

**Meeting Minutes of the  
Engineer Professional Advisory Committee  
Thursday, April 26, 2007**

The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all Public Health Service Engineers and Architects. Please contact EPAC Recorder, LT Jennifer L. Caparoso, at [ajx1@cdc.gov](mailto:ajx1@cdc.gov) or 404-639-3081 for phone and net conference access information.

**I. CALL TO ORDER**

CDR Ausdemore called the meeting to order at approximately 1:30 PM EDT. Attendance was taken and a quorum of EPAC members was present.

**II. APPROVAL OF MINUTES**

CDR Ausdemore stated that minutes for meetings will remain open until the end of the following month. Please submit your comments. At the end of that month, the minutes will be considered finalized.

**III. ANNOUNCEMENTS**

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

- Some success in last few months with accession. 7 calls to active duty in 2006. At least as many so far in 2007.
  - Still low, plenty of opportunity to hire more engineers.
  - Need a list of hiring managers from each EPAC member.
  - Anticipating more interest in Corps with new ad campaign and eCAD system.
- Request by Dave to look at PY08 promotion benchmarks. Approval from RADM Barror due to OCCO tomorrow.
- Appreciate those who came up with candidates for Surgeon General Health Priorities for Future.
- SG-PAC combined meeting talked about two humanitarian deployments.
  - USNS COMFORT mission to South America and Caribbean this summer.
    - Need more engineers. Not a strong showing of names at OFRD—only two.
  - USS PELELIU mission to West Pacific and Southeast Asia to assess public health infrastructure improvements. Similar to what Mercy did in 2006 in Philippines. Need three engineers for one month each.
- Received briefing on readiness from CDR Dan Beck on what Readiness WIPT has proposed in terms of policy.
  - Four times a year, once a quarter, OFRD will take snapshot of who is basic qualified.
  - If not qualified, will remain that way for quarter.
  - OFRD will announce when those dates are.
- Corps is 78.4% ready.

- ASH signed on promotion rates for July. Rates not released, but fairly similar to promotion rates last year.
- ASH requested and received approval for up to 250 government-sponsored travel to upcoming COF Symposium.
- Engineer award season is over. Thank you to CDR Brad Harris for doing such great work and CDR Longstaff who will be taking over at next meeting.
  - John C. Villforth Leadership Award: CAPT G. Scott Earnest, CDC/NIOSH.
  - Ian K. Burgess Young Engineer of the Year Award: LTJG Rebecca Valladares Carlo, CDC/NIOSH.
  - Roger Lynch Young Engineer of the Year Award: Ms. Rachel Rudd, IHS.
  - Number of papers received Engineering Literary Awards.
  - SAME Hollis Medal: CDR Dave Ausdemore.
  - SAME Green Medal: LT Jennifer Caparoso.

**B. EPAC Chair:** CDR Dave Ausdemore reported the following:

- Readiness WIPT is coming to end. Next week concluding with activities.
- Discipline/Retention WIPT: draft policy in 30-45 days.
- Uniform WIPT.
  - ASH wants uniforms that comprise pieces from just one service instead of piecing things together like we currently do.
  - Salt and pepper uniform is still in question.
- Information subcommittee.
  - With CAPT Mitch Constant retiring, the chair position is still vacant.
  - Put out an announcement and did not receive any replies.
  - Great opportunity to take on a leadership position.
  - Do not have to be an IT expert to lead this group. Have webmaster who takes care of site and have sufficient technical people just need leadership.
- Building Design and Construction subcommittee is also seeking a new chair. Thank you to CDR Jamie Natour for leading.
- Thanks to CDR Brad Harris for work with Awards.

## **IV. OLD BUSINESS**

### **A. Commissioned Corps Transformation**

- Billets WPDG (CAPTs Ron Ferguson and James Ludington)
  - Thank you to James and Ron for their work. Had difficult task to populate information.
  - Engineers were first to submit information.
  - Tasks that remain:
    - Make modifications to standard section (shorten) and job-specific section,
    - Make sure all billets are covered, and
    - Start working on multi-disciplinary billets.

- Recruitment WPDG (LCDR Paul Gagliano and CDR Keith Foy)
  - On-line with what has been identified and designed in Transformation Plan.
  - Flushing out of what centralized recruiting group, OCCO, should be doing
    - More responsibility for recruitment to be placed on OCCO than past.
    - If want Associate Recruiters to help, need to fund.

## **V. NEW BUSINESS**

### **A. EPAC 2007 Goals**

- Various EPAC subcommittees are continuing to do great things and need to take credit for. Also, many of goals and action steps identified in the Engineers Strategic Plan (<http://www.usphsengineers.org/EngineersStrategicPlan.pdf>) have been successfully executed.
- Two focus areas addressed in Strategic Plan to focus on for this year:
  - Recruitment
  - Esprit de Corps
- Proposed Goals
  - Ensure engineers are engaged and informed on PHS transformation process.
  - Improve recruiting process (incorporate Engineer Strategic Plan Goals).
  - Enhance category esprit de corps (incorporate Engineer Strategic Plan Goals).
  - Expand leadership conference to include EHOs.
  - Improve flow of information within category through the listserv, newsletter, and Sandscape site.
  - Continue to improve readiness capabilities.

## **VI. SUBCOMMITTEE REPORTS**

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

- Next meeting is Wednesday, May 30 at 2:00 pm ET.
- At next meeting, CDR Longstaff will take over. CDR Harris will remain on subcommittee through next award cycle.
- If anyone is interested in joining subcommittee, please contact CDR Harris.
- All awards for this cycle are completed.

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

- Next meeting is scheduled for May 8 from 2:00pm-3:00pm.
- No meeting in April.

### **C. Career Development:** For CDR Sue Neurath, Danielle Langmann reported the following:

- Next meeting is Monday, May 21 at 3:30 pm EDT. Due to change in CDR Sue Neurath's work schedule, starting in May, will meet on 3<sup>rd</sup> Monday at 3:30 - 4:30 ET.
- COF 2007 Planning Workgroup
  - LT Vivian Iskander-Porter is working with CDR John Longstaff to ensure that flags will be available for Category Day.
  - LT Tammy White is coordinating SG visit during Category Day lunch.

- CDR Mary Dahl is working with speakers to make sure all are aware of registration requirements and take advantage of special rate.
- LT Varsha Savalia volunteered to send letters to deans of engineering schools at the University of Cincinnati and Wright State University in Dayton.
- LT Tammy White volunteered to create sign-up list and start recruiting volunteers to pass out PHS Engineering and EPAC information.
  - Please contact Tammy if you would be able to support this important project.
- Career track engineering biographies that were developed documenting careers of recent retirees is on website.
- Engineering representatives to transformation work groups have posted information on Sitescape. Encourage all engineers to review and comment on documents.

**D. COF Symposium:** LT Vivian Iskander-Porter reported the following:

- No changes to the agenda.
- So far, only 20 engineers are registered.
- Have flyers for mentoring and career development information
- Next item to tackle is lunch agenda.
- Meeting next Wednesday at 9:00 am PT.

**E. Emergency Preparedness:** CDR Dan Beck reported the following:

- Readiness WIPT has completed draft policy.
- Initial discussion on how to better coordinate engineer involvement in missions.
  - Better way to reach out to officers, especially those in isolated areas who have skill set for mission.
- Try to press forward again with looking at refining and defining technical capabilities that engineer officers possess and can bring to bear
  - Tie-in to officer profile system
- Engineers continue to lead Corps with overall readiness at 87%.
  - Difficult to make significant changes programmatically in how engineers achieve readiness.
    - Engineers are consistent.
    - Places where engineers are deficient are same as Corps in general.
  - Will keep maintaining readiness status as a priority of group, but amount of effort will be refocused on other priorities.

**F. Information:** CAPT Mitch Constant retired.

- No report.

**G. Leadership Development Seminar:** CDR Hilda Scharen-Guivel reported the following:

- Last meeting was April 17. Next meeting is May 1 at 2:00 pm EDT.
- Save the dates: August 7-9, 2007 in Charleston, SC.
- Draft agenda finalized and (to be) posted.
- All outside speakers have been confirmed except SAME speakers.
- Need PAC's help in getting message to supervisors and officers to attend Seminar.
- Registration deadline is June 29<sup>th</sup>. Hotel is holding only 75 rooms until this date.

- Will be marketing as a "Summer vacation" destination for families.
- Plan underway to call officers to inform them of Seminar.

**H. Mentoring:** LCDR Emil Wang reported the following:

- 2007 Subcommittee Goals
  - Develop Mentoring Program by increasing mentor/protégé membership.
  - Foster development of formal/informal mentoring relationships.
- Leadership Development – increase participation in all forms of Mentoring, i.e., description of Subcommittee's Mentoring Program in future issue of the Announcements from the Office of the Chief Engineer.
  - Draft subcommittee description in upcoming Announcements from the Office of the Chief Engineer.
  - Update Mentoring Program brochure, i.e., contact information, identify formal and informal mentoring relationships.
- Esprit-de-Corps – (i) make personal contact with new E&As, see introductory email to CADs; (ii) create E&A mission and functional statements for Subcommittee; and (iii) participation in agency orientations.
  - Draft subcommittee mission statement: To enhance career and leadership development by promoting and increasing participation among junior and senior engineers in mentoring programs.
  - Promote mentoring as a priority topic by making brochures available in conferences, in leadership seminars, and in OPDIV orientations.
    - Career Development subcommittee is gathering brochures for distribution at COF Engineer Booth. Suggestions should be forwarded to CDR Sue Neurath.
- Resource Sharing – (i) sharing of resources both internal and external; (ii) Resource Directory; and (iii) EPAC products for Mentoring.
  - Convert mentoring applications on-line from html to fillable-pdf format.
  - Subcommittee email from chair to officers up for first competitive (O-4) promotion describing availability of Mentoring program that can help officers understand the promotion process – another source of potential protégés.
    - Goal: target officers who will make decision to make a career out of USPHS.
    - Issue: how to identify officer up for first competitive (O-4) promotion-OCCO.
  - Establish an On-Call Mentoring Program, consisting of subcommittee members, to answer questions with regards to promotion process.
    - Collaborate with Career Development Subcommittee to: (i) recruit mentors to assist with the On-Call Mentoring Program; (ii) promote the Program; and (iii) participate with the upcoming conference call in October.
      - Career Development subcommittee has agreed to collaborate with Mentoring subcommittee. Please provide any comments on the proposed On-Call Mentoring Program and Promotion Guidance.

**I. Recruiting and Retention:** CDR Chuck Kardous reported the following:

- Last meeting was April 10. Next meeting is May 1 at 1:00 pm.
- Need hiring officials information at agencies, so can anticipate if people are leaving or retiring and try to send them some names.
- Associate Recruiters: 88 Recruiters. Lost 15. (March 31 deadline for paperwork).

- Developed university recruitment flyer. Contact CDR Kardous or CDR Foy for copy.
- Updating information for recruitment website and other materials.
- Trying to invite local engineering students for Symposium in Cincinnati.
  - Need help with escorting students.
  - Using event to provide more information on PHS

**J. Rules:** For CDR Neurath, Danielle Langmann reported the following:

- Hope to hold a meeting before next EPAC meeting.

## **VII. ANNOUNCEMENTS**

**A. OCCO/DCCR Liaison:** LCDR Rhondalyn Cox submitted the following:

- General Duty Applications: 31
- SR COSTEP Applications (received after March 1 2006): 8
- JR COSTEP Applications (received after March 1 2006): 58
- Call to Active Duty for month of March: 5
- Current Status of Category: 390
- Current Status of Corps: 5909
- Largest Agency with Engineering Officers: IHS
- Second Largest Agency with Engineering Officers: FDA
- DCCA is continuing to close files that are one year past the date of availability as indicated on PHS-50.
- New call to active duty system scheduled to go “live” this month, temporarily delayed. Expected to begin in May.

**B. TISP Liaison:** CDR Beck reported the following:

- Breakfast Seminar Series at Army/Navy Club.
  - Once a month, highlight a prominent speaker, generally within federal government dealing with emergency response or critical infrastructure protection.
  - Next month, RADM Vanderwagen was invited to speak.
- Still looking for replacement as TISP liaison. Two things that are important:
  - Someone who currently works in critical infrastructure protection or has facility management experience and
  - Attend Building Design and Construction subcommittee meetings.

**C. COA Liaison:** CDR Geoffrey Wachs reported the following:

- 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.
- Official PHS Commissioned Officers Association (COA) information <http://www.coausphs.org>
- Stay informed by reading the COA Frontline (April 2007) <http://www.coausphs.org/docs/Frontline0407.pdf>  
<http://www.coausphs.org/members/membersfrontline.cfm>
- USPHS Scientific and Training Symposium, “The Many Faces of Public Health”. <http://www.coausphsconference.org>

- June 4-7, 2007, Cincinnati, Ohio.
- Junior Officer Scholarships available.
- Engineer Symposium CE Information Available, 3.16 CEUs  
<http://www.phscofevents.org/agenda/conted.cfm>
- Early Bird Deadline Nears, 23 April 2007
- COA Board of Directors – Vote Now (by 15 June)  
<http://www.coausphs.org/members/membersvoting.cfm>
  - Reference April 2007 COA Frontline for candidates' profiles.
  - Beginning 1 July 2007, vacancies include the Pharmacist, Therapist, and Veterinary category representatives as well as one retired officer seat, one field representative seat and the inactive reserve officer seat.
- Retired IHS Engineers and EHOs Announce Reunion Agenda (18 April in Laughlin, Nevada).  
<http://www.coausphs.org/docs/news/IHS%20Engs.pdf>
- Engineers, EHOs announce August Leadership Development Seminar (7-9 August in Charleston, SC)  
<http://www.coausphs.org/docs/news/GenericLeadershipFlyer%203-30-07.pdf>
- 2007 Legislative Agenda
  - Topics include: Transformation, The Military Coalition, “National Nurse”, Combat zone tax exclusion, “Troops to Nurse Educators”, Pre-tax dollars for health care, Volume discounts on prescription drugs, Accrual-based accounting, Funding of health care benefits, A New Surgeon General, Transformation, Establishment of an equitable promotion program, Scholarship and Loan Repayment Assistance, Dedicated CPO billets within OSG  
<http://www.coausphs.org/docs/news/Legislative%20agenda%20-%20fixed%203%202009%202007.pdf>
- 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. Official PHS Commissioned Officers Foundation (COF) information  
<http://www.phscof.org>
- 2006-2007 COF Scholarship Program Announcements
  - Applicants to the PHS Commissioned Officers Foundation Scholarship Program must fulfill the scholarship requirements and submit by the application deadline of 1 June 2007. <http://www.phscof.org/scholarship.html>
- FOUNDATIONS of Public Health (April issue)  
<http://www.phscofevents.org/newsletter/index.cfm>
  - Monthly e-newsletter designed to keep you up-to-date on initiatives being undertaken by the PHS Commissioned Officers Foundation (COF).
  - 3 June 2007 - Global Health Summit II: "Improving Global Health and Safety Through Diplomacy" will be held, Honorary Chair Announced for Global Health Summit II. <http://www.phscofevents.org/related/globalhealthdiplomacy.cfm>
  - Chinese Association of Health Education and Foundation Sign Agreement.
  - Special Needs of Children in Disasters Course Offered at Symposium.

**D. SAME Liaison:** CDR Ausdemore reported the following:

- SAME National Education Conference is next week in Philadelphia.

**E. JOAG Liaison:** LCDR Jonathan Rash submitted the following:

- JOAG regular meeting was held on April 13, 2007. The following summarizes both meetings and other JOAG issues since last report sent on 3/14/07.
- JOAG Senior Advisor CAPT Dean Coppola spoke during the JOAG regular meeting with a transformation update. His speech was followed by about 20 minutes of Q&A. A summary of his speech and the Q&A are in the April meeting minutes, which will soon be published on the JOAG website ([www.joag.org](http://www.joag.org)). Briefly, some of the major topics addressed include:
  - CDR Maureen Cippel also spoke for approximately 45 minutes about the redesign of the COER. A summary of this speech and the Q&A are also in the April meeting minutes, soon to be published on the JOAG website ([www.joag.org](http://www.joag.org)).
  - JOAG activities during the USPHS Scientific and Training Symposium this year (Cincinnati, OH, June 3-7) include the following:
    - JOAG meet-and-greet will be Sunday night. Light snacks will be served, and JOAG members will have the chance to meet face-to-face.
    - The CPO meet-and-greet has been canceled due to lack of time.
    - JOAG social activity is scheduled for Tuesday night.
    - All-PAC social activity is scheduled for Wednesday night.
    - JOAG merchandise booth will be manned Wednesday and Thursday. All proceeds from merchandise sales will go to COF. Merchandise JOAG is planning to sell includes:
      - T-shirts (serious and funny)
      - Water bottles (Nalgene-type)
      - Coin holders
      - Mini-footballs
      - Possibly decals for car window
    - JOAG Professional Development Committee is sponsoring a uniform inspection booth.
    - Finally, all officers are reminded to bring their coins to the conference and to social events.
- The solicitation for nominations to be a voting member in JOAG for the 2007-2009 term has just been advertised. They are currently looking to fill positions for the following categories: Pharmacy, Nurse, Medical, EHO, Scientist, Dietician, and Veterinary. There is also an at-large position for which engineers may apply. The deadline to submit nominations is May 5, 2007. Information and nomination forms should be forthcoming on the CPO listserv. For immediate information, contact LCDR Jonathan Rash at [Jonathan.Rash@ihs.gov](mailto:Jonathan.Rash@ihs.gov).
- Next regular JOAG meeting: **June 15<sup>th</sup>, 2007, 1300-1500 EDT.** (Note this is the 3<sup>rd</sup> Friday, not the 2<sup>nd</sup> Friday as usual. Meeting date was changed for this meeting only due to the timing of the USPHS Scientific and Training Symposium.)

**CALL IN NUMBER: 888-322-1791**

**PASSCODE: 83301**

## VIII. VACANCIES

Recruitment and Retention subcommittee has put together a listing of the current vacancies compiled from various agencies. Listing is sent in weekly Announcements from OCE and posted on Sitescape. Check it out if there are any engineers needing positions.

## IX. ADJOURNMENT

Any officer that missed the roll call, please submit your contact information to LT Caparoso at [ajx1@cdc.gov](mailto:ajx1@cdc.gov).

CDR Ausdemore adjourned the meeting at 3:00 PM.

## X. EPAC MEETING PARTICIPATION

**Participants:** (members in bold)

**CDR David Apanian (EPA), CDR David Ausdemore (CDC), CDR Dan Beck (OS), CDR Mary Dahl (IHS), CDR Bradley Harris (NPS), LT Vivian Iskander (IHS), CDR Churci Kardous (CDC), CAPT James H. Ludington (IHS), CDR Jamie Natour (HRSA), CDR Hilda Scharen-Guivel (At-large), LCDR Emil Wang (FDA),** RADM Richard Barror (CPO, ex-officio), LT Jennifer Caparoso (Recorder, ex-officio), CDR Geoffrey Wachs (COA, ex-officio)

**Members Absent:**

CDR Steven Bosiljevac (NPS), CAPT Mitch Constant (IHS), LTJG Bradley Cunningham (FDA), CDR Allen Jarrell (EPA), CDR John Longstaff (IHS), CDR Sue Neurath (CDC), LT Varsha Savalia (FDA), CDR Adam Scully (At-large), Mr. Ramin Zانpour (NIH)

**Official Alternates Present:**

Ms. Danielle Langmann (CDC), LT Nazmul Hassan (FDA)

**XI. AUTHORIZATION**

I have recorded the above EPAC meeting minutes:

\_\_\_\_\_  
LT Jennifer Caparoso  
EPAC, Recorder

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
CDR David Ausdemore, PE  
EPAC, Chair

\_\_\_\_\_  
Date

I authorize distribution of these minutes:

\_\_\_\_\_  
RADM Rick Barror, PE  
Chief Engineer, USPHS

\_\_\_\_\_  
Date