals”.
- The next meeting will be on November 14, 2006 at 2:00PM EST.

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

- Please see Old Business regarding the Promotion Conference Call.
- The Commissioned Officers Foundation Conference (COF Conference), formally the Commissioned Officers Association Conference (COA Conference), was the other big topic of the subcommittee.

- LT Vivian Iskander is organizing the category day for the conference and reported the following:
 - The official title for next year's conference is the COF Scientific and Training Symposium, which is scheduled for June 4-7, 2007. Category day is on June 5th.
 - Presently there is small work group putting together the agenda, which is due to COA by the end of November 2006.
 - A significant amount of people responded for a recent call for abstracts for category day. Therefore there will be about 7 abstracts chosen.
 - Also, a guest speaker is being planned and sought to speak.
 - So far the agenda is looking very full.
 - The subcommittee meets every other Wednesday at 9:00AM EST. If anyone is interested in joining this subcommittee, please contact CDR Neurath.
- Next meeting is will be on November 9, 2006 at 3:00PM EST.

D. Emergency Preparedness: CDR Ausdemore reported the following:

- The subcommittee continues to develop the "Engineers Deployment Playbook".
- CDR Ausdemore presented information regarding readiness information:
 - Entire PHS readiness stands at 70% basic qualified.
 - PHS Engineers readiness stands at 74.2% basic qualified.
- A package is in circulation regarding the recognition awards for Tier 1 and 2 teams. Suggestions are for readiness badges to be worn on BDUs and possible ribbons. Information regarding awards for Tier 3 teams is presently being developed.
- CDR Beck indicated that these awards are basically recommendations coming from the response teams themselves. These requests will be reviewed by OFRD and the working groups that are formed between OFRD and the Tier teams. These recommendations are at the very beginning stages and are being looked at as recruitment and retention tools for those particular teams. These are simply recommendations and have not been officially circulated.

E. Information: CDR Mitch Constant was absent:

- No report.

F. Leadership Development Seminar: CDR John Longstaff was absent:

- No report.
- CAPT Ludington mentioned that EPAC is still looking for someone to step forward and take the leadership role for the next seminar.
- CDR Longstaff has a lot of preparation material prepared for the next leader.

G. Mentoring: CDR Tom Heintzman reported the following:

- Two new Mentoring teams were formed in October with CDR Brad Harris and CDR Geoff Wachs serving as the Mentors. Thanks Brad and Geoff for taking the time to work with young engineers. We now have 15 teams formed since January 2006, the highest number of teams in any calendar year since the mentoring program started.
- Subcommittee will have a new chair in January and is working with CAPT Ludington and CDR Ausdemore on this.
- Mentor applications are still needed from mid-level and senior engineers. Applications are available on the web page.
- Next meeting will be Tuesday November 7, 2006, 11 AM MT.

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

- The R&R recruitment conference call was on Tuesday, 10/3/2006.
- CDR Kardous discussed a conference call with Chief Engineer RADM Richard Barror, EPAC Chair CAPT James Ludington, and Associate Recruiters Leads, CAPT Dave Koski and LCDR Dawn Braswell. RADM Barror expressed his concerns over the decline in the category strength and solicited for ideas to improve recruitment and retention. Current strength level stands at 391, the lowest in the category's recent history. 87 engineers are eligible for retirement and half of those have over 26 years of service.
- CDR Kardous welcomed a new subcommittee member, LT Melissa Burns from FDA. LT Burns will assist in tracking the Civil Service to Commissioned Corps (CS to CC) conversion initiative as well as the engineering applicant spreadsheet.
- New forms for Associate Recruiters, new fillable forms in the recruitment section at <http://dcp.psc.gov/DCPForms.asp>. Associate recruiters will need to submit information on at least 2 activities to stay current, deadline for submission is April 2007.
- CAPT Koski provided an update on the Civil Service to Commissioned Corps initiative, 6 new engineers have submitted application, and 4 engineers have been commissioned. The subcommittee will continue to follow up with engineers on the list and track their progress.
- Current roster of associate recruiters stands at 105 engineers. 75 are assigned with IHS agencies and 30 to non-IHS agencies. No update from OCCO on recent calls to active duty.
- The R&R subcommittee will be coordinating the engineering recruitment efforts with OCCO by tracking new applicants (general duty and COSTEP) through the engineering applicants and CS to CC initiative spreadsheets as well as providing a regular update on new engineering positions and job vacancies.
- CAPT Heintzman asked if the COSTEP deadline will possibly be changed from December 31, 2006. This issue has been questioned and is being investigated to try and change.

- I. **Rules:** CDR Ausdemore reported the following:
- The Rules subcommittee has reviewed the current charter and bylaws.
 - The current copy of the charter and bylaws on the engineer's website is a 1997 version. However, a 2003 version has been found but has not been officially replaced on the website. This replacement needs to be approved by the EPAC and Surgeon General.
 - CDR Ausdemore asked the group if anyone remembered the 2003 version being submitted for approval by the EPAC. CDR Beck mentioned he vaguely remembers this being addressed when CAPT Poneleit was the Chair of EPAC. CDR Ausdemore will follow-up.

VI. ANNOUNCEMENTS

- A. **OCCO/DCCR liaison:** LCDR Rhondalyn Cox was absent:
- No report.
- B. **TISP Liaison:** CDR Dan Beck reported the following:
- The 6th annual TISP congress will run from March 28 – 29, 2007 in Arlington, Virginia. The name of the event is “Achieving resilience from readiness to restoration”.
 - TISP is sponsoring a breakfast/speaker series on Wednesday, November 15th from 8:00AM to 9:30AM at the Army/Navy club in Washington DC. This is an excellent opportunity for those officers in the Washington DC area to network with high level speakers. This year's speaker will be David Paulson who is the FEMA director. If anyone is interested in attending, you may visit the TISP website to register at www.tisp.org.
 - Congratulations to CDR Beck for your recent promotion and new position as deputy director of OFRD.
- C. **COA Liaison:** CDR Geoffrey Wachs reported the following:
- CDR Wachs highly recommended that officers visit the COA website.
 - The Commissioned Officers Association (COA) of the U.S. Public Health Service is dedicated to improving and protecting the public health of the United States by addressing unmet health needs and providing support for our members.
 - USPHS Commissioned Officers Association (COA) information of interest to EPAC in general and more specifically to Engineer Officers:
 - Official PHS Commissioned Officers Association (COA) information <http://www.coausphs.org/>
 - Stay informed by reading the COA Frontline <http://www.coausphs.org/members/membersfrontline.cfm>
 - *Public Health Reports* - possibility of offering a subscription as a benefit to COA members <http://www.publichealthreports.org/>
 - 2006 Health Leader of the Year Award – collecting nominations <http://www.coausphs.org/wweawards.cfm>

- Indian Health Service Retired Engineers and Sanitarians (EHO's) Plan Reunion <http://www.coausphs.org/docs/news/Todd%20IHS.pdf>
- COA Inactive Reserve Officer Listserv <http://www.coausphs.org/docs/news/ListServeAd.pdf>
- COA congratulates new USPHS flag officers! <http://www.coausphs.org/docs/news/Oct%202006%20Flags%20Web.pdf>
- PHS Officers Guide, to be sent to local branches for distribution <http://www.coausphs.org/docs/news/PHS%20OFFICERS%20GUIDE.pdf>
- 90th birthday of former Surgeon General C. Everett Koop (14 October 1916) http://en.wikipedia.org/wiki/C._Everett_Koop
- 2007 U.S. Public Health Service Professional Conference, June 4-7, 2007, Cincinnati Ohio <http://www.coausphsconference.org/>
- The PHS Commissioned Officers Foundation (COF) for the Advancement of Public Health was created to provide support for public health professionals nationwide. The foundation is an affiliate of the Commissioned Officers Association of the U.S. Public Health Service.
- PHS Commissioned Officers Foundation (COF) information of interest to EPAC in general and more specifically to Engineer Officers:
- Official PHS Commissioned Officers Foundation (COF) information <http://www.phscof.org/>
- Frontline's latest issue and back issues information <http://www.coausphs.org/members/membersfrontline.cfm>

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

- CDR Gardner recognized LT Nazmul Hassan for being a mentor for students at Polytechnic University.
- SAME has put together a public sector membership taskforce which will be lead by CAPT Rodenbeck. The taskforce will be investigating the public sector involvement with SAME issues.
- Through SAME there are opportunities to get certified as a construction manager. A pilot program is being done and the deadline is tomorrow. However if anyone is interested in becoming a certified construction manager please contact CDR Gardener.
- Please visit the SAME website for information regarding events taking place for SAME.
- SAME is still seeking article for the Military Engineer magazine. The opportunity still exists to get the cover page for the Military Engineer magazine.

E. Junior Engineer Report: LCDR Jonathan Rash reported the following:

- A regular JOAG meeting was held on October 13, 2006. The following summarizes this meeting and other JOAG issues since the last report sent on 9/20/06.
- JOAG Executive Committee introduced to general JOAG membership
- Regular meetings to be bimonthly (October, December, February, etc), while alternate months will be planning meetings for voting membership

and liaisons only (November, January, March, etc). Meetings always to fall on 2nd Friday of each month at 1300 Eastern time.

- Calls for volunteers to all JOAG committees to be compiled and sent out soon through JOAG listserv, perhaps through PAC listservs.
- Each JOAG committee announced regular meeting times and planned activities for 2006-2007 operational year.
- Several changes to the JOAG by-laws were voted upon by JOAG voting membership:
 - Remove the office of Treasurer – **approved.**
 - Change the JOAG calendar year from Oct – Sept to Jan – Dec to match the calendar year observed by the PACs – **not approved.**
 - Modify the paragraph regarding geographic representation (to encourage at least 50% of JOAG voting membership to come from outside Washington, DC, or metro Atlanta, GA, areas) – **approved.**
 - Change the postmark date for voting member applications from June 30 to a date appropriate for the new calendar year (if adopted) – **not applicable since the new calendar year was not approved.**
 - Adopt new SOPs for committees; this is a generic document for guidance for JOAG committees. Main change is the classification of committee members as either “committee participant” or “committee observer” – **approved.**
- Next regular JOAG meeting: December 8, 2006, 1300-1500 EST
CALL IN NUMBER: 888-322-1791, PASSCODE: 83301
- The JOAG Executive Committee has prepared the following goals and objectives for the 2006-2007 operational year:
 - Strengthen the voice and impact of JOAG by increasing general member participation and listserv membership by 25%. While achieving this goal, continue to develop a diverse organization with junior officers representing all categories, located both in the field and at headquarters, and working in both clinical and office settings.
 - Continue to provide advice and consultation to Corps leadership on all issues relating to professional practice and personnel Corps activities.
 - Promote opportunities that enhance junior officer professional development within both the voting and general memberships.
 - Encourage all members of the elected JOAG leadership to mentor and provide leadership opportunities to the JOAG general membership.
 - Continue to strengthen our identity with the PAC's and Corp leadership and actively promote collaboration with other organizations.
 - Disseminate and communicate information to junior officers that is relevant, accurate, and timely, and continue to solicit input from junior officers on important Corps issues.
 - Continue to recognize junior officer excellence both formally through awards, letters, and certificates, and informally at meetings.
 - Continue to provide an environment in which the elected leadership will be fostered and provided the opportunity to develop as junior leaders.

- Develop a 5-year Strategic Plan for JOAG so as to ensure the continued growth of the organization.

VII. **VACANCIES**

- No vacancy announcements.

VIII. **ADJOURNMENT**

Any officer that missed the roll call, please submit your contact information to LT Roger Dahozy at roger.dahozy@ihs.gov.
CAPT Ludington adjourned the meeting at 2:37 PM EST.

IX. **EPAC MEETING PARTICIPATION**

Participants: (Voting members in bold)

CDR David Ausdemore (CDC), LTJG Bradley Cunningham (FDA), CDR Bradley Harris (NPS), CDR Tom Heintzman (IHS), LT Vivian Iskander (IHS), CDR Allen Jarrell, CDR Churci Kardous (CDC), CAPT James Ludington (IHS), , CDR Sue Neurath (CDC), , LCDR Hilda Scharen-Guivel (At Large), (FDA), RADM Richard Barror (CPO, ex-officio), CDR Randall Gardner (SAME, ex-officio), CDR Geoffrey Wachs (COA, ex-officio), LCDR Jonathan Rash (JOAG, ex-officio), CDR Dan Beck (TISP, ex-officio), LT Roger Dahozy (Recorder, ex-officio).

Members Absent:

CDR Meredith Bond (At Large), CDR Mitch Constant (IHS), (EPA), CDR Jamie Natour (HRSA), CDR John Longstaff (IHS), LCDR Jennifer Mosser (OS), LT Varsha Savalia (FDA), CDR Adam Scully, LCDR Emil Wang (FDA).

Official Alternates Present:

LTJG Nazmul Hassan, CDR Carol Rogers

Guests:

LT Jennifer Schuppe (CDC)

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