

**Meeting Minutes of the
Engineer Professional Advisory Committee
Thursday, February 28, 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: March 27, 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 reported the following:

- Last week was Engineer's Week; activities included
 - Judging the Future City engineering competition for 7th /8th graders
 - More than 1000 schools competed; five finalists
 - Google search for "Future Cities" for a nice summary of the projects
 - Congratulations to PHS Engineer of the Year honorees:
 - Federal Engineer of the Year: CAPT Tony Zimmer
 - PHS Engineer of the Year: CAPT Paul Robinson
 - Engineer Responder of the Year: LCDR Mike MarcAurele
- Appointment standards for Commission Corps
 - EPAC should look at Commissioned Corps Appointment Standards
 - Both initial Reserve and Regular Commission appointments
 - Concentrate on clarification
 - Send comments to Sue
 - Notes on Appointment Board operations
 - Call to active duty will be once per 6 to 8 weeks
 - Files have to be reviewed in person
 - Moving to an electronic system to support a virtual board

- A virtual board would allow anyone (not just in D.C.) to review the files
- Five engineers at a time will handle multiple boards consecutively.

- Three humanitarian missions are planned for this summer
 - Teams of 12 Officers (including one engineer) will serve one month at a time.
 - An executive assistant is desired for the OIC; could be a junior engineer position
 - Submit application thru your agency

- Transformation 2008
 - Hammer Teams are supported but not fully funded
 - Recruitment is a high priority

- Officer Basic Course
 - Plenty of openings available
 - Please encourage anyone in the Commissioned Corps less than one year to apply

- Quarterly newsletter went out today.
 - Congratulations to CDR Hilda Scharen, CDR Kevin Milne and LCDR Jen Mosser.

- The SAME Conference will be in Minneapolis will occur the week of May 19th
 - Please visit the website to register and reserve hotel rooms

B. EPAC Chair: CDR Neurath had no additional announcements

IV. Subcommittee and Liaison Announcements:

Below are the announcements provided at the meeting, the Subcommittee and Liaison monthly reports are in TAB B.

- A. Building Design and Construction:** CDR Steven Bosiljevack reported that the subcommittee is looking to expand their technical emphasis and all are invited to the next planning meeting on Mar 11, 11AM PST
- B. Career Development:** CDR Mary Dahl reported that the subcommittee is looking to develop a New Engineer program for new CC engineers, contact CDR Dahl for more details on how to get involved
- C. Information:** CDR Hilda Scharen reported 1) the skeleton of the public PHS Engineer Website is available for comments, comments are due to CDR Scharen by Mar 7th; 2) agency representatives are needed to provide general information on agency activities for future editions of the news letter, you don't have to write the article – just provide the background information
- D. Mentoring:** CDR Emil Wang reported the subcommittee is developing their 2008 goals, all participants are welcome
- E. JOAG:** LT Jonathon Rash reported that JOAG Award nominations were due Feb 29th.
- F. SAME:** CAPT Randy Gardner reported that 1) the SAME Golden Eagle Award Dinner was scheduled for March 29, registration information is available at the website; 2) SAME is beginning their strategic planning workshop will be the first week of March.

V. OLD BUSINESS

A. Strategic Plan: CDR Neurath provided an over view of the draft EPAC Strategic Plan. The goal is to institute a streamlined plan and annual planning process. The following comments were noted:

- We'll be using a spreadsheet approach for this version of the plan to identify the following levels of information:
 - Focus Area: To describe the four general topics EPAC is fully committed to.
 - Objectives: The strategic-overarching ideas emphasized in each Focus Area
 - Goals: More specific 'tactical' descriptions of the types of efforts we'll address
 - 2008/2009 Projects/Subcommittee: The specific projects to be undertaken during the 2008/2009 calendar years and the subcommittee that will lead the effort
 - Resources Initial/Ongoing: A description of the time and effort expected to start the project and the amount required to keep it moving forward
 - Priority: A description of the Urgency and Importance of each project
 - Percent Completed: An estimate of how close we are to completing the project
- The four Focus Areas were redefined as:
 - Recruiting Commissioned Corps Engineers
 - Professional Development
 - Readiness
 - EPAC Organization
- Some of the Objectives were modified to better describe the intent
- It was suggested that we ensure all appropriate elements of Transformation are considered in our planning process – Sue will coordinate that review
- The revised version of the Strat Plan is attached.

B. Leadership Development Seminar: CDR Jim Simpson reported the following:

- It was decided to go forward and start planning the 2008 LDS to be held in conjunction with AMSUS in November. This will allow us to reduce the logistic planning burden.
- Proposal has been submitted to AMSUS; planning on 150 attendees.
- Seeking a Vice-Chair for the Subcommittee. The Vice-Chair will lead the LDS planning committee in 2009.

VI. VACANCIES

- Vacancy listing is provided with Announcements from Office of Chief Engineer.
- CDR Jamie Natour reported that HRSA is seeking an engineer and architect for their office in Rockville.

VII. ADJOURNMENT

CDR Neurath adjourned the meeting at 5:00 PM EST.

TAB B
EPAC Subcommittee and Liaison Reports

Awards: CDR John Longstaff

Building Design and Construction: CDR Steven Bosiljevac

Career Development: CDR Mary Dahl

**EPAC Career Development Subcommittee
Meeting Minutes
Monday, February 25, 2008**

Attendance: Bosiljevac, Cunningham, Dahl, Hanley, Wachs
Approval of Previous Meeting Minutes: No comments received
Announcements:

- CDR Dahl provided an update on the Humanitarian Assistance Mission Survey being prepared by CAPT Chris Brady.

Old Business:

- CDR Dahl reported that CDR Neurath is finalizing the write-up on the Engineer Survey and it should be included the next Engineer Newsletter.
- CDR Dahl reported that CDR Neurath forwarded Training Opportunities write-up to her so that the information can be added to the Career Development Subcommittee website.

New Business:

- CDR Dahl report on on-going EPAC strategic planning efforts.
- Continued discussion on goals/projects for 2008 including (1) continuation of welcome letter, (2) development of new engineer orientation program, and (3) updating of CV/CV coversheet. Discussed desire to tie in proposed work of subcommittee with EPAC strategic planning efforts. LT Cunningham expressed an interest in being on the workgroup to develop new orientation program (CDRs Dahl and Hanley and LCDRs Mazzora and Sallach have also volunteered to work on). Discussed plan to get started on this project with a conference call hopefully next week.
- No members reported any conflicts with current meeting day and time, so it was agreed to leave it as is – the 3rd Monday of the month at 3:30 pm EST.
- Discussed use of Sitescape. CDR Dahl will check into access for members and provide follow-up information.

Next Meeting Time and Date

- Monday, March 17th, 3:30 pm EST
- Toll-free phone: 1-866-614-6551
- Passcode: 8768444

Meeting Adjourned

USPHS Scientific and Training Symposium: CDR Steven Bosiljevac

Emergency Preparedness: CDR Dan Beck

Information: CDR Hilda Scharen-Guivel

**ENGINEER PROFESSIONAL ADVISORY COMMITTEE INFORMATION
SUBCOMMITTEE**

February, 28 2008

- Subcommittee met on February 26th
- Next meeting scheduled at 1:00 PM March 18th
- Subcommittee discussed the draft site structure for the public website. This is basically the “skeleton” of the layout of the Engineers’ site
- Forming a website working group to help develop the public website. Input from this group will be presented to the PAC for their input
- We will be putting together a test site for the Engineers’ website and seek input from the PAC on a regular basis
- Please send any suggestions/comments about the Site Structure document attached by Friday, March 7th to Hilda.Scharen@fda.hhs.gov
- Next issue of the Engineers Newsletter will be released later this week
- Please continue to send any new articles/topics through the EPAC website for the Engineer Newsletter.



Engineer PAC
website.doc

Mentoring: LCDR Emil Wang

Date: January 25, 2008

Recruiting and Retention: CDR Churci Kardous

JOAG: LT Jonathon Rash

A JOAG regular meeting was held on February 8, 2008. The following summarizes both meetings and other JOAG issues since the last report sent on 1/23/08.

- Representatives from JOAG met with Ms. Jane Sprouse, Commissioned Corps Awards Coordinator, and CAPT Dean Coppola, JOAG Senior Advisor, to discuss two JOAG awards-related initiatives.
 - One involves creation of a document for OCCO to completely explain the Commissioned Corps award nomination process and provide a central unified guidance. OCCO reviewed the draft document and will provide JOAG some minor changes. JOAG will also need to update the document when the new Awards POM is issued. This document will be sent to new supervisors of Commissioned Corps officers, and may be posted on the OCCO website as official awards nomination guidance.
 - The other proposes the creation of a new Commissioned Corps award – the PHS Outstanding Volunteer Service Medal. OCCO was supportive of the initiative, but apprehensive about its prospects for success since a similar initiative was not approved several years prior. JOAG is making changes as recommended by OCCO, and upon making these changes, hopes to get OCCO's approval before the proposal goes to the Office of the Surgeon General.
- JOAG is planning to conduct a Forward Thinking Retreat with any interested junior officers. Tentatively, this is being scheduled for the Saturday, Sunday, and Monday morning prior to the USPHS Scientific and Training Symposium in Tucson, Arizona. The idea here is for junior officers to work together collaboratively to brainstorm about the future of the USPHS Commissioned Corps, looking 20 or 30 years into the future. The Forward Thinking Initiative will continue beyond the Symposium, likely with workgroup discussions and other opportunities for junior officers to provide input into the process. More information will be provided as it is available.
- The deadline for submitting JOAG Award nominations is almost here. February 29th is the last day nominations will be accepted for any of the JOAG awards. Information on the three awards available and nomination procedures can be found on the JOAG website (<http://www.joag.org/>). The three awards are:
 - Junior Officer of the Year
 - JOAG Excellence Award
 - VADM Richard H. Carmona Inspiration Award
- JOAG still has JOAG coins and Corps Values coins available. Check the JOAG website for information on ordering either or both.
- The next meeting of the Journeyman Series will be held from 1300 to 1400 Eastern time on March 14th. CAPT (ret.) Gerald Farrell, Executive Director of the Commissioned Officers Foundation and the Commissioned Officers Association, will speak to JOAG on the role of the Foundation and may also cover recent legislative issues.
- Next regular JOAG meeting: April 11th, 2008, 1300-1500 EST.

- **CALL IN NUMBER: TBD**
- **PASSCODE: TBD**

SAME: CDR Geoffrey Wachs

The Society of American Military Engineers (SAME) – *"The mission of the Society of American Military*

Engineers is to promote and facilitate engineering support for national security by developing and

enhancing relationships and competencies among uniformed services, public and private sector engineers,

and related professionals."

- Society of American Military Engineers (SAME)

- <http://www.same.org/>

- 2008 SAME National Conference in 20-23 MAY 2008 - Minneapolis, MN

- 81 Days until the 2008 SAME Joint Engineer Training Conference as of 28 FEB 2008

- <http://www.same-2008.org/>

- <http://www.same-2008.org/committee/committee.htm>

- On-line registration is open through 30 APRIL 2008, late fees start 01 MAY 2008

- www.regonline.com/2008SAMEJETC

VIII. AUTHORIZATION

I have recorded the above EPAC meeting minutes:

Tonia Burk
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:

Susan Neurath
CDR Susan Neurath, PE
EPAC, Chair

1/22/09
Date

I authorize distribution of these minutes:

Richard F. Barror
RADM Rick Barror, PE
Chief Engineer, USPHS

1-22-09
Date