

**U.S. Public Health Service  
Environmental Health Officer's Professional Advisory Committee (EHOPAC)  
Meeting #158 Minutes, October 28, 2009  
Host: Bob Emery, University of Texas, Houston**

Note: This meeting was held in person and remotely via conference call and WebEx. The first part of the meeting (Chair remarks, CPO Report, and CAM briefing) was not recorded as is our usual practice due to technical difficulty.

1. Call to Order

CAPT Alan Dellapenna, EHOPAC Chair called meeting #158 to order.

**EHOPAC Members, Guests, and Agency Affiliation Participating in Meeting #158**

EHOPAC MEMBERS & GUESTS	PRESENT		GUEST
	IN PERSON	VIA CONFERENCE CALL	
CAPT Craig Shepherd (CDC), <b>Chief Professional Officer</b>	X		
CAPT Michael Welch, IHS <b>Chief Professional Officer (select)</b>	X		
CAPT Alan Dellapenna, (IHS) <b>Chair</b>	X		
CAPT Michael Noska (FDA) <b>Vice-Chair</b>	X		
CAPT Myrna Buckles (IHS) <b>Recorder</b>		X	
LCDR Gary Carter (IHS)		X	
LCDR Lisa Delaney (CDC) (Pro-Tem)		X	
LCDR Jennifer Freed (ATSDR)			
CDR Jean Gaunce (CDC)			
CDR Roger Goodman (EPA)		X	
CDR William Greim (Pro-Tem)			
CAPT Wayne Hall (IHS)		X	
CDR Scotty Hargrave (FDA)			
CDR Brian Johnson (IHS)		X	
CDR Chris Kates (OS)		X	
CDR Ann Krake (DOI)		X	
LCDR Shawn Lafferty (EPA)		X	
CDR John McKernan (EPA)		X	
CAPT David McMahan (IHS)			
LCDR Sarah Unthank (USCG)	X		
LT Christian Witkovskie (FDA)		X	
LCDR Jamie Mutter, <b>JOAG Liaison</b>		X	
CDR Diahann Williams, OCCFM <b>Customer Service Representative</b>			
CDR Don Williams, <b>EHAC Liaison</b>		X	

LCDR Carolyn J. Oyster, <b>COA/COF Category Day Liaison</b>		X	
LCDR Aimee Treffiletti, <b>COA/COF Category Day Liaison</b>			
LCDR Thomas Pryor, <b>ARP Liaison</b>			
LT Tammy White, <b>CAM Liaison</b>		X	
CAPT Clint Chamberlin, <b>COA Board Liaison</b>			
CAPT Wendy Fanaselle, <b>COA Board Liaison</b>			
CAPT Gary Noonan (Ret), <b>American Academy of Sanitarians Liaison</b>			
LCDR Joe Laco, CDC			X
LT Eva McLanahan			X
CAPT David Robbins, DHS, FEMA			X
LTJG Beth Osterink, NIH			X
LT Martin Stephens, IHS			X

2. Chair Welcome/Remarks

CAPT Alan Dellapenna, EHOPAC Chair, welcomed all those in attendance at the meeting and via teleconference. CAPT Dellapenna discussed the open discussion format for those in attendance.

3. Category Day – COA (LCDR Carrie Oyster)

The theme for the 2010 COA/COF Scientific Symposium is “Public Health 2010: The Road Ahead”. It is planned for May 24-27, 2010 in San Diego, CA. Category Day is May 25<sup>th</sup>. LCDR Oyster indicated there will be leadership topics throughout the Day in the EHO Category Day Presentations. Six agencies are represented by presenters to date (IHS, EPA, CDC, FDA, NIOSH, & Coast Guard). All ranks except LTJG are represented among the presenters. Presentation topics range from classic environmental health and unique industrial hygiene surveys to disaster response and emergency preparedness. Efforts are underway to offer career counseling on Monday of the conference. The EHO Category Day planners are working to invite three former EHO Flag Officers for the Category Day Luncheon.

4. CPO Report (CAPT Craig Shepherd)

This was CAPT Shepherd’s final CPO Report. CAPT Shepherd encouraged the PAC when he said that the EHO Category is a great category and that we are “on the map now with Corps leadership”.

## EHOPAC Meeting #157 Chief Environmental Health Officer Report



Houston, TX  
October 28, 2009

### Agenda

- Combined Meeting Highlights, 8-26-2009
- Additional photos from visit to Ft. A.P. Hill on August 27, 2009
- EHO strength
- Commissioned Corps Awards Program
- 2009 EHO Retirements

### Agenda

- Highlights from CPO Board Meeting, September 23, 2009
- CDC - Environmental Public Health Online Training Program
- Billets Transformation Tutorials
- Highlights Combined Meeting, October 22, 2009
- Basic Readiness

### Combined Meeting 8/26/2009

- RADM Williams introduced Dr. Howard Koh, Assistant Secretary for Health to those attending the "Combined Meeting".



### Combined Meeting 8/26/2009

- RADM Williams presents RADM Helena Mishoe the Surgeon General's Exemplary Service Medal for service as Scientist CPO.



### Combined Meeting 8/26/2009

- CAPT Karen Siegel, Chair CPO Board presents RADM Rutstein a CPO plaque for his four years service as CPO to the Medical category.



<p style="text-align: center;"><b>Combined Meeting 8/26/2009</b></p> <ul style="list-style-type: none"> <li>• The DRAFT minutes of the July 16<sup>th</sup> “Combined Meeting were approved with no changes. Sent out via EHO listserv on August 31<sup>st</sup>.</li> <li>• Flag Officer Promotion Cycle – out to agencies and liaisons, to be returned to OCCO by Sept. 18<sup>th</sup>. Spring and Fall have merged together. Once/year cycle.</li> <li>• SG PAC Report – RADM Nessler <ul style="list-style-type: none"> <li>– Appointment Standards WIPT, November 2008-June 2009.</li> <li>– Consolidated report from CPOs sent to OCCFM.</li> <li>– Internal review taking place in OCCFM now.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Combined Meeting 8/26/2009</b></p> <ul style="list-style-type: none"> <li>– OCCFM will send to will send transmittal memo to Exec. Sec. and OSG in the next couple weeks.</li> <li>– OCCFM – will draft policy.</li> <li>– WIPT – Regarding Code of Federal Regulations, the WIPT provided ideas on what should be changed.</li> <li>– WIPT - Reviewed and commented upon General and Specific Appointment Standards.</li> <li>– Considered new categories.</li> </ul>
<p style="text-align: center;"><b>Combined Meeting 8/26/2009</b></p> <ul style="list-style-type: none"> <li>• CAPT Chen, SG PAC rep. for DoD <ul style="list-style-type: none"> <li>– PHS officers are now eligible to receive DoD awards and decorations.</li> <li>– Policy signed on June 29, 2009.</li> <li>– Covers every single award and scenario to receive these awards.</li> <li>– Retro to 1990.</li> <li>– There will be a DCP electronic bulletin out in the near future addressing this milestone.</li> <li>– PHS officers outstanding service to DoD made a huge difference.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Combined Meeting 8/26/2009</b></p> <ul style="list-style-type: none"> <li>• RADM Romano - OSG Report <ul style="list-style-type: none"> <li>– Acting SG Galson retires October 1, 2009.</li> <li>– COA – Transition ceremony for nominated SG Benjamin. Expect confirmation once Congress reconvenes.</li> <li>– Dr. Benjamin may visit this group before confirmation.</li> <li>– ASH meets with COA today (August 26<sup>th</sup>)</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Combined Meeting 8/26/2009</b></p> <ul style="list-style-type: none"> <li>• OCCO Update – CAPT Stevens <ul style="list-style-type: none"> <li>– EHOs who met Associate Recruiter Program requirements should have a Recruitment Service Award in their eOPF. RSR hardware is not yet available.</li> <li>– Physician Pilot Program – 9 CAD thus far, 20 are pending. Can come on as O-5.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Combined Meeting 8/26/2009</b></p> <ul style="list-style-type: none"> <li>• RADM Canton – OCCFM <ul style="list-style-type: none"> <li>– Assignment Incentive Pay (AIP) <ul style="list-style-type: none"> <li>• 986 applicants</li> <li>• 781 approved</li> <li>• 205 awaiting approval</li> <li>• AIP applications must be in by December 31, 2010.</li> <li>• 6 EHOs have made application to AIP</li> </ul> </li> <li>– COER <ul style="list-style-type: none"> <li>• New instrument approved.</li> <li>• Shelf-life, 2-3 years.</li> <li>• Will be tested through December 2009.</li> <li>• Will not be used this next COER year but the following.</li> <li>• Next meeting an update will be provided.</li> </ul> </li> </ul> </li> </ul>

## Combined Meeting 8/26/2009

- RADM Canton – OCCFM
  - MOUs that OCCFM are working on.
    - Walter Reed
    - USDA
    - NOAA
    - NNMCM
    - DoD – (one vs. multiple)
  - Dual Promotion rates (MED, DENT, SCI and VET categories)
    - No significant improvement in retention observed thus far. Will look at 2010 again.
    - Reviewing more than clinical – all categories.

## Combined Meeting 8/26/2009

- OFRD Update – RADM Rutstein
  - IRC must meet Basic Readiness for OFRD deployments
  - Tier I and II recognition. Letter or certificate most likely. His attempts at SGESM for Team Leadership and SAA for all other members not supported by OSG.
- Land-based missions
  - Primary Care Mission – Ecuador
  - HIV Training – Nigeria
  - Mental Health – Liberia
- OGHA
  - 2 million to OFRD again, FY 2010.
- AFRICOM
  - PHS will have MOA with AFRICOM so PHS can do joint missions

## Ft. A.P. Hill, VA 8/27/2009

- Ft. A.P. Hill
  - 4<sup>th</sup> iteration underway – Team 3
  - Week long.
  - Tier I, II and MRC too. IRC last week, second week of Sept.
  - 250-300 each iteration
  - Didactic and skill based.
  - Feedback quite positive
  - Glimpse of “Transformed Corps”.



## Ft. A.P. Hill, VA 8/27/2009

Ft. A.P. Hill Field Medical Station



## Ft. A.P. Hill, VA 8/27/2009

APHT 3 Team Commander CAPT Phil Rapp assessing needs of stricken community. Rob Morones, Community Mayor meets with the “Navy”.



CDR Rob Morones



**Table 1. Temporary Grade\* of U.S. Public Health Service Officers by Category (as of October 1, 2009)**

Category	1 ENS	2 LTJG	3 LT	4 LCDR	5 CDR	6 CAPT	7 RADM	8 RADM	Total by Category
Medical	0	0	40	155	235	491	17	6	944
Dental	0	0	22	49	97	191	2	2	363
Nurse	1	112	231	501	396	285	5	1	1532
Engineer	0	32	57	99	135	100	3	1	427
Scientist	0	0	46	80	56	105	1	0	288
Environmental Health	0	46	60	75	102	102	2	0	387
Veterinarian	0	0	7	24	14	45	1	1	92
Pharmacist	0	0	239	332	278	202	1	3	1055
Dietician	0	5	14	24	22	31	0	0	96
Therapist	0	2	16	64	39	25	1	0	147
Health Services	54	105	259	379	217	133	4	0	1151
<b>Total by Temporary Grade</b>	<b>51</b>	<b>320</b>	<b>997</b>	<b>1775</b>	<b>1581</b>	<b>1708</b>	<b>38</b>	<b>15</b>	<b>6482</b>

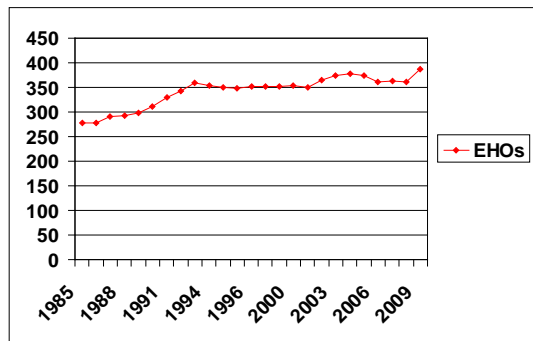
\*The Surgeon General of the United States holds the temporary grade of O-3. The U.S. Department of Health and Human Services Assistant Secretary for Health holds the temporary grade of O-10 if he or she elects to be a Commissioned Officer.

**Table 2. Environmental Health Officers Called to Active Duty, 2007-2009 (Listed by Department/Agency)**

Department/Agency	2007	2008	2009**	Total**
U.S. Environmental Protection Agency	1	1	2	4
U.S. Department of Agriculture	0	0	2	2
U.S. Department of Health and Human Services	-	-	-	-
Agency for Toxic Substances and Disease Registry	1	0	4	5
Centers for Disease Control and Prevention	0	3	2	5
Food and Drug Administration	13	2	10	24
Health Resources and Services Administration	0	0	1	1
Indian Health Service	8	10	5	23
National Institutes of Health	1	1	3	5
Office of the Secretary	0	0	2***	2***
Program Support Center	1	1	1	3
U.S. Department of Homeland Security (includes U.S. Coast Guard)	1	3	0	4
U.S. Department of Justice, Federal Bureau of Prisons	0	0	1	1
<b>Total by Year</b>	<b>26</b>	<b>21</b>	<b>33</b>	<b>80</b>

\* Data through October 1, 2009  
 \*\* By department/agency.  
 \*\*\* Short Tour - Inactive Reserve

**Active-duty EHOs, 1985 - October 1, 2009**



The number of EHOs increased 39.0% from 1985 (278 EHOs) to 2009 (387 EHOs)

## Commissioned Corps Awards Program

- Ms. Jane Sprouse retired August 31, 2009.
- Your new contact regarding the Commissioned Corps Awards Program will be LT Adriana Meyer-Alonzo. She can be reached by e-mail at [adriana.meyer-alonzo@hhs.gov](mailto:adriana.meyer-alonzo@hhs.gov) or by phone at 240-453-6039.

## 2009 EHO Retirements January - October 2009

LCDR Alan S. Crawford	1/1/2009
CDR Julie M. Orr	2/1/2009
CAPT L. J. David Wallace	3/1/2009
CAPT Edward H. Rau	3/1/2009
CAPT Barry S. Hartfield	5/1/2009
CAPT Rodney D. Bridge	6/12/2009
CAPT Bruce W. Hills	7/1/2009
CAPT Kenneth J. Secord	7/1/2009
CAPT Robert N. Childers	9/1/2009
CAPT William J. Daniels	9/1/2009
CAPT Rod Gardner	10/1/2009

No additional retirements anticipated for calendar year 2009.

## Highlights from CPO Board Meeting, September 23, 2009

- RADM Romano, OSG
  - No new news on SG Nomination. Can confirm without hearing.
  - Ft. A.P. Hill sessions very successful. Index case for flu Wednesday night at 2200 hrs.– real event exercise.
  - SG Report on tobacco to be released November. Waiting on SG to come aboard. Addresses how it causes disease, biology and behavioral aspects.

## Highlights from CPO Board Meeting, September 23, 2009

- IRC – No age requirements
- Officers with less than 20 years service.
- Former COSTEPs
- Direct Commission
- No Basic Readiness Requirement for IRC
- If IRC deployed through OFRD they must meet Basic Readiness.
- Limited stats – will divide and conquer. Of the 4,000 how many are still interested, still alive, good health, etc. PACs may help in near future with this.

## Highlights from CPO Board Meeting, September 23, 2009

- ASH and CPO meeting may occur in the near future.
- ASH swearing in ceremony, November 20, 2009, 1200-1300.
- RADM Canton – OCCFM
  - Appointment Standards out for comment.
  - COER (new) on portal
  - Substance Abuse policy
  - Special edition CC Bulletin H1N1Flu
  - Legislative action - Increase in uniform allowance moving forward through PHS. (\$250.00 to \$400.00)

## Highlights from CPO Board Meeting, September 23, 2009

- Legislative action – Ready Reserve will not be on table – not going any where.
- Loan pay back scholarships – not moving in DHHS.
- Leave WIPT – report coming soon. Not much new.
- RADM Williams
  - Take care of yourself regarding H1N1.
  - Speakers Bureau – Identify officers to serve in speakers bureau, particularly in remote isolated locations. No funding support. Develop a list. Entities (local, tribal, state, etc.) would make a request – we don't push.

<p style="text-align: center;"><b>Highlights from CPO Board Meeting, September 23, 2009</b></p> <ul style="list-style-type: none"> <li>• RADM Rutstein, Director, OFRD <ul style="list-style-type: none"> <li>– Ft. A. P. Hill – Generally quite successful. 1,500 officers, 100 MRC and a number of IRC participated. Didactic, and operational training.</li> <li>– Contract have been let to update existing online modular courses. Plus two new courses will be added, Tropical Public Health and Tropical Medicine. They will be available the first half of 2010.</li> <li>– IT update of the OFRD website. Integration with Direct Access will look more like the CCMS website.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Highlights from CPO Board Meeting, September 23, 2009</b></p> <ul style="list-style-type: none"> <li>– 300K – OFRD has purchased Rosetta Stone Software in various languages plus 300 notebook computers. Will be distributed to Corps as requested.</li> <li>– FY2010 – Field training will occur earlier next year in Spring, March/April 2010. Large Med-Ready, possibly Appalachia, direct delivery of healthcare under ICS. If Appalachia doesn't work out may work with IHS and BIA.</li> </ul>
<p style="text-align: center;"><b>Highlights from CPO Board Meeting, September 23, 2009</b></p> <ul style="list-style-type: none"> <li>– 41 pre-configured teams, RDFs, APHT's, MHT', etc. Will also purchase SAT phones and international BB.</li> <li>– Encourages all officers to get Basic Ready. Currently, 85% overall the goal is 90%. The last two quarters, 93.33% and 93.25%. The September 30<sup>th</sup> "snap-shot" is the one that matters and gets sent to OMB.</li> <li>– Ship missions – 3 planned for 2010. USNS Mercy – Pacific, Gray hull – Caribbean and AFRICOM west coast of Africa.</li> </ul>	<p style="text-align: center;"><b>Highlights from CPO Board Meeting, September 23, 2009</b></p> <ul style="list-style-type: none"> <li>• CAPT Stevens, Acting Director, OCCO <ul style="list-style-type: none"> <li>– 2008 Retention Board Issues. No orders issued yet. Board will be re-convened. Hope to finalize before 2009 RRB.</li> <li>– 2009 RRB – 19 total officers this year, 4 in lowest decile. 2008 – 79 total officers, 24 in lowest decile.</li> </ul> </li> <li>• CDR Murray – OCCO <ul style="list-style-type: none"> <li>– Promotion Board, out of 100 Board Members 27 backed-out of commitment, some just a few days prior.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Highlights from CPO Board Meeting, September 23, 2009</b></p> <ul style="list-style-type: none"> <li>• CDR Murray – OCCO <ul style="list-style-type: none"> <li>– Will notify 2010 Promotion Board members this October.</li> <li>– Recruitment Service Ribbon – 530 awarded. Certificates printed and given to Recruitment Division. Documented on officer's PIR. Ribbon on back order – not in stock. Next 60 days or so it should be available.</li> <li>– Global Health Campaign Medal and Global Health Initiative Service Medal – No hardware or ribbons. OCCFM is the lead. Have engaged heraldry – no funds set aside to do work.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Highlights from CPO Board Meeting, September 23, 2009</b></p> <ul style="list-style-type: none"> <li>– OBC – Intermediate Course. Early calendar year 2010 first pilot course.</li> </ul>



<h3 style="text-align: center;">CDC - Environmental Public Health Online Training Program</h3> <ul style="list-style-type: none"> <li>University of Alabama – Birmingham. An in-depth instruction on 15 areas of environmental public health practice.</li> <li>The Web-based on-demand program provides training for new local, state, federal, tribal, territorial, and international environmental public health staff and serves as a review course for the professional credentialing exams and for undergraduate and graduate students. Each of the 15 in-depth topic lessons (approximately 4-6 hours each) will be offered in multiple 20-30 minute modules with course completion tracked by a Learning Management System. The program is expected to launch in January 2010.</li> </ul>	<h3 style="text-align: center;">Billets Transformation Tutorials (3 Versions) , FAQs, and Launch Schedule</h3> <ul style="list-style-type: none"> <li>FAQs for billets transformation have been updated and are posted here: <a href="http://www.usphs.gov/transformation/billet.aspx">http://www.usphs.gov/transformation/billet.aspx</a></li> <li>The decision has been made to NOT launch the billets creation system (BCS) during the holiday season. Therefore, the following schedule is planned: <ul style="list-style-type: none"> <li>January 2010 – Nurse and Therapist categories (category-specific billets only)</li> <li>February 2010 – Engineer, <b>EHO</b>, and Pharmacist categories (category-specific billets only)</li> <li>March 2010 – Dental, Dietitian, Scientist, and HSO categories (category-specific billets only)</li> <li>April 2010 – Medical and Veterinarian categories (category-specific billets only)</li> <li>May 2010 – Multidisciplinary billets</li> </ul> </li> </ul>
<h3 style="text-align: center;">Highlights Combined Meeting, October 22, 2009</h3> <ul style="list-style-type: none"> <li>RADM Williams - recognized out-going CPOs who will complete their 4-year term on October 31st, RADM Richard Barror - Chief Engineer, RADM Carol Romano - Chief Nurse and CAPT Craig Shepherd - Chief Environmental Health Officer.</li> <li>A retirement reception honoring RADM Steven Galson (ret), former Acting Surgeon General, will occur October 29, 2009.</li> <li>The next Acting Surgeon General will be announced soon.</li> </ul>	<h3 style="text-align: center;">Highlights Combined Meeting, October 22, 2009</h3> <ul style="list-style-type: none"> <li>The Environmental Health Category Readiness Status as of <b>30-Sep-2009: 97.67%</b></li> <li>The Environmental Health Category Readiness Status as of <b>30-Jun-2009: 96.00%</b></li> <li>The Environmental Health Category Readiness Status as of <b>31-Mar-2009: 95.42%</b></li> </ul>
<h3 style="text-align: center;">Basic Readiness September 30, 2009</h3> <ul style="list-style-type: none"> <li>Overall PHS percentage: 94.37 percent</li> </ul> <p>Number 1 - <b>EHO 97.67 percent</b></p> <ul style="list-style-type: none"> <li>DENTAL 97.52</li> <li>THER 96.60</li> <li>HSO 95.83</li> <li>DIET 95.83</li> <li>ENG 95.32</li> <li>NURSE 95.17</li> <li>VET 94.57</li> <li>SCI 94.10</li> <li>PHARM 93.46</li> <li>MED 88.88</li> </ul>	<h3 style="text-align: center;">Basic Readiness September 30, 2009</h3> <ul style="list-style-type: none"> <li><u>Non-PHS Agencies:</u> <ul style="list-style-type: none"> <li>USCG 99.40 percent</li> <li>DHS 97.05</li> <li>USDA 96.00</li> <li>DoD 95.83</li> <li>NPS 95.00</li> </ul> </li> <li><u>PHS Agencies:</u> <ul style="list-style-type: none"> <li>SAMHSA 100.00 percent</li> <li>PSC 98.73</li> <li>HRSA 97.40</li> <li>CMS 97.30</li> <li>FDA 95.50</li> </ul> </li> </ul>

CAPT Shepherd thanked the PAC members for their support for him as CPO. He also indicated that the category is being passed off to another outstanding officer who will serve our category.

- Incoming CPO (CAPT Michael Welch)  
CAPT Mike Welch gave background information on his career. CAPT Welch indicated a desire to meet with leadership in the EHO Category over the next three

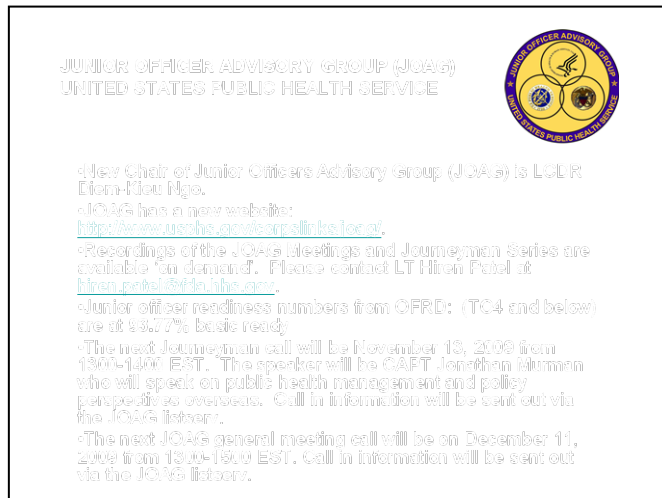
months to determine the kinds of things we should be working on as a category and to learn about the things we are already working on.

CAPT Welch mentioned the Appointment Standards for the EHO Category that have been reviewed and discussed by the PAC recently. He indicated his desire to continue the discussion and move forward with a decision.

CAPT Welch discussed the visit that occurred prior to this meeting at the University of Texas – Houston’s Environmental & Occupational Health Sciences. The University operates an Environmental Health and Safety Program in addition to being a School of Public Health. Dr. Emery envisions having 5-7 COSTEP applicants for next summer.

CAPT Welch indicated his interest in Academia visiting field staff/installations so they can better advise their students. He also is interested in exploring officer exchanges between agencies. CAPT Welch is considering developing an ad hoc Senior Advisory Committee of EHOs in senior leadership positions and in agencies with a concentration of EHOs.

## 2. New JOAG Representative, (LCDR Jamie Mutter)



## 3. Agency and Deployment Reports

## 4. Open Discussion, (Moderator, CAPT Alan Dellapenna)

- Questions from EHO's on the call and WebEx.

## 5. Subcommittee Reports

### a. History Committee, (LT Christian Witkovskie) (Report Attached)

- The EHO History Subcommittee has been working on biographies of EHO Rear Admirals and CPOs. They would like to get the bios on the website by the end of the year.
- Demographics of the EHO Category over the years.
- Historical Photos – will be presented on the EHOPAC website.

**b. Marketing and Recruitment (LCDR Joe Laco for LCDR Freed) (Report Attached)**

- Survey – the subcommittee is contacting officers who did not respond to increase the response rate to 90%. As of October 28<sup>th</sup>, the response rate has met the 90% goal. The results will be analyzed and reported at the next PAC meeting.
- Adopt a School – The purpose of this project is to focus recruiting efforts at schools with qualifying undergraduate and graduate environmental health degrees. There were some schools that no individual officer indicated an interest in conducting recruiting. The subcommittee is in the process of matching up officers to work with schools.
- COSTEP Recruitment – ramping up COSTEP Recruitment (see attached report). The subcommittee is exploring ways to place COSTEPs with non-traditional agencies like, EPA, FDA, BOP, etc.
- See attached report and related documents including EHO Category Statistics and New Applicant Statistics.

**c. Career Development (CDR Brian Johnson, CDR Ann Krake)**

CDR Johnson gave a brief overview of the Career Development subcommittee's purpose. Its purpose is to provide a forum to discuss EHO Career Development issues and therefore they get involved in a number of things like COERs, retention, EHO Benchmarks, continuing education, and CV template design.

- Revised EHO CV & CE format – The revised version was sent out via ListServ. Both are available on the EHOPAC.org website. CDR Johnson discussed how the revisions came about. The subcommittee consists of 10-12 members from various agencies. The subcommittee listens to recommendations from field staff, EHOPAC Chair, Promotion Board, and others. The full EHOPAC reviews the revisions before they are distributed as final. The Subcommittee removed redundancy with their revisions. The CV was streamlined and follows the benchmarks. The most significant changes are:
  - a. Removal of the Cover Sheet – why? All of the information is already available in the Officer's PIR. It was redundant.
  - b. Separate CE Summary Page – stand alone document in the Continuing Ed portion of eOPF.

CAPT Shepherd recommended that EHO's follow the CV format provided based on comments he has gotten from previous Promotion Board Members. It frustrates the Promotion Board when they have to dig through a file for information instead of having it readily available by following the format.

CAPT Shepherd recommended to the subcommittee that they send out the notice once more via ListServ regarding the updated format for EHO CV & CE.

- Benchmarks  
Benchmarks are updated annually and are due by the end of the year. Precepts 1, 4, & 5 are standard with precepts 2 & 3 being category specific.

Some recommendations are being drafted for precepts 2 & 3. The subcommittee will review them prior to the end of the year.

When the 2009 Benchmarks were submitted, somehow we ended up with the HSO Benchmarks on our website. That has been corrected now.

- Career Counseling for EHOs in the lowest quartile. Career Counseling is delegated to the PACs by Office of Commissioned Corps Personnel. Overall the counseling has gone well. There have been a couple of issues that have arisen:
  - a. Some officers not returning phone calls, responding to emails.
  - b. Difficulty assigning other 0-6 officers to other senior officers. There were 10 officers who fell into this category.

**d. Information Technology (CAPT Alan Dellapenna for CAPT David McMahon)**

- New EHOPAC Website – The EHOPAC and American Academy of Sanitarians have agreed to a partnership in order to have a viable EHOPAC website. The AAS has agreed to sponsor the site. The name will remain the same: EHOPAC.org
- Our elections today will replace the chair of this subcommittee, David McMahon since his term is expiring. We will need to look for someone with IT experience to chair this subcommittee as we move forward.

**e. Readiness (LCDR Gary Carter & LCDR Lisa Delaney)**

The sub-committee has been reorganized with members redistributed to workgroups.

- Added a Readiness Workgroup to work directly on issues of officer readiness.
- Would like to coordinate activities with the Mentoring Subcommittee.
- Restructured workgroups.

**f. Membership Nominations (LCDR Sarah Unthank)**

- Proposed Bylaw Change on Nominations/Election
- Election Process

6. New Business

- a. Proposed EHOPAC Positions, (CAPT Alan Dellapenna)
  - Recorder
  - Treasurer

7. Next Meeting, (CAPT Mike Noska)

- December 16, 2009, OCCO Offices, Tower Building Rockville, MD,
- December 15, 2009, EHO Dinner,

Noon, Adjourn

1:00 PM

Closed Session, (EHOPAC Members only)

- EHOPAC Election, (LCDR Sarah Unthank)

# EHOPAC Subcommittee Report

10/28/09

## 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) **IN PROGRESS**
- 2) Utilize data to show how the category has changed over time. (Lead: Kenneth Crombie) **IN PROGRESS**
- 3) Work with IT committee to update history committee page. (Lead: Jessica Burley) **IN PROGRESS**
- 3) Historical Photo Gallery. (Lead: TBD) Team to be identified.
- 5) Work with Awards committee to gather awards history. (Lead: Robert Gruhot) **COMPLETED**

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

The History Subcommittee held a meeting on 10/14/09 during which the group was updated on the current team activities. During meeting decided to initiate a team to start developing a Historical Photo Gallery. Each lead is in the progress of developing a work plan, timeline to accomplish the goals, and/or gathering information.

The subcommittee is also in progress of developing internal operating guidelines.

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

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

**Attachments:** None

# EHOPAC Subcommittee Report

## 22 October 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 – currently matching schools with volunteers.
- Applicant workgroup – 35 active applicants being contacted. See applicant information attached.
- Category Survey was completed. Currently at 83% response rate. Several subcommittee members are contacting officers by phone with a goal of 90% response rate. Results of survey will be presented at the December EHOPAC meeting.
- EHO COF Fund – Current balance \$2,371.20; EHO Coins – 192 currently in inventory; EHO COF Fund POC: CAPT Wayne Hall
- ARP – Program closed 3/31/09. No news on a new ARP. 48 EHOs received 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. Reports will be collected again when Adopt-a-School for the EHO category begins.
- COSTEP marketing and recruitment efforts are underway. 1) distribute emails to accreditation listservs, 2) add new COSTEP page on EHOPAC website with COSTEP narratives from different agencies for 2009, 3) send letter/email to FDA, EPA, and other agencies to increase awareness of JRCOSTEP opportunities

#### **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:**

- How to market JRCOSTEP to FDA, EPA, and other OPDIVs that haven't had a JRCOSTEP?

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

- None

**Attachments**

- Applicant statistics
- EHO Category statistics



## **Applicant Statistics – October 21, 2009**

**35 active applications for EHO category**

**7 new applications since last report (8/12/09)**

Of the 35...

23 are Board Cleared

7 are Board **and** Medically Cleared

11 have advanced degrees (Masters)

4 are willing to accept an isolated assignment

11 are former COSTEPs

8 have occupational/health and safety related degrees

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

5 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

Mississippi Valley State University

Emory University

University of Georgia

Indiana University of PA

New Mexico State University

Missouri Southern State University

Western Carolina University

University of Medicine and Dentistry of NJ

East Tennessee State University

East Central Oklahoma University

Colorado State University

California State Northridge

Ohio University

Tufts University

University of Central Michigan

University of South Florida

Old Dominion University

## EHO Category Statistics – as of 10/21/09

New officers since last report (8/12/09): **13** (2 short-tour)

Rank	Name	Agency	CAD	Qual. Degree	Major	School	Notes
LTJG	Kazuhiro Okumura	NIH	8/16/09	BS	Env Health	Univ of WA	
LTJG	April Hill	FDA	8/16/09	BS	Env Health	Missouri Southern	Former COSTEP
LTJG	Beth Osternik	NIH	8/22/09	Master level	Env. Science	Univ MI – Ann Arbor	
LTJG	Adriane Fisher	HRSA	9/1/09	Master level	Env Health	FL Int’l Univ	
LTJG	Rebecca Hampton	BOP	9/1/09	Master level	Env Health	Eastern Kentucky	
LT	Monica Leonard	CDC	9/4/09	MPH	Env Health	Emory Univ.	Civil Service conversion
CAPT	Terri Jenkins *	OS	9/6/09	BS	Env. Health	Colorado State	Inactive Reserve
LCDR	Rene Grossnickle *	OS	9/12/09	MS	Env. Science	Hood College	Inactive Reserve
LTJG	Timothy Shelhamer	IHS	9/14/09	BS	Env Health	Missouri Southern	Former COSTEP
LT	Suzanne Healy	FDA	9/14/09	Master level	Env Health	Boston Univ	
LTJG	Steven Galvez	FDA	9/21/09	BS	Env Health	Cal State - Fresno	
LT	John Masters	EPA	10/1/09	Master level	Env Science	Tulane	Civil Service conversion
LTJG	Lisa Nakagawa	IHS	10/19/09	Master level	Env Health	San Diego State	Former COSTEP

\*Short Tour (<30 days)

Current number of EHOs: **387** (↑8 since 8/12/09)

**By agency:**

ATSDR 18  
 BOP 2 (↑1 since 8/12/09)  
 CDC 66 (↑1 since 8/12/09)  
 DHS 24 (↓1 since 8/12/09)  
 EPA 18 (↓2 since 8/12/09)  
 FDA 86 (↑2 since 8/12/09)  
 HRSA 4 (↑1 since 8/12/09)  
 IHS 121 (↑2 since 8/12/09)  
 INTERIOR 11 (↑1 since 8/12/09)  
 NIH 8 (↑1 since 8/12/09)  
 OS 14 (↑2 since 8/12/09)  
 PSC 11  
 USDA 4

**By rank:**

O-2 46 (↑7 since 8/12/09)  
 O-3 61  
 O-4 74 (↓1 since 8/12/09)  
 O-5 102 (↑3 since 8/12/09)  
 O-6 102 (↓1 since 8/12/09)  
 O-7 2

ENVIRONMENTAL HEALTH OFFICER  
PROFESSIONAL ADVISORY COMMITTEE  
MEMBERSHIP PROFILE

NAME	AGENCY	NOMINATE BY:	C.S./ C.O.	FIELD /D.C.	SR /JR	DISCIPLINE	PREVIOUS TERM	CURRENT TERM START/ END DATE	YEARS ON PAC
Michael Noska	FDA	EHOPAC	C.O.	D.C.	SR	EH	03/06 through 02/09	03/09 through 02/12	3.17
Brian Johnson	IHS	EHOPAC	C.O.	Field	SR	EH	03/06 through 02/09	03/09 through 02/12	3.17
Christopher Kates	At-large	Self	C.O.	Field	SR	EH	09/05 through 08/08		3+
Dino Matterano	EPA	Self	C.O.	.		EH	N/A		
Alan Dellapenna	IHS	Self	C.O.	D.C.	SR	EH	N/A	01/10 through 12/13	
William Greim	Pro-Tem	Self	C.O.	Field	SR	EH	N/A	03/07 through 02/10	2.17
Jean Gaunce	CDC	Self	C.O.	HQ	SR	EH	N/A	01/08 through 12/11	1.25
John McKernan	Pro-Tem	Self	C.O.	Field	JR	EH	N/A	01/08 through 12/11	1.25
Sarah Unthank	USCG	Self	C.O.	Field	JR	EH	N/A	01/08 through 12/11	1.25
Gary Carter	IHS	Self	C.O.	Field	JR	EH	N/A	01/08 through 12/11	1.25
Myrna Buckles	IHS	Self	C.O.	Field	SR	EH	N/A	02/08 through 01/11	1.08
Ann Krake	DOI	Self	C.O.	Field	SR	EH	N/A	05/08 through 04/11	0.92
Scotty Hargrave	FDA	Self	C.O.	Field	SR	EH	N/A		
Christian Witkovskie	FDA	Self	C.O.	Field	JR	EH	N/A		
Wayne Hall	IHS	Self	C.O.	Field	SR	EH	N/A		
Jennifer Freed	CDC	Self	C.O.	HQ		EH	N/A		
Christopher Lafferty	At-large	Self	C.O.	Field	SR	EH	N/A		

Note: CDR Greim and CDR McKernan both changed OPDIVs shortly after being elected as their OPDIV's representative. Per EHOPAC by-laws, they are both serving out the rest of their terms (as voting members) in the "parking lot" while their original positions have been filled by other officers (CDR Jean Gaunce for CDC and ? for EPA/At-large). CAPT Spahr's term has been extended to allow him to complete the current ballot cycle for EHOPAC awards.

# EHOPAC Subcommittee Report

Date

**Subcommittee:** Membership and Nominations

**Current Subcommittee Members:**

LCDR Sarah Unthank (Chair), CAPT Michael Noska

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

Seek nominations for upcoming fall elections (August 2009)

New self nomination form (pending)

Updating of membership roster (Oct 2009)

Centralize process for membership into subcommittees (pending)

Subcommittee Operating Guidelines (pending)

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

Posted announcements on Listserve and CC bulletin seeking nominations for fall elections.

Reviewed numbers of officers at each agency for accurate representation on PAC. Determined that current make up of seats is accurate:

Agency	Officers	EHOPAC Reps
ATSDR	18	1
BOP	2	0
CDC	65	3
DHS	6	0
EPA	19	1
FDA	86	4
HRSA	4	0
IHS	120	6
INTERIOR	11	0
NIH	8	0
USDA	4	0
USCG	18	1

Officers without agency representatives 35 (9%)

At Large reps 2

Developed EHOPAC elections ballot and distributed ballot and application packages to for each candidate to EHOPAC members.

**Long Term Goals:**

Streamline process for nominations for EHOPAC

**Items for EHOPAC Input/Discussion:**

Suggest revision of Bylaws to allow for streamlined process for re-election of current members in good standing. Section 6(a) currently states: "A committee member interested in continuing their appointment to the EHOPAC may, at the end of a term with remaining eligibility, submit a self nomination form in accordance with nomination procedures."

Recommend changing language to state: "A committee member interested in continuing their appointment to the EHOPAC may, at the end of a term with remaining eligibility, opt for renewal of their membership by submitting a membership renewal form and obtaining approval of the EHOPAC Chair

and a majority vote by the EHOPAC membership. These renewals will be determined in the meeting prior to formal elections in order to determine the number of seats eligible during elections.”

Propose development of subcommittee operating guidelines for subcommittee, to include that non-members not be allowed to serve on subcommittee.

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

Complete Fall elections-(October 28, 2009)

**EHOPAC Readiness Subcommittee Report**  
**10/28/2009**

**Subcommittee:** Readiness

**Current Subcommittee Members:**

Chair: LCDR Lisa Delaney, CDC

Co-Chair: LCDR Gary Carter, IHS

Members: CAPT John Smart, HHS  
CAPT Colleen Petullo, EPA  
CAPT Mark Miller, CDC  
CAPT Larry Cseh, CDC/ATSDR  
CDR Kevin Sheehan, HHS  
LCDR Jason Barr, NIH  
LCDR Christopher VanTwyver, FDA  
LCDR Robert Emery, Univ of Texas (USPHS Inactive Reserve)  
LT Patrick Wallace, FEMA  
LTJG Aaron Otis, FDA

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

Develop internal operating guidelines and update our by-laws. (June 2010)

Working to develop a list of free preparedness training opportunities available to EHOs. Goal to place on our PAC website. (Jan 2010)

Reorganized the Work Groups within the Subcommittee. Created a new Work Group devoted to Officer Readiness. Work Group will track trending and identify novel ways to reach 100% readiness for our category!

Exploring options for establishing a mechanism for providing guidance to EHOs prior to their international deployment departure dates and for conducting debriefings upon their return. Decided to broaden the previously proposed pre-deployment roster (Jan 2010).

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

Members personally contacted officers who were not currently Basic Qualified or would be falling of the list at the next quarterly update if elements are not updated. At the last update, 97.67% of EHOs met Basic Readiness with only 9 officers not qualified. EHO category. This is the second time in a row the EHO category has the highest percentage of officers meeting Readiness among all categories.

Secured funding and printed 250 colored copies of the EHO “Disaster and Emergency Assistance” brochure. Finalizing distribution plan.

**Long Term Goals:**

- Continued support to officers attaining and maintaining readiness.
- Support the Chief Environmental Health Officer.
- Lead the way for the Environmental Health Responder.

**Items for EHOPAC Input/Discussion:**

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

None

**Attachments- None**

**EHOPAC Subcommittee Report**  
**October 28, 2009**

**Subcommittee:** Charter, Bylaws and Policy Review

**Current Subcommittee:**

CDR Chris Kates, Chair  
CAPT Charles Higgins  
CDR Dan Strausbaugh  
CDR Jennifer Lincoln  
LT Danielle Mills

**Current initiatives:**

- Currently developing Operational Guidelines for the Charter, Bylaws, and Policy Subcommittee
- Revised EHOPAC Bylaws from March 2009 were forwarded to the EHOPAC website and posted for public access.

**Actions previously directed by EHOPAC:**

- None

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

- CDR Chris Kates is working on Thank you Letters for subcommittee members for 2009 OPF posting.

**Long Term Goals:** None to report

**Items for EHOPAC Input/Discussion:** None to report

**Attachments**

None