

**Meeting Minutes of the
Engineer Professional Advisory Committee
Thursday, March 27, 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: April 24, 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 is out of town this week.

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

- OFRD's Website is expected to be available late tomorrow.
 - OFRD will be doing their Mar 31 Readiness Check as scheduled
 - It is important for all officers to check their status and make the necessary updates
 - Officers who are up for promotion this year must be Basic Qualified or they will be removed from the promotion list
 - Because the website was unavailable, they will be granting a 2-week grace period to allow officers to update their information.
 - The item(s) that they are updating need to have been accomplished prior to April 1st.
- Eli Manning kicking off President Challenge
 - All officers and category engineers are encouraged to sign-up to help HHS and their Agency meet their participation goals
- Portrait Ceremony for former Secretary Thompson was held March 24th
- Check out the CCMIS webpage (<http://dep.psc.gov/>) the latest on OCCFM policies
 - Note the uniform of the day changes on April 7th
- Promotion Benchmarks for FY09 will be released soon – expect early April

- COER – under revision.
 - Has been presented to the CPO Board, will be additional meetings to clarify issues and concerns
 - The challenge is to fairly spread out the distribution of scores without unduly penalizing any officer
- OCCO is revising their strat plan for recruiting and will be looking for input on the Associate Recruiter Program at the Associate Recruiter Meeting
- PAC Chair Topics
 - Looking for an EPAC volunteer to serve as our point person to gather information about these opportunities, bring back a report/recommendations for PAC decision:
 - PAC Funding – is it necessary? What guidance should be given to PACs?
 - Pharmacist Officer Health Program
 - Developed a powerpoint presentation on a health and safety topic for delivery to future audiences
 - Would like to see other PACs also develop such a tool
- ECAD – Electronic Call to Active Duty – to be demo'd next week on Engineer applicants
- Policy Reviews

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
 - There was no January meeting.
 - The minutes for the business meeting in March will be posted soon.
 - The subcommittee is looking at getting engineers across the agency involved.
- B. Career Development:** CDR Mary Dahl reported
 - One or more calls on leadership are being planned.
 - Jim Simpson will be involved with a leadership seminar.
 - Send information related to guidance to Mary or Jeff.
- C. Emergency Preparedness:** CDR Dan Beck
 - Naval seabound missions need environmental health support and Officers in Charge.
 - Interested parties please contact Dan.
 - General applicants have to go through their liaison
 - 0-6's do not have to go through their liaison.
 - Dan will approach the agency for concurrence.
- D. Information:** CDR Hilda Scharen reported
 - The subcommittee minutes are on SiteScape
- E. Mentoring:** CDR Emil Wang reported
 - The meeting minutes will be posted soon.
 - Emil sent a request to update the current database.
 - The mentor teams are looking to increase their diversity.

V. OLD BUSINESS

- A. Strategic Plan:** CDR Neurath reemphasized the importance of the Strategic Plan.
- The following have been accomplished thus far
 - Agreed on focus areas
 - Identified strategic objectives and goals
 - Discussed alignment of the strategic plan with the transformation goals
 - Sue introduced the diagram of pillars of transformation (see Tab C)
 - The strategic plan covers some, but not all, of the pillars
 - EPAC activities need to consider Transformation goals/objectives/activities and impacts on category members
 - Future meetings will be used to make steps forward as time allows.

VI. NEW BUSINESS

- A. Engineer Outreach Program: Development Team Interim Report.** LCDR Nathan Epling
- Powerpoint slides were used for the presentation (see attached).
 - Items of Discussion Included:
 - Liability issues when working with NGO's
 - Recognition of participants for voluntary work
 - Different ways to contribute were discussed, such as reviewing technical documents from home, in addition to on-site work.
 - On-site work is not typically a uniformed activity.
 - This type of work brings credit to the corps by participation, but not service.
 - Nathan will present more on this subject at the Engineering Category Day session in Tucson.
 - Further work:
 - Gather more information and contact groups that can help address liability.
 - Begin recruitment.
 - A progress report is projected for August/September 2008.

VII. VACANCIES

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

VIII. 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

USPHS Scientific and Training Symposium: CDR Steven Bosiljevac

Emergency Preparedness: CDR Dan Beck

Information: CDR Hilda Scharen-Guivel

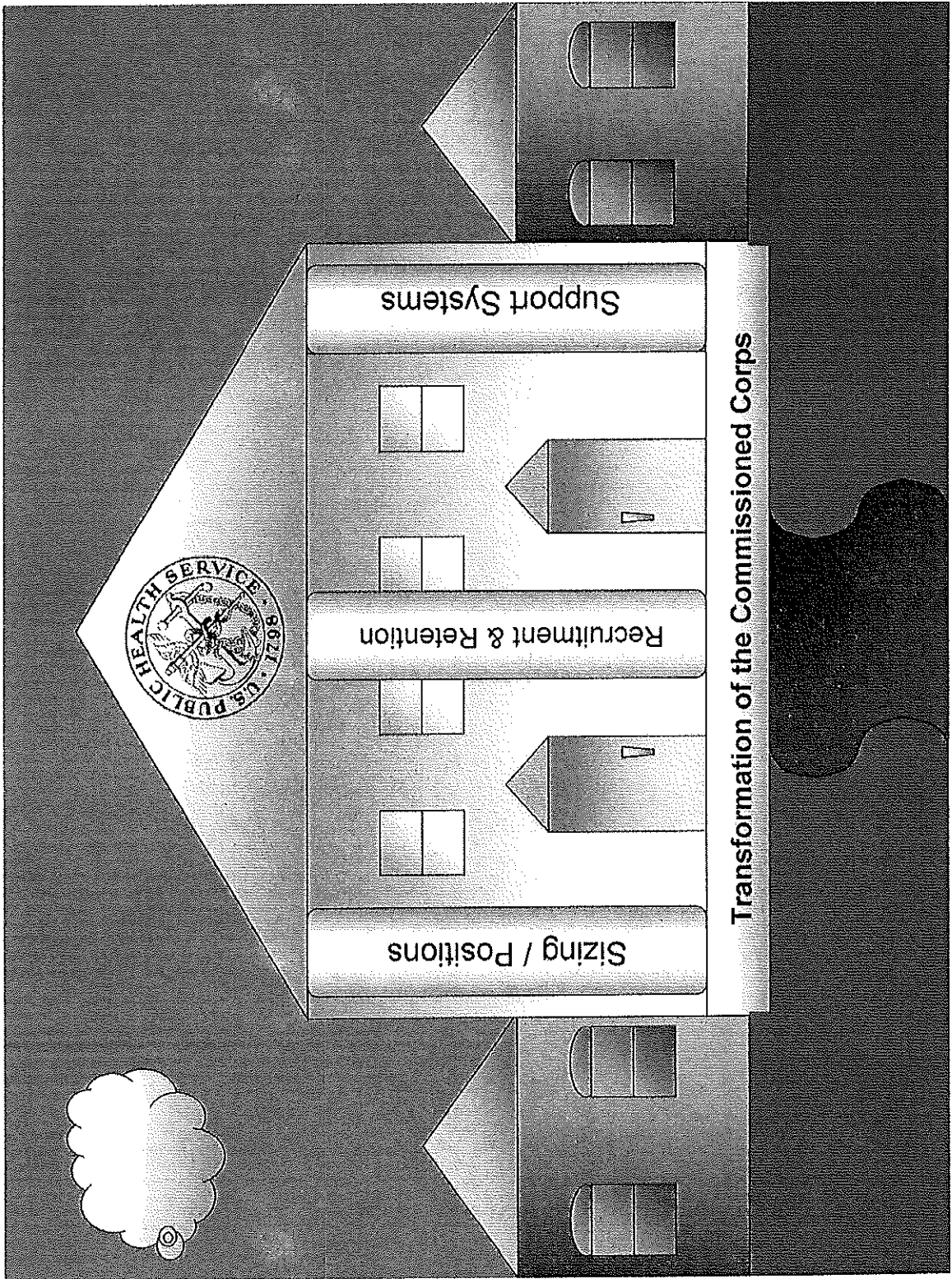
Mentoring: LCDR Emil Wang

Recruiting and Retention: CDR Churci Kardous

JOAG: LT Jonathon Rash


SAME: CDR Geoffrey Wachs
Attached

Tab C



IX. AUTHORIZATION


I have recorded the above EPAC meeting minutes:



Ms. Tonia Burk
EPAC, Recorder

1/22/09
Date

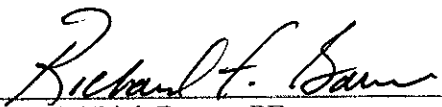
I have read the above minutes, which accurately describe this meeting, and on behalf of the EPAC approve their distribution:



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