

**Meeting Minutes of the  
Engineer Professional Advisory Committee  
Thursday, May 24, 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 1:33 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:

- Thank you to those who worked very hard on upcoming COF meeting in Cincinnati. Lot of work still going on trying to take care of loose ends. Even though there is possibility of disappointing turnout, know we will have a lot of people there and it is a good program.
- Appreciate work going on for Leadership Development Seminar to take place in Charleston in August. CDR Scharen is working very hard on that. Full court press to get people registered. Anticipate approval from ASH any day now. A couple of minor setbacks:
  - OFRD came up with training money. RDF and APHT teams will be training over five-week period in August. One week is same as Leadership Development Seminar. Few less people coming to seminar because going to training.
  - CAPT Craig Shepherd selected as officer in charge for entire COMFORT mission. On ship for four months. Will not be able to make seminar.
- USNS COMFORT mission closer to being finalized and activated. Have who need at least for first couple of months. Navy agreed to pay for transportation costs to/from COMFORT for officers.
- USS PELELIU. Similar mission in Pacific. Still need officers for that mission. Encouraging all engineers, more or less environmental engineers, who are interested in one-month deployments to Western Pacific to please go through their agency and let it be known they are interested and have approval from supervisory chain.
- For a long time now, has been a lot of effort to have PHS officers go over to Afghanistan to help with prevention reconstruction team and do other types of health-related work over there, including engineers. There has been a request for engineers.

- It has taken almost two years to get an agreement between HHS, DOD, NATO, and whoever else is involved. Apparently have that agreement now. Will be officers who will be detailed over to Afghanistan. Not too many. Have already identified who they want for first two. There were a number of engineers interested in this at one time. Something may break on that for engineers.
- Redoing all billets for entire Commissioned Corps. Great effort has been put into this. There is now going to be a beta test coming up in next couple of weeks. Take 100 officers and have them use standard billets that have been developed and have them fill-out and send through supervisory chain as a test to see how process works and how billets are graded compared to current billet grade. Based on that test, then, assuming all goes well, have everyone who is currently in standard billet go through same exercise in late June or July.
  - Readiness Status:
    - Corps: 78.1% basic-qualified.
    - Engineers: 85.0% basic-qualified (2<sup>nd</sup> highest category to therapists).
    - Encourage everyone to maintain basic-qualified status.
    - Four snapshots taken to determine for administrative reasons whether or not you are basic-qualified. Those snapshots will be on March 31, June 30, September 30, and December 31. However, before any officer is deployed, it will be verified that they are basic-qualified. Officers who are Tier 1 and Tier 2 must remain basic-qualified and cannot let it lapse at all. They will be checking during those dates, but for purposes of awards, promotion, letters of reprimand, that kind of thing, which are mostly OCOO administrative actions, they will use quarterly snapshots.
  - Right now, as we speak, the very first officer basic course is going on in Northern Virginia. They have graduation tomorrow. Understand it is going well and everyone is very excited about it including the thirty officers going through the course.
  - Engineer category for sometime now has talked about updating engineer website. It has been on hold because understanding that there is going to be some kind of standardization of all PAC websites. Plan is still to standardized PAC websites, but when that happens, no one really knows right now, because the server they want to put all these PAC websites on has not been provided. Do not know when it will. Supposed to be same server as what usphs.gov is on, but since they do not have a server, they have usphs.gov on a temporary server.
  - Hope to announce T-grade promotions on or about June 1. Permanent grade promotions and results of assimilation board will be later in June, probably two to three weeks later. Promotion rates:
    - O-4: 80% for all categories except Medical which is 100%.
    - O-5: 43% for all categories.
    - O-6: 31% for all categories except for Medical, Dental, Vet, and Scientist at 38%.

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

- Secretary of HHS has blog at [blog.pandemicflu.gov](http://blog.pandemicflu.gov)
- Transformation process is moving forward. IT projects received \$3.3 million.

#### **IV. OLD BUSINESS**

- A. Commissioned Corps Transformation:** RADM Rick Barror reported the following:
- Lot going on, best to get on SITESCAPE and review documents coming out. Number of documents coming out from WIPTs on readiness, uniforms, retention boards, and other policies of interest.
  - eCAD system up and running in about two months. Still some IT tweaking but also need to make sure on solid ground with bringing Commissioned Officers on board without full medical exams or full security checks.
  - Toll-free number up and running since last week in April. Averaging about 65 calls per day. Being responded to by live person rather than voice mail or FAQs on server.
  - Some of recruiting items with transformation are starting to bear fruit. Hopefully will get more applications, process will get shorter, and have more people interested in Corps.

#### **V. NEW BUSINESS**

- A. Engineer Newsletter:** CDR Hilda Scharen-Guivel reported the following:
- Information Subcommittee would like to be more diligent in setting timelines and release newsletter on a quarterly basis.
    - Release dates: weeks of July 1, October 1, January 1, and April 1.
    - Need reports by 15<sup>th</sup> of previous month.
    - Need Chief Engineer and EPAC Chair reports by June 15<sup>th</sup>.
  - Would like to highlight two subcommittees in each newsletter.
    - Blurb on membership—Information in July.
    - Highlights on activities and initiatives—Recruiting and Retention in July.
  - Put information on website so that any engineer in field who wants to submit an article, can, and it will go directly to people handling newsletter.
- B. Recruiting and Retention Presentation:** CDR Chuck Kardous presented the following:
- EPAC Recruitment and Retention
    - Background
    - EPAC R&R goals
    - EPAC R&R – current efforts
    - Principals
    - Recruitment systems
    - Job placement
    - Recruitment and retention trends
    - Challenges
    - Recommendations
  - EPAC R&R 2007 - Background
    - Subcommittee chair – CDR Chuck Kardous, Feb 2006 – Present
    - 30 members, 3 new members joined in 2006
    - 16 IHS, 6 FDA, 4 CDC, 2 NPS, 1 EPA, 1 OCCO
    - Both Engineer Associate Leads on the subcommittee – CAPT Dave Koski (IHS) and LCDR Dawn Braswell (non-IHS)
    - OCCO engineer category staffing officer – LCDR Rhondalyn Cox

- Current category level at 390 engineer officers
- EPAC R&R 2007 - Goals  
Engineering Category Strategic Action Plan – 2005
  - Identify career paths and opportunities
  - Identify human resource needs
  - Develop system to maintain pool of candidates
  - Maintain at least 10% participation in ARP
  - Succession planning
- EPAC R&R 2007 – Current Efforts
  - Maintain and update applicant list
  - Maintain and update COSTEP list
  - Maintain and update vacancy list
  - Coordinate recruitment activities
  - CS to CC conversion initiative
  - Update website and recruitment materials
  - Assist transformation working group
  - Assist OCE in identifying hiring managers
- EPAC R&R 2007 – Principals
  - EPAC R&R subcommittee – 30 members
  - Associate Recruiters Leads – 2 AR Leads
  - Associate Recruiters – 93 as of May 2007
  - Assistant to Chief Engineer – CDR Foy
  - OCCO – LCDR Cox
  - WPDG Transformation Team – CDR Foy and LCDR Gagliano
- EPAC R&R 2007 – Systems
  - USPHS website, [www.usphs.gov](http://www.usphs.gov)
  - Engineers website, [www.usphsengineers.org](http://www.usphsengineers.org)
  - USAJOBS website, [www.usajobs.gov](http://www.usajobs.gov)
  - EPAC Sitescape, [team.cdc.gov](http://team.cdc.gov)
  - New electronic call to active duty system, eCAD
  - OCCO call center
  - List of all AR Leads and agency liaisons
  - Engineering category manager report
- EPAC R&R 2007 – Job Placement  
Two-step process:
  - Application for a corps commission
  - Application for vacancies with agencies that offer corps assignments
  - Corps application approved
  - Agency submits form 1662 – Request for Personnel Action
  - Applicant called to active duty as commissioned-corps officer

- EPAC R&R 2007 – Trends

## Corps Accessions and Losses

Fiscal Years 2002 through 2006 (October 1, 2001 through September 30, 2006)

### 5-Year Gains & Losses by Category

CATEGORY	TOTAL GAINS	TOTAL LOSSES	NET GAINS / LOSSES
MEDICAL	307	545	(238.00)
DENTAL	111	226	(115.00)
NURSE	577	356	221.00
ENGINEER	106	125	(19.00)
SCIENTIST	122	114	8.00
EHO	94	88	6.00
VETERINARY	39	46	(7.00)
PHARMACIST	449	286	163.00
DIETITIAN	36	16	20.00
THERAPIST	48	38	10.00
HSO	527	306	221.00
TOTAL	2416	2146	270.00

JRCOSTEP: FY 2006				
Category	# Applicants	# Qualified	# Selected	# CAD
Medical	17	3	3	3
Dental	19	8	8	8
Nurse	26	8	3	3
Engineer	74	47	40	40
Scientist	6	0	0	0
EHO	47	29	26	26
Veterinarian	7	0	0	0
Pharmacist	86	29	27	27
Dietitian	2	0	0	0
Therapist	4	0	0	0
HSO	60	8	6	6
Totals	348	132	113	113
OPDIV/Agency	IHS: FDA: CDC: BoP: HRSA: OS			

SRCOSTEP: FY 2006				
Category	# Applicants	# Qualified	# Selected	# CAD
Medical	0	0	0	0
Dental	11	0	0	0
Nurse	19	2	2	1
Engineer	6	0	0	0
Scientist	1	0	0	0
EHO	8	0	0	0
Veterinarian	2	0	0	0
Pharmacist	18	6	5	5
Dietitian	2	0	0	0
Therapist	6	1	1	1
HSO	36	2	2	2
Totals	109	11	10	9
OPDIV/Agency	IHS: FDA: CDC: BoP: HRSA: OS			

- EPAC R&R 2007 – Trends
  - Engineering category 5-year trend
    - Category level at 390 down from 416 in 2002
    - Average losses per year = 25
    - Average gains per year = 21
    - In 2006 only 7 new officers called to active duty
    - As of April, 10 new officers called to active duty in 2007
    - Active applications at OCCO: 31 general duty, 8 SrCOSTEP, 40 JrCOSTEP
    - Prospects in the EPAC R&R recruitment system = 148
    - Available positions 8 – 14
- EPAC R&R 2007 - Challenges
  - Limited coordination between OCCO and agencies
  - Limited job vacancies
  - Process of hiring an engineer is long and cumbersome (two-step process)
  - Limited funding for recruitment events and outreach programs
  - Associate recruiters have limited authority
- EPAC R&R 2007 - Recommendations
  - Improved coordination between OCCO and hiring managers at agencies
  - Anticipate openings through early surveys (quarterly)
  - Annual budget for recruitment events and activities
  - Provide AR's with greater input into the hiring process
  - Full-time recruitment position at OCE
  - Fund and promote COSTEP at non-IHS agencies
  - Promote accountability through annual reviews of recruitment and hiring progress
  - Provide incentives for associate recruiters, leads, and active members of EPAC R&R subcommittee

## **VI. SUBCOMMITTEE REPORTS**

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

- Next meeting is Wednesday, May 30 at 2:00 pm ET.
- Will plot out course for future.

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

- Last meeting was scheduled for May 8, but no members could make it. Next meeting is June 12 at 2:00 pm EDT.

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

- Last meeting was May 21. Next meeting is Monday, June 18 at 3:30 pm EDT.
- Best Practices Teleconference Presentations. Discussed asking engineers who submitted abstracts for COF Symposium Category Day and later found out they could not attend conference to make presentation at Best Practices Teleconference in July and/or August. LT Tammy White will contact potential speakers.
  - CDR Geoff Wachs mentioned that IHS blocks CDC Team site (Sitescape) that supports PowerPoint/Conference Call presentations. Will see if can get IHS to allow access to site.
- Transformation Workgroups. Career Development and Training Working Policy and Design Group is still working on Career Matrix and possible future discussions center on 'career paths'. Suggested brain storming on basic concepts of career paths. After some discussion it appears main points for right now are:
  - Start with the end in mind and
  - End is not achieving O-6 rank, but rather being prepared for O-6 billet responsibilities.

### **D. COF Symposium:** CDR Sue Neurath reported the following:

- Agenda is taken care of.
- Ready for big business in a few weeks.
- Need volunteers to man Engineer booth—contact LT Tammy White.
- Have flyers for Leadership Development Seminar and subcommittees

### **E. Emergency Preparedness:** CDR Dan Beck submitted the following:

- Reviewing 2007 priorities.
- Katrina lessons learned follow-up: CDR Jim Simpson
  - Will be looking at Emergency Preparedness Subcommittee (EPS) Katrina After Action Report and reviewing it in context of Department's Katrina Lessons Learned and Pandemic and All-Hazards Preparedness Act initiatives and assess current state of present and where EPS can have impact.
- Readiness: CDR Chris Bradley
  - Engineers remain at top of Corps readiness. Believe we have reached all officers we can under existing methods. Will be reassessing to determine what additional steps can be taken to effectively reach out to remaining 15% of category.
- Technical Capabilities: CDR Dan Beck

- Will be meeting with Profiles WPDG members to determine how to coordinate work of EPS on technical capabilities with work of transformation looking at similar issues and seek possible synergies.
- Will hold next meeting at COF (with call-in number) and will be trying to hold quarterly meetings “offsite” to encourage revitalized participation in EPS. Will focus in June on mid-year review of objectives and aligning with EPAC strategic goals.

**F. Information:** CDR Hilda Scharen-Guivel reported the following:

- Last meeting was May 15. Next meeting is June 19 at 1:00 pm EDT.
- Continue to update website in current format. Process for updating website:
  - Send to CDR Scharen. Please clearly indicate where you want and what you want changed to make sure to expedite request.
  - Try to get up within in day or two of request, but committing to no more than four or five days after a clear request is sent.
  - Identified back-up for Ramsey—LT Nazmul Hassan.
- One of the common questions website receives is related to listserv—want to join and how to do that. Trying to find a way to put link on website so people could join.

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

- Last meeting was May 15. Next meeting is June 5 at 2:00 pm EDT.
- August 7-9, 2007 in Charleston, SC.
- Need people to register. Registration Deadline is June 29.
- Agenda is posted on website.
- All speakers have been confirmed. Bob Wolff from SAME, Jerry Farrell from COA, RADM Barror except SAME speakers.

**H. Mentoring:** LCDR Emil Wang was absent.

- No report.

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

- Last meeting was May 1. Next meeting falls on Category Day, push back a week to June 12 at 1:00 pm EDT.
- Associate Recruiters: 93 Recruiters. Lost 17. (March 31 deadline for paperwork).
- Discussed Recruiting and Retention WPDG.

**J. Rules:** CDR Sue Neurath reported the following:

- Last meeting was May 16. Next meeting is June 20.
- Getting ready to issue next call for EPAC membership. According to history, should be getting applicant information to full EPAC by end of June.
- Need to review by-laws. Will need to change some of subcommittee information. For instance, mentoring subcommittee is not listed, career development is listed as two different subcommittees—one for civil service and another for Commissioned Officers. Will also add subcommittee for COF planning.

## VII. ANNOUNCEMENTS

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

- General Duty Applications: 31
- SR COSTEP Applications (received after April 1 2006): 8
- JR COSTEP Applications (received after April 1 2006): 40
- Call to Active Duty for month of April: 1
- Current Status of Category: 390
- Current Status of Corps: 5921
- 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. Those applicants who only complete prescreen questionnaire will be closed. Please contact LCDR Cox if any should not be.
- New call to active duty system (eCAD)—implementation date not set.
- Please notify LCDR Cox of any applicants who are awaiting civil service conversion.

### B. **TISP Liaison:** CDR Beck submitted the following:

- Contacted CDR Mat Martinson and CDR Hung Trinh as possible new TISP representatives. Hope to have nomination forwarded to EPAC Chair and CPO within month. Both are excellent candidates and have expressed interest in position. Don't know if vote is required or if selection is made by EPAC Chair or CPO directly.

### 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/Frontline.pdf>  
<http://www.coausphs.org/members/membersfrontline.cfm>
  - Engineer Retirement Reunion. RADM Al Stevenson (Ret.), Chief Engineer from 1966-1971.
  - AMSUS award to engineer.
- USPHS Scientific and Training Symposium, "The Many Faces of Public Health".  
<http://www.coausphsconference.org>
  - June 4-7, 2007, Cincinnati, Ohio.
  - Engineer Symposium CE Information Available, 3.16 CEUs  
<http://www.phscofevents.org/agenda/conted.cfm>
  - Category Day Agendas  
<http://www.coausphsconference.org/agenda/CategoryDay.cfm>
- Retired IHS Engineers and EHOs Announce Reunion Agenda
  - Reference May 2007 Frontline article <http://www.coausphs.org/docs/Frontline.pdf>
  - 35-40 retired officers and spouses participated.

- Engineers, EHOs announce August Leadership Development Seminar (7-9 August in Charleston, SC).  
<http://www.coausphs.org/docs/news/GenericLeadershipFlyer%203-30-07.pdf>
- COA Board of Directors – Vote Now (by 15 June).  
<http://www.coausphs.org/members/membersvoting.cfm>
  - Reference April 2007 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.
- 2007 Legislative Agenda  
<http://www.coausphs.org/docs/news/Legislative%20agenda%20-%20fixed%203%2009%2007.pdf>
  - 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.
- Board meeting in August
- Strategic Plan update which usually involves CPOs.
- PHS Commissioned Officers Foundation (COF) for advancement of public health was created to provide support for public health professionals nationwide. Foundation is affiliate of Commissioned Officers Association of U.S. Public Health Service. Official PHS Commissioned Officers Foundation (COF) information:  
<http://www.phscof.org>
- 2006-2007 COF Scholarship Program Announcements (application deadline 1 June)
  - Applicants to the PHS Commissioned Officers Foundation Scholarship Program must fulfill the scholarship requirements. <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 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 Randy Gardner reported the following:

- SAME Joint Engineer Training and Education Conference was May 1-4.
  - Very worth while for PHS engineers to be involved.
  - Planning next training conference.
    - Need PHS representative to work with SAME to set agenda.
- Gathering names from SAME on public health engineer members.
  - If do not use USPHS affiliation, can look at agency name.
- Opportunities at national level to get involved in subcommittees or at local level.

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

- JOAG voting meeting was held on May 11, 2007. The following summarizes both meetings and other JOAG issues since last report sent on 4/20/07.
- JOAG activities during the USPHS Scientific and Training Symposium this year 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.
- 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 uniform inspection booth.
- JOAG will be selling its brand new Core Values coins. Get 'em while they're hot!
- JOAG passed two changes to bylaws in May 11 voting member meeting:
  - Reinstatement of Treasurer position in Executive Committee.
  - Clarification of procedures for interim replacement of Executive Committee members during extended, but not permanent, absence.
- JOAG is in process of preparing white paper to submit to ASH regarding Department-wide limitation on number of people who can be funded to attend training, and its implications on future of USPHS Scientific and Training Symposium.
- Next regular JOAG meeting: June 15<sup>th</sup>, 2007, 1300-1500 EDT.  
(Note this is 3<sup>rd</sup> Friday, not 2<sup>nd</sup> Friday as usual. Meeting date was changed for this meeting only due to timing of USPHS Scientific and Training Symposium.)
  - CALL IN NUMBER: 888-322-1791
  - PASSCODE: 83301

**VIII. VACANCIES**

O-4 Public Health Consultant with National Park Service in Flagstaff, Arizona.

**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 3:20 PM.

**X. EPAC MEETING PARTICIPATION**

**Participants:** (members in bold)

**CAPT David Apanian (EPA), CDR David Ausdemore (CDC), CDR Dan Beck (OS), CDR Steven Bosiljevac (NPS), CDR Mary Dahl (IHS), CDR Bradley Harris (NPS), CDR Allen Jarrell (EPA), CDR Churci Kardous (CDC), CDR Jamie Natour (HRSA), CDR Sue Neurath (CDC), CDR Hilda Scharen-Guivel (At-large), CDR Adam Scully (At-large),** RADM Richard Barror (CPO, ex-officio), LT Jennifer Caparoso (Recorder, ex-officio), CDR Keith Foy (OCE, ex-officio), CDR Randall Gardner (SAME, ex-officio), CDR Geoffrey Wachs (COA, ex-officio)

**Members Absent:**

CAPT Mitch Constant (IHS), LTJG Bradley Cunningham (FDA), LT Vivian Iskander (IHS), CDR John Longstaff (IHS), CAPT James H. Ludington (IHS), LT Varsha Savalia (FDA), LCDR Emil Wang (FDA), Mr. Ramin Zandpour (NIH)

**Official Alternates Present:**

CDR Peter Nachod (IHS), CDR Carol Rogers (IHS)

**Guests:**

LCDR Ed Dieser (CDC)

**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