

**Meeting Minutes of the  
Engineer Professional Advisory Committee  
Thursday, March 22, 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 1:32 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:

- FMRB. 29 engineers received notice. It is an automatic process with no application. OFRD checks who has met criteria and issues.
- Humanitarian missions. COMFORT to 12 nations in Latin and South America from June 15 to October 15, need 4 engineers for 1 month at a time. Similar mission for the Western Pacific also being planned.
- Transformation. Starting in April: Ad campaign, new website, new 800 call-in number, new call center, new officer basic course to replace BOTC. The call center will start-up and be manned by OCOO staff, eventually Associate Recruiters will participate, and then possibly contractors. Also, OCOO will hire more people to manage applications.
- Due to budget, no hammer teams and no tier 1 and 2 training in 2007.
- New COER will be rolled out in 2009.
- Uniform WIPT is being stood up. Submitted 2 engineers to be on it. Important for engineers to be in group because of the field work engineers conduct—healthcare providers would not be familiar with. ASH has made decision to stick with Navy-style uniforms; however, Navy is changing.
- RADM Craig Vanderwagen was confirmed by the Senate yesterday to be Assistant Secretary for Preparedness and Response.

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

- EPAC Sitescape Portal. Lots of transformation information being populated on site.
  - Can set-up feature to receive notification of new postings. Go under discussion tab, under tools, set notifications. Can select folders interested in.
  - A word of caution: with all the information being posted to the site, it can be a bit overwhelming—maybe, pick a couple of the transformation topics that are of interest to you and keep up with those topics.

**IV. OLD BUSINESS**

**A. Commissioned Corps Transformation**

- Billets WPDG (CAPT Ludington)
  - Deadline in mid-April: standard portion of category billets outlined.
  - New billets will include standard and position-specific sections.
  - Standard portion includes: title, duties, category, impact of direction, education requirements, registration requirements, and years of experience.
  - Later in spring, billets, with standard section complete, will be sent to agencies to fill-in position-specific section.
  - Currently, on DCP website are 119 engineer billets.
  - Asked for volunteers from non-IHS agencies to make sure standard components are incorporated and included.
    - CDC: CDR Kardous, EPA: CAPT Apanian, FDA: LT Savalia and OCE, HRSA: CDR Natour, NPS: CDRs Bosiljevac and Harris
- Career Development WPDG (LT Savalia)
  - Focusing on BOTC mission statement, procedures for course competencies, learning objectives for class, and policy issues.
  - Last assignment: What should officers learn in BOTC other than uniform, grooming, etc. such as public health, etc.?

**B. Healthy People 2010 and National Public Health Research Agenda**

- Comments will be forwarded to ADM Barror at close of business today.
  - Five priorities from the engineering perspective.

**V. NEW BUSINESS**

No new business

**VI. SUBCOMMITTEE REPORTS**

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

- SAME Award reviews complete and the winners have been submitted through OCE to SAME. This includes Hollis/Green/Cumming.
- Villforth/Burgess/Lynch reviews complete pending final review of winners by subcommittee and OCE.
- ELIT reviews at final stages of 3rd party review.
- Will begin transferring leadership to CDR Longstaff in next few months.

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

- Last meeting were held on February 20 and March 13. Next meeting is scheduled for May 8 from 2:00pm-3:00pm.
- There have been some additions to the conference listing spreadsheet at <http://www.usphsengineers.org> under “other conferences” (at the bottom of the page).
- Would like to add some information for consideration regarding engineer certifications as presented by Career Development Subcommittee at January EPAC conference call. The Project Management Institute offers several credentials for project managers. See <http://www.pmi.org>.
- Informed that an MOU for Federal Leadership in High Performance and Sustainable Buildings was signed off by HHS last year. Purpose of MOU was for agencies to pledge to make their facilities more sustainable in measurable ways, with an emphasis on energy efficiency.
  - HHS issued a sustainable policy in September. Directs agency facilities to attain either a LEED (Leadership in Energy and Environmental Design) or Green Globes certified rating.
- Informed that various offices within the Pentagon plan to institute Building Information Modeling, which was discussed at a prior meeting. Briefings were held at Pentagon by Coast Guard, Army Corps of Engineers, DoD policy makers and others. Demonstration of technology was also given. For description of Building Information Modeling, see Facility Information Council web site.
- Discussed various database technologies for tracking projects and real property inventory, including the use of Sequel servers, Microsoft Access, and free web databases.
- Discussed recent finding that mechanical negative-pressure ventilation systems were not as efficient as natural ventilation obtained from simply opening windows and doors in hospitals. The study, which tested hospital rooms in Peru, found that natural ventilation exceeded mechanical ventilation even at the lowest wind speeds. The journal article can be viewed at the following site:  
<http://medicine.plosjournals.org/perlserv/?request=get-document&doi=10.1371/journal.pmed.0040068>

**C. Career Development:** For CDR Sue Neurath, CDR Mary Dahl reported the following:

- Next meeting is April 12 at 3:00 pm EDT.
- Career track engineering biographies that were developed documenting careers of recent retirees has been turned into a brochure. Will be available at COF Symposium.
- Working with mentoring subcommittee to develop a brochure to describe variety of mentoring and career development resources available.
- Engineering representatives to transformation work groups have posted information on Sitescape. Encourage all engineers to review and comment on documents.

**D. COF Symposium:** For LT Iskander, CDR Mary Dahl reported the following:

- There have been no changes to the agenda.
- The other category representative, Tammy White, is working on coordinating the Surgeon General’s visit during lunch hour.

**E. Emergency Preparedness:** CDR Dan Beck was absent.

- No report.

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

- No report.

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

- Last meeting was March 13. Next meeting is March 27 at 2:00 pm EDT.
- Save the dates: August 7-9, 2007 in Charleston, SC.
- Outstanding & proactive group of committee members EHOs and engineers.
- Online registration & hotel reservation will be available by the end of the month.
- Topics to include: Mutual Interest Conflict Resolution, Strategies of Conflict Resolution, Increasing Communication Effectiveness.
- Scenarios will be used on all three days with break-out sessions. Harry Chambers is working with the Committee on developing these scenarios.
- Finalizing the list of speakers.

**H. Mentoring:** LCDR Emil Wang submitted the following report:

- 2007 Subcommittee Goals
  - Develop Mentoring Program by increasing mentor/protégé membership.
  - Foster development of formal/informal mentoring relationships.
- Action Items Approved
  - Adoption of uniform, calendar quarterly reporting schedule, i.e., March, June, September, December.
  - One-year mentor service requirement (four quarters) of successful mentorship to get a Letter of Recognition.
- Recommendations for Development
  - 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.
  - On-Call Mentoring Program to provide assistance with promotion questions. Possible collaboration with Career Development Subcommittee.
- Items for Future Discussion
  - Recognition of subcommittee members, e.g., recognition of officers completing multiple mentoring relationships, i.e., successfully mentoring three or more officers.
  - Review of USPHS Engineering Category Strategic Action Plan, September 2002, revised July 2005, for appropriate Mentoring Subcommittee responsibilities.
    - Focus Area 1: Recruiting and Retention – (i) identify career paths and opportunities to increase information sharing concerning recruiting, retention, and development; (ii) develop system to maintain pool of candidates, e.g., greater use of and retention of COSTEPs.
    - Focus Area 2: 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.

- Focus Area 3: 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.
- Focus Area 4: Recognition – awards and recognition
- Focus Area 5: 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 (LCDR Wang will work on a draft for review by March 2007 Subcommittee Meeting).
  - Draft email to junior officers up for first competitive (O-4) promotion.

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

- Last meeting was March 6. Next meeting is April 3 at 1:00 pm.
- RADM Barror and CDR Foy provided an update on recruitment issues and how to coordinate efforts.
  - eCAD system. May facilitate recruitment efforts in future.
  - Work closely with OCE to work with hiring managers and update recruiting materials and flyers.
  - Will incorporate into Plan for 2007.
- LCDR Gagliano and LT Caparoso attended SAME Job Fair in Atlanta. Identified 26 military officers. Have contact information and assigned associate recruiters to provide follow-up. LCDR Gagliano is leading effort, let him or CDR Kardous know if you would like to assist.
- Nathan Epling is organizing information presentation for Peace Corps engineer prospects in Rockville (Tower Building) on April 6 from 3:00-4:30.
- Updating recruitment portion of PHS engineer website with CAPT Constant. Looking for someone on subcommittee to work with Information Subcommittee member to clean-up and up-date website.
- Associate Recruiters: 111 Recruiters. 81-IHS, 30-other.
- eCAD system is scheduled to go live on April 2. Hopefully things will get easier to track.
- RADM Barror wants to collect information on who is interested in Corps and provided that information to hiring managers. Three tasks for EPAC to undertake.
  - For all EPAC members: go back to agency and compile list of managers who hire engineers—not HR, but program managers—provide contact information to CDR Foy. Will forward information to these managers when hear about an engineer applicant whether or not there is a vacancy, because most of the time do not hear about vacancies until it is too late. If we can get hiring managers information early, they may consider taking an officer without even advertising for the job.

- For all EPAC members: hear of an opportunity that may be applicable to an engineer; i.e, an engineer, either civil service or Commissioned Corps is retiring, somehow that is going to be backfilled with probably another engineer. Let CDR Foy and Recruiting and Retention Subcommittee know.
- For Recruiting and Retention Subcommittee: Create set of instruction (no more than one page) for all engineering officers who are not associate recruiters on what to do when they meet potential applicants. What to say, what website to go to, who to contact (associate recruiter) for more information, etc.

**J. Rules:** CDR Neurath was absent.

- No report.

**VII. ANNOUNCEMENTS**

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

- General Duty Applications: 44
- SR COSTEP Applications (received after March 1 2006): 8
- JR COSTEP Applications (received after March 1 2006): 59
- Call to Active Duty for month of February: 1
- Current Status of Category: 386
- Current Status of Corps: 5899
- Largest Agency with Engineering Officers: IHS 240
- Second Largest Agency with Engineering Officers: FDA 43
- List of applicants was sent on March 1.
- 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 to go “live” on April 2.

**B. TISP Liaison:** RADM Barror reported the following:

- TISP Congress is next week in Washington D.C. CDR Nate Tatum is attending and representing OCE.

**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 (March 2007) <http://www.coausphs.org/members/membersfrontline.cfm>
- 42nd Annual USPHS Scientific and Training Symposium, June 4-7, 2007, Cincinnati, Ohio. <http://www.coausphsconference.org>
  - Junior Officer Scholarships available.
  - HHS Travel regulations limit the number of department employees to attend conventions, unless a waiver is approved. Usually more than 50 attend the COA convention; other conventions that tend to have more than 50 include COA,

AMSUS, SAME and leadership conventions/meetings.

<http://www.knownet.hhs.gov/travel/Default.htm>

[www.gsa.gov/federaltravelregulation](http://www.gsa.gov/federaltravelregulation)

- 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%2009%2007.pdf>
- COA Seeks Nominations for Board of Directors - Vacancies on the board for the year beginning 1 July 2007 will 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.
- <http://www.coausphs.org/docs/news/Board%20Nominations.pdf>
- Retired IHS Engineers and EHOs Announce Reunion Agenda
  - Retired Indian Health Service Engineers and Sanitarians/Environmental Health Officers are planning a reunion on 18 April in Laughlin, Nevada. All PHS engineers and EHOs (Sanitarians) who served in the Indian Health Service, and their spouses, are invited and encouraged to attend. The planners have announced the reunion agenda, and the hotel is accepting reservations.
- <http://www.coausphs.org/docs/news/IHS%20Engs.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>

**D. SAME Liaison:** RADM Barror reported the following:

- SAME National Education Conference is first week in May in Philadelphia. Everything is on website. Going to be a really good conference. Was in New Orleans last year and was outstanding. This year will hopefully be better in terms of professional development aspect. Two tracks are career development-oriented and leadership-oriented, especially for military officers. Encourage anyone who can go to do so.

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

- JOAG regular meeting was held on February 9, 2007, and voting membership planning meeting was held on March 9, 2007. The following summarizes both meetings and other JOAG issues since last report sent on 1/26/07.

- Acting Surgeon General RADM Kenneth Moritsugu spoke to JOAG general membership during February 9<sup>th</sup> meeting. He gave a short speech followed by an extensive question and answer session. Summary of speech and Q&A are in February meeting minutes, found on JOAG website ([www.joag.org](http://www.joag.org)). Briefly, some of major topics addressed include:
  - Progress of and coming plans for Commissioned Corps transformation,
  - Opportunities for PHS officers to work within other agencies (DOD, state and local agencies, other federal agencies),
  - Publicity and recruiting for PHS, and
  - Coming changes to force management system.
- Feb. 23 deadline has passed for submission of nominations for JOAG awards. Winners of Junior Officer of the Year, JOAG Excellence Award, and VADM Richard H. Carmona Inspiration Award will be announced at 2007 USPHS Scientific and Training Symposium.
- JOAG is preparing its response to Surgeon General's request for Health priorities which went out to all PACs. A listserv announcement went out on Friday, March 9<sup>th</sup>, with a deadline to respond by March 20<sup>th</sup>.
- 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 chance to meet face-to-face.
  - Monday morning, JOAG is helping coordinate CPO meet-and-greet.
  - 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. Coin challenges are likely.
- JOAG is currently developing its strategic plan, designed to span the 2007-2012 time period.
- Expect announcement for nominations for voting membership in JOAG for 2007-2008 operational year to come out in late March or early April.
- JOAG Interservices Workgroup just found out it will be working closely with 2008 AMSUS Conference, which will be sponsored by PHS. As the date approaches, many junior officer opportunities to volunteer will be announced.
- The JOAG Recruitment and Retention Committee is working on posting web-based announcements and information for people interested in either COSTEP or FTE employment within PHS.

- Finally, JOAG is developing a Core Values coin, with hope of having it produced and ready for sale at Symposium.
- Next regular JOAG meeting: **April 13<sup>th</sup>, 2007, 1300-1500 EDT.**  
**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 [ajxl@cdc.gov](mailto:ajxl@cdc.gov).

CDR Ausdemore adjourned the meeting at 2:45 PM.

### **X. EPAC MEETING PARTICIPATION**

**Participants:** (members in bold)

**CDR David Apanian (EPA), CDR David Ausdemore (CDC), CDR Steven Bosiljevac (NPS), CDR Mary Dahl (IHS), CDR Bradley Harris (NPS), CDR Churci Kardous (CDC), CDR John Longstaff (IHS), CAPT James H. Ludington (IHS), CDR Jamie Natour (HRSA), LT Varsha Savalia (FDA), CDR Hilda Scharen-Guivel (At-large),** RADM Richard Barror (CPO, ex-officio), LT Jennifer Caparoso (Recorder, ex-officio), LCDR Jonathan Rash (JOAG, ex-officio), CDR Geoffrey Wachs (COA, ex-officio)

**Members Absent:**

CDR Dan Beck (OS), CDR Mitch Constant (IHS), LTJG Bradley Cunningham (FDA), LT Vivian Iskander (IHS), CDR Allen Jarrell (EPA), CDR Sue Neurath (CDC), CDR Adam Scully (At-large), LCDR Emil Wang (FDA), Mr. Ramin Zانpour (NIH)

**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