

**Meeting Minutes of the
Engineer Professional Advisory Committee
Thursday, April 24, 2008**

The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all Public Health Service Engineers and Architects.

Next meeting date: May 22, 2008, 3:30-5PM Eastern Standard Time

Conference Line Information:

Toll-free: 1-866-614-6551

Passcode: 8768444

I. CALL TO ORDER

CDR Sue Neurath called the meeting to order at 3:30 PM EST. Attendance was taken and a quorum of EPAC members was present. Tab A shows the EPAC meeting attendance to date.

II. APPROVAL OF MINUTES

CDR Neurath 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 provided the following announcements:

- Humanitarian Missions begin this Saturday (April 26); CDR Andy Smith will be on the USS Boxer Mission
 - There is an opportunity and need for additional junior engineer officers for a voluntary, one-month deployment
- A number of major conferences are scheduled for the near future
 - SAME is in May; CDR Geoff Wachs is on the planning committee
 - USPHS Public Health Conference is in June; CDR Steven Bosiljevac is leading the planning for Category Day
 - AMSUS is in November; CDR Jim Simpson is leading the planning for the concurrent Leadership Development Seminar

B. EPAC Chair: CDR Neurath provided the following announcements:

- ADM Garcia, the new Assistant Secretary for Health, will be sworn in Monday April 28. The ceremony will be from 1400 to 1500 in the Great Hall of the Humphrey Building.
- Results of the March 31st Readiness Review indicate the Engineers ranked 3rd, the top three were:
 - Veterinarians – 93.8% Basic Qualified

- EHOs – 92.4%
- Engineers – 92.2%
- An MOU has been signed with DOD and will allow for the placement of mental health providers in DOD medical facilities
- The SG initiatives to address childhood over-weight and obesity noted
 - This week is ‘Turn off the TV Week’ – designed to encourage families to spend active time together
 - Several ‘synergistic’ partnerships have been announced – designed to help complimentary programs in different agencies work together
- No mechanism for officers to ‘fund raise’ for PACs. Officers can raise funds for other organizations – but those organizations are responsible for allocating their recourses in a manner consistent with the law and their ‘strategic plan’
- Billet Grading:
 - Currently our billet system, which is inconsistent with the other services, does not consistently reflect the duties of the position. Our system tends to reflect the capabilities of the officer. This hampers our ability to address force management issues and ability to identify needed skill sets
 - The goal is to develop a more appropriate billet system and develop the capability to link that to officer profiles to:
 - Clarify types of officers/skill sets needed
 - Track vacancies
 - Define and publish the requirements of an officer seeking that position
 - Likely a fundamental step to develop career tracks
 - To take the ‘next step’ in capturing the requirements of each category’s standard billets, OCCO’s taking steps to develop a web-based system
 - The officer will answer a series of questions about their duties (not capabilities)
 - Supervisor will review for accuracy
 - Agency will review for accuracy
 - Category will review to ensure equity throughout the agencies
 - OCCO will review to ensure consistency and provide big picture perspective
 - Standard billets will be accomplished first, then we’ll move to multi-disciplinary
 - Common questions:
 - “What if my ‘new’ billet grade ends up lower than my current billet grade?”
 - It is *PROPOSED* that officers will be allowed to retain their current billet grade for about 2 yrs. This is designed to give them time to find a new job and not be at a disadvantage at promotion their next promotion review
 - “What if the ‘braggart’ next to me is able to answer the questions and end up with a higher level billet than mine, even though we do the same thing?”
 - Ideally, the reviews by the supervisor, agency, category, and OCCO will catch and address discrepancies

- COER Revisions:
 - There is an effort to redesign the COER to primarily address concerns about score inflation
 - A series of focus group meetings are being planned to ensure comments and concerns from CPOs, Agency Liaisons, and civilian supervisors are considered
- Associate Recruiter Training:
 - Approximately 30 people attended a 2-day training seminar for Associate Recruiter Leads
 - One additional ½-day training seminar is planned; possibly at COF
 - Hope to capture some training and provide as a web-cast
- COER or CORPS ??? Awareness Training planned for civilian supervisors using a web-based format
 - Appears that they are still looking into topic areas that should be covered. Send me your suggestions, I'll collate and share at the next meeting where we'll discuss the strategic plan.
- Today ADM Barror is making a presentation to the EPA HR Council to support EPA's efforts at recruiting PHS Engineer and EHOs.

IV. Subcommittee Reports:

A copy of the report is available on SiteScape from the following Subcommittees.

- A. Building Design and Construction:** CDR Steven Bosiljevak, Chair
- B. Career Development:** CDR Mary Dahl, Chair
- C. Information:** CDR Hilda Scharen, Chair
- D. USPHS Scientific and Training Symposium:** CDR Steven Bosiljevak, Chair

V. Liaison Reports

A copy of the report is available on SiteScape from the following Liaisons

- A. COA:** CDR Geoff Wachs
- B. SAME:** CDR Geoff Wachs for CAPT Randy Gardner
- C. JOAG:** LCDR Jonathon Rash

VI. NEW BUSINESS

- A. PAC Finances:** LCDR Charles Cathlin.
 - LCDR briefly introduced the subject due to lack of time it was decided to save this conversation for a later meeting
- B. PY2009 Benchmarks:**
 - The PY2009 are expected to be released shortly, the EPAC had an opportunity to provide a quick review and recommended no changes.
 - The EPAC is expected to take a close look at the benchmarks in preparation for PY2010 during the August meeting

VII. OLD BUSINESS

A. None Discussed.

VIII. VACANCIES


- Vacancy listing is provided with Announcements from Office of Chief Engineer.

IX. ADJOURNMENT

CDR Neurath adjourned the meeting at 5:07 PM EST.


X. AUTHORIZATION

I have recorded the above EPAC meeting minutes:


Ms. Tonia Burk
EPAC, Recorder

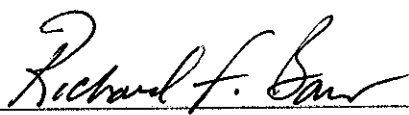
1/22/09
Date

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


CDR Susan Neurath, PE
EPAC, Chair

1/22/09
Date

I authorize distribution of these minutes:


RADM Rick Barror, PE
Chief Engineer, USPHS

1-22-09
Date