

**Meeting Minutes of the
Engineer Professional Advisory Committee
Monday, January 29, 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 or 404-639-3081 for phone and net conference access information.

I. CALL TO ORDER

CDR Ausdemore called the meeting to order at approximately 1:05 PM EST in Atlanta, GA. Attendance was taken and a quorum of EPAC members was present.

II. ANNOUNCEMENTS

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

- Readiness Basic Qualified as of December 31, 2006.
 - Commissioned Corps: 80.8%
 - Engineers: Almost 86%
 - Those who were not not up for promotion
- Officers not readiness basic-qualified by December 31, 2006
 - Not up for promotion
 - Recommended to retention board (to convene in May)
 - Up for permanent promotion
 - Will still go to promotion board. Will get zero points for readiness precept. If above promotion line, will be removed from list.
 - Up for temporary promotion
 - Will automatically get zero points for readiness precept, receive not recommended for promotion, and sent to retention board.
 - Engineers up for promotion and not readiness basic-qualified
 - Permanent promotion: 8 out of 44
 - Temporary promotion: 16 out of 124
- Awards
Back log of awards from PACs and for deployments. Big slug of awards were approved including Hurricane Katrina awards. Should be in file in time for promotion.

B. EPAC Chair

- Team CDC website
Started implementing with EPAC members, then subcommittee members, and finally all PHS engineers. Open to suggestions and changes. Subcommittee chairs should have received request for information on subcommittee members. Please return information by end of week.
 - Primary purpose: soliciting comments for transformation.

- Secondary purpose: forums. Some are set-up already for recruiting process, general career questions. There are also workspaces where subcommittees can use as repository for key documents.

Please spend some time on site. Will set up a net meeting in a few weeks with informal training on site.

RADM Barror suggested adding members of OCOO workgroups (WIPT, WPDG) to Team CDC site.

III. OLD BUSINESS

No old business

IV. NEW BUSINESS

A. Commissioned Corps Transformation

Nothing right now, but expect lots of transformation changes this year looking for input. Extremely important to get feedback and provide the engineering perspective on these changes.

B. EPAC Meeting Changes

- As we begin new year, looking for ways to tweak meetings, make them more efficient. Like to use technology when it works. Have had success with Emergency Preparedness Subcommittee using net meeting.
- Email distribution. Would like to use a listserv. Probably resurrect yahoo listserv for EPAC. Easy to add and delete names and manage.
- Reports. Send to CDR Ausdemore and LT Caparoso.
- Are there any other professional organizations we should have represented besides current list?

C. Healthy People 2010 and National Public Health Research Agenda

All PACs are going to be asked to review and from their professional perspective, identify items missing in terms of health issues, health trends. Then, prioritize, from professional perspective, what current health issues are. Details will be coming out this week. Only six weeks to do this. Somehow EPAC is going to have to get organized to determine how they want to go ahead doing this. Should not be EPAC only exercise, but solicit comments from the whole category.

V. SUBCOMMITTEE REPORTS

A. Awards: For CDR Bradley Harris, CDR Ausdemore reported the following:

- Deadline for Villforth, Hollis, Burgess, Lynch, Green, and Cumming award nominations has been extended to January 31.

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

- Last meeting was held on January 9. Next meeting is scheduled for February 13 from 2:00pm-3:00pm.
- Discussed a plan to highlight some of our projects at future meetings to enable us to learn about the work of other government agencies.
 - One of the current projects discussed involves retrofitting a building for new seismic requirements.
- The subcommittee was asked to comment on various topics they would like to see included in upcoming meetings.
 - Revisit a previous discussion that included information about the use of Master Specifications in various departments and agencies.
 - Discuss in more detail the Building Information Model (BIMs) – digital, shared representations of data that define buildings throughout their life cycles. BIMs are being used increasingly in construction as a way to control cost and performance problems. One of our members attended several interesting presentations on BIMs including those by the Federal Facilities Council, International Alliance for Interoperability, and Ecobuild.
 - One of our members attended a GSA preservation on energy conservation methodology at the White Oak FDA campus. We hope to discuss this topic in further detail in the future.

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

- Meeting held on January 11. Next meeting is February 8.
- Engineer Certification. Concern that some engineers are at a disadvantage because there is not a PE license that fits their career category. Compiled background information and had discussion centered on relevancy of licensure and gold standard of PE for engineers. Decided needed to research more. At next meeting will discuss: assumption that PE counts more than other licensures in promotion review and what are other certifications, registrations, licensures are considered valuable for promotion to position of higher responsibility or to accomplish path within agency, not necessarily PHS. Please send comments on those two items to CDR Neurath.
- Best Practice Presentations. Teleconference presentation. One per quarter. Focus on technology used or relevant to engineering, policy, leadership pertinent to commissioned officers. Looking for someone to assist subcommittee as technical liaison on NetScape and if you have a subject you would like to see presented.
- If you are not currently on e-mail list, please send e-mail to CDR Neurath.

D. COF Symposium: For LT Iskander, CDR Sue Neurath reported the following:

- Applications are on-line as are junior officer scholarship applications. Speaker registration forms should be available shortly.
- COF rules allow use of leftover invited speaker funds to support self-funded speakers.
- Working on brochure to describe COF activities.
- ADM Barror noted that CPOs are working with COF on inviting and paying for one-day registration fee for ten students from local university to attend category day.

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

- After action of after action on Katrina: Examine engineer after action, evaluate what steps were taken from deficiencies, are they still relevant.
- Closure on Playbook. OFRD will be able to use final product.
- Re-examine technical capabilities and skills and use for officer profiles.
- Readiness. Maintaining current level of basic qualified. Examine what are the hurdles to maintaining status.
- Enhance partnering with fellow services
 - CAPT Apanian is working with EPA and Army Corps of Engineers.
 - CAPT Nix partnering with EPA providing on-scene coordinator training for PHS officers.
 - Mercy, Comfort missions. CAPT Kaiser, Commander of Mercy, contacted us to assist with another mission on USS PELELIU.
- Tier I and II teams will conduct week long training at Camp Bullis.

F. Information: CAPT Mitch Constant reported the following:

- Meet on January 16. Next meeting on February 20.
- Established goals for 2007
 - Keep EPAC website updated on continual basis.
 - PAC sites revamped. Stay on top of that and add pizzazz to website.
 - Make sure listserve is consolidated
 - Updated weekly with updates from OFRD
 - RADM Barror would like to see two listserves. One for everyone and another for strictly commissioned officers.
 - CDR Ausdemore suggested adding information to website on adding/deleting name from listserve.
 - Work with CDR Kardous on adding PHS position information on website.
 - Publish quarterly newsletter at end of each quarter.

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

- Last meeting was January 16. Next meeting is January 30.
- This year will include engineers and environmental health officers.
- Seminar will be held in Charleston, SC from August 7-9.
- Working closely with SAME-Charleston Post.
- Created five workgroups.
- Trying to put together program/agenda using Harry Chambers and other speakers from Corps and local Charleston area.
- Any agency can contribute money.

H. Mentoring: LCDR Emil Wang was not present.

- No report.

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

- Last meeting was January 18. Next meeting is February 6 at 1:00 pm.
- Discussed older issues from last year and new for this year.
- Still working on civil service to Commissioned Corps initiative.

- Working on tracking database for applicant information and vacancy announcements.
- Publish COSTEP flyers for recruiting
- Working with CDR Kardous on adding vacancy information on website.
- Associate Recruiters
 - 111 Recruiters. 80-IHS, 31-other.
 - 11 newly approved. 9-IHS, 2-other.
- CDR Ausdemore asked what the practice was for welcoming engineers. CDR Kardous said there is not a process in place. Started discussing last year. Should work with Mentoring subcommittee as new engineers come in and hand over to that subcommittee. CDR Neurath said that the Chief Engineer sends a letter. Tammy White tracks down contact information and prepares letter for RADM Barror's signature. They could share contact information after letter is signed and sent. Also, information could be included in quarterly newsletter.

J. Rules: CDR Neurath reported the following:

- Thanked CAPT Ludington for updating charter.
- CDR Ausdemore asked the Rules subcommittee to review the rules and by-laws and add COF Symposium to subcommittees.

VI. ANNOUNCEMENTS

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

- General Duty Applications: 38
- SR COSTEP Applications: 6
- JR COSTEP Applications: 35
- Call to Active Duty for month of December: 2
- Current Status of Category: 390
- Current Status of Corps: 5913
- Largest Agency with Engineering Officers: IHS 241
- Second Largest Agency with Engineering Officers: FDA 42
- List of applicants was updated during first week of January. As of January 17, 14 applicants have cleared Board and Medical.
- DCCA will be closing any open files from 2005 in preparation of new CAD system.
- Working with Recruiting and Retention Subcommittee to provide updated list monthly on applicants in system who have been boarded and medically cleared.
- ADM Barror noted that there are difficulties with the data received from OCCO as it only includes name, general engineering area, and contact information. It does not include any information on school and experience that would be beneficial for supervisors. CDR Foy has asked associate recruiters when they contact applicants to ask for a CV.

B. TISP Liaison: CDR Beck reported the following:

- Monthly Breakfast Series continues at Army/Navy Club. Cost is \$25-40. Features top-notch speakers such as flag officers and senators.
- TISP Congress is in March.

- Need to find a replacement for TISP Liaison that is engaged in facilities or construction management and will serve on Building Design and Construction subcommittee.

C. COA Report: CDR Geoffrey Wachs submitted 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 <http://www.coausphs.org/members/membersfrontline.cfm>
- Anchor & Caduceus Dinner - Dr. Richard Carmona Speaker, January 12th, 2007, Washington, D.C. Proceeds will benefit the Educational Programs of the PHS Commissioned Officers Foundation <http://www.coausphs.org/docs/news/AC%20Dinner%202007%20-%20Announcement.pdf>
- 2006 Health Leader of the Year Award – collecting nominations, possible selection in April 2007 <http://www.coausphs.org/wweawards.cfm>
- 42nd Annual USPHS Scientific and Training Symposium (formerly the USPHS Professional Conference/COA Meeting), June 4-7, 2007, Cincinnati, Ohio.
 - Call for Paper/Poster Submissions Announced <http://www.coausphsconference.org>
 - Online Registration for 2007 USPHS Scientific and Training Symposium (COA Meeting) Now Available including the discounted speaker registration. Just a reminder that if your being compensated by COA for any registrations those will need to be handled differently. Please contact COA directly. Registration is available off the home page of the Symposium web site at 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. Official PHS Commissioned Officers Foundation (COF) information <http://www.phscof.org>

D. Junior Engineer Report: LCDR Jonathan Rash submitted the following:

- JOAG regular meeting was held on December 8, 2006, and a voting membership planning meeting was held on January 12, 2007. The following summarizes both meetings and other JOAG issues since the last report sent on 12/1/06.
- JOAG just celebrated its five year anniversary – it was originally chartered by then Surgeon General VADM David Satcher on December 7, 2001. Thanks to all of the junior officers (some now senior officers) who have contributed to JOAG in its five-year history.
- JOAG has three awards that are being solicited for presentation at the USPHS Scientific and Training Symposium. These awards are the Junior Officer of the Year, JOAG Excellence Award, and for the first time, the VADM Richard H. Carmona

- Inspiration Award. Go to the JOAG website for information on submitting nominations for one or more of these awards (www.joag.org). Deadline for submission is February 23rd.
- The VADM Richard H. Carmona Inspiration Award is a brand new award just developed by JOAG. This award recognizes senior officers for support, mentorship, leadership, and inspiration to a junior officer or officers. Nominees must be active duty PHS officers TO-5 or above. Nominations can only be submitted by active duty PHS officers TO-4 or below. This award was just given main table status at the latest COA Board of Directors meeting – it will be presented at a general session with all conference attendees. JOAG has requested that Dr. Carmona himself present the inaugural award – his acceptance is pending.
 - All officers are encouraged to attend the USPHS Scientific and Training Symposium this year (Cincinnati, OH, June 3-7). JOAG will have its combined meeting and social event on Sunday night before the Symposium kicks off. Limited scholarships to the symposium are available for junior officers (TO-4 or below) – look for information at www.coausphs.org if interested.
 - Any junior officers who are involved in WIPTs, Transformation Workgroups, or WPDGs and who would like to solicit input from a large body of fellow junior officers are encouraged to coordinate with JOAG and make use of our listserv to request input. If interested, please contact LCDR Jonathan Rash (Jonathan.Rash@ihs.gov).
 - The JOAG website has gone through significant redesign. Check out the changes at www.joag.org. Also, a CPO Corner column is being established on the JOAG website (not a repeat of the CPO Corner column in the COA Frontline, but a different column targeted toward junior officers). Expect implementation in February or March.
 - JOAG recently solicited input for various means of publicizing the PHS core values. These were sent to CAPT Shackelford in December.
 - JOAG also recently solicited input on ways that Corps officers provide a value-added advantage that civil service employees do not provide. These were compiled and sent to RADM Wyatt in January.
 - JOAG Professional Development Committee is sponsoring a uniform inspection booth at the Symposium this year.
 - Anyone interested in what's going on with JOAG is encouraged to check out the website (again, www.joag.org) and see the minutes of our recent meetings.
 - Next regular JOAG meeting (with Acting Surgeon General RADM Moritsugu speaking): February 9th, 2007, 1300-1500 EST.
CALL IN NUMBER: 866-772-5230
PASSCODE: 4413222

VII. ADJOURNMENT

Any officer that missed the roll call, please submit your contact information to LT Caparoso at ajx1@cdc.gov.

CDR Ausdemore adjourned the meeting at 2:30 PM after the TISP Liaison Announcements due to a fire alarm at the on-site meeting location.

VIII. EPAC MEETING PARTICIPATION

Participants: (members in bold)

CDR David Apanian (EPA), CDR David Ausdemore (CDC), CDR Dan Beck (OS), CDR Steven Bosiljevac (NPS), CDR Mitch Constant (IHS), CDR Mary Dahl (IHS), CDR Churci Kardous (CDC), CDR John Longstaff (IHS), CAPT James H. Ludington (IHS), CDR Jamie Natour (HRSA), CDR Sue Neurath (CDC), LT Varsha Savalia (FDA), CDR Hilda Scharen-Guivel (At-large), CDR Adam Scully (At-large), RADM Richard Barror (CPO, ex-officio), LT Jennifer Caparoso (Recorder, ex-officio), LCDR Rhondalyn Cox (OCCO/DCCR, ex-officio), LCDR Jonathan Rash (JOAG, ex-officio), CDR Geoffrey Wachs (COA, ex-officio),

Members Absent:

LTJG Bradley Cunningham (FDA), CDR Bradley Harris (NPS), LT Vivian Iskander (IHS), CDR Allen Jarrell (EPA), LCDR Emil Wang (FDA), Mr. Ramin Zanpour (NIH)

Official Alternates Present:

LCDR Jonathan Rash (IHS)

IX. 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