

**U.S. Public Health Service  
Environmental Health Officer's Professional Advisory Committee (EHOPAC)  
Meeting 157 Minutes, August 12, 2009  
Via Conference Call**

Note: This meeting was held remotely via conference call and WebEx. The first part of the meeting (Chair remarks, CPO Report, and CAM briefing) were recorded; the business portion of meeting is not included in the recording. To access the recorded portion of the meeting visit:

<https://ihs-hhs.webex.com/ihs-hhs/ldr.php?AT=pb&SP=MC&rID=34652187&rKey=f83bbe3d53bf5065>

1. Call to Order

CAPT Michael Noska, EHOPAC Vice-Chair called meeting 157 to order.

**EHOPAC Members, Guests, and Agency Affiliation Participating in Meeting 157**

CAPT Craig Shepherd (CDC),

**Chief Professional Officer**

CAPT Michael Welch, IHS Chief Professional Officer Elect

CAPT Michael Noska (FDA) **Vice-Chair**

CAPT Myrna Buckles (IHS) **Recorder**

LCDR Jennifer Freed (ATSDR)

CAPT Wayne Hall (IHS)

CDR Brian Johnson (IHS): CDR Bobby Villines, Career Development

Subcommittee Report – for CDR Johnson and CDR Krake

CDR Chris Kates (OS)

LCDR Shawn Lafferty (EPA)

CAPT David McMahon (IHS)

LCDR Sarah Unthank (USCG)

LT Christian Witkovskie (FDA): CDR Rob Gruhot (FDA) for Christian Witkovskie

CDR Diahann Williams, **OCCFM Representative**

LCDR Joe Laco

CAPT Byron Bailey,

2. Chair Welcome/Remarks

CAPT Mike Noska, EHOPAC Vice-Chair, welcomed all those in attendance to the meeting in the absence of the CAPT Alan Dellapenna, Chair.

3. OCCFM Representative (CDR Diahann Williams) – CDR Williams has been with OCCFM for about 1 year in the Recruitment, Marketing, and Information

Systems Division under CAPT Bill Knight. OCCFM is working to improve communication between OCCFM and the Corps. The OCCFM Representative Function was developed as a result of their effort to improve communication.

- Role with PACs - CDR Williams is the OCCFM Representative for the EHOPAC and one other PAC. The role of the OCCFM Representative is:
  - Serve as OCCFM Point of Contact for PACs.
  - Disseminate information about policies and regulations and related OCCFM activities that impact Corps Officers.
  - Serve as a communication link and information resource to Corps Officers.
  - Obtain feedback from the categories to keep the Director of OCCFM and the ASH informed of emerging issues.
  - Receive information from the categories to take back to the Director of OCCFM and the ASH regarding concerns and issues brought up by the PAC.
- OCCFM Reps are not empowered to:
  - Make or interpret policies for the PACs – can report on OCCFM's official stance on certain issues.
  - Perform any tasks or projects for the PACs that have not been assigned or approved by the Director of OCCFM.
  - Direct the PACs to perform any tasks or projects that have not been assigned by the ASH or Director of OCCFM.
- Contact Information for CDR Williams:
  - [Diahann.Williams@hhs.gov](mailto:Diahann.Williams@hhs.gov)
  - 240-453-6092

4. Billet Transformation Update (CAPT Byron Bailey) - Slides are below. The tutorial will be sent out through the EHOPAC List Serv.

## BILLETS TRANSFORMATION

*An Update for  
EHO PAC  
12August2009*

### The Issues

- Contrary to other uniformed services, our current billets tend to reflect officer capabilities rather than position responsibilities.
- We can not effectively monitor vacancies by position (identify the best officers for the best positions), monitor skills shortages, recruit to meet our mission, etc. (ineffective force management).

## Benefits of a Transformed Billets System

- For officers – clarity and specificity of responsibilities; objectively graded billets; real-time vacancy monitoring; enhanced career development (transparency to the officers for positions within the Corps)
- For agencies – real-time identification of officers for positions; electronic referral of qualified candidates

## Developmental Principles (1)

- From the Classifications and Positions Work Group Report (dated March 3, 2006) approved by the Secretary [October 2006] as part of the Commissioned Corps Transformation Implementation Plan
- Have acted as the basis for all billets transformation actions to date

## Developmental Principles (2)

- Billets reflect positions, not officer capabilities
- Unique billet for each position
- Billets link to officer profiles
- Standard components (PAC developed) generically describe essential duties
- Position-specific components (Agency level) provide precise duty information
- Billets will describe requirements for the position as well as additional desired qualifications.
- Billets will have a designated expected length of tour.

## Progress

- BOPS WPDG developed standard format
- Categories created standard billets
- Beta test and prototype tests completed
- Standard billets revised (390 currently)
- MS Office-based Billet Collection System (BCS) under development

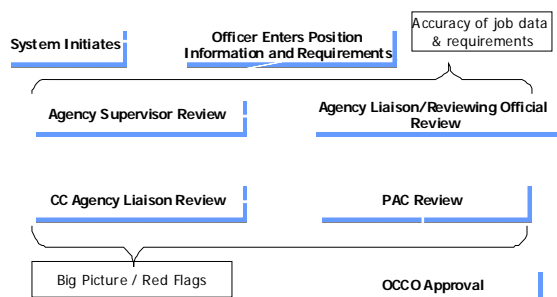
## Implementing BCS (1)

- Resources have been identified for development of the final BCS product
- The developer will deliver this product in October 2009
- A launch schedule has been developed which will likely include five waves of billets development, each encompassing from 1,000 to 1,700 officers (grouped by category)
- Prior to launch, an online tutorial will be made available to officers, supervisors, and reviewing officials (targeted for mid-August 2009)

## Implementing BCS (2)

- Category-specific billets development will occur first; multidisciplinary billets development will occur last
- Each wave will require approximately 120 days, from the time officers initiate billets through supervisors and reviewing officials concurrence
- The entire process, to create 6,000+ billets, will require approximately 8 months
- Transformation staff will be focused on billets development throughout this process
- Billets data will be uploaded to Direct Access
- New billets will not be official until 2010

## Billet Collection Process



## Billet Initiation (Officer Responsibilities)

- Officer selects standard billet title (response to email inquiry)
- System-generated standard billet emailed to officer
- Officer adds position-specific components to standard billet, mostly from drop-down selections
- Officer is reminded that he/she is describing minimum requirements of his/her current position, not his/her personal capabilities
- Officer identifies his/her supervisor and reviewing official and emails completed draft billet to system administrator
- Officer will be unaware of calculated grade
- Anticipated time requirements = 1 hour or less

### Billet Review (Supervisor Responsibilities)

- Draft billet error-checked by system and forwarded to officer's supervisor (billet grade included)
- Supervisor verifies accuracy of selections and position-specific duties entered by the officer. If disagreements, supervisor discusses potential changes with officer. If changes to billet change grade, supervisor and officer will not be aware of extent of changes.
- Supervisor emails reviewed billet to system administrator.
- Anticipated time requirements = 30 minutes

### Billet Review (RO/AL Responsibilities)

- Draft billet error-checked by system and forwarded to either the reviewing official or the agency liaison (as specified by each agency liaison) (billet grade included)
- RO/AL verifies accuracy of the draft billet. If disagreements, discuss potential changes with supervisor (who discusses with officer). If changes to billet change grade, supervisor and officer will not be aware of extent of changes.
- RO/AL emails reviewed billet to system administrator.
- Anticipated time requirements = less than 30 minutes

### Billet Review (Agency Liaison Responsibilities)

- Summary report (names, position titles, major duties, previous grade, new grade, etc.) reviewed for major, high-level inconsistencies
- If problems identified, system administrator advised and process initiated to rectify problems through reviewing officials, supervisors, and officers
- System administrator advised when review is complete
- No PAC review of multidisciplinary billets, so Agency Liaison review will be required and critical
- Anticipated time requirements = no more than several days

### Billet Review (Category Responsibilities)(1)

- Draft billet error-checked by system and possibly forwarded to category representative (as specified by each category) (billet grade included)
- Category rep verifies accuracy of the draft billet. If disagreements, discuss potential changes with agency liaison (who discusses with supervisor/officer). If changes to billet change grade, category rep and agency liaison will be aware of extent of changes.
- Category rep emails reviewed billet to system administrator.
- Anticipated time requirements = less than 30 minutes per billet

### Billet Review (Category Responsibilities)(2)

- Summary report (names, position titles, major duties, previous grade, new grade, etc.) reviewed for equity and consistency across agencies
- If problems identified, system administrator advised and process initiated to rectify problems through agency liaisons
- System administrator advised when review is complete
- Anticipated time requirements = no more than several days

### Billet Approval (OCCO Responsibilities)

- Draft billets, error-checked by system, to OCCO for approval
- The OCCO billets approval process is still in the development stage

### Communications

- Transformation staff worked with the OS Communications staff to develop a communications plan
- Awareness and understanding of BCS must be widespread (officers and civilians) well in advance of launch

### Next Steps

- Communications plan implementation
- Teleconferences to increase awareness and understanding of BCS
- Development and implementation of an online BCS tutorial

## For Further Questions Contact:

CAPT Byron P. Bailey, MPH  
Transformation Officer – Billets  
U.S. Department of Health and Human Services  
Office of Public Health and Science  
1101 Wootton Parkway, Suite 100, Room 117  
Rockville, MD 20852  
(240) 453-6101 (voice)  
(240) 453-6141 (fax)  
[byron.bailey@hhs.gov](mailto:byron.bailey@hhs.gov)

### 5. CPO Report (CAPT Shepherd) –

- Update on Stats on the EHO Category – Today we are at 379 EHOs which is about where we were four years ago. The total Corps strength is 6,512. The goal was to increase Corps strength 10% when it was at 6,000. So, we are getting close to that. These real-time stats are available on the CCMIS Webpage
- OFRD is in the midst of training officers at Ft. A.P. Hill. CAPT Shepherd and others plan to stop by and see some of the officers in training. OFRD hopes to train 2,000 officers this summer.
- Appointment standards – A WIPT has been in place and now has come to a close. They have made their recommendations, all the categories have been reviewed, and they hope to have revised appointment standards out by the end of the year. (For the categories that have requested revisions.) There are no changes occurring with the EHO category appointment standards. However, CAPT Shepherd encouraged CAPT Welch and the PAC to keep working on their review/update of the standards begun last year in order to be prepared when all categories are asked again in 2-3 years to submit revisions.

### 6. Introduction of CAPT Michael Welch, CPO Elect – CAPT Noska introduced CAPT Welch as the CPO Elect. CAPT Welch agreed to continue the work on the appointment standards. He indicated he is looking forward to serving as our CPO beginning November 1<sup>st</sup> and he and CAPT Shepherd are planning to work on transitional issues in the near future. CAPT Welch indicated his intent to be as visible as possible in the D.C. area even though he is stationed in Phoenix. He also plans to be visible in the different IHS Areas and other agencies in the USPHS. Since his career has been limited to the IHS, he will be learning from folks in all agencies and working to move the category forward.

### 7. Subcommittee Reports

- a. **Marketing and Recruitment/Associate Recruitment** (LCDR Freed) – report is attached. There are 38 active applications and 4 CAD.
  - Survey – a “Survey Monkey” questionnaire will be coming out soon for the category. The survey will capture officer demographics and other

information designed to guide future marketing and recruiting efforts. Information to be gathered includes education, training, credentials, if a COSTEP, etc. LCDR Freed asked the PAC members to encourage other EHOs to complete the survey.

- Adopt-a-School Program (LCDR Joe Laco) – Officers will be assigned to specific schools. Assignments may be based on location proximity or existing relationships. Two to three officers will be assigned to each university with a program. An assignment/application form will be used to gather information from interested EHOs. The adopt-a-school program is something that the Marketing/Recruitment Subcommittee will work through in phases.
- b. **Career Development** (CDR Brian Johnson, CDR Ann Krake) – CDR Bobby Villines and CDR Brian Johnson Reporting. Report is attached.
- Counseling of Lowest Quartile Officers in Promotion Cycle – Seventeen EHOs fell into this group. Counseling is ongoing and will be completed by August 31<sup>st</sup>. Counselors are at different stages with different officers. Overall, good progress has been made on counseling.
  - The CV template is in the final review stages. A letter is being prepared to be disseminated to all EHOs with the new CV Template and CE Summary.
- c. **Information Technology** (CAPT McMahan)
- Preparations for New EHOPAC Website – The American Academy of Sanitarians (AAS) will support the new Website server. CAPT Dellapenna is still in negotiations with the AAS. The old site will be maintained until the new site is online.
- d. **Membership Nominations** (LCDR Unthank)
- Nominations Update for Upcoming Election – Three applications have been received. LCDR Unthank will send a reminder email via the list serv.
- e. **History** (LT Witkovskie) – CDR Rob Gruhot was on the call for LT. Witkovskie. A written report is attached even though no report was given on the call.
8. In person Meeting Logistics (CAPT Noska)
- October, University of Texas at Houston – CAPT Noska will contact the school to determine if the week of October 26<sup>th</sup> will work.
  - December, Rockville – December 16.

# EHOPAC Subcommittee Report

## 12 August 2009

### **Subcommittee:** Marketing and Recruitment

#### **Current Subcommittee Members:**

LCDR Jennifer Freed (Chair)  
CAPT Alan Parham (Co-Chair)  
CDR Chris Allen, IHS  
LCDR Brian Cook, NPS  
CDR William (Todd) Going, ATSDR  
CAPT Wayne Hall, IHS  
CDR Travis Hunt, FDA  
CDR Robert Knowles, ATSDR  
LCDR Shawn Lafferty, EPA  
LCDR Joe Laco, CDC  
CDR Brian Lewelling, IHS  
LCDR Robert Morones, IHS  
LCDR Michael Quinn, EPA  
LT Jessica Schwarz, IHS  
CDR Jessilyn Taylor, ATSDR

#### **Liaisons:**

CAPT Susan McCracken – IHS liaison  
LT Renee Pleasanton – OCCO liaison

#### **Current initiatives (and projected completion date if applicable):**

- Adopt-a-school program – program for EHOs interested in recruiting for the category. New program to offer as alternative to ARP (LCDR Michael Quinn and LT Joe Laco)
- Category Survey – through surveymonkey. Will gather data on the category including demographics, training/education, and recruitment activities. (LCDR Freed and LT Schwarz)

#### **Notable news/activities/accomplishments since last EHOPAC meeting:**

- Adopt-a-school program draft proposal – still being reviewed.
- Applicant workgroup – 38 active applicants being contacted. See applicant information attached.
- Category Survey was tested by a group of 15 officers to detect errors, and any other necessary changes.
- Collected pictures to use for new recruitment materials.
- Updated recruitment materials and placed on ehopac.org website.
- EHO COF Fund – Current balance \$2,371.20; EHO Coins – 145 sold in July, 350 new coins ordered, 317 currently in inventory; EHO COF Fund POC: CAPT Wayne Hall
- ARP – Program closed 3/31/09. New program still on hold. 48 EHOs were put forward for the Recruitment Service Ribbon for being active in the ARP for at least 3 years. This is the first recruitment ribbon to be awarded.
- Recruitment visits since last EHOPAC meeting: Reports not required to be turned in since ARP was closed.

#### **Long Term Goals:**

- Support the EHO associate recruiter program by developing new and innovative recruitment tools and recruitment methods.
- Develop and Maintain contacts with applicable academic programs and accreditation bodies for both undergraduate and graduate levels programs.
- Market COSTEP opportunities to students, schools, and agencies and increase the number of COSTEP placements.
- Develop methods/tools to convince non-IHS OPDIVs to consider hiring COSTEPs.

- Increase the Category strength to 400.
- Continue contacting and supporting well-qualified applicants with the application and job search process.
- Increase involvement and recruitment of appropriate graduate school students.

**Items for EHOPAC Input/Discussion:**

- Planned recruitment: Fall 2009 EHOPAC meeting at a school – University of Texas?

**Actions previously directed by EHOPAC (Status and projected completion):**

- None

**Attachments**

- Applicant statistics
- COSTEP statistics
- EHO Category statistics



## **Applicant Statistics – August 12, 2009**

### **38 active applications for EHO category**

#### **Of the 38...**

24 are Board Cleared

8 are Board **and** Medically Cleared

6 have advanced degrees (Masters)

4 are willing to accept an isolated assignment

8 are former COSTEPs

2 have occupational/health and safety related degrees

1 has a health physics degree (BS)

3 report some type of certification (REHS, CHMM, CHP)

6 have prior service (two Army, one Navy, one Air Force, one Marine, one National Guard)

#### **Applicants represent the following schools:**

Eastern Kentucky University

California State Fresno

Illinois State University

Indiana State University

Florida International University

Mississippi Valley State University

Emory University

University of Georgia

Indiana University of PA

Boston University

New Mexico State University

Missouri Southern State University

Western Carolina University

University of Medicine and Dentistry of NJ

East Tennessee State University

Tulane School of Public Health

Thomas Edison State College

East Central Oklahoma University

**COSTEP Statistics – June 2009**

**A. Overview of COSTEP placements:**

2009: 37 JR COSTEPs (30 IHS, 2 CDC, 3 ATSDR, 1 CG, 1 NPS)

2008: 28 JR COSTEPs (24 IHS, 1 CDC, 1 ATSDR, 2 CG)

2007: 26 JR COSTEPs (23 IHS, 1 CDC, 2 ATSDR)

2006: 23 JR COSTEPs (19 IHS, 1 CDC, 1 CG, 1 NPS); also 6 HSO COSTEPs in IHS

**B. 2009 - Schools with # of COSTEPs placed; all undergrads except where noted.**

Boise State
Illinois State - 4
Cal State - Northridge
East Carolina University -3
Ohio University
U of N Texas Health Sci Cntr
U. Wisconsin, Eau Claire
East Central - 4
Western Carolina -4
Missouri Southern -2
East Tennessee -2
Cal State - Fresno
Eastern Kentucky University -2
Colorado State University -2
Bowling Green - 2
San Diego State
Old Dominion
U of Georgia (MPH)
Emory University (MPH)

**C. 2009 COSTEP applicants: 78 submitted a PHS-50 for placement in summer 2009. Several dropped out. About 50% were placed.**

## EHO Category Statistics – as of 8/12/09

New officers since 6/23/09: **4**

Rank	Name	Agency	CAD	Degree	Major	School	Conversion from Civil Service
LTJG	Dana Robison	ATSDR	8/3/09	MPH	EOH	Emory University	N
LTJG	Ron Milam	ATSDR	8/3/09	MPH	Environmental Epidemiology	Florida A&M	Y
LT	John McLamb	NIH	8/3/09	BS	Health Physics	Thomas A Edison State College	Y
LTJG	Danny Ritter	IHS	7/6/09	BS	?	?	N

Current number of EHOs: **379** (↑2 since 6/23/09)

### By agency:

ATSDR 18 (↑2 since 6/23/09)  
 BOP 1  
 CDC 65  
 DHS 25  
 EPA 20  
 FDA 84 (↑1 since 6/23/09)  
 HRSA 3  
 IHS 119 (↓2 since 6/23/09)  
 INTERIOR 10  
 NIH 7 (↑1 since 6/23/09)  
 OS 12 (↑1 since 6/23/09)  
 PSC 11 (↓1 since 6/23/09)  
 USDA 4

### By rank:

O-2 39 (↓1 since 6/23/09)  
 O-3 61 (↓5 since 6/23/09)  
 O-4 75 (↑7 since 6/23/09)  
 O-5 99 (↓6 since 6/23/09)  
 O-6 103 (↑7 since 6/23/09)  
 O-7 2

# EHOPAC Subcommittee Report

August 12, 2009

**Subcommittee:** EHOPAC Career Development Subcommittee (CDSC)

**Current Subcommittee Members:** CAPT C. Edwards, FDA; CDR A. Krake, Co-Chair, BLM; CDR B. Johnson, Co-Chair, IHS; CDR K. Atencio, EPA; CDR J. Chervoni, CDC; CDR J. Church, USCG; CDR B. Villines, IHS; CDR R. Bialas, IHS; CDR W. Going, ATSDR; LCDR C. Oyster, USCG.

## **Current initiatives:**

- (1) Finalize revisions to the EHO CV template and Continuing Education Summary.
- (2) Prepare a letter to be distributed with the revised EHO CV template and Continuing Education Summary.
- (3) Schedule and conduct EHO counseling sessions
- (4) Select upcoming subcommittee projects from the CY 2009 Career Development Subcommittee Workplan

## **Actions previously directed by EHOPAC:**

- (1) Revise EHO CV template and Continuing Education Summary templates. Provide the documents to the EHOPAC chair for distribution through the EHOPAC list serve.
- (2) Prepare a brief letter to distribute with the revised CV template to describe the rationale used in revising the template.
- (3) Received e-mail from CAPT Shepherd on July 14, 2009 regarding counseling services for EHOs scoring in the bottom quartile during PY 2009. CAPT Shepherd requested the CDSC to carry out the counseling services.

## **Notable news/activities/accomplishments since last EHOPAC meeting:**

- (1) The CDSC CV Workgroup continued to refine the revised EHO CV template and prepared a letter to be distributed with the template. The CV and Continuing Education Summary templates and letter to EHOs are expected to be finalized by 08/14/2009.
- (2) Senior level EHO advisors have been assigned to EHOs scoring in the bottom quartile during PY 2009. The counseling sessions are currently underway and our goal is to complete the sessions by August 31, 2009.
- (3) A CDSC workgroup has been established to review the CY 2009 CDSC Workplan and prioritize future subcommittee projects.

## **Long Term Goals:**

- (1) Develop guidance on quality EHO training opportunities to support professional development, including but not limited to distance learning, leadership training, and long term training requirements. The information will be posted on the new EHOPAC website.
- (2) Explore the possibility of establishing formal or informal cross-training program for EHOs assigned to various agencies.

Submitted by CDRs Brian Johnson and Ann Krake

# EHOPAC Subcommittee Report

8/12/09

## Subcommittee: History

### Current Subcommittee Members:

Christian	Witkovskie (Chair)
Jessica	Burley
Jeffrey	Conner
Kenneth	Crombie
Alan	Dellapenna
William	Fournier
Robert	Gruhot
Patrick	Hintz
Abraham	Maekele
Matthew	McNew
Victoria	Murray
Amanda	Parris
Kimberly	Patterson
Fredrick	Ramsey
Susan	Shaffer
Kelli	Stamper
Martin	Stephens
Christie	Zerbe

### Current Initiatives:

- 1) Flag and Chief Professional Officer Biographies (Lead: Kelli Stamper)
- 2) Utilize data to show how the category has changed over time. (Lead: Kenneth Crombie)
- 3) Work with IT committee to update history committee page. (Lead: Jessica Burley)
- 4) Work with Awards committee to gather awards history. (Lead: Robert Gruhot)

### Notable News/activities/accomplishments since last EHOPAC meeting:

Since the previous EHOPAC meeting the History Co. has developed several goals identified above and has appointed leads for each. Each lead is in the progress of developing a work plan and timeline to accomplish the goals.

**Long Term Goals:** Historical Photo Gallery

**Items for EHOPAC Input/Discussion:** N/A

**Actions previously directed by EHOPAC:** N/A

**Attachments:** None